



EdenAreaROP

GOVERNING BOARD MEETING AGENDA

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

Thursday, March 5, 2026
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

Dolly Adams, Interim Vice President

Zachary Borja, Member

Austin Bruckner Carrillo, Member

Jeffery Arthur, Student Board Member

Sofia Castellanos, Student Board Member

San Lorenzo Unified School District

Castro Valley Unified School District

San Leandro Unified School District

Hayward Unified School District

Eden Area ROP

Eden Area ROP



Regular Meeting of the ROP Governing Board

Date: Thursday, March 5, 2026
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/themselves 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. **Vision Statement**
- V. **Mission Statement**
- VI. **Core Values**
- VII. **Public Comment for Agenda items and matters that are related to the Eden Area ROP**

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

The Board 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.

VIII. Student of the Month

- A. Presentation of ROP Student of the Month Awards (page 6)

IX. Student Board Member Reports

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 to approve the Minutes of the Special Governing Board Workshop Meeting of February 5, 2026 (pages 8-9)
- B. Request the Governing Board approve the Minutes of the Regular Governing Board Meeting of February 5, 2026 (pages 10-21)
- C. Request the Governing Board approve the Bill Warrants (pages 22-28)
- D. Request the Governing Board approve the Personnel Action Items (pages 29-30)
- E. Request the Governing Board approve the Elimination of the Second Assistant Principal Position (page 31)
- F. Request the Governing Board to approve the Agreement with San Jose Charters for SkillsUSA Student Transportation for the 2025-2026 School Year (pages 32-34)

XI. Information Items

- A. Adult Programs Update (page 36)
- B. ROP Pathway Reviews- Residential and Commercial Construction (pages 37-38)

XII. Action Items

- A. Request the Governing Board approve the 2025-2026 Second Interim Report (page 40)
- B. Request the Governing Board approve the Second Reading and Adoption of Governing Board Policies, Administrative Regulations, and Exhibits (pages 41-77)
- C. Request the Governing Board approve the Revised Salary Schedules (Chart 2A & 2B)(pages 78-82)
- D. Request the Governing Board approve the Strategic Planning Consultant Proposal (pages 83-86)
- E. Request the Governing Board approve the Governing Board Reorganization (page 87)
- F. Request the Governing Board approve the Adoption of Resolution 6-25/26: Mid-Year Additions/Changes-Revised Signature Card (pages 88-90)

XIII. Superintendent's Report

XIV. Governing Board Reports

XV. Recess to Closed Session

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

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

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

XVII. Adjournment

STUDENT OF THE MONTH



DATE: March 5, 2026
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 March:

STUDENT NAME	HIGH SCHOOL	ROP PROGRAM	INSTRUCTOR
Juan Flores	San Leandro	Construction Technology	Lopez
Marcelino Munoz	Tennyson	Automotive Technology	Sanders/ Alvarez
Chloe Aundrea Antonio	Mt. Eden	Culinary	Rose

RECOMMENDATION

Information only

CONSENT CALENDAR



Minutes of the Special Board Workshop Meeting of the ROP Governing Board February 5, 2026

I. Call to Order

Juan Campos, Board President, called the Special Board Workshop meeting to order at 4:47 p.m. on Thursday, February 5, 2026 at the Eden Area Regional Occupational Program Board Room, 26316 Hesperian Blvd., Hayward, CA 94545.

II. Roll Call

Eden Area ROP Governing Board Members Present:

Juan Campos, President	San Lorenzo USD
Dolly Adams, Member	Castro Valley USD
Austin Bruckner Carrillo, Member	Hayward USD

Eden Area ROP Governing Board Members Absent:

Zachary Borja, Member	San Leandro USD
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Eden Area ROP Governing Student Board Members Present:

Jeffery Arthur, Member	Eden Area ROP
Sophia Castellanos, Member	Eden Area ROP

Eden Area ROP Superintendent/Clerk of the Board Present:

Blaine Torpey

Eden Area ROP Administrators Present:

None

Eden Area ROP Staff Present:

None

III. Approval of Agenda

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

Board Member Vote:

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

Student Board Member Preferential Vote:

AYES:	2 (Arthur, Castellanos)
NOES:	0
ABSTENTIONS:	0
ABSENT:	0

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

None

V. Information Items

Adjourn to Board Workshop

A. Connections

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

B. Our Values and Impact

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

C. Governance Handbook

Superintendent Torpey handed out the Eden Area ROP Governance Handbook for the Board to review.

VI. Adjournment

The meeting was adjourned at 5:30 p.m.

Approved by the Eden Area ROP Governing Board _____.

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



**Minutes of the Regular Meeting of the ROP Governing Board
February 5, 2026**

I. Call to Order

Trustee Juan Campos, Board President, called the meeting to order at 5:49 p.m. on Thursday, February 5, 2026, 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
Dolly Adams, Member	Castro Valley USD
Austin Bruckner Carrillo, Member	Hayward USD

Eden Area ROP Governing Board Members Absent:

Zachary Borja, Member San Leandro USD

Eden Area ROP Governing Student Board Members Present:

Jeffery Arthur, Member	Eden Area ROP
Sophia Castellanos, Member	Eden Area ROP

Eden Area ROP Superintendent/Clerk of the Board Present:

Blaine Torpey

Eden Area ROP Administrators Present:

Mercedes Henderson	Human Resources Administrator
Craig Lang	Director of Adult Programs and Apprenticeships
Manuschka Michaud	Principal
Michelle Stephens	Assistant Principal (On-Site)

Eden Area ROP Staff Present:

Liliana Angulo	Public Relations and Students Activities Specialist
Christina Charlton	Marketing Instructor
Maria Luisa Fuller	Entrepreneurship Instructor
Max Goldin	Entrepreneurship Substitute Instructor
Laura Jagroop	Entrepreneurship Instructor
Gabriela Juarez	Executive Assistant
Jessica Laird	Career Counselor
Aaron Rosas	Entrepreneurship Instructor

Others Present:

Students of the Month and their guests

Abbi Jones, student	Careers in Law, Public Safety & Forensic Science
Valerie McMasters-Shaw	Executive Senior Director, Christy White
Kalie Vazquez Trejo, student	Dental Assisting

III. Approval of Agenda

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

Board Member Vote:

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

Student Board Member Preferential Vote:

AYES: 2 (Arthur, Castellanos)
NOES: 0
ABSTENTIONS: 0
ABSENT: 0

IV. Pledge of Allegiance

Blaine Torpey led the Pledge of Allegiance.

V. Vision Statement

Haas'yana Johnson read the Eden Area ROP Vision Statement.

VI. Mission Statement

Maria Del Muro read the Eden Area ROP Mission Statement.

VII. Core Values

Jeffery Aruthur and Sofia Castellanos 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 of February 2026:

STUDENT NAME	HIGH SCHOOL	ROP PROGRAM	INSTRUCTOR
Jonathan Olivares-Torralba	Hayward	Entrepreneurship	Goldin
Maria Del Muro	Arroyo	Marketing Economics	Charlton
Gabriela Ruiz	Tennyson	Entrepreneurship	Fuller
Adelaide Wilhelm	Castro Valley	Marketing Economics	Thompson
Daniel Vazquez	San Leandro	Marketing Economics	Jagroop
Haas'yana Johnson	Mt. Eden	Entrepreneurship	Rosas

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 thanked their instructor for the recognition and shared about their journey at Eden Area ROP and their experience in the program. Each student also had the opportunity to introduce their family and guests.

X. Consent Calendar

Trustee Dolly Adams moved to approve the Consent Calendar Items as follows:

- A. Minutes of the Regular Governing Board Meeting of December 11, 2025
- B. Bill Warrants
- C. Personnel Action Items
- D. Quarterly Report on Williams Act Complaints and Resolutions
- E. Listed Donations-A Paratransit Corp
- F. Listed Donations-Ambries Pichon
- G. Listed Donations-H & J Diaz Family Foundation
- H. Budget Development Calendar for the 2026-2027 School Year
- I. Receipt of the Grant Award Notifications (GAN): K12 Strong Workforce Program (SWP) Round 8 CTE Summer Summit
- J. Agreement with American Fidelity to Provide Section 125 Flexible Benefit Plan Services for the 2026 Calendar Year
- K. Amendment to the 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
- L. Second Amendment Agreement with Mark Miller for Construction Manager Consultation Services from October 1, 2024 through June 30, 2026

Student Board Member Jeffery Aruthur seconded the motion. By the following vote, the consent calendar was approved as amended:

Board Member Vote:

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

Student Board Member Preferential Vote:

AYES: 2 (Arthur, Castellanos)
NOES: 0
ABSTENTIONS: 0
ABSENT: 0

To allow the Student of the Month instructors time to celebrate with students and families the Board moved to Information Item C: Midyear Review of Superintendent's goals.

XI. Information Items

C. Midyear Review of the Superintendent's Goals

Blaine Torpey, Superintendent, presented a midyear update on progress toward the superintendent's goals: culture, climate, and communication; student outcomes; staff support; and operations.

He highlighted completion of the Facilities Master Plan, strong student engagement with more than 600 survey responses, and efforts to balance significant enrollment growth while maintaining program quality. Staff completed LGBTQ+ PRISM training, including classified employees, and participated in ongoing English learner professional

development. He also shared updates on partnerships and collaborative efforts to sustain programs affected by federal funding changes.

Under student outcomes, he reported expansion of dual enrollment and the Careers in Education pathway, progress on the Zero-Emission Vehicle pathway, and continued development of apprenticeship and Middle College programs in partnership with Chabot College. Student voice initiatives have expanded, including growth in the Student Ambassador program and the addition of student board members.

In staff support and operations, he described professional development, restorative practices, policy updates, and capacity planning to address enrollment growth. He noted successful grant management with no journal entries to date and announced recent grant awards and pending applications.

With the Superintendent's presentation concluded and the instructors returning to the Board room, the Board resumed the original agenda order. The next information item was the ROP Pathway Review for Entrepreneurship/Self-Employment and Marketing.

A. ROP Pathway Reviews-Entrepreneurship/Self Employment and Marketing

Michelle Stephens, Assistant Principal, introduced the Entrepreneurship and Marketing Pathway presentation and recognized the instructors leading the program: Max Goldin, Christina Charlton, Maria Luisa Fuller, Laura Jagroop, and Aaron Rosas.

The instructors provided an overview of the pathway, which includes Entrepreneurship 1 and 2, and Marketing, all A-G approved and UC eligible. They serve six high schools across three districts and have engaged hundreds of students in hands-on, real-world learning experiences. Programs include student-run businesses, participation in DECA and SkillsUSA competitions, business plan development, stock market simulations, and work-based learning opportunities.

Highlights included:

- DECA and SkillsUSA participation, including local, state, and national competitions, with students gaining leadership, technical, and entrepreneurial skills.
- Curriculum integration with real-world applications, such as marketing projects, business simulations, and collaboration with industry partners.
- Emphasis on developing communication skills, critical thinking, and an entrepreneurial mindset in students.

B. Sophomore Presentation Update

Liliana Angulo, Public Relations and Student Activities Specialist, presented to the Board a demonstration of the sophomore presentations that she gives to students across the partner district high schools. She was accompanied by two student ambassadors, Kalie Vazquez Trejo, Dental Assisting student, and Abbi Jones, Careers in Law, Public Safety, and Forensics student.

The presentation highlighted Eden Area ROP's mission, vision, core values, and program offerings across multiple career pathways, emphasizing hands-on learning, college credit opportunities, certifications, and workforce readiness. Ms. Angulo demonstrated how students benefit from ROP programs through interactive slides and examples, and the student ambassadors shared their personal experiences in their respective programs.

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

Michelle Stephens, Assistant Principal (On-Site), introduced the Student Training and Employment Program (STEP) presentation. Gilbert Seegmiller, Workforce Readiness Coordinator, was highlighted as leading the program. Ms. Stephens explained that STEP supports students with disabilities through partnerships with the Alameda County Workforce Development Board, the Department of Rehabilitation, and Eden Area ROP. Students complete an eligibility process, participate in workforce readiness sessions covering self-advocacy, labor law awareness, job exploration, and resume building, and may earn certificates and a stipend. Eligible students can also participate in paid summer or fall internships.

The program tracks outcomes through pre- and post-assessments and monthly and annual reporting. Year one had 35 workforce readiness completers, and year two had 48. STEP provides real-world experience, promotes equity, builds confidence, and teaches self-advocacy. Ms. Stephens shared a student success story of a STEP participant gaining acceptance into Tesla's advanced manufacturing training.

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

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 have 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 exhibit:

NUMBER	TYPE	TITLE	STATUS
0450	BP	Comprehensive Safety Plan	Revise
0450	AR	Comprehensive Safety Plan	Revise
1340	BP	Access to District Records	Revise
1340	AR	Access to District Records	Revise
1445	BP	Response To Immigration Enforcement	New
1445	AR	Response To Immigration Enforcement	New
5125	BP	Student Records	Revise
5125	AR	Student Records	Revise
5125.1	BP	Release of Directory Information	Revise
5125.1	AR	Release of Directory Information	Revise
5125.1	E(1)	Release of Directory Information	Revise
5145.13	BP	Response To Immigration Enforcement	Rescind
5145.13	AR	Response To Immigration Enforcement	Rescind

The Governing Board received the first reading and provided direction for staff to incorporate the requested review prior to the second reading.

XII. Action Items

A. Request the Governing Board approve the Annual Independent Auditor's Report for the Fiscal Year Ending June 30, 2025

Valerie McMasters-Shaw, Executive Senior Director of Christy White, presented the Auditor's Report.

Upon review of and a motion by Trustee Dolly Adams and a second by Trustee the Governing Board approved the Annual Independent Auditor's Report for the Fiscal Year Ending June 30, 2025.

Board Member Vote:

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

Student Board Member Preferential Vote:

AYES: 2 (Arthur, Castellanos)
NOES: 0
ABSTENTIONS: 0
ABSENT: 0

B. Request the Governing Board approve the Second Reading and Adoption of Governing Board Policies, Administrative Regulations, Board Bylaws, and Exhibits

The Board considered the second reading and adoption of Governing Board policies, administrative regulations, bylaws, and exhibits. Trustee discussion focused on BP and AR 5020 and BP 6143, which include opt-out language allowing families to request that students be excused from certain instruction and be offered alternate activities. It was noted that removing this language could make the policy subject to challenge.

A motion was made and approved to adopt all policies except BP and AR 5020 and BP 6143, which will be revised and brought back to the Board for future consideration.

Upon review of and a motion by Trustee Juan Campos and a second by Trustee Austin Bruckner Carrillo the Governing Board approved the second reading and adoption of Governing board policies, administrative regulations, board bylaws, and exhibits except for the following policies and administrative regulation:

- BP 5020: Parent Rights and Responsibilities
- AR 5020: Parent Rights and Responsibilities
- BP 6143: Courses of Study

Board Member Vote:

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

Student Board Member Preferential Vote:

AYES: 2 (Arthur, Castellanos)
NOES: 0
ABSTENTIONS: 0
ABSENT: 0

C. Request the Governing Board approve the Adoption of Resolution 5-25/26: Career Technical Education Month (February)

Upon review of and a motion by Trustee Dolly Adams and a second by Student Board Member Sofia Castellanos the Governing Board approved the adoption of Resolution 5-25/26: Career Technical Education Month (February).

Board Member Vote:

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

Student Board Member Preferential Vote:

AYES: 2 (Arthur, Castellanos)
NOES: 0
ABSTENTIONS: 0
ABSENT: 0

D. Request the Governing Board approve the Middle College Site Administrator Position and Job Description

Upon review of and a motion by Trustee Dolly Adams and a second by Student Board Member Jeffery Arthur the Governing Board approved the Middle College Site Administrator position and job description.

Board Member Vote:

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

Student Board Member Preferential Vote:

AYES: 2 (Arthur, Castellanos)
NOES: 0
ABSTENTIONS: 0
ABSENT: 0

E. Request the Governing Board approve the Revised Salary Schedule (Chart 4)

Upon review of and a motion by Trustee Austin Bruckner Carrillo and a second by Trustee Dolly Adams the Governing Board approved the Revised Salary Schedule (Chart 4).

Board Member Vote:

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

Student Board Member Preferential Vote:

AYES: 2 (Arthur, Castellanos)
NOES: 0
ABSTENTIONS: 0
ABSENT: 0

F. Request the Governing Board approve the Governing Board Reorganization

Trustee Juan Campos, San Lorenzo USD Representative, introduced Action Item F, the request that the Governing Board approve the Governing Board Reorganization. Trustee Campos invited nominations.

Board members discussed the timing of the reorganization, including whether to proceed immediately or wait until a future meeting when a full Board might be present. It was clarified that, because Board positions are appointed rather than elected, statutory reorganization timelines do not strictly apply. Concerns were raised regarding potential vacancies and the need to maintain continuity.

After discussion, the Board agreed to table Action Item F and reconsider the Governing Board Reorganization at the March 5, 2026 Eden Area ROP meeting.

Trustee Austin Bruckner Carrillo moved to table the item and continue current assignments until that meeting, and Trustee Dolly Adams seconded the motion.

Board Member Vote:

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

Student Board Member Preferential Vote:

AYES: 2 (Arthur, Castellanos)
NOES: 0
ABSTENTIONS: 0
ABSENT: 0

During discussion of the motion, it was noted that the Board currently did not have a Vice President. To ensure leadership continuity, a motion was made and approved to appoint Trustee Adams as Interim Vice President until the March 5, 2026 meeting.

Upon review of and a motion by Trustee Austin Bruckner Carrillo and a second by Trustee Dolly Adams the Governing Board approved the amended motion to table the Board reorganization and appoint Trustee Dolly Adams as Interim Vice President.

Board Member Vote:

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

Student Board Member Preferential Vote:

AYES: 2 (Arthur, Castellanos)

NOES: 0
ABSTENTIONS: 0
ABSENT: 0

XIII. Communications

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

Blaine Torpey, Superintendent, presented the communications from the Alameda County Office of Education regarding the first interim budget report. The letter affirmed a positive certification.

XIV. Student Board Member Reports

Jeffery Arthur, Student Board Member, provided a report on recent student activities and class projects. He highlighted that the PM Medical II class has begun internships with over 30 students at various sites. The Construction class has started work on the outdoor learning area, applying designs created using online software under the guidance of their instructor, Mr. Lopez. The Dental class is planning two volunteer events in the Union City area, including assisting children with disabilities and supporting veterans' dental needs. The dental clinic renovation is nearly complete, and students have returned to their workspace.

Mr. Arthur also noted that student ambassadors led nearly 350 sophomores from Castro Valley High School through the clinic to showcase campus improvements. Ambassadors have launched CTE Month festivities with Instagram takeovers, highlighting students' skills, classroom activities, and teacher contributions. Ambassadors have organized into five official teams in the PM program, focused on planning and executing the CTE Month celebration on February 13.

Additionally, he is working to have all students at Eden Area ROP CPR certified, leveraging her experience training students at Castro Valley High School, and is exploring the implementation of a student-run blood drive in partnership with the Stanford Blood Center and American Red Cross. He emphasized the importance of these initiatives for student safety, health, and community engagement.

Sofia Castellanos, Student Board Member, provided an update on student activities and projects across various programs. She reported that Medical I and II students are participating in the FACES of the Future program, shadowing doctors at St. Rose Hospital and learning anatomy, physiology, vital signs, CPR, and front office procedures. Students are also receiving professional development training, including interview preparation, resume writing, public speaking, and workplace professionalism. First Responder students are practicing search and rescue skills and preparing for SkillsUSA competitions. Auto Collision and Refinishing students are learning hands-on skills such as removing and painting car panels and welding. Careers in Law students are focusing on crime scene investigations, ongoing case work, and real-world legal applications.

Ms. Castellanos also shared her personal Gold Award project goals as a Girl Scout. She plans to implement water refilling stations on campus to improve access to clean drinking water, reduce plastic waste, and encourage hydration.

XV. Superintendent's Report

Blaine Torpey, Superintendent, began his report to the Board by highlighting student achievements and success stories from the Construction Technology program. He shared examples of graduates who have pursued apprenticeships or employment in

skilled trades, including plumbing, electrical work, carpentry, HVAC, and glazing. He noted that students in this program gain exposure to multiple trades, hands-on experience, and professional development skills, including resume building, interviewing, and workplace professionalism. These experiences provide students with a strong foundation to identify career paths they are passionate about and transition successfully into the workforce.

Superintendent Torpey also highlighted the role of instructors in connecting students with industry partners and apprenticeship opportunities. He noted that several students have secured paid internships that often lead to full-time employment, and that the program serves as more than a class, it is a career pipeline for Eden Area ROP students.

He then introduced a video highlighting the Eden Area ROP Fire and EMS program and its partnership with the Hayward Fire Department. The video showcased the program's impact on students, including two recent graduates who completed the program and are now employed as firefighters. Superintendent Torpey emphasized the value of these partnerships in providing students with real-world experience, leadership development, and early exposure to career opportunities in emergency services.

He concluded by sharing the Garden Blossom newsletter, recognizing the dedication of students, staff, and instructors, and reiterating the important role Eden Area ROP programs play in preparing students for post-secondary education, career readiness, and workforce success.

Superintendent Blaine Torpey suggested to the Board that the Student Board Members be given the option to leave early as it was 9:30 pm, and they departed the meeting at 9:31 p.m.

XVI. Governing Board Reports

Austin Bruckner Carrillo, Hayward Unified School District Representative, shared that he recently conducted a site visit and expressed appreciation for the opportunity to tour the campus.

He reported that Hayward Unified School District is currently engaged in its budget development process and is facing an estimated reduction of 7 million in order to maintain an acceptable certification from the Alameda County Office of Education. Proposals under consideration include the potential closure of an elementary school, reductions to certificated and classified staff, and limited reductions to administrative staff. He noted that these items will be discussed further at an upcoming board meeting.

Trustee Bruckner Carrillo also shared that the district is holding hearings regarding the renewal of two charter schools, Leadership Public Schools and Twin Oaks Montessori. He provided positive news that the district secured \$500,000 in Measure C funding for early TK programming through collaboration with Supervisor Marquez and First 5. He concluded by noting that the district is considering a half-cent sales tax measure.

Dolly Adams, Castro Valley Unified School District Representative, shared that she recently conducted a site visit with Superintendent Torpey, where she observed the STEP program, merchandising, the garden area, and other campus spaces.

She reported that Castro Valley Unified School District is currently negotiating a proposed two year contract with its bargaining units that includes modest salary increases and a greater emphasis on enhanced benefits, reflecting union priorities. She noted that the district is experiencing slight enrollment growth, which has helped

maintain financial stability despite tight budget conditions and lower per pupil funding compared to some neighboring districts.

Trustee Adams also shared that the district recently opened a new culinary facility and is preparing for upcoming board elections, with at least one new board member anticipated. She stated that the district is exploring a facilities bond measure following a previously unsuccessful parcel tax attempt. The bond would address capacity needs at several elementary schools and facility improvements at Castro Valley High School, including upgrades to aging arts spaces.

During the discussion, Trustee Adams expressed interest in exploring language within the bond measure to support Career Technical Education development opportunities connected to future construction projects.

Juan Campos, San Lorenzo USD Representative, reported that San Lorenzo Unified School District is currently in negotiations with two bargaining units, including the teachers and classified staff. He expressed hope that agreements will be reached on favorable terms.

Trustee Campos thanked the Eden Area ROP team and students for their presentation and representation at the SLZUSD Board meeting.

Regarding budget reductions, Trustee Campos stated that the district is addressing approximately 1.5 million dollars in reductions. He explained that the reductions will likely be managed through non reelections and by holding vacant positions, minimizing direct impact on current employees. He noted that these actions will help stabilize the district's budget for the current year.

Trustee Campos also reported that the district's parcel tax is scheduled to sunset and that efforts are underway to renew it. He stated that the parcel tax generates approximately 3 million dollars annually, which directly supports staff and teacher salaries.

Additionally, Trustee Campos shared that the district plans to send a letter to Governor Gavin Newsom regarding concerns about the distribution of Proposition 28 funding. He explained that the district believes the funds are not being allocated as intended and that, based on district enrollment, San Lorenzo USD would receive approximately 3.5 million dollars. He noted that these funds would significantly support continued employment of current staff, including arts and music programs.

Trustee Campos also mentioned an upcoming CTA breakfast for board members and indicated that he would be attending.

XVII. Recess to Closed Session

The meeting was called into closed session at 9:44 pm.

**A. Public Employee Discipline/Dismissal/Release
Government Code 54957**

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

The meeting resumed to open session at 10:08 pm.

**A. Public Employee Discipline/Dismissal/Release
Government Code 54957**

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

XIX. Adjournment

The meeting was adjourned at 10:09 pm in memory of:

- Pedro Espinoza, Godfather of Jazmin Marquez, Work-Based Learning Specialist
- Luna Evangelina Foster, daughter of Nick Foster Adult Programs Electrical student and niece of Jennifer Aguilar, Administrative Assistant

Approved by the Eden Area ROP Governing Board _____.

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



DATE: March 5, 2026
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 January 27, 2026 through February 19, 2026 and include test warrant numbers and voided warrants.

CONSENT CALENDAR



DATE: March 5, 2026
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



DATE: March 5, 2026
TO: ROP Governing Board
FROM: Blaine Torpey, Superintendent
PREPARED BY: Mercedes Henderson, Human Resources Administrator
SUBJECT: Request the Governing Board approve the Elimination of the Second Assistant Principal Position

BACKGROUND

Over the years, the Eden Area ROP has needed to be nimble and responsive to the constantly changing landscape of funding and priorities. Since the elimination of direct state funding for ROPs and the advent of the Career Pathways Trust, the delivery of Career Technical Education has changed. While these changes have positively impacted student outcomes, they required the Eden Area ROP to consistently adjust staffing, structures, and job duties.

CURRENT SITUATION

In an effort to enhance cost-effectiveness and address declining grant revenue a position has been eliminated

Position Eliminated

Assistant Principal 1.0 FTE

CONSENT CALENDAR



DATE: March 5, 2026
TO: ROP Governing Board
FROM: Blaine Torpey, Superintendent
PREPARED BY: Michelle Stephens, Assistant Principal
SUBJECT: Request the Governing Board to approve the Agreement with San Jose Charters for SkillsUSA Student Transportation for the 2025-2026 School Year

BACKGROUND

SkillsUSA was created to raise the quality of education for students in trade, industrial, and technical programs. Our students become part of a national organization, comprised of 331,000 members, that serves trade, industrial, and technical students in public schools, occupational centers and community colleges.

Students are part of successful partnerships that link students, educators, businesses, labor, and government nationwide. As a member of one of nearly 14,000 local chapters nationwide, students learn to work as part of a team and develop management skills.

CURRENT SITUATION

The Eden Area ROP students will compete in the SkillsUSA State Competition, April 9-12, 2026, in Ontario, CA. The attached agreement with San Jose Charters is for roundtrip bussing services to transport staff and students between Eden Area ROP and Ontario, CA.

CONSENT CALENDAR

SAN JOSE CHARTERS
 INC. 2920 Daylight Way
 San Jose CA 95111
 Bus: (408) 360-9883
 Fax: (408) 360-0790
 TCP 016831-A



Sales Person: Sara Magana

OFFER TO CHARTER

Reservation ID: 1821868

Company: Eden Area Regional Occupational Program
 CompanyAddress: 26316 Hesperian Blvd
 Company City: Hayward, CA 94545-
 Contact Name: Manuschka Michaud
 Business Phone: 510-293-2904
 Fax Number: 510-293-8224 E-mail: mmichaud@edenrop.org

No Buses: 1
 No Pax: 56



Departure Information

Trip Date: 4/9/2026
 Depart Time: 5:30
 Address: EAROP-26316 Hesperian Blvd
 City/Zip: Hayward CA 94545
 Host:
 Group Name:

Destination Information

Address: Hampton Inn & Suites 4500 Mills Circle
 City/Zip: Ontario CA 91764
 Return Date: 4/12/2026
 Return Time: 13:00
 Drop-Off Date: 4/12/2026
 Drop-Off Time: 21:00

ITINERARY

05:30 am-Arrive at EAROP
 26316 Hesperian Blvd., Hayward CA 94545 Depart EAROP
 1st Stop Kettleman City (Breakfast)
 2nd Stop Grapevine (Lunch)
 3rd Stop Trip to Walmart
 Approximate arrival at Hampton Inn & Suites
 6pm Opening Ceremonies
 8pm Dinner/10pm in Room
 4/10-8am 4:30pm Leadership & Skills USA Competitions
 4pm-9pm Social Nigh (Movies, Food & Fun)
 10pm In room

4/11-8am 4:30pm Leadership & Skills Competitions
 4pm Trip to Ontario Mills (Movies, Food & Fun)
 10pm In room
 4/12- 06:30am Meet at buses dressed in formals
 7am deprt hotel
 7:30-12noon closing ceremony & Awards
 12:30-1pm depart Arena
 9pm arrive back at EAROP

Item	Qty	Price	Subtotal
56 psgr	1	\$10,806.01	\$10,806.01
	0	\$0.00	\$0.00
	0	\$0.00	\$0.00
	0	\$0.00	\$0.00
	0	\$0.00	\$0.00
Driver Tip	1	\$400.00	\$400.00
Discount:		0.00%	\$10,806.01
Bridge/Tolls:			\$0.00
Parking Fees:			\$0.00
Fuel Surcharge:			\$0.00
TOTAL:			\$11,206.01

Please make checks payable to SAN JOSE CHARTERS, INC. and include your RESERVATION ID to ensure accurate processing.

Deposit Amount:	\$0.00
Deposit Date:	
Balance Due:	\$11,206.01
Balance Due Date:	3/9/2026

By signing this document, I affirm that I have read and understood the terms and conditions outlined in pages 1-2 of this contract. I agree to abide by those terms.

If the deposit and or full payment is not received by the due dates stipulated we reserve the right to cancel services without notice. (For schools, a PO must be provided).

We must receive signed offer within 5 business days of issuance to reserve your date and rate.

 Client's Signature

 Date

SAN JOSE CHARTERS
INC. 2920 Daylight Way
San Jose CA 95111
Bus: (408) 360-9883
Fax: (408) 360-0790
TCP 016831-A



Sales Person: Sara Magana

OFFER TO CHARTER

Reservation ID: 1821868

TERMS AND CONDITIONS

PRICE: The price on this confirmation is based on the itinerary given to San Jose Charters at the time of pricing. Client agrees to pay additional charges that were unknown at the time of booking. Any changes made to this charter order 72 hours prior to the charter are subject to a \$50 processing fee. Any changes made 24 hours or less to the charter are subject to a \$75 processing fee. These fees are in addition to any additional charges which may be incurred due to itinerary changes. Any changes to the final itinerary will need to be done via email during regular business hours. On the day of the trip any changes in the itinerary MUST be approved by our office and may result in additional charges.

PAYMENT: 10% deposit or \$250 (whichever is greater) per vehicle requested is due upon receipt of our written confirmation. Final payment is due 30 days prior to trip date. Reservations made less than 30 days prior to the trip date must be paid by credit card or cash at the time of booking. A \$35 fee will be charged for any checks returned to us by the bank.

CANCELLATION: Customer will receive a full refund on the deposit if the trip is cancelled 30 days prior to the departure date. Customer will be charged 50% of the total amount if cancellation is made 29 – 7 days prior to departure date. There is no refund if cancelled 6 days or less prior to the departure date. Full amount will be charged if trip is cancelled at the spot location. All cancellations are subject to a \$50 Administrative fee. For multiple motor coaches, Administrative fee will be at management's discretion.

SPAB PAYMENT AND CANCELLATION: Payment for all SPAB coach moves must be received in full 6 weeks prior to the departure date. For these moves a cancellation fee of \$500 per coach will occur if cancelled 4 weeks prior to departure date. If trip is cancelled 3 weeks prior to the departure date, a fee will be charged at management's discretion. This ONLY applies to SPAB moves

OVERTIME AND ADDITIONAL CHARGES: Time and charges begin when the motor coach arrives at the pick-up location. If there is an error stated in the address, you shall be charged for the time needed to reroute the motor coach to a different address.

You agree to pay the following additional expenses incurred in connection with Charter services directly to the Charter Company: (i) driver's lodging (if not paid by the client) (ii) tolls (iii) parking fees (iv) additional stops and (v) any other expenses incurred directly by the Charter Company in connection with the provision of the Charter Services.

DRIVER'S LODGING: You agree if required, to arrange for appropriate lodging for drivers that meet or exceed the following minimum standards: 3 star or better hotel/motel, private room with private shower and bathroom. Parking at the hotel for bus(es) and any incurred Parking fees. Hotel must be within a 5 mile radius of destination. If you fail to provide the driver(s) with private lodging meeting the listed requirements, you (i) authorize the Charter Company to procure such alternative lodging for the driver(s) and (ii) agree to reimburse the Charter Company for the cost of any such alternative lodging.

CHARTER SERVICES: The Charter Company or the driver may terminate any trip without refund in its sole discretion, if (i) The driver feels that you or any of the passengers are putting the driver or any of the passengers in danger or harm or (ii) you and/or any of the passengers are in possession of any illegal material and/or substance. This is without exception.

Drivers must follow FMCSA Hours of Service Regulations and other applicable regulations and shall not agree to any request to exceed the regulated FMCSA Hours of Service or to violate any other regulations. These regulations restrict driving time to ten (10) hours and duty time to fifteen (15) hours. Driving and duty time start and end at the garage. Unless agreed in writing at the time of the reservation, driver is not obligated to arrange buses with more than one driver on each bus. Drivers are entitled to a hotel room no later than when they reach these restrictions on driving and/of duty times. Driver may terminate any trip without refund in its sole discretion if you or any of the passengers attempt to force the driver to exceed regulated FMCSA Hours of Service or to violate any other applicable regulations. If driver reaches the legal driving time, he/she will pull over and will not continue with the trip, regardless if destination has been reached or not. If destination has not been reached, the group is responsible for getting their own transportation to their final destination and obtaining a hotel room for the driver where ever he/she stops

HOTEL/CASINO CHARTERS: San Jose Charters is not responsible for changes made to the cost, bonus or availability for any hotel and or casino.

DAMAGE OR RETURN OF VEHICLE IN UNACCEPTABLE CONDITION: Our motor coaches are inspected and cleaned prior to departure from our garage. Any damage to seats, windows or other parts of the motor coach that is caused by a member of the group chartering the motor coach shall be the financial responsibility of the chartering group. San Jose Charters will bill the group for repairs and damage. If the vehicle requires excessive cleaning (garbage, vomit, spills, stains etc.), the group will be charged up to \$300 per vehicle. Kegs, glass bottles, or propane tanks are not permitted on our vehicles.

PERSONAL ITEMS AND LUGGAGE: San Jose Charters is not responsible for luggage, or any items left, stolen or damaged on the bus.

INFORMATION ITEMS



DATE: March 5, 2026
TO: ROP Governing Board
FROM: Blaine Torpey, Superintendent
PREPARED BY: Craig Lang, Director of Adult Programs and Apprenticeships
SUBJECT: Adult Programs Update

BACKGROUND

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

CURRENT SITUATION

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

RECOMMENDATION

Information only



DATE: March 5, 2026
TO: ROP Governing Board
FROM: Blaine Torpey, Superintendent
PREPARED BY: Michelle Stephens, Assistant Principal
SUBJECT: ROP Pathway Review-Residential & Commercial Construction

BACKGROUND

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

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

CURRENT SITUATION

The Residential and Commercial Construction pathway is under the Building and Construction Trades sector. The Residential and Commercial Construction pathway provides learning opportunities for students interested in preparing for careers in construction and building design, performance, and sustainability. The standards focus on the manner in which residential and commercial structures are designed and built. The pathway includes instruction in the way in which these structures are built (Class B California License).

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

RECOMMENDATION

Information only

SCHOOL DISTRICT:		EDEN AREA ROP		LOCATION:		Eden Area ROP	
PATHWAY:		Residential & Commercial Construction			INSTRUCTOR:		Jose Lopez
Course Name		Enrollment as of 24-25 Year to Date		Enrollment as of 23-24 Year to Date		Enrollment as of 22-23 Year to Date	
Construction Technology I P		37		49		49	
Construction Technology II P		13		7		7	
Comments:							
<ul style="list-style-type: none"> Required enrollment: Class enrollment maintained to sustain agreed master schedule for onsite and staffing. <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Retention rate (Active Enrollment divided by Year-to-date Enrollment): 							
Text Book: Carpentry				Edition: 5 th			
NO.	YES	NO					
1.	X		ENROLLMENT – Course meets current or future labor market news.				
			CLASS SCHEDULE: AM/PM	SECTIONS PER YEAR:	MINS PER SECTION:	EXPECTED MINIMUM STUDENTS PER SECTION:	
			2 (Center)	2 (Center)	3hrs Center	25+	
2.	X		AVAILABILITY OF QUALIFIED INSTRUCTOR – Qualified/ Credentialed Instructor teaching course.				
3.	X		LEADERSHIP – Instructional leaders have sufficient time and resources to implement system improvements and work with their counterparts in other programs.				
4.	X		CURRICULUM and INSTRUCTION – Students are provided with a strong experience in and understanding of all aspects of industry.				
5.	X		SCHOOL-TO-CAREER AND CAREER PATHWAY DEVELOPMENT – Course is designed as part of a sequence of courses, career pathways, etc.				
6.	X		ADVISORY COMMITTEE – The course has been reviewed and recommended by a pre-established committee. <input checked="" type="checkbox"/> Yes, instructor was present at advisory meeting and minutes are on file at ROP <input type="checkbox"/> No, the instructor was not present at advisory. Program was represented, at a joint industrial, by ROP personnel. Instructor MUST attend the next advisory for program to meet compliance.				
7.	X		LABOR MARKET NEEDS – Course meets current or future labor market needs.				
8.	X		WORK-BASED LEARNING – Course incorporates work-based learning opportunities (i.e. guest speakers, field trips, mock interviews, or student organizations)				
9.		X	COMMUNITY CLASSROOM AND COOPERATIVE VOCATIONAL EDUCATION – Course incorporates community classroom and cooperative vocational education (i.e., job training, internships, or job shadowing).				
10.	X		JOB PLACEMENT/FURTHER EDUCATION OPTIONS – Course has potential for student job placement in entry-level positions or course prepares students for further training opportunities within the designed career pathway.				
11.	X		FACILITIES AND EQUIPMENT ACCOMMODATION <input type="checkbox"/> District will provide a facility which adequately accommodates the program. <input checked="" type="checkbox"/> EAROP will provide a facility which adequately accommodates the program. <input type="checkbox"/> District shares cost of equipment if program is cross utilized.				
OTHER CONSIDERATIONS:							
<input checked="" type="checkbox"/> A-G Credit for UC				<input type="checkbox"/> State and National Licensing or Certification			
<input type="checkbox"/> Community College Articulation				<input checked="" type="checkbox"/> Strong Business or Industry Partnership			
<input type="checkbox"/> Dual Enrollment				<input type="checkbox"/> Emerging Technologies -			
COMPLIANCE CATEGORIES							
<input checked="" type="checkbox"/> R – Retain Program: Program meets all criteria.		<input type="checkbox"/> W - Watch Program: All criteria not met. See areas that need to be complied with.		<input type="checkbox"/> P - Probation: Criteria is not being met. Program in danger of suspension.		<input type="checkbox"/> R – Reduce Program: Downsizing program.	
<input type="checkbox"/> S/T - Suspend/ Terminate program.							

ACTION ITEMS



DATE: March 5, 2026
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 Second Interim Report

BACKGROUND

The Second Interim Report reflects revenues and expenditures as of January 31, 2026. 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 Second Interim Report as positive, the Board understands its fiduciary responsibility to maintain fiscal solvency for the current and the two subsequent fiscal years.

The report confirms the Eden Area ROP's ability to meet all financial obligations for the current fiscal year 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 Second Interim Report.



DATE: March 5, 2026
TO: ROP Governing Board
FROM: Blaine Torpey, Superintendent
SUBJECT: Request the Governing Board approve the Second Reading and Adoption of Governing Board Policies, Administrative Regulations, and Exhibit

BACKGROUND

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

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

CURRENT SITUATION

The board policies, administrative regulations, and exhibit listed below have been updated based on the feedback and discussion at the February 5, 2026 Governing Board meeting.

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

NUMBER	TYPE	TITLE	STATUS
0450	BP	Comprehensive Safety Plan	Revise
0450	AR	Comprehensive Safety Plan	Revise
1340	BP	Access to District Records	Revise
1340	AR	Access to District Records	Revise
1445	BP	Response To Immigration Enforcement	New
1445	AR	Response To Immigration Enforcement	New
5125	BP	Student Records	Revise
5125	AR	Student Records	Revise
5125.1	BP	Release of Directory Information	Revise
5125.1	AR	Release of Directory Information	Revise
5125.1	E(1)	Release of Directory Information	Revise
5145.13	BP	Response To Immigration Enforcement	Rescind
5145.13	AR	Response To Immigration Enforcement	Rescind

RECOMMENDATION

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

Policy 0450: Comprehensive Safety Plan

Status: DRAFT

Original Adopted Date: 03/05/2020 | **Last Revised Date:** 10/02/2025 | **Last Reviewed Date:** 10/02/2025

The Governing 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 high expectations for staff and student conduct, responsible behavior, and respect for others.

The Eden Area ROP shall develop a comprehensive school safety plan (CSPP) relevant to the needs and resources of that particular school. New school campuses shall develop a CSPP within one year of initiating operations. (Education Code 32281, 32286)

The CSPP shall take into account the school's staffing, available resources, and building design, as well as other factors unique to the school site.

The CSPP(s) shall be reviewed and updated by March 1 of each year and forwarded to the Board for approval. (Education Code 32286, 32288)

The Board shall review and approve the comprehensive safety plan(s) in order to ensure compliance with state law, Board policy, and administrative regulation and shall approve the plan(s) at a regularly scheduled meeting.

As necessary, the Superintendent or designee shall provide training on the CSSP to all school staff.

By October 15 of each year, the Superintendent or designee shall notify the California Department of Education (CDE) of any schools that have not complied with the requirements of Education Code 32281. (Education Code 32288)

Safety Plan(s) Access and Reporting

The Superintendent or designee shall ensure that an updated file of all safety-related plans and materials is readily available for inspection by the public. (Education Code 32282)

However, those portions of the CSPP that include tactical responses to criminal incidents need not be publicly disclosed.

The Superintendent or designee shall share the CSPPs and any updates to the plans with local law enforcement, the local fire department, and other first responder entities. (Education Code 32281)

Additionally, the Superintendent or designee shall provide data to CDE pertaining to lockdown or multi-option response drills conducted at district schools in accordance with Education Code 32289.5. (Education Code 32289.5)

Regulation 0450: Comprehensive Safety Plan

Status: DRAFT

Original Adopted Date: 06/07/2012 | Last Revised Date: 10/02/2025 | Last Reviewed Date: 10/02/2025

Content of the Comprehensive Safety Plan

Each comprehensive school safety plan (CSSP) shall include an assessment of the current status of school crime committed on campus and at school-related functions. (Education Code 32282)

The assessment may include, but not be limited to, law enforcement, crime data, suspension rates, and surveys of students, parents/guardians, and staff regarding their perceptions of school safety.

The plan also shall identify appropriate strategies and programs that will provide or maintain a high level of school safety and address the school's procedures for complying with existing laws related to school safety, including the following that apply: (Education Code 32282)

1. Child abuse or neglect reporting procedures consistent with Penal Code 11164-11174.3, including procedures specifically designed to address the supervision and protection of children from child abuse or neglect or sex offenses
2. Routine and emergency disaster procedures including, but not limited to:
 - a. Adaptations for students with disabilities in accordance with the Americans with Disabilities Act, the federal Individuals with Disabilities Education Act, and Section 504 of the federal Rehabilitation Act of 1973
 - b. An earthquake emergency procedure system as specified
3. Policies pursuant to Education Code 48915(d) for students who commit an act listed in Education Code 48915(c) and other school-designated serious acts which would lead to suspension
4. Procedures to notify teachers of dangerous students pursuant to Education Code 49079
5. A policy consistent with the prohibition against discrimination, harassment, intimidation, and bullying pursuant to Education Code 200-262.4
6. Procedures for safe ingress and egress of students, parents/guardians, and employees to and from school
7. A safe and orderly school environment conducive to learning
8. The rules and procedures on school discipline adopted pursuant to Education Code 35291 and 35291.5
9. Procedures for conducting tactical responses to criminal incidents, including procedures related to individuals with guns on campus and at school-related functions
10. If procedures to prepare for active shooters or other armed assailants by conducting a drill are included in the CSSP, the CSSP shall specify that:
 - a. The school will not conduct a high-intensity drill, as defined in Education Code 32282
 - b. Real weapons, gunfire blanks, or explosions will not be used in the conducting of the drill
 - c. A trauma-informed approach as specified in Education Code 32282 will be used in the design and execution of any drill
11. Procedures to assess and respond to reports of any dangerous, violent, or unlawful activity that is being conducted or threatened to be conducted at the school, at an activity sponsored by the school, or on a school bus serving the school
12. Procedures to respond to incidents involving an individual experiencing a sudden cardiac arrest or a similar life-threatening medical emergency while on school grounds

13. Procedures specifically designed to notify parents/guardians and Eden Area Regional Occupational Program (Eden Area ROP) staff when the school confirms that an officer or employee of an agency conducting immigration enforcement is on school grounds as specified in Education Code 32282
14. For schools that serve students in any of grades 7-12, a protocol in the event a student is suffering or is reasonably believed to be suffering from an opioid overdose
15. An instructional continuity plan to establish communication with students and their families and provide instruction to students when in-person instruction is disrupted due to an emergency, as specified in Education Code 32282

Among the strategies for providing a safe environment, the CSSP may also include:

1. Development of a positive school climate that promotes respect for diversity, personal and social responsibility, effective interpersonal and communication skills, self-esteem, anger management, and conflict resolution
2. Disciplinary policies and procedures that contain prevention strategies, such as strategies to prevent bullying, hazing, and cyberbullying, as well as behavioral expectations and consequences for violations
3. Curriculum that emphasizes prevention and alternatives to violence, such as multicultural education and literacy, character/values education, media analysis skills, conflict resolution, community service learning, and education related to the prevention of dating violence
4. Parent/guardian and community involvement strategies, including strategies to help ensure parent/guardian support and reinforcement of the school's rules
5. Prevention and intervention strategies related to the sale or use of drugs and alcohol which shall reflect expectations for drug-free schools and support for recovering students
6. Collaborative relationships among the city, county, community agencies, local law enforcement, the judicial system, and the schools that lead to the development of a set of common goals and community strategies for violence prevention instruction
7. Eden Area ROP policy related to prohibiting the possession of firearms and ammunition on school grounds
8. Procedures for responding to the release of a pesticide or other toxic substance from properties located within one-quarter mile of the school
9. Procedures for receiving verification from law enforcement that a violent crime or sex offense has occurred on school grounds and for promptly notifying parents/guardians and employees of that crime
10. Assessment of the school's physical environment, including a risk management analysis and development of ground security measures such as procedures for the closing campuses to outsiders, installing surveillance systems, securing the campus perimeter, protecting buildings against vandalism, and providing for a law enforcement presence on campus
11. Strategies for suicide prevention and intervention
12. Procedures to implement when a person interferes with or disrupts a school activity, remains on campus after having been asked to leave, or creates a disruption with the intent to threaten the immediate physical safety of students or staff
13. Crisis prevention and intervention strategies, which may include the following:
 - a. Identification of possible crises that may occur, determination of necessary tasks that need to be addressed, and development of procedures relative to each crisis, including the involvement of law enforcement and other public safety agencies as appropriate
 - b. Threat assessment strategies to determine the credibility and seriousness of a threat and provide appropriate interventions for the potential offender(s)

- c. Assignment of staff members responsible for each identified task and procedure
 - d. Development of an evacuation plan based on an assessment of buildings and grounds and opportunities for students and staff to practice the evacuation plan
 - e. Coordination of communication to schools, Governing Board members, parents/guardians, and the media
 - f. Communication with parents/guardians of reunification plans and the necessity of cooperating with first responders
 - g. Development of a method for the reporting of violent incidents
 - h. Development of follow-up procedures that may be required after a crisis has occurred, such as counseling
14. Training on assessment and reporting of potential threats, violence prevention, and intervention techniques
- Such training shall include preparation to implement the elements of the CSSP
15. Environmental safety strategies, including, but not limited to, procedures for preventing and mitigating exposure to toxic pesticides, lead, asbestos, vehicle emissions, and other hazardous substances and contaminants
16. Continuity of operations procedures to ensure that the Eden Area ROP's essential functions are not disrupted during an emergency, to the extent possible
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Policy 1340: Access To District Records

Status: DRAFT

Original Adopted Date: 03/05/2020 | **Last Revised Date:** 05/01/2025 | **Last Reviewed Date:** 05/01/2025

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 right of citizens to have access to public records of the Eden Area Regional Occupational Program (Eden Area ROP). The Board intends to provide any member of the public reasonable access to the public records of the Eden Area ROP during normal business hours and within the requirements of law. Public access shall not be given to records that are exempt from public disclosure pursuant to the California Public Records Act or other state or federal law.

In response to a public records request, the Superintendent or designee shall make reasonable efforts to locate the requested records, including, but not limited to, any electronic communication substantively related to the records, such as email, text messages, instant messages, and other electronic communications, regardless of whether they are transmitted through an Eden Area ROP-provided device or account or through an employee's or Board member's personal device or account.

The Eden Area ROP may charge for copies of public records or other materials requested by individuals or groups, in accordance with law and as specified in the accompanying administrative regulation.

In order to help maintain the security of Eden Area ROP records, members of the public granted access shall examine records in the presence of an Eden Area ROP staff member.

Regulation 1340: Access To District Records

Status: DRAFT

Original Adopted Date: 03/05/2020 | Last Revised Date: 05/01/2025 | Last Reviewed Date: 05/01/2025

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.

This administrative regulation is a non-exhaustive list of records that may be defined as either public or exempt and/or confidential. Other records which fall into these definitions may exist and may be identified in the future.

Definitions

Public records include any writing containing information relating to the conduct of the Eden Area ROP business prepared, owned, used, or retained by the Eden Area ROP regardless of physical form or characteristics. (Government Code 7920.530)

Writing means any handwriting, typewriting, printing, photostating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored. (Government Code 7920.545)

Member of the public means any person, except a member, agent, officer, or employee of the Eden Area ROP or a federal, state, or other local agency acting within the scope of such membership, agency, office, or employment. (Government Code 7920.515)

Public Records

Unless otherwise exempt from disclosure, public records to which members of the public shall have access include, but are not limited to:

1. Proposed and approved Eden Area ROP budgets and annual audits (Education Code 41020, 42103)
2. Statistical compilations
3. Reports and memoranda
4. Notices and bulletins
5. Minutes of public meetings (Education Code 35145)
6. Meeting agendas (Government Code 54957.5)
7. Official communications between the Eden Area ROP and other government agencies
8. Eden Area ROP and school plans, and the information and data relevant to the development and evaluation of such plans, unless otherwise prohibited by law
9. Initial proposals of exclusive employee representatives and of the Eden Area ROP, once presented at an Eden Area ROP Governing Board meeting (Government Code 3547)
10. Records pertaining to claims and litigation against the Eden Area ROP which have been adjudicated or settled (Government Code 7927.200, 7927.205)
11. Statements of economic interests required by the Conflict of Interest Code (Government Code 81008)
12. Documents containing names, salaries, and pension benefits of Eden Area ROP employees
13. Employment contracts and settlement agreements (Government Code 53262)
14. Instructional materials including, but not limited to, textbooks (Education Code 49091.10)
15. Executed contracts for the purchase of goods or services, even if the contract contains provisions specifying

that the contract is confidential or a proprietary record of the vendor (Government Code 7928.801)

Access to public records of the Eden Area ROP shall be granted to Board members on the same basis as any other member of the public. When Board members are authorized to access public records in the administration of their duties, the Superintendent or designee shall not discriminate among any of the Board members as to which record, or portion of the record, will be made available, or when it will be made available. (Government Code 7921.305, 7921.310)

Exempt and Confidential Public Records

Records exempt from disclosure under the California Public Records Act (CPRA) include, but are not limited to:

1. Preliminary drafts, notes, and interagency or intradistrict memoranda that are not retained by the Eden Area ROP in the ordinary course of business, provided that the public interest in withholding these records clearly outweighs the public interest in disclosure (Government Code 7927.500)
2. Records specifically generated in connection with or prepared for use in litigation to which the Eden Area ROP is a party or to respond to claims made against the Eden Area ROP pursuant to the Tort Claims Act, until the litigation or claim has been finally adjudicated or otherwise settled, or beyond, if the records are protected by some other provision of law (Government Code 7927.200, 7927.205)
3. Personnel records, medical records, or similar materials, the disclosure of which would constitute an unwarranted invasion of personal privacy (Government Code 7927.700)

The home addresses, home telephone numbers, personal cell phone numbers, or birth date of employees shall only be disclosed as follows: (Government Code 7928.300)

- a. To an agent or a family member of the employee
 - b. To an officer or employee of a state agency or county office of education when necessary for the performance of official duties
 - c. To an employee organization pursuant to regulations and decisions of the Public Employment Relations Board, except that the home address and any telephone number for an employee who performs law enforcement-related functions, or the birth date of any employee, shall not be disclosed
 - d. Upon written request of any employee, the Eden Area ROP shall not disclose the employee's home address, home telephone number, personal cell phone number, or birth date, and the Eden Area ROP shall remove this information from any mailing list of the Eden Area ROP except a list used exclusively to contact the employee.
 - e. To an agent or employee of a health benefit plan providing health services or administering claims for health services to Eden Area ROP employees and their enrolled dependents, for the purpose of providing the health services or administering claims for employees and their enrolled dependents
4. The home address, telephone number, or both the name and assessor parcel number associated with the home address of any elected or appointed official posted by the Eden Area ROP online without first obtaining the written permission of that individual (Government Code 7928.205)
 5. Student records, except directory information and other records to the extent permitted by law and Eden Area ROP policy (Education Code 49073, 49076; 20 USC 1232g; 34 CFR 99.1-99.8)
 6. Test questions, scoring keys, and other examination data except as provided by law (Government Code 7929.605)
 7. Without affecting the law of eminent domain, the contents of real estate appraisals or engineering or feasibility estimates and evaluations made for or by the Eden Area ROP relative to the acquisition of property, or to prospective public supply and construction contracts, until all of the property has been acquired or all of the contract agreement obtained (Government Code 7928.705)
 8. Information required from any taxpayer in connection with the collection of local taxes that is received in confidence and the disclosure of the information to other persons would result in an unfair competitive

disadvantage to the person supplying the information (Government Code 7925.000)

9. Library circulation and patron use records of a borrower or patron including, but not limited to, name, address, telephone number, email address, borrowing information, or use of library information resources, except when disclosure is to persons acting within the scope of their duties in the administration of the library, to persons authorized in writing by the individual to whom the records pertain, or by court order (Government Code 7927.100, 7927.105)
10. Records for which the disclosure is exempted or prohibited pursuant to state or federal law, including, but not limited to, provisions of the Evidence Code relating to privilege (Government Code 7927.705)
11. Documents prepared by or for the Eden Area ROP to assess its vulnerability to terrorist attack or other criminal acts intended to disrupt Eden Area ROP operations and that are for distribution or consideration in closed session (Government Code 7929.200)
12. Information security record if disclosure of that record would reveal vulnerabilities to, or otherwise increase the potential for an attack on, an information technology system of the Eden Area ROP (Government Code 7929.210)
13. Recall petitions, petitions for special elections to fill Board vacancies, or petitions for the reorganization of the Eden Area ROP (Government Code 7924.110)
14. Minutes of Board meetings held in closed session (Government Code 54957.2)
15. Computer software developed by the Eden Area ROP (Government Code 7922.585)
16. Records that contain individually identifiable health information, including records that may be exempt pursuant to physician-patient privilege, the Confidentiality of Medical Information Act, and the Health Insurance Portability and Accountability Act (Government Code 7926.400, 7930.000-7930.215)
17. Tribal financial information as a condition of or requirement for receiving financial assistance (Government Code 7930.205, 8450)
18. Any other records listed as exempt from public disclosure in the CPRA or other statutes
19. Any other records for which the Eden Area ROP can demonstrate that, based on the particular facts of the case, the public interest served by not disclosing the record clearly outweighs the public interest served by disclosure of the record (Government Code 7922.000)

When disclosing to a member of the public any record that contains personal information, including, but not limited to, an employee's home address, home telephone number, social security number, personal cell phone number, or birth date, the Superintendent or designee shall ensure that such personal information is redacted from that record. (Government Code 7922.200, 7928.300)

Unless otherwise authorized or required by law, information regarding an individual's religious beliefs, practices, or affiliation shall not be disclosed. (Government Code 8310.3)

Additionally, an individual's immigration status shall only be disclosed in accordance with Board Policy/Administrative Regulation 1445 – Response to Immigration Enforcement.

Inspection of Records, Requests for Copies, and Recovery of Costs

Any person may request a copy or inspection of any Eden Area ROP record that is open to the public and not exempt from disclosure. (Government Code 7922.530)

Within 10 days of receiving any request to inspect or copy an Eden Area ROP record, the Superintendent or designee shall determine whether the request seeks release of a disclosable public record in the Eden Area ROP's possession. The Superintendent or designee shall promptly inform the person making the request of the determination and the reasons for the decision. (Government Code 7922.535)

In unusual circumstances, the Superintendent or designee may extend the 10-day limit for up to 14 days by providing written notice to the requester and setting forth the reasons for the extension and the date on which a

determination is expected to be made. Unusual circumstances include the following, but only to the extent reasonably necessary to properly process the request: (Government Code 7922.535)

1. The need to search for and collect the requested records from field facilities or other establishments that are separate from the office processing the request
2. The need to search for, collect, and appropriately examine a voluminous amount of separate and distinct records which are demanded in a single request
3. The need for consultation, which shall be conducted with all practicable speed, with another agency, such as a state agency or city, having a substantial interest in the determination of the request or among two or more components of the Eden Area ROP, such as two different school sites, with substantial interest in the request
4. In the case of electronic records, the need to compile data, write programming language or a computer program, or construct a computer report to extract data
5. In the case of electronic records, the inability to access its electronic servers or systems due to a cyberattack in order to search for and obtain a record that the Eden Area ROP believes is responsive to a request and is maintained on the servers or systems in an electronic format, and only until the Eden Area ROP regains its ability to access its electronic servers or systems and search for and obtain electronic records that may be responsive to a request
6. The need to search for, collect, and appropriately examine records during a state of emergency proclaimed by the Governor pursuant to the California Emergency Services Act in the jurisdiction where the Eden Area ROP is located when the state of emergency currently and directly affects, due to the state of emergency, the Eden Area ROP's ability to timely respond to staffing shortages or closure of facilities where the requested records are located (Government Code 8567)

If the Superintendent or designee determines that the request seeks disclosable public records, the determination shall state the estimated date and time when the records will be made available. (Government Code 7922.535)

Public records shall be open to inspection at all times during Eden Area ROP office hours. If a portion of the requested record(s) is exempt from disclosure, any non-exempt, reasonably segregable portion of the record shall be made available for inspection after deletion of the portions exempted by law. (Government Code 6253)

Upon request for a copy that reasonably describes an identifiable, non-exempt record, an exact copy shall be promptly provided unless it is impracticable to do so. (Government Code 7922.530)

If only a portion of the identified record is exempt from disclosure, the record's exempt material shall be redacted prior to disclosure.

The Superintendent or designee shall charge an amount for copies that reflects the direct costs of duplication in accordance with law. Written requests to waive the fee shall be submitted to the Superintendent or designee.

In addition to maintaining public records for public inspection during Eden Area ROP office hours, the Eden Area ROP may comply with public records requests by posting any public record on the Eden Area ROP's website and, in response to a public records request, directing the member of the public to the location on the website where the record can be found. However, if the member of the public is unable to access or reproduce the record from the website, the Eden Area ROP shall promptly provide an exact copy of the public record upon payment of duplication fees, if applicable, unless it is impracticable to provide an exact copy. (Government Code 7922.545)

If any person requests that a public record be provided in an electronic format, the Eden Area ROP shall make that record available in any electronic format in which it holds the information. The Eden Area ROP shall provide a copy of the electronic record in the format requested as long as the requested format is one that has been used by the Eden Area ROP to create copies for its own use or for use by other agencies. (Government Code 7922.570)

The cost of duplicating an electronic record shall be limited to the direct cost of producing a copy of the record in electronic format. However, the requester shall bear the cost of producing the copy of the electronic record, including the cost to construct the record and the cost of programming and computer services necessary to produce the copy, under the following circumstances: (Government Code 7922.575)

1. The electronic record is one that is produced only at otherwise regularly scheduled intervals.

2. The request would require data compilation, extraction, or programming to produce the record.

Assistance in Identifying Requested Records

If the Superintendent or designee denies a request for disclosable records, the requester shall be assisted in making a focused and effective request that reasonably describes an identifiable record. To the extent reasonable under the circumstances, the Superintendent or designee shall do all of the following: (Government Code 7922.600)

1. Assist in identifying records and information responsive to the request or the purpose of the request, if specified

If, after making a reasonable effort to elicit additional clarifying information from the requester to help identify the record, the Superintendent or designee is still unable to identify the information, this requirement shall be deemed satisfied.

2. Describe the information technology and physical location in which the records exist
3. Provide suggestions for overcoming any practical basis for denying access to the records or information sought

Provisions of the CPRA shall not be construed so as to delay or obstruct the inspection or copying of public records. Any notification denying a request for public records shall state the name and title of each person responsible for the denial. (Government Code 7922.500, 7922.540)

Policy 1445: Response To Immigration Enforcement

Status: DRAFT

Original Adopted Date: Pending

The Governing Board is committed to the success of all students and to providing a safe and welcoming place for students, their families, and staff irrespective of their citizenship or immigration status.

Unless required by state or federal law, required to administer a state or federally supported educational program, or presented with a valid judicial subpoena, judicial warrant, or court order, Eden Area Regional Occupational Program (Eden Area ROP) staff shall not do any of the following:

1. Solicit or collect information or documents regarding the citizenship or immigration status of a student or the student's family members (Education Code 234.7)
2. Seek or require information or documents, to the exclusion of other permissible information or documents, regarding the citizenship or immigration status of a student or the student's family members (Education Code 234.7)
3. To the extent practicable, disclose or provide in writing, verbally, or in any other manner to an officer or employee of an agency conducting immigration enforcement:
 - a. The education records of or any information about a student or a student's family or household such as personal information as defined in Civil Code 1798.3, information about a student's home, or information about a student's travel schedule without parent/guardian written consent (Education Code 234.7)
 - b. The personnel records of any Eden Area ROP employee, personal information of any Eden Area ROP employee as defined in Civil Code 1798.3, or any other confidential employee information (Education Code 234.7; Government Code 7285.2)
4. Grant permission to an officer or employee of an agency conducting immigration enforcement to enter a school bus, any other transportation provided by the Eden Area ROP, a nonpublic area of any Eden Area ROP property or facility, or a nonpublic area where any Eden Area ROP-sponsored program or activity is occurring (Education Code 234.7; Government Code 7285.1)

However, Eden Area ROP staff shall not obstruct, interfere with, or otherwise impede an officer or employee of an agency conducting immigration enforcement who nonetheless enters Eden Area ROP-provided transportation, a nonpublic area of any Eden Area ROP property or facility, or a nonpublic area where any Eden Area ROP-sponsored program or activity is occurring.

The Superintendent or designee shall report to the Board in a timely manner any requests by an officer or employee of an agency conducting immigration enforcement for any of the following: (Education Code 234.7)

1. Education records of or any information about a student or a student's family or household
2. Personnel records of any Eden Area ROP employee, personal information of any Eden Area ROP employee as defined in Civil Code 1798.3, or any other confidential employee information
3. Permission to enter a school bus, any other transportation provided by the Eden Area ROP, a nonpublic area of any Eden Area ROP property or facility, or a nonpublic area where any Eden Area ROP-sponsored program or activity is occurring

Such reports shall be provided in a manner that ensures the confidentiality and privacy of any potentially identifying information. (Education Code 234.7)

In accordance with law, Board Policy 0410 - Nondiscrimination in District Programs and Activities, and Board Policy 5145.3 - Nondiscrimination/Harassment, no student shall be denied equal rights and opportunities, nor be subjected to unlawful discrimination, harassment, intimidation, or bullying in the Eden Area ROP's programs and activities on the basis of the student's or family's immigration status or for the refusal to provide information related to the student's or family's immigration status. (Education Code 200, 220, 234.1)

Resources and data collected by the Eden Area ROP shall not be used, directly or by others, to compile a list, registry, or database of individuals based on national origin, immigration status, religion, or other category of individual

characteristics protected against unlawful discrimination. (Government Code 8310.3)

The Superintendent or designee shall provide parents/guardians with information and notifications as specified in Education Code 234.7, including information regarding their children's right to a free public education regardless of immigration status or religious beliefs and their rights related to immigration enforcement.

The Superintendent or designee shall develop procedures for, and may provide training to staff on, interactions with an officer or employee of an agency conducting immigration enforcement, including a request for any of the following:

1. Education records of or any information about a student or a student's family or household
2. Personnel records of any Eden Area ROP employee, personal information of any Eden Area ROP employee as defined in Civil Code 1798.3, or any other confidential employee information
3. Permission to enter a school bus, any other transportation provided by the Eden Area ROP, a nonpublic area of any Eden Area ROP property or facility, or a nonpublic area where any Eden Area ROP-sponsored program or activity is occurring

Complaints alleging discrimination, harassment, intimidation, and bullying based on actual or perceived immigration status shall be filed in accordance with Board Policy/Administrative Regulation 1312.3 - Uniform Complaint Procedures.

The Superintendent or designee shall provide to the California Department of Education, upon request and in the manner requested, copies of this policy, any associated administrative regulation, and any other Board policies and administrative regulations required by Education Code 234.7.

Regulation 1445: Response To Immigration Enforcement

Status: DRAFT

Original Adopted Date: Pending

Responding to Requests for Information or Documents

Upon receiving any request by an officer or employee of an agency conducting immigration enforcement for information about a student, a student's family or household, or Eden Area Regional Occupational Program (Eden Area ROP) employee as described in the accompanying Board policy, Eden Area ROP staff shall deny the request, to the extent practicable, unless any of the following apply: (Education Code 234.7; 34 CFR 99.30, 34 CFR 99.31)

1. The request is for student directory information

Eden Area ROP staff shall respond to the request in accordance with Board Policy/Administrative Regulation 5125.1 - Release of Directory Information.

2. The Eden Area ROP is required to release the records or information by state or federal law, in order to administer a state or federally supported educational program, or due to a valid judicial subpoena, judicial warrant, or court order
3. For records or information about a student or a student's family or household, the parent/guardian has provided written consent unless prohibited by a valid judicial subpoena, judicial warrant, or court order, or in cases involving investigation of child abuse, neglect, or dependency or, if the student is at least 18 years age, the student has provided written consent

Such written consent shall include all of the following: (34 CFR 99.30)

- a. The signature and signature date of the parent/guardian, or student if the student is at least 18 years of age
 - b. A description of the records to be disclosed
 - c. The reason for the release of information
 - d. The parties or class of parties receiving the information
 - e. A copy of the records to be released, if requested by the parent/guardian or student
4. For records or information about an Eden Area ROP employee, the employee has provided written consent and the Eden Area ROP's human resource department or equivalent has been consulted

Such written consent shall include all of the following:

- a. The signature and signature date of the employee
- b. A description of the records to be disclosed
- c. The reason for the release of information
- d. The parties or class of parties receiving the information
- e. A copy of the records to be released, if requested by the employee

Regardless of whether the Eden Area ROP discloses the requested records or information, Eden Area ROP staff shall do all of the following when such a request has been received:

1. Make a copy of the request and notify the Superintendent or designee
2. For requests regarding student information, provide the student's parent/guardian, or the student, if the student is at least 18 years of age, with notice, a description of the request, and any documentation provided to the Eden Area ROP describing the request, unless prohibited by a valid judicial subpoena, judicial warrant, or court order, or in cases involving investigation of child abuse, neglect, or dependency

3. For requests regarding Eden Area ROP employee information, provide the employee with notice, a description of the request, and any documentation provided to the Eden Area ROP describing the request, unless prohibited by a valid judicial subpoena, judicial warrant, or court order

In accordance with law and Board Policy 5125 - Student Records, the Superintendent or designee shall annually notify parents/guardians that the Eden Area ROP will not release student information to third parties for immigration enforcement purposes, unless the parent/guardian consents or as required to do so by a valid judicial subpoena, judicial warrant or court order.

Responding to Requests for Access to Students or for Access to Eden Area ROP-Provided Transportation, Nonpublic Area of Eden Area ROP Property or Facility, or Nonpublic Area in which Eden Area ROP-Sponsored Activity is Occurring

If an officer or employee of an agency conducting immigration enforcement requests access to a student, such as for purposes of interviewing, searching, or detaining the student, or permission to enter a school bus, any other transportation provided by the Eden Area ROP, a nonpublic area of any Eden Area ROP property or facility, or a nonpublic area where any Eden Area ROP-sponsored program or activity is occurring, Eden Area ROP staff shall take the following actions:

1. Advise the officer or employee that before Eden Area ROP staff can respond to the request, they must first receive notification and direction from the Superintendent, principal, or designee
2. Request to see and record or otherwise document the officer's or employee's valid identification, including the officer's or employee's name and, if applicable, badge number, the phone number of the officer's or employee's supervisor
3. Request that the officer or employee produce any documentation that authorizes the officer's or employee's request, make copies of all such documentation, and retain at least one copy for Eden Area ROP records
4. Contact and consult with the Eden Area ROP's legal counsel or Superintendent or designee
5. Follow the direction from the Eden Area ROP's legal counsel or Superintendent or designee

For a request to access a student, the Eden Area ROP shall deny the request unless any of the following apply: (Education Code 234.7)

1. The officer or employee provides a valid judicial warrant or court order
2. Eden Area ROP staff receives parent/guardian consent or, if the student is at least 18 years of age, the student's consent, unless the officer or employee presents a valid judicial warrant or court order that authorizes and directs the Eden Area ROP to give such permission without parent/guardian consent or, if the student is at least 18 years of age, the student's consent

Regardless of whether the officer or employee is given access to the student, the student's parent/guardian shall be immediately notified, unless prohibited by a valid judicial warrant or court order, or in cases involving investigations of child abuse, neglect, or dependency. (Education Code 48906)

Additionally, Eden Area ROP staff shall notify the Superintendent or designee as early as possible of any request by an officer or employee of an agency conducting immigration enforcement for access to a student. (Education Code 234.7)

For a request for permission to enter a school bus, any other transportation provided by the Eden Area ROP, a nonpublic area of any Eden Area ROP property or facility, or a nonpublic area where any Eden Area ROP-sponsored program or activity is occurring, the Eden Area ROP shall deny the request unless any of the following apply: (Education 234.7)

1. The officer or employee provides a valid judicial warrant or court order
2. Permission is required to be granted by state or federal law or in order to administer a state or federally supported educational program

3. The officer or employee is a sworn law enforcement officer, declares that exigent circumstances exist, and demands immediate access

In this situation, Eden Area ROP staff shall comply with the officer's or employee's orders and immediately contact the Superintendent or designee and then the Eden Area ROP's legal counsel.

An officer or employee of an agency conducting immigration enforcement who, pursuant to this administrative regulation, is granted permission to enter Eden Area ROP property or facilities which are not open to all visitors shall first register in accordance with Board Policy 1250 - Visitors/Outsiders, except in cases where the officer or employee is a sworn law enforcement officer and states that exigent circumstances exist. (Penal Code 627.2, 627.3)

The Superintendent or designee shall email the Bureau of Children's Justice in the California Department of Justice (BCJ@doj.ca.gov) regarding any attempt by a law enforcement officer to access a student or a school site for immigration enforcement purposes.

Responding to Immigration Enforcement Activity on Eden Area ROP Property

When any officer or employee of an agency conducting immigration enforcement is actually or imminently present on Eden Area ROP property, Eden Area ROP staff shall notify staff working at the property and, if the Eden Area ROP property is a school, the parents/guardians of students at the school in accordance with Board Policy/Administrative Regulation 0450 - Comprehensive Safety Plan.

Eden Area ROP staff shall report the presence of any officer or employee of an agency conducting immigration enforcement on Eden Area ROP property to Eden Area ROP police and other appropriate administrators.

Eden Area ROP staff shall not obstruct, interfere with, or otherwise impede, or attempt to obstruct, interfere with, or otherwise impede, any officer or employee of an agency conducting immigration enforcement, even if the officer or employee appears to be acting outside the law or in excess of the stated or documented authorization. If such an officer or employee enters the premises without consent, Eden Area ROP staff shall document their actions but only to the extent that documentation does not impede their actions and shall, at all times, obey any direction from such officers or employees.

After all officers and employees of an agency conducting immigration enforcement leave, each Eden Area ROP staff member who observed or interacted with them shall promptly provide the following to the Eden Area ROP's legal counsel or other Eden Area ROP official designated by the Superintendent:

1. Copies of any information and documents collected from the officers or employees such as valid identification, name, badge number, phone number of the officer's or employee's supervisor, and documentation that authorizes the officer's or employee's request
2. The identity of all other Eden Area ROP staff known to have communicated with the officers or employee
3. A description of all requests and activities by the officers and employees
4. The type of documentation, such as a warrant or subpoena, that authorized the officer's or employee's request or actions
5. Eden Area ROP staff's response to the officer's or employee's request
6. Written notes of any other actions taken by and any other interactions with any officer or employee

Responding to the Detention or Deportation of Student's Parent/Guardian

The Superintendent or designee shall encourage parents/guardians to update their emergency contact information as needed at any time. The Superintendent or designee shall notify parents/guardians that the Eden Area ROP will only use information provided on the emergency cards in response to specific emergency situations and not for any other purpose. (Education Code 234.7)

Additionally, the Superintendent or designee may encourage all students and families to learn their emergency phone numbers and be aware of the location of important documentation, including birth certificates, passports, social security cards, physicians' contact information, medication lists, lists of allergies, and other such information that would allow the students and families to be prepared in the event that a student's parent/guardian is detained or

deported.

In the event that a student's parent/guardian is detained or deported, the Superintendent or designee shall release the student to the person(s) designated in the student's emergency contact information or to any individual who presents a caregiver's authorization affidavit on behalf of the student. The Superintendent or designee shall only contact child protective services if Eden Area ROP personnel are unable to arrange for the timely care of the student by the person(s) designated in the emergency contact information maintained by the school or identified on a caregiver's authorization affidavit. (Education Code 234.7)

In an instance where a student's parent/guardian was detained or deported, the Superintendent or designee shall notify the student, as well as the individuals designated in the student's emergency contact information and any individual who presented a caregiver's authorization affidavit on behalf of the student, that the student continues to meet the residency requirements for attendance in the Eden Area ROP if the student and the student's parent/guardian who was detained or deported satisfy the conditions as specified in Education Code 48204.4.

The Superintendent or designee may refer a student or the student's family members to other resources for assistance, including, but not limited to, an U.S. Immigrant and Customs Enforcement detainee locator, legal assistance, or the consulate or embassy of the parent/guardian's country of origin.

Policy 5125: Student Records

Status: DRAFT

Original Adopted Date: 06/05/2020 | **Last Revised Date:** 05/01/2025 | **Last Reviewed Date:** 05/01/2025

The Governing Board recognizes the importance of keeping accurate, comprehensive student records as required by law. The Superintendent or designee shall establish administrative regulations governing the identification, collection, retention, disclosure, and security of student records. These regulations shall ensure the rights of authorized persons to have timely access to student records while maintaining the confidentiality of student records in accordance with state and federal law.

The Superintendent or designee shall designate a certificated employee to serve as custodian of records with responsibility for student records at the Eden Area Regional Occupational Program (Eden Area ROP). The custodian of records shall be responsible for implementing Board policy and administrative regulation regarding student records. (5 CCR 431)

If student records containing covered information which is not subject to the California Consumer Privacy Act are under the control of the operator of a website, online service or application, or mobile application, and the student's parent/guardian or the student, if 18 years of age or older, requests deletion of such records, the Superintendent or designee shall provide documentation to the operator that the student has not been enrolled at the Eden Area ROP for at least 60 days. (Business and Professions Code 22584)

All appropriate personnel shall receive training regarding Eden Area ROP policies and procedures for gathering and handling sensitive student information, including which information should not be solicited.

The Eden Area ROP shall not collect or solicit social security numbers or the last four digits of social security numbers of students or their parents/guardians, unless otherwise required to do so by state or federal law. (Education Code 49076.7)

The immigration or citizenship status of a student or a student's family member may only be collected and disclosed in accordance with Board Policy/Administrative Regulation 1445 – Response to Immigration Enforcement.

The Eden Area ROP or any Eden Area ROP employee shall not compile a list, registry, or database based on students' national origin, ethnicity, or religious belief, practice, or affiliation, or disclose student information to federal government authorities for the purpose of compiling such a list, registry, or database for purposes of immigration enforcement. This prohibition does not apply to information that is aggregated and is not personally identifiable. (Government Code 8310.3)

The Superintendent or designee shall develop protocols to comply with a court's restraining order that prohibits a party from accessing specified records and information pertaining to a student. (Family Code 6323.5)

Student Records from Social Media

The Superintendent or designee may gather and maintain information from the social media of any Eden Area ROP student, provided that the Eden Area ROP first notifies students and parents/guardians about the proposed program, offers an opportunity for public comment at a regularly scheduled Board meeting, and gathers only information that directly pertains to school safety or student safety. (Education Code 49073.6)

Retention, Disclosure, and Security of Student Records

The Superintendent or designee shall ensure the confidentiality of student records as required by law and shall establish processes and procedures to safeguard data against damage, loss, or theft, including damage, loss, or theft, which may be caused by the use of technology, including artificial intelligence and breaches to the Eden Area ROP's digital infrastructure, in the retention or disclosure of student records.

The Superintendent or designee shall ensure that employees receive information and training about cybersecurity, including ways to protect student records from breaches to the Eden Area ROP's digital infrastructure.

If the Eden Area ROP experiences a cyberattack that impacts more than 500 students or personnel, the Superintendent or designee shall report the cyberattack to the California Cybersecurity Integration Center. (Education Code 35266)

The Superintendent or designee may enter into a contract with a third party for the digital storage, management, and

retrieval of student records and/or to authorize a third party provider of digital software to access, store, and use student records, provided that the contract meets the requirements of Education Code 49073.1 and other applicable state and federal laws.

Regulation 5125: Student Records

Status: DRAFT

Original Adopted Date: 06/05/2020 | Last Revised Date: 05/01/2025 | Last Reviewed Date: 05/01/2025

Definitions

Access means a personal inspection and review of a record or an accurate copy of a record, or receipt of an accurate copy of a record or an oral description or communication of a record, and a request to release a copy of any record. (Education Code 49061)

Adult student is a person who is or was enrolled in the Eden Area ROP and who is at least 18 years of age. (5 CCR 430)

Attendance includes, but is not limited to, attendance in person or by paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunication technologies for students who are not physically present in the classroom, and the period during which a person is working under a work-study program. (34 CFR 99.3)

Contractor or consultant is anyone with a formal written agreement or contract with the Eden Area Regional Occupational Program (Eden Area ROP) regarding the provision of services or functions outsourced by the Eden Area ROP. Contractor or consultant shall not include a volunteer or other party. (Education Code 49076)

County placing agency means the county social service department or county probation department. (Education Code 49061)

Custodian of records is the employee responsible for the security of student records maintained by the Eden Area ROP and for devising procedures for assuring that access to such records is limited to authorized persons. (5 CCR 433)

Disclosure means to permit access to, or the release, transfer, or other communication of, personally identifiable information contained in student records to any party, except the party that provided or created the record, by any means including oral, written, or electronic. (34 CFR 99.3)

District officials and employees are officials or employees, including teachers, whose duties and responsibilities to the Eden Area ROP, whether routine or as a result of special circumstances, require access to student records. (34 CFR 99.31)

Legitimate educational interest is an interest held by any Eden Area ROP official, employee, contractor, or consultant whose official duties, responsibilities, or contractual obligations to the Eden Area ROP, whether routine or as a result of special circumstances, require access to information contained in student records.

Mandatory interim student records are those records which the Eden Area ROP is directed to compile and maintain for specified periods of time and are then destroyed in accordance with state law, regulation, or administrative directive. (5 CCR 430)

Mandatory permanent student records are those records which are maintained in perpetuity and which the Eden Area ROP has been directed to compile by state law, regulation, or administrative directive. (5 CCR 430)

Parent/guardian means a natural parent, an adopted parent, legal guardian, surrogate parent, or foster parent. (Education Code 49061, 56050, 56055)

Permitted student records are those records having clear importance only to the current educational process of the student. (5 CCR 430)

Personally identifiable information includes, but is not limited to: (34 CFR 99.3)

1. The student's name
2. The name of the student's parent/guardian or other family members
3. The address of the student or student's family

4. A personal identifier, such as the student's social security number, student number, or biometric record (e.g., fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting)
5. Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name
6. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty
7. Information requested by a person who the Eden Area ROP reasonably believes knows the identity of the student to whom the student record relates

Student means any individual who is or has been in attendance at the Eden Area ROP and regarding whom the Eden Area ROP maintains student records. (34 CFR 99.3)

Student records are any items of information (in handwriting, print, tape, film, computer, or other medium) gathered within or outside the Eden Area ROP that are directly related to an identifiable student and maintained by the Eden Area ROP, required to be maintained by an employee in the performance of the employee's duties, or maintained by a party acting for the Eden Area ROP. Any information maintained for the purpose of second-party review is considered a student record. Student records include the student's health record. (Education Code 49061, 49062; 5 CCR 430; 34 CFR 99.3)

Student records do not include: (Education Code 49061, 49062; 34 CFR 99.3)

1. Directory information
2. Informal notes compiled by an Eden Area ROP official or employee which remain in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a substitute employee
3. Records created or received by the Eden Area ROP after an individual is no longer a student and that are not directly related to the individual's attendance as a student
4. Grades on peer-graded papers before they are collected and recorded by a teacher

Persons Granted Absolute Access

In accordance with law, absolute access to any student records shall be granted to:

1. Parents/guardians of students younger than 18 years of age, including the parent who is not the student's custodial parent (Education Code 49069.7; Family Code 3025)

However, the Eden Area ROP shall not disclose student records to a party, including a parent/guardian, who is legally prohibited from accessing records and information of a student pursuant to a restraining order. (Family Code 6323.5)

2. An adult student, or a student under 18 years of age, who attends a postsecondary institution, in which case the student alone shall exercise rights related to the student's records and grant consent for the release of records (34 CFR 99.3, 99.5)
3. Parents/guardians of an adult student with exceptional needs who is 18 years of age or older and has been declared incompetent under state law (Education Code 56041.5)

Access for Limited Purpose/Legitimate Educational Interest

The following persons or agencies shall have access to those particular records that are relevant to their legitimate educational interest or other legally authorized purpose:

1. Parents/guardians of a student 18 years of age or older who is a dependent child as defined in 26 USC 152 (Education Code 49076; 34 CFR 99.31)

2. Students who are 16 years of age or older or who have completed the 10th grade (Education Code 49076)
3. Eden Area ROP officials and employees, consistent with the definition provided in "Definitions," above (Education Code 49076; 34 CFR 99.31)
4. Federal, state, and local officials, as needed for an audit or evaluation of, or compliance with, a state or federally funded education program and in accordance with a written agreement developed pursuant to 34 CFR 99.35 (Education Code 49076; 34 CFR 99.3, 99.31, 99.35)
5. Any county placing agency acting as an authorized representative of a state or local educational agency which is required to audit or evaluate a state or federally supported education program pursuant to Item #4 above (Education Code 49076)
6. Any person, agency, or organization authorized in compliance with a court order or lawfully issued subpoena (Education Code 49077; 5 CCR 435; 34 CFR 99.31)

Unless otherwise instructed by the court, the Superintendent or designee shall, prior to disclosing a record pursuant to a court order or subpoena, give the parent/guardian or adult student at least three days' notice of the name of the requesting agency and the specific record requested, if lawfully possible within the requirements of the judicial order. (Education Code 49077; 5 CCR 435; 34 CFR 99.31)

7. Any Eden Area ROP attorney who is participating in or conducting a truancy mediation program or participating in the presentation of evidence in a truancy petition (Education Code 49076)
8. An Eden Area ROP attorney's office for consideration against a parent/guardian for failure to comply with compulsory education laws (Education Code 49076)
9. Any probation officer, Eden Area ROP attorney, or counsel of record for a student who is a minor for the purposes of conducting a criminal investigation or an investigation in regards to declaring the minor a ward of the court or involving a violation of a condition of probation, subject to evidentiary rules specified in Welfare and Institutions Code 701 (Education Code 49076)

When disclosing records for these purposes, the Superintendent or designee shall obtain written certification from the recipient of the records that the information will not be disclosed to another party without prior written consent of the student's parent/guardian or the holder of the student's educational rights, unless specifically authorized by state or federal law. (Education Code 49076)

10. Any judge or probation officer for the purpose of conducting a truancy mediation program for a student or for the purpose of presenting evidence in a truancy petition pursuant to Welfare and Institutions Code 681 (Education Code 49076)

In such cases, the judge or probation officer shall certify in writing to the Superintendent or designee that the information will be used only for truancy purposes. Upon releasing student information to a judge or probation officer, the Superintendent or designee shall inform, or provide written notification to, the student's parent/guardian within 24 hours. (Education Code 49076)

11. A foster family agency with jurisdiction over a currently enrolled or former student; short-term residential treatment program staff responsible for the education or case management of a student; or a caregiver who has direct responsibility for the care of a student, including a certified or licensed foster parent, an approved relative or nonrelated extended family member, or a resource family, as defined (Education Code 49076)

Such individuals shall have access to the student's current or most recent records of grades, transcripts, attendance, discipline, online communication on platforms established by the Eden Area ROP for students and parents/guardians, and any individualized education program or Section 504 plan developed and maintained by the Eden Area ROP. (Education Code 49069.3)

12. A student 14 years of age or older who is an unaccompanied minor experiencing homelessness as defined in 42 USC 11434a (Education Code 49076)
13. An individual who completes items #1-4 of the Caregiver's Authorization Affidavit pursuant to Family Code 6552 and signs the affidavit for the purpose of enrolling a minor in school (Education Code 49076)

14. A caseworker or other representative of a state or local child welfare agency or tribal organization that has legal responsibility in accordance with state or tribal law for the care and protection of a student, provided that the individual is authorized by the agency or organization to receive the records and the information requested is directly related to providing assistance to address the student's educational needs (Education Code 49076; 20 USC 1232g)
15. Appropriate law enforcement authorities, in circumstances where Education Code 48902 requires that the Eden Area ROP provide special education and disciplinary records of a student with exceptional needs who is suspended or expelled for committing an act violating Penal Code 245 (Education Code 48902, 49076)

When disclosing such records, the Superintendent or designee shall obtain written certification by the recipient of the records as described in Item #13 above. (Education Code 49076)

16. Designated peace officers or law enforcement agencies in cases where the Eden Area ROP is authorized by law to assist law enforcement in investigations of suspected criminal conduct or kidnapping and a written consent by a parent/guardian, lawfully issued subpoena, or court order is submitted to the Eden Area ROP, or information is provided to it indicating that an emergency exists in which the student's information is necessary to protect the health or safety of the student or other individuals (Education Code 49076.5)

In such cases, the Superintendent or designee shall provide information about the identity and location of the student as it relates to the transfer of that student's records to another district in California or any other state or to a California private school. (Education Code 49076.5)

When disclosing records for the above purposes, the Superintendent or designee shall obtain the necessary documentation to verify that the person, agency, or organization is a person, agency, or organization that is permitted to receive such records.

Any person, agency, or organization granted access is prohibited from releasing information to another person, agency, or organization without written permission from the parent/guardian or adult student unless specifically allowed by state law or the federal Family Educational Rights and Privacy Act (FERPA). (Education Code 49076; 20 USC 1232g; 34 CFR 99.1-99.8)

Additionally, the parent/guardian or adult student may provide written consent for access to be granted to persons, agencies, or organizations not afforded access rights by law. The written consent shall specify the records to be released and the party or parties to whom they may be released. (Education Code 49061, 49075)

Only a parent/guardian having legal custody of the student may consent to the release of records to others. Either parent/guardian may grant consent if both parents/guardians notify the Eden Area ROP, in writing, that such an agreement has been made. (Education Code 49061)

Discretionary Access

At the discretion of the Superintendent or designee, information may be released from a student's records to the following:

1. Appropriate persons, including parents/guardians of a student, in connection with an emergency if the knowledge of the information is necessary to protect the health or safety of the student or other persons (Education Code 49076; 34 CFR 99.31, 99.32, 99.36)

When releasing information to any such appropriate person, the Superintendent or designee shall record information about the threat to the health or safety of the student or any other person that formed the basis for the disclosure and the person(s) to whom the disclosure was made. (Education Code 49076; 34 CFR 99.32)

Unless it would further endanger the health or safety of the student or other persons, the Superintendent or designee shall inform the parent/guardian or adult student within one week of the disclosure that the disclosure was made, of the articulable and significant threat to the health or safety of the student or other individuals that formed the basis for the disclosure, and of the parties to whom the disclosure was made.

2. Accrediting associations in order to carry out their accrediting functions (Education Code 49076; 34 CFR 99.31)

3. Organizations conducting studies on behalf of educational institutions or agencies for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction, provided that: (Education Code 49076; 34 CFR 99.31)
 - a. The study is conducted in a manner that does not permit personal identification of students or parents/guardians by individuals other than representatives of the organization who have legitimate interests in the information
 - b. The information is destroyed when no longer needed for the purposes for which the study is conducted
 - c. The Eden Area ROP enters into a written agreement with the organization that complies with 34 CFR 99.31
4. Local health departments operating countywide or regional immunization information and reminder systems and the California Department of Public Health, unless the parent/guardian has requested that no disclosures of this type be made (Health and Safety Code 120440)
5. Contractors and consultants having a legitimate educational interest based on services or functions which have been outsourced to them through a formal written agreement or contract with the Eden Area ROP, excluding volunteers or other parties (Education Code 49076)
6. Agencies or organizations in connection with the student's application for or receipt of financial aid, provided that information permitting the personal identification of a student or the student's parents/guardians for these purposes is disclosed only as may be necessary to determine the eligibility of the student for financial aid, determine the amount of financial aid, determine the conditions which will be imposed regarding the financial aid, or enforce the terms or conditions of the financial aid (Education Code 49076; 34 CFR 99.31)
7. County elections officials for the purpose of identifying students eligible to register to vote or offering such students an opportunity to register, subject to the limits set by 34 CFR 99.37 and under the condition that any information provided on this basis shall not be used for any other purpose or transferred to any other person or agency (Education Code 49076; 34 CFR 99.37)

When disclosing records for the above purposes, the Superintendent or designee shall obtain the necessary documentation to verify that the person, agency, or organization is a person, agency, or organization that is permitted to receive such records.

Any person, agency, or organization granted access is prohibited from releasing information to another person, agency, or organization without written permission from the parent/guardian or adult student unless specifically allowed by state law or FERPA. (Education Code 49076; 20 USC 1232g; 34 CFR 99.1-99.8)

Persons Generally Denied Access

A request for student records by an officer or employee of an agency conducting immigration enforcement shall be denied except in accordance with Board Policy/Administrative Regulation 1445 - Response to Immigration Enforcement.

De-identification of Records

When authorized by law for any program audit, educational research, or other purpose, the Superintendent or designee may release information from a student record without prior consent of the parent/guardian or adult student after the removal of all personally identifiable information. Prior to releasing such information, the Superintendent or designee shall make a reasonable determination that the student's identity is not personally identifiable, whether through single or multiple releases and taking into account other reasonably available information. (Education Code 49074, 49076; 20 USC 1232g; 34 CFR 99.31)

Process for Providing Access to Records

Student records shall be maintained in a central file at the school attended by the student or, when records are maintained at different locations, a notation shall be placed in the central file indicating where other records may be found. Parents/guardians and adult students shall be notified of the location of student records if not centrally located. (Education Code 49069.7; 5 CCR 433)

The custodian of records shall be responsible for the security of student records and shall ensure that access is limited to authorized persons. (5 CCR 433)

The custodian of records shall develop reasonable methods, including physical, technological, and administrative policy controls, to ensure that Eden Area ROP officials and employees obtain access to only those student records in which they have legitimate educational interests. (Education Code 49076; 5 CCR 431; 34 CFR 99.31)

To inspect, review, or obtain copies of student records, authorized persons shall submit a request to the custodian of records. Prior to granting the request, the custodian of records shall authenticate the individual's identity. For any individual granted access based on a legitimate educational interest, the request shall specify the interest involved.

Within five business days following the date of request, the authorized person shall be granted access to inspect, review, and obtain copies of student records during regular school hours. (Education Code 49069.7; 5 CCR 431)

When required by law, a student's parent/guardian or an adult student shall provide written, signed, and dated consent before the Eden Area ROP discloses the student record. Such consent may be given through electronic means in those cases where it can be authenticated. The Eden Area ROP's consent form shall specify the records that may be disclosed, state the purpose of the disclosure, and identify the party or class of parties to whom the disclosure may be made. Upon request by the parent/guardian or adult student, the Eden Area ROP shall provide a copy of the records disclosed. (34 CFR 99.30)

If the parent/guardian or adult student refuses to provide written consent for the release of student information, the Superintendent or designee shall not release the information, unless it is otherwise subject to release based on a court order or a lawful subpoena.

Qualified certificated personnel shall be available to interpret records when requested. (Education Code 49069.7)

The custodian of records or the Superintendent or designee shall prevent the alteration, damage, or loss of records during inspection. (5 CCR 435)

Access Log

A log shall be maintained for each student's record which lists all persons, agencies, or organizations requesting or receiving information from the record and the legitimate educational interest of the requester. (Education Code 49064)

In every instance of inspection by persons who do not have assigned educational responsibility, the custodian of records shall make an entry in the log indicating the record inspected, the name of the person granted access, the reason access was granted, and the time and circumstances of inspection. (5 CCR 435)

Additionally, the custodian of records shall make an entry in the log regarding any request for record(s) that was denied and the reason for the denial.

The log need not include requests for access to records by: (Education Code 49064)

1. Parents/guardians or adult students
2. Students who are 16 years of age or older or who have completed the 10th grade
3. Parties obtaining Eden Area ROP-approved directory information
4. Parties who have received written consent by a parent/guardian and have provided it to the Eden Area ROP, in which case the consent notice shall be filed with the record pursuant to Education Code 49075
5. Eden Area ROP officials and employees who have a legitimate educational interest

The log shall be open to inspection only by the parent/guardian, adult student, dependent adult student, custodian of records, and certain state or federal officials specified in Education Code 49064. (Education Code 49064; 5 CCR 432)

Duplication of Student Records

To provide copies of any student record, the Eden Area ROP may charge a reasonable fee not to exceed the actual cost of providing the copies. No charge shall be made for providing up to two transcripts or up to two verifications of various records for any former student. No charge shall be made to locate or retrieve any student record. (Education Code 49065)

Changes to Student Records

Only a parent/guardian having legal custody of a student or a student who is 18 years of age or is attending an institution of postsecondary education may challenge the content of a record or offer a written response to a record. (Education Code 49061)

No addition or change shall be made to a student's record after high school graduation or permanent departure, other than routine updating, unless required by law or with prior consent of the parent/guardian or adult student. (Education Code 49070; 5 CCR 437)

Any request to change a student's legal name in the student's mandatory permanent student record shall be accompanied with appropriate documentation.

Any challenge to the content of a student's record shall be filed in accordance with Education Code 49070 and the process specified in Administrative Regulation 5125.3 - Challenging Student Records.

Retention and Destruction of Student Records

All anecdotal information and assessment reports maintained as student records shall be dated and signed by the individual who originated the data. (5 CCR 431)

The following mandatory permanent student records shall be kept indefinitely: (5 CCR 432, 437)

1. Legal name of student
2. Date and place of birth and method of verifying birth date
3. Sex of student
4. Name and address of parent/guardian of minor student
 - a. Address of minor student if different from the above
 - b. Annual verification of parent/guardian's name and address and student's residence
5. Entrance and departure dates of each school year and for any summer session or other extra session
6. Subjects taken during each year, half-year, summer session, or quarter, and marks or credits given towards graduation
7. Verification of or exemption from required immunizations
8. Date of high school graduation or equivalent

Mandatory interim student records, unless forwarded to another Eden Area ROP, shall be maintained subject to destruction during the third school year after the school year in which they originated, following a determination that their usefulness has ceased or the student has left the Eden Area ROP. These records include: (Education Code 48918, 51747; 5 CCR 432, 437, 16027)

1. Expulsion orders and the causes therefor
2. A log identifying persons or organizations who request or receive information from the student record
3. Health information, including verification or waiver of the health screening for school entry
4. Information on participation in special education programs, including required tests, case studies, authorizations, and actions necessary to establish eligibility for admission or discharge

5. Language training records
6. Progress slips/notices required by Education Code 49066 and 49067
7. Parent/guardian restrictions/stipulations regarding access to directory information
8. Parent/guardian or adult student rejoinders to challenged records and to disciplinary action
9. Parent/guardian authorization or prohibition of student participation in specific programs
10. Results of standardized tests administered within the past three years
11. Written findings resulting from an evaluation conducted after a specified number of missed assignments to determine whether it is in a student's best interest to remain in independent study

Permitted student records may be destroyed six months after the student completes or withdraws from the educational program and their usefulness ceases, including: (5 CCR 432, 437)

1. Objective counselor and/or teacher ratings
2. Routine discipline data
3. Verified reports of relevant behavioral patterns
4. All disciplinary notices
5. Supplementary attendance records

Records shall be destroyed in a way that assures they will not be available to possible public inspection in the process of destruction. (5 CCR 437)

Notification of Parents/Guardians

Upon any student's initial enrollment, and at the beginning of each school year thereafter, the Superintendent or designee shall notify parents/guardians and eligible students, in writing, of their rights related to student records. If 15 percent or more of the students enrolled in the Eden Area ROP speak a single primary language other than English, then the Eden Area ROP shall provide these notices in that language. Otherwise, the Eden Area ROP shall provide these notices in the student's home language insofar as practicable. The Eden Area ROP shall effectively notify parents/guardians or eligible students with exceptional needs. (Education Code 48985, 49063; 5 CCR 431; 34 CFR 99.7)

The notice shall include: (Education Code 49063, 60900.5; 34 CFR 99.7, 99.34)

1. The types of student records kept by the Eden Area ROP and the information contained therein
2. The title(s) of the official(s) responsible for maintaining each type of record
3. The location of the log identifying those who request information from the records
4. Eden Area ROP criteria for defining Eden Area ROP officials and employees and for determining legitimate educational interest
5. Eden Area ROP policies for reviewing and expunging student records
6. The right to inspect and review student records and the procedures for doing so
7. The right to challenge and the procedures for challenging the content of a student record that the parent/guardian or student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights
8. The cost, if any, charged for duplicating copies of records

9. The categories of information defined as directory information pursuant to Education Code 49073
10. The right to consent to disclosures of personally identifiable information contained in the student's records except when disclosure without consent is authorized by law
11. Availability of the curriculum prospectus developed pursuant to Education Code 49091.14 containing the titles, descriptions, and instructional aims of every course offered by the school
12. Any other rights and requirements set forth in Education Code 49060-49085, and the right of parents/guardians to file a complaint with the U.S. Department of Education concerning an alleged failure by the Eden Area ROP to comply with 20 USC 1232g
13. A statement that the Eden Area ROP forwards education records to other agencies or institutions that request the records and in which the student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment

Additionally, the annual parent/guardian notification shall include a statement that a student's citizenship status, immigration status, place of birth, or any other information indicating national origin will only be released in accordance with Board Policy/Administrative Regulation 1445 – Response to Immigration Enforcement.

Updating Name and/or Gender of Former Students

When a former student submits a state-issued driver's license, birth certificate, passport, social security card, court order, or other government-issued documentation demonstrating that the former student's legal name and/or gender has changed, the Eden Area ROP shall update the former student's records to include the updated legal name and/or gender. Upon request by the former student, the Eden Area ROP shall reissue any documents conferred upon the former student, including, but not limited to, a transcript, a high school diploma, a high school equivalency certificate, or other similar documents. (Education Code 49062.5)

If the former student's name or gender is changed and the requested records are reissued, a new document shall be added to the former student's file that includes all of the following information: (Education Code 49062.5)

1. The date of the request
2. The date the requested records were reissued to the former student
3. A list of the records that were requested by and reissued to the former student
4. The type of documentation, if any, provided by the former student to demonstrate a legal change to the student's name and/or gender
5. The name of the employee who completed the request
6. The current and former names and/or genders of the student

Any former student who submits a request to change the legal name and/or gender on the student's records but is unable to provide any government-issued documentation demonstrating the legal name or gender change, may request a name or gender change through the process described in Education Code 49070 and Administrative Regulation 5125.3 - Challenging Student Records. (Education Code 49062.5)

Policy 5125.1: Release Of Directory Information

Status: DRAFT

Original Adopted Date: 06/05/2020 | **Last Revised Date:** 10/02/2025 | **Last Reviewed Date:** 10/02/2025

The Governing Board recognizes the importance of maintaining the confidentiality of directory information and therefore authorizes the release of such information, including to news media or nonprofit organizations, in accordance with law, Board policy, and administrative regulation.

The Superintendent or designee may limit or deny the release of specific categories of directory information to any public or private nonprofit organization based on a determination of the best interests of Eden Area Regional Occupational Program (Eden Area ROP) students. (Education Code 49073)

A student's directory information shall only be included in the minutes of the Board's meeting in accordance with Board Bylaw 9324 – Minutes and Recordings.

Colleges and prospective employers, including military recruiters, shall have access to a student's name, address, email address, and telephone number, unless the student's parent/guardian, or the student, if the student is 18 years of age or older, has requested that such information not be released. (10 USC 503, 20 USC 7908)

Under no circumstances shall directory information be disclosed to a private profit-making entity, except for representatives of the news media and employers, including prospective employers, in accordance with law, Board policy, and administrative regulation. Private schools and colleges may be given the names and addresses of 12th-grade students and students who are no longer enrolled, provided that they use this information only for purposes directly related to the institution's academic or professional goals. (Education Code 49073)

Regulation 5125.1: Release Of Directory Information

Status: DRAFT

Original Adopted Date: 06/05/2020 | Last Revised Date: 10/02/2025 | Last Reviewed Date: 10/02/2025

Definition

Directory information means information contained in a student record that would not generally be considered harmful or an invasion of privacy if disclosed. Such student information includes: (Education Code 49061; 20 USC 1232g; 34 CFR 99.3)

1. Name
2. Address
3. Telephone number
4. Email address
5. Date of birth
6. Major field of study
7. Participation record in officially recognized activities
8. Dates of attendance
9. Degrees and awards received
10. Most recent previous school attended

Directory information does not include a student's social security number or student identification number. However, for purposes of accessing or communicating in electronic systems, directory information may include a student identification number, user identification, or other personal identifier used by the student provided that the identifier cannot be used to gain access to education records except when used in conjunction with a personal identification number, password, or other factor known or possessed only by the authorized user. (34 CFR 99.3)

Directory information does not include the citizenship status, immigration status, place of birth, or any other information indicating national origin of a student or the student's family member.

Notification to Parents/Guardians

At the beginning of each school year, all parents/guardians shall be notified as to the categories of directory information the Eden Area Regional Occupational Program (Eden Area ROP) plans to release and the recipients of the information. Additionally, the notification shall inform parents/guardians of their right to refuse to let the Eden Area ROP designate any or all types of information about their student as directory information, how to refuse release of directory information about their student, and the period of time within which a parent/guardian must notify the Eden Area ROP in writing that the parent/guardian does not want a certain category of information about their student designated as directory information. (Education Code 49063, 49073; 20 USC 1232g; 34 CFR 99.37)

In addition, the annual parent/guardian notification shall include a statement that directory information does not include citizenship status, immigration status, place of birth, or any other information indicating national origin and that the Eden Area ROP will not release such information without parent/guardian consent or a court order.

The Superintendent or designee shall notify parents/guardians that they may request that the Eden Area ROP not release the name, address, email address, and telephone number of their child to military recruiters, Immigration and Customs Enforcement (ICE), employers, or institutions of higher education without prior written consent. (10 USC 503, 20 USC 7908)

Parent/Guardian Consent

A student's directory information shall not be released if the student's parent/guardian has notified the Eden Area ROP in writing that such information shall not be disclosed. (Education Code 49073; 20 USC 1232g, 7908)

The directory information of a student identified as a student experiencing homelessness shall not be released, unless the student's parent/guardian, or the student is 18 years of age or older, has provided written consent that directory information may be released. However, the directory information of a student experiencing homelessness may be disclosed for the purpose of facilitating an eye examination by a nonprofit eye examination provider or a free oral health assessment hosted by a district school, unless the student's parent/guardian, or student accorded parental rights, has provided written notice to the school that consent to such exam(s) is not given. (Education Code 49073; 20 USC 1232g, 7908; 42 USC 11434a)

For a former student, the Eden Area ROP shall continue to honor any valid request to opt out of the disclosure of directory information made while the student was in attendance at the Eden Area ROP, unless the opt-out request has been rescinded. (34 CFR 99.37)

Exhibit 5125.1-E(1): Release Of Directory Information

Status: DRAFT

Original Adopted Date: 10/02/2025 | Last Reviewed Date: 10/02/2025

**PARENT/GUARDIAN NOTICE
RELEASE OF DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that Eden Area Regional Occupational Program (Eden Area ROP), with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Eden Area ROP may disclose appropriately designated "directory information" without written consent, unless you have advised the Eden Area ROP to the contrary in accordance with Eden Area ROP procedures. The primary purpose of directory information is to allow the Eden Area ROP to include information from your child's education records in certain school and/or Eden Area ROP publications. Examples include:

- a playbill, showing your child's role in a drama production
- the annual yearbook
- honor roll or other recognition lists
- graduation programs

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent/guardian's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. Additionally, two federal laws require districts receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA), as amended, to provide military recruiters, upon request, with students' names, addresses, and telephone listings, unless parents/guardians have advised the Eden Area ROP that they do not want their child's information disclosed without their prior written consent.

If you do not want the Eden Area ROP to disclose any or all of the information designated below as directory information from your child's education records without your prior written consent, you must notify the Eden Area ROP in writing by _____ (insert date). Notifying the Eden Area ROP by this date is the only way to prevent the release of directory information. The Eden Area ROP has designated the following information as directory information:

1. Student's name
2. Address
3. Telephone number
4. Email address
5. Date of birth
6. Major field of study
7. Participation in officially recognized activities
8. Dates of attendance
9. Degrees and awards received
10. Most recent previous school attended

Additionally, the Eden Area ROP may disclose your child's student identification number, user identification, or other unique personal identifier used to communicate in electronic systems, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user.

In addition, the Eden Area ROP may disclose a student identification number or other unique personal identifier that

is displayed on a student identification badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

The Eden Area ROP may not disclose a student's Social Security number. Directory information does not include your child's citizenship status, immigration status, place of birth, or any other information indicating national origin.

Policy 5145.13: Response To Immigration Enforcement

Status: DRAFT

Original Adopted Date: 06/05/2020 | Last Revised Date: 05/01/2025 | Last Reviewed Date: 05/01/2025

The Governing Board is committed to the success of all students and believes that every school site should be a safe and welcoming place for all students and their families irrespective of their citizenship or immigration status.

Eden Area Regional Occupational Program (Eden Area ROP) staff shall not solicit or collect information or documents, and shall not seek or require information or documents to the exclusion of other permissible information or documents, regarding the citizenship or immigration status of a student or the student's family members. (Education Code 234.7)

In accordance with law, Board Policy 0410 – Nondiscrimination in District Programs and Activities, and Board Policy 5145.3 – Nondiscrimination/Harassment, no student shall be denied equal rights and opportunities, nor be subjected to unlawful discrimination, harassment, intimidation, or bullying in the Eden Area ROP's programs and activities on the basis of the student's or family's immigration status or for the refusal to provide information related to the student's or family's immigration status. (Education Code 200, 220, 234.1)

Resources and data collected by the Eden Area ROP shall not be used, directly or by others, to compile a list, registry, or database of individuals based on national origin, immigration status, religion, or other category of individual characteristics protected against unlawful discrimination. (Government Code 8310.3)

The Superintendent or designee shall notify parents/guardians regarding their student's right to a free public education regardless of immigration status or religious beliefs and their rights related to immigration enforcement. (Education Code 234.7)

The Superintendent or designee shall develop procedures for addressing any immigration-related requests by a law enforcement officer for access to Eden Area ROP records, sites, or students.

The Superintendent or designee may provide training to staff regarding immigration issues, including information on responding to a request from a law enforcement officer to visit a school site or to have access to a student.

The Superintendent or designee shall report to the Board in a timely manner any requests for information or access to a school site by a law enforcement officer for the purpose of enforcing the immigration laws. Such notification shall be provided in a manner that ensures the confidentiality and privacy of any potentially identifying information. (Education Code 234.7)

Regulation 5145.13: Response To Immigration Enforcement

Status: DRAFT

Original Adopted Date: 06/05/2020 | Last Revised Date: 05/01/2025 | Last Reviewed Date: 05/01/2025

Responding to Requests for Immigration-Related Information or Documents

Upon receiving any verbal or written request for information or documents related to a student's or family's immigration or citizenship status, Eden Area Regional Occupational Program (Eden Area ROP) staff shall:

1. Record or otherwise document the request and notify the Superintendent or designee about the request
2. Provide the student's parent/guardian or, if the student is at least 18 years old, the student, with notice, a description of the request, and any documentation provided to the Eden Area ROP describing the request, unless prohibited by a court order, judicial subpoena/warrant, or in cases involving investigation of child abuse, neglect, or dependency

Information or documents related to a student's immigration or citizenship status shall not be disclosed to a law enforcement officer without consent by the parent/guardian or, if the student is at least 18 years old, by the student, a court order, or judicial subpoena/warrant. To obtain written consent, the release of student information shall include the following information:

1. The signature and signature date of the parent/guardian, or student if the student is at least 18 years old
2. A description of the records to be disclosed
3. The reason for the release of information
4. The parties or class of parties receiving the information
5. A copy of the records to be released, if requested by the parent/guardian or student

In accordance with law and Board Policy 5125 – Student Records, the Superintendent or designee shall annually notify parents/guardians that the Eden Area ROP will not release student information to third parties for immigration enforcement purposes, unless the parent/guardian consents or as required to do so by a court order or judicial subpoena/warrant.

Responding to Requests for Access to Students or School Grounds

Eden Area ROP staff shall receive parent/guardian consent or, if the student is at least 18 years old, the student's consent, before the student is interviewed or searched by any law enforcement officer for immigration enforcement purposes, unless the officer presents a court order or a judicial warrant.

A student's parent/guardian shall be immediately notified when a law enforcement officer requests or is able to interview, search, detain, or otherwise interact with the student for immigration enforcement purposes, unless prohibited by a court order or a judicial warrant, or in cases involving investigations of child abuse, neglect, or dependency. (Education Code 48906)

A law enforcement officer who requests to enter Eden Area ROP property which is not open to all visitors shall register in accordance with Board Policy 1250 – Visitors/Outsiders, except in cases where the officer states that exigent circumstances exist or as stated in a court order or judicial warrant. (Penal Code 627.2, 627.3)

As early as possible, Eden Area ROP staff shall notify the Superintendent or designee of any immigration enforcement-related request by a law enforcement officer for access to a student or to Eden Area ROP property, including service of lawful warrants, subpoenas, petitions, complaints, or other similar documents.

Responding to Law Enforcement Officers on Eden Area ROP Property

Eden Area ROP staff shall report the presence of any law enforcement officer on Eden Area ROP property for immigration enforcement purposes to the appropriate administrators.

Unless a law enforcement officer declares that exigent circumstances exist and demands immediate access to the campus, Eden Area ROP staff shall take the following actions when such an officer is actually or imminently present

on Eden Area ROP property for immigration enforcement purposes:

1. Advise the officer that before school personnel can respond to the officer's request, they must first receive notification and direction from the Superintendent, principal, or designee, except under exigent circumstances that necessitate immediate action
2. Request to see and record or otherwise document the officer's credentials, including the officer's name and badge number, and the phone number of the officer's supervisor, and note or make a copy of all such information
3. Ask the officer for, and then record or otherwise document, the officer's reason for being on Eden Area ROP property
4. Request that the officer produce any documentation that authorizes the officer's school access, make copies of all such documentation, and retain at least one copy for Eden Area ROP records
5. Contact and consult with the Eden Area ROP's legal counsel or Superintendent or designee
6. Follow the direction from the Eden Area ROP's legal counsel or Superintendent or designee

If the officer declares that exigent circumstances exist and demands immediate access to the campus, Eden Area ROP staff shall comply with the officer's orders and immediately contact the Superintendent or designee and then the Eden Area ROP's legal counsel.

Regardless of whether the officer declares that exigent circumstances exist, Eden Area ROP staff shall not attempt to physically impede the officer, even if the officer appears to be acting outside the law or in excess of the officer's stated or documented authorization. If an officer enters the premises without consent, Eden Area ROP staff shall document the officer's actions while on campus but only to the extent that it does not impede the officer's actions.

After the officer leaves Eden Area ROP property, Eden Area ROP staff shall promptly make written notes of all interactions with the officer, including:

1. A list or copy of the officer's credentials and contact information, if known
2. The identity of other Eden Area ROP staff known to have communicated with the officer
3. A description of the officer's request and activities
4. The type of documentation, such as a warrant or subpoena, that authorized the officer's request or actions, what was requested by the documentation, and whether the documentation was signed by a judge
5. Eden Area ROP staff's response to the officer's request
6. Any further action taken by the officer
7. Copies of any documents presented by the officer

Eden Area ROP staff shall promptly provide a copy of these notes and any associated documents Eden Area ROP staff has collected from the officer to the Eden Area ROP's legal counsel or other Eden Area ROP official designated by the Superintendent.

The Eden Area ROP's legal counsel or the Superintendent or designee shall submit a timely report to the Governing Board regarding the officer's requests and actions and the Eden Area ROP's response. (Education Code 234.7)

The Superintendent or designee shall also email the Bureau of Children's Justice in the California Department of Justice (BCJ@doj.ca.gov) regarding any attempt by a law enforcement officer to access a school site or a student for immigration enforcement purposes.

Responding to the Detention or Deportation of Student's Parent/Guardian

The Superintendent or designee shall encourage parents/guardians to update their emergency contact information as needed at any time. The Superintendent or designee shall notify parents/guardians that the Eden Area ROP will only use information provided on the emergency cards in response to specific emergency situations and not for any

other purpose:

In the event that a student's parent/guardian is detained or deported by, the Superintendent or designee shall release the student to the person(s) designated in the student's emergency contact information or to any individual who presents a caregiver's authorization affidavit on behalf of the student. The Superintendent or designee shall only contact child protective services if Eden Area ROP personnel are unable to arrange for the timely care of the student by the person(s) designated in the emergency contact information maintained by the school or identified on a caregiver's authorization affidavit.

In an instance where a student's parent/guardian was detained or deported, the Superintendent or designee shall notify the student, as well as the individuals designated in the student's emergency contact information and any individual who presented a caregiver's authorization affidavit on behalf of the student, that the student continues to meet the residency requirements for attendance at the Eden Area ROP, if the student and student's parent/guardian who was detained or deported satisfy the conditions as specified in Education Code 48204.4.

The Superintendent or designee may refer a student or the student's family members to other resources for assistance, including, but not limited to, an U.S. Immigrant and Customs Enforcement detainee locator, legal assistance, or the consulate or embassy of the parent/guardian's country of origin.



DATE: March 5, 2026
TO: ROP Governing Board
FROM: Blaine Torpey, Superintendent
PREPARED BY: Mercedes Henderson, Human Resources Administrator
SUBJECT: Request the Governing Board approve the Revised Salary Schedules (Chart 2A and 2B)

BACKGROUND

Eden Area ROP Substitute Instructors are compensated on an hourly basis, with a full day calculated at six hours. Some instructional assignments extend beyond six hours.

CURRENT SITUATION

Under the current structure, substitute instructors have not consistently been compensated for the full length of assignments longer than six hours.

To address this inequity and ensure fairness, a shift to a standardized half day and full day rate is recommended. The proposed full day rate will reflect a seven hour instructional day so that assignments extending beyond six hours are appropriately compensated.

In addition, the Eden Area ROP partner school districts utilize half day and full day substitute rates rather than hourly rates. Aligning with this common practice promotes consistency and transparency.

A transition from an hourly substitute rate to standardized half day and full day rates is proposed. The proposed full day rate is based on a seven hour instructional day.

This structure will:

- Ensure substitutes are fairly compensated for longer instructional assignments
- Eliminate inconsistencies under the current six hour full day calculation
- Align Eden Area ROP partner district compensation practices
- Provide clarity and administrative efficiency in payroll processing

This change requires revisions to:

- Salary Schedule Chart 2A: Certificated 7 Hour Salaried Employees
 - Removal of Substitute Instructors section with hourly rate as it isn't applicable to this salary schedule
- Salary Schedule Chart 2B: Certificated Hourly Employees
 - Replace the hourly rate in the Substitute Instructors section to reflect the half day rate and full day rate based on seven hours

Fiscal Impact

The fiscal impact will depend on substitute utilization. A comparative analysis of the prior hourly model and the proposed half day and full day structure has been prepared for Board review.

SUBSTITUTE TEACHERS (180 Instructional Days)	
Short-Term Assignment	
Annualized Substitute Rate Half-Day	Annualized Substitute Rate Full-Day
\$28,166.40	\$30,844.80
Long-Term Assignment	
Annualized Substitute Rate Half-Day	Annualized Substitute Rate Full-Day
\$49,291.20	\$53,978.40

RECOMMENDATION

It is recommended that the Governing Board approve the revised salary schedules (Chart 2A and 2B).

Salary Scale Chart 2A CERTIFICATED 7 HOUR SALARIED EMPLOYEES

2025-2026

Effective: April 1, 2026

Classroom Instructor 185 days

Career Counselor 195 days

Step	A	B	C	D	E	F
1	\$81,995.61	\$85,357.06	\$88,888.95	\$92,593.90	\$96,486.07	
2	\$83,341.23	\$86,767.23	\$90,368.86	\$94,152.56	\$98,122.24	
3	\$84,713.96	\$88,209.67	\$91,883.64	\$95,740.96	\$99,789.42	
4	\$86,111.22	\$89,677.98	\$93,424.24	\$97,360.34	\$101,487.57	
5	\$87,540.76	\$91,175.96	\$94,998.43	\$99,013.30	\$103,223.15	
6		\$92,704.96	\$96,603.61	\$100,698.54	\$104,993.65	
7		\$94,262.32	\$98,241.06	\$102,417.34	\$106,798.98	
8		\$95,854.61	\$99,909.51	\$104,169.74	\$108,637.88	
9		\$97,475.27	\$101,614.12	\$105,959.58	\$110,515.54	
10		\$99,130.82	\$103,351.01	\$107,784.29	\$112,430.65	
11			\$105,124.05	\$109,645.15	\$114,387.07	
12					\$116,378.35	
17						\$121,461.17
22						\$123,594.50
27						\$125,770.49

Employees receive an annual benefit package of \$12,621.16.

Initial placement on the schedule will consider amount and level of experience, education, complexity of subject matter, area salary rates, and relative value of the individual program. At the discretion of the Superintendent, placement may be at a higher range based on the needs of the program. Movement to the next column requires evidence of the completion of 15 semester units of instruction that are approved by the Superintendent or designee. A maximum of six (6) years teaching credit will be granted for initial placement on the salary schedule. (See AR 4122)

***Step 17 is a Longevity Step-** increase is earned after five years on Step 12, Column E plus 9 semester units of approved Professional Development. Movement down Column F to Step 22 and 27, will each be earned after five additional years plus 9 semester units of approved Professional Development.

Note: Employee may elect to participate at the employee's expense in one of the health plan packages offered by the EAROP to its employees.

SUMMER SCHOOL INSTRUCTORS

Hourly Rate/Step 2	\$52.36
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ADDITIONAL COMPENSATION

EDUCATIONAL STIPENDS

Professional Growth: Full time teachers who have been compensated on Step 12, Column E for at least 2 years shall be entitled to a professional growth allowance of \$30 per semester unit with a maximum of 4 semester units per year and 20 semester units total. All units must be approved and earned during the year being credited. These units may be converted to Professional Development units needed for Column F, Step 17, providing the condition below is met.*

***Step 17 is a Longevity Step** – the increase is earned after five years on Step 12, Column E plus 9 semester units of approved Professional Development. Movement down Column F to Step 22 and 27, will each be earned after five additional years plus 9 semester units of approved Professional Development.

Bachelor's Degree	Master's Degree	Doctorate
\$867	\$1,122	\$1,632

EDUCATIONAL STIPENDS

Educational Stipends - Employee will receive the highest educational stipend ONLY.

Salary Scale Chart 2B CERTIFICATED HOURLY EMPLOYEES

2025-2026

Effective: April 1, 2026

HOURLY INSTRUCTORS

STEP	1	2	3	4	5	6	7
HOURLY RATE	\$48.14	\$52.36	\$54.71	\$57.18	\$59.78	\$62.48	\$64.45

SUBSTITUTE INSTRUCTORS

Daily Substitute Rate Half-Day	Daily Substitute Rate Full-Day	Half-Day Rate: 4 hours or less Full-Day Rate: More than 4 hours
\$156.48	\$273.84	
(Long-Term Assignment)		Long-Term Rate - retroactive to the first day of consecutive work period. (Minimum of 10 consecutive workdays substituting for same instructor.)*No benefits granted to substitutes.
Daily Substitute Rate Half-Day	Daily Substitute Rate Full-Day	
\$171.36	\$299.88	

ADDITIONAL COMPENSATION

EDUCATIONAL STIPENDS

Bachelor's Degree	Master's Degree	Doctorate	Special Assignment
\$867	\$1,122	\$1,632	*20%

Note:

- **Educational Stipends** - Employee will receive the highest educational stipend ONLY.



DATE: March 5, 2026
TO: ROP Governing Board
FROM: Blaine Torpey, Superintendent
SUBJECT: Request the Governing Board approve the Strategic Planning Consultant Proposal

BACKGROUND

The Eden Area Regional Occupational Program has remained nimble and responsive to student need, partner district priorities and to a constantly changing fiscal landscape. Since the enactment of the Local Control Funding Formula (LCFF) in 2013, which eliminated direct and consistent funding for ROPs, EAROP has had to focus heavily on securing funding to meet student need and student demand.

CURRENT SITUATION

Per our Board-approved Annual Goals and Implementation Plan, Goal 1 is to strengthen the Eden Area ROP climate, culture and communication. The first priority of this goal is continue to refine a comprehensive strategic plan that is guided by the Vision Statement, Mission Statement, Eden Area ROP Core Values, Student Learning Outcomes, Governing Board, and stakeholder input to allow for priority-driven and balance-informed decision making.

It is recommended that the Governing Board consider the proposal to recruit and retain a Strategic Planning Consultant for an amount not to exceed \$20,000 to develop a five year Strategic Plan during the 2026-2027 school year.

RECOMMENDATION

It is recommended that the Governing Board approve the Strategic Planning Consultant proposal.

The Eden Area Regional Occupational Program (EAROP) has remained nimble and responsive to student need, partner district priorities and to a constantly changing fiscal landscape. Since the enactment of the Local Control Funding Formula (LCFF) in 2013, which eliminated direct and consistent funding for ROPs, EAROP has had to focus heavily on securing funding to meet student needs and student demand.

Per our Board-approved Annual Goals and Implementation Plan, Goal 1 is to strengthen EAROP climate, culture and communication. The first priority of this goal is to continue to refine a comprehensive strategic plan that is guided by the Vision Statement, Mission Statement, EAROP Core Values, Student Learning Outcomes, Governing Board, and stakeholder input to allow for priority-driven and balance-informed decision making.

The goal of developing a Strategic Plan has been a priority for the last four years. Before embarking on the process of developing such a plan, EAROP needed to complete key strategic actions.

Below is a synopsis of this multi-year effort:

Academic Year	What's in Place	Completed/In Progress
2022 2023	<ul style="list-style-type: none"> • Mission Statement • WASC SLOs • Annual Goals 	<ul style="list-style-type: none"> • Annual Goals Implementation Plan • Information Technology (IT) 3-Year Plan
2023 2024	<ul style="list-style-type: none"> • Mission Statement • WASC SLOs • Annual Goals • Annual Goals Implementation Plan • IT 3-Year Plan 	<ul style="list-style-type: none"> • Core Values
2024 2025	<ul style="list-style-type: none"> • Mission Statement • WASC SLOs • Annual Goals • Annual Goals Implementation Plan • IT 3-Year Plan • Core Values 	<ul style="list-style-type: none"> • Vision Statement
2025 2026	<ul style="list-style-type: none"> • Mission Statement • WASC SLOs • Annual Goals • Annual Goals Implementation Plan • IT 3-Year Plan 	<ul style="list-style-type: none"> • 5 Year Facilities Master Plan • Student Governance

Academic Year	What's in Place	Completed/In Progress
	<ul style="list-style-type: none"> • Core Values • Vision Statement • Hazard Communication Plan (Haz Com Plan) • Workplace Violence Prevention Plan (WVPP) 	
2026 2027	<ul style="list-style-type: none"> • Mission Statement • WASC SLOs • Annual Goals • Annual Goals Implementation Plan • IT 3 Year Plan • Core Values • Vision Statement • Haz Com Plan • WVPP • 5 Year Facilities Master Plan • Student Governance 	<ul style="list-style-type: none"> • 5 Year Strategic Plan

EAROP has been growing at a rapid pace, challenging our capacity. EAROP needs to strategically manage the impact of growth to ensure that there are appropriate resources to support students, programs, and staff. We want to ensure that our facilities are safe and modern and that every student is offered guaranteed and viable CTE programming. Without dedicated funding for all services provided to students and partner districts, sustainability is a specific challenge. If EAROP is going to continue to grow, we must do so in a way that sustains these services at each inflection point.

The table below summarizes the growth in the last five years:

Metric	2021 2022	2025 2026	Difference
On Site Students	499	745	36% increase
Off Site Students	787	1050	25% increase
On Site Sections	24	31	23% increase
Articulation Credit	1791	1937 (2025)	8% increase
Dual Enrollment	0	6	100% increase
Active Grants	19	21	10% increase
Grant Funding	\$5,414K	\$9,280K	42% increase

The table below shows staffing level in different EAROP Departments:

Metric	2021 2022	2025 2026	Difference
Business Office	3	3	0%
Human Resources	1	1	0%
Adult Programs	3	3	0%
Supt's Office	2	2	0%
Work Based Learning	3	2	33% decrease

In the Educational Services Department that serves our high school programs, any staff support that has been added has been directly funded and assigned to grant projects. Programs such as STEP, HB4EL and pre-apprenticeships have added services but not staff to address the growth of our standard services.

EAROP needs to approach these challenges thoughtfully and with the input of all stakeholders as we do not have ongoing funding to provide ongoing services.

EAROP will benefit greatly from building and implementing a Five-Year Strategic Plan that incorporates student need and outcomes, stakeholder priorities and available resources. The Strategic Plan will assist the Governance Team and EAROP Leadership in establishing priorities and making decisions that align with where we see ourselves as a community in the next five years.

Proposal:

Recruit and retain a Strategic Planning consultant for an amount not to exceed \$20,000.00 to develop a 5 Year Strategic Plan during the 2026 2027 school year.



DATE: March 5, 2026
TO: ROP Governing Board
FROM: Blaine Torpey, Superintendent
SUBJECT: Request the Governing Board approve the Governing Board Reorganization

BACKGROUND

Annually, the Governing Board selects a Board President and Vice-President to perform the duties as specified in the Government Code.

CURRENT SITUATION

At the February 5, 2026 meeting, the Governing Board reorganization was agendaized; however, the item was tabled due to not all members being present.

As a result, the reorganization item has been brought forward for consideration at this meeting. With the reorganization of the member districts completed, the Eden Area ROP Governing Board will proceed with the selection of a President and Vice President to serve through February 2027. All current Governing Board members are eligible for election.

RECOMMENDATION

It is recommended that the Governing Board elect their new officers at tonight's meeting and approve the Governing Board reorganization.



DATE: March 5, 2026
TO: ROP Governing Board
FROM: Blaine Torpey, Superintendent
SUBJECT: Request the Governing Board approve the Adoption of Resolution 6-25/26: Mid-Year Additions/Changes-Revised Signature Card

BACKGROUND

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

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

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

CURRENT SITUATION

On August 7, 2025, the Governing Board approved:

- Resolution 1-25/26: Signature Card Board Members
- Resolution 2-25/26: Signature Card-Authorized Agents: Payroll Warrants and Disbursements
- Resolution 3-25/26: Signature Card-Authorized Agents: Official Documents and Reports

As of January 2026, the Eden Area ROP has had 1 replacement on the Governing Board. Attached is Resolution 6-25/26: Mid-Year Additions/Changes-Revised Signature Card that reflects the changes.

RECOMMENDATION

It is recommended that the Governing Board approve the adoption of Resolution 6-25/26: Mid-Year Additions/Changes-Revised Signature Card.

EdenAreaROP

RESOLUTION NO. 6-25/26

Mid-Year Additions/Changes-Revised Signature Card

REVISED SIGNATURE CARD FOR:

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

TO THE ALAMEDA COUNTY SUPERINTENDENT OF SCHOOLS:

AUTHORIZED AGENTS - PAYROLL WARRANTS & DISBURSEMENTS

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

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

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

AUTHORIZED AGENTS - OFFICIAL DOCUMENTS & REPORTS

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

BOARD MEMBERS

Signature	Dolly Adams
	Type Name
<input type="checkbox"/> Additional <input checked="" type="checkbox"/> Replacement	Replaces: _____ Sara E. Raymond Type Name

_____ <p style="text-align: center;">Signature</p> <input type="checkbox"/> Additional <input type="checkbox"/> Replacement	_____ <p style="text-align: center;">Type Name</p> Replaces: _____ <p style="text-align: center;">Type Name</p>
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_____ <p style="text-align: center;">Signature</p> <input type="checkbox"/> Additional <input type="checkbox"/> Replacement	_____ <p style="text-align: center;">Type Name</p> Replaces: _____ <p style="text-align: center;">Type Name</p>
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PASSED AND ADOPTED by the Governing Board of the Eden Area ROP on this 5th day of March 2026 by the following vote:

Board Member	Ayes	Noes	Abstentions	Absent
Juan Campos	_____	_____	_____	_____
Dolly Adams	_____	_____	_____	_____
Austin Bruckner Carrillo	_____	_____	_____	_____
Zachary Borja	_____	_____	_____	_____
Alt: _____	_____	_____	_____	_____
Alt: _____	_____	_____	_____	_____
Totals	_____	_____	_____	_____

Student Board Member	Ayes	Noes	Abstentions	Absent
Sofia Castellanos	_____	_____	_____	_____
Jeffery Arthur	_____	_____	_____	_____
Alt: _____	_____	_____	_____	_____
Alt: _____	_____	_____	_____	_____
Totals	_____	_____	_____	_____

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

Date

Signature, President of the Governing Board