EdenAreaROP

Governing Board Meeting Agenda

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

THURSDAY, NOVEMBER 5, 2026

6:00 PM

MISSION:

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

VISION:

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

CORE VALUES:

We believe in the Eden Area ROP!

- Equitable
- Accessible
- Restorative
- Outcomes
- Professional

GOVERNING BOARD MEMBERS

- **Juan Campos, President**
  San Lorenzo Unified School District
- **Dolly Adams, Vice President**
  Castro Valley Unified School District
- **Zachary Borja, Member**
  San Leandro Unified School District
- **Austin Bruckner Carrillo, Member**
  Hayward Unified School District

STUDENT BOARD MEMBERS

- **Abbigail Jones**
  Eden Area ROP (AM)
- **Kaylie Vazquez Trejo**
  Eden Area ROP (PM)

Eden Area ROP

Regular Meeting of the ROP Governing Board

Date:	**Thursday, November 5, 2026**
Time:	6:00 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/99260652948

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 themselves and their organizational affiliation prior to any action taken by the Governing Board. Such presentations may be limited. If there is a desire to address the 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 approve the Minutes of the Regular Governing Board Meeting of October 8, 2026 (pages 8-16)

B. Request the Governing Board approve the Minutes of the Special Governing Board Meeting of October 8, 2026 (pages 17-18)

C. Request the Governing Board approve the Bill Warrants (pages 19-26)

D. Request the Governing Board approve the Personnel Action Items (pages 27-28)

E. Request the Governing Board approve the Listed Donation-Adam Smith, Blue Collar Campaign (page 29)

F. Request the Governing Board approve the Advisory Committee Members (pages 30-51)

G. Request the Governing Board approve the MOU with the JPA Member Districts for a Career Technical Education Incentive Grant (CTEIG) Program Consortium for the Fiscal Year 2026-2027 (pages 52-56)

XI. Information Items

A. ROP Pathway Review-Emergency Response (pages 58-59)

B. Strategic Plan Update (page 60)

C. Business Partners of the Year (pages 61-62)

D. Advanced Manufacturing Day (page 63)

E. Principals' Breakfast (page 64)

F. Out of State Conference: ACTE CareerTech VISION 2026 (page 65)

XII. Action Items

A. Request the Governing Board approve the Second Reading and Adoption of Governing Board Policies, Administrative Regulations, Exhibits and Board Bylaw (pages 67-162)

B. Request the Governing Board approve the Career Technical Education Facilities Program (CTEFP) Grant Round 8: Automotive Collision & Refinishing Facility and Equipment Application (pages 163-194)

C. Request the Governing Board approve the Career Technical Education Facilities Program (CTEFP) Grant Round 8: Culinary Science Facility and Equipment Application (pages 195-225)

D. Request the Governing Board approve the Letter to the Alameda County Board of Supervisors Regarding Student Training and Employment Program (STEP) – Funding Concerns and Program Impacts (pages 226-229)

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

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

XVII. Adjournment

STUDENT OF THE MONTH

Eden Area ROP

DATE: **November 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 November:

STUDENT NAME	HIGH SCHOOL	ROP PROGRAM	INSTRUCTOR
Jordan Schmeck	Castro Valley	First Responder	Peters
Alexander Valdez	Hayward	Welding Technology	Andresen
Mason Stern	Castro Valley	Construction	Lopez

RECOMMENDATION

Information only

CONSENT CALENDAR

EdenAreaROP

Minutes of the Regular Meeting of the ROP Governing Board
October 8, 2026

I. Call to Order

Trustee Dolly Adams, Vice President, called the meeting to order at 5:47 pm on Thursday, October 8, 2026, in the Boardroom at the Eden Area Regional Occupational Program located at 26316 Hesperian Blvd., Hayward, CA 94545. Trustee Juan Campos, President, was anticipated to arrive late.

II. Roll Call

Roll call was conducted by Gabriela Juarez, Executive Assistant.

Eden Area ROP Governing Board Members Present:

Juan Campos, President	San Lorenzo USD	arrived at 6:24 pm
Dolly Adams, Vice President	Castro Valley USD	
Austin Bruckner Carrillo, Member	Hayward USD	
Paul Mueller, Alternate	San Leandro USD	

Eden Area ROP Governing Board Members Absent:

Zachary Borja, Member	San Leandro USD

Eden Area ROP Student Board Members Present:

Abbigail Jones, Member	Eden Area ROP

Eden Area ROP Student Board Members Absent:

Kaylie Vazquez Trejo, 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
Anthony Oum	Fiscal Services Administrator
Michelle Stephens	Assistant Principal

Eden Area ROP Staff Present:

Anissa Barrot	Dental Assisting Instructor
Dr. Erika Emery	Careers in Education Instructor
Gabriela Juarez	Executive Assistant
Edwin Kang	Cybersecurity Instructor
Jessica Laird	Career Counselor

Others Present:
Students of the Month and their families

Roman Muñoz	Lozano Smith

III. Approval of Agenda

Trustee Paul Mueller moved to approve the agenda, Student Board Member Abbigail Jones seconded the motion. By the following vote, the agenda was approved:

Board Member Vote:

AYES: 3 (Adams, Bruckner Carrillo, Mueller)
NOES: 0
ABSTENTIONS: 0
ABSENT: 2 (Borja, Campos)

Student Board Member Preferential Vote:

AYES: 1 (Jones)
NOES: 0
ABSTENTIONS: 0
ABSENT: 1 (Vazquez Trejo)

IV. Vision Statement

Yesenia Isabel Delgado read the Eden Area ROP Vision Statement.

V. Mission Statement

Britanny Ortiz read the Eden Area ROP Mission Statement.

VI. Core Values

Abbigail Jones read the Eden Area ROP Core Values.

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

None.

VIII. Student of the Month

The following students were honored by their teachers, ROP Staff and the Governing Board as students of the month for October 2026:

STUDENT NAME	HIGH SCHOOL	ROP PROGRAM	INSTRUCTOR
Yesenia Isabel Delgado	San Lorenzo	Careers in Education	Emery
Britanny Ortiz	Mt. Eden	Dental Assisting	Barrot
Krishavi Lala	Castro Valley	Cybersecurity	Kang

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

IX. Student Board Member Reports

Abbigail Jones, Student Board Member, reported that Medical Careers I students had begun receiving acceptance letters for FACES internships at St. Rose Hospital. The FACES internships provide students with opportunities to observe ICU patients, shadow nurses, and build professional connections that may lead to future employment opportunities.

Student Board Member Jones reported that the Student Ambassador Program had started, with 88 ambassadors participating, including 50 in the morning and 38 in the afternoon. Of those, 15 morning and 5 afternoon ambassadors were returning for a

second year. Ambassadors assist with sophomore tours, events, panels, social media, and Student Board Member activities.

Student Board Member Jones also highlighted Back to School Night, noting that Student Ambassadors helped with the event and that Culinary Science students provided catering as one of their first major cooking events of the year. She shared that she served as an emcee for the Business Partner of the Year event alongside a fellow ambassador.

Recess

At 6:21 p.m., Trustee Dolly Adams, Vice President, called a five-minute recess. Board President Juan Campos arrived during the recess, and the meeting reconvened at 6:26 p.m., with President Campos presiding over the remainder of the meeting.

X. Consent Calendar

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

A. Minutes of the Regular Governing Board Meeting of September 3, 2026
B. Bill Warrants
C. Personnel Action Items
D. Quarterly Report on Williams Act Complaints and Resolutions
E. Listed Donation-Anonymous Donor
F. Listed Donation-Phoenix Day Inc.
G. Receipt of the Workability I Program Funds
H. Agreement with the Fresno County Office of Education (FCOE) for Direct Support Professional Training for the 2026-2027 School Year
I. Contract with Chabot-Las Positas Community College District for the Coordination of Work-Based Learning Services for Pathway Programs for the 2026-2027 School Year
J. MOU with the Alameda County Office of Education (ACOE) to Participate in the ACOE Clear Path for Advancement in Leadership (CPAL) Program for the 2026-2027 and 2027-2028 School Years

Trustee Paul Mueller seconded the motion. By the following vote, the Consent Calendar was approved:

Board Member Vote:

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

Student Board Member Preferential Vote:

AYES: 1 (Jones)
NOES: 0
ABSTENTIONS: 0
ABSENT: 1 (Vazquez Trejo)

XI. Information Items

Change in Agenda Order

Following the Consent Calendar, the instructors scheduled to present Information Items 11.A, Pathway Review-Education, and 11.B, Pathway Review-Information Support and Services had not yet returned from the Student of the Month celebration. The Board deferred Item 11.A and 11.B and proceeded with Item 11.C, Back to School Night, while awaiting the instructors' return.

C. Back to School Night

Michelle Stephens, Assistant Principal, presented the Back to School Night report. She shared that the event was held on September 22 and welcomed approximately 200 family and community members.

Mrs. Stephens explained that, unlike traditional high school Back to School Nights, Eden Area ROP instructors typically have two class sections rather than five. Instructors provided presentations for families, while second-year students often assisted with demonstrations. Families had the opportunity to visit multiple pathways and view the work students were doing in their programs.

Student Ambassadors supported the event by staffing the welcome table, assisting with sign-in, and directing families to classrooms. Promotional flyers had also been distributed to school sites, students, and families.

Mrs. Stephens shared a video highlighting the event. Board members commended the event and commented on the interactive demonstrations and instructional equipment available in the pathways, including the anatomy table used by Medical Careers students.

Return to Agenda Order

The instructors returned, and the Board resumed consideration of the agenda in its original order, proceeding with Item 11.A, Pathway Review-Education.

A. ROP Pathway Review-Education

Dr. Erika Emery, Careers in Education Instructor, presented an overview of the Careers in Education pathway within the Education, Child Development, and Family Services industry sector. She described the program's focus on preparing students for careers in education through coursework in human development, positive guidance, and child development, while emphasizing a classroom environment built on belonging, support, and accountability.

Dr. Emery reported that the program transitioned from articulation to dual enrollment with Chabot College, allowing students to earn 12 Early Childhood Education college units in one year. Students complete five courses (ECD 50, 56, 62, 63, and 95), providing a pathway into Chabot College's pre-apprenticeship and apprenticeship programs. Approximately 30 students are expected to participate, with opportunities to earn more than $20 per hour during the summer.

She highlighted the program's hands-on approach, which includes classroom activities, internships three days per week, field trips, and First Aid and CPR training. Students select and arrange their own internship placements from approximately 25 available sites, with the instructor coordinating required contracts and clearances. These experiences

provide students with practical skills and preparation for employment in early childhood education.

Dr. Emery also discussed the importance of fostering a supportive classroom environment while maintaining accountability and encouraging students to persevere through personal challenges.

Superintendent Torpey recognized Dr. Emery's advocacy in developing the dual enrollment and youth apprenticeship opportunities. He noted that students complete the required college coursework while maintaining their internship commitments. He also acknowledged her work with Chabot College to ensure ECD 95, the work experience course, remained available to students.

B. ROP Pathway Review-Information Support and Services

Edwin Kang, Cybersecurity Instructor, presented an overview of the Information Support and Services pathway within the Information and Communication Technology industry sector. He explained how the program has evolved from traditional computer repair and technical support to focus on cybersecurity, networking, and emerging technologies.

Mr. Kang described the two-year program, with first-year students studying cybersecurity fundamentals, operating systems, and introductory coding, while second-year students focus on network security and advanced networking. Students use industry-based platforms and curricula, including Cisco, CompTIA, Cyber.org, and TryHackMe, and have opportunities to pursue industry certifications. He also noted that the program incorporated the College Board's new AP Cybersecurity curriculum this year.

He highlighted student participation in cybersecurity competitions, including Cisco's Cyber Learn-a-thon, where students ranked fifth in the United States and Canada in 2024, and SkillsUSA. He also discussed industry partnerships, work-based learning opportunities, career fairs, internships, and field trips, including a visit to Microsoft. These activities provide students with exposure to industry professionals and opportunities to develop employment skills.

Mr. Kang discussed the growing demand for cybersecurity professionals and shared labor market information for California and the Bay Area. He also described the program's exploration of artificial intelligence, including its use as a learning tool, identifying misinformation and deepfakes, and understanding ethical considerations in cybersecurity. Additional program activities include introducing younger students to cybersecurity through collaborative coding activities and promoting summer cybersecurity camps through local community colleges.

In response to a Board member's question, Kang explained how students explore artificial intelligence, ethical hacking, and the importance of identifying manipulated information and verifying sources. He emphasized the importance of balancing the use of emerging technologies with critical thinking and human interaction.

Superintendent Torpey recognized Kang's efforts to connect classroom instruction with current industry practices. He highlighted an activity in which students examine technology industry layoffs and review job descriptions to identify the skills and qualifications needed to remain competitive in the workforce.

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

Blaine Torpey, Superintendent, shared that the Eden Area ROP has contracted with California School Boards Association (CSBA) to receive regular updates and suggested policy language for any additions, changes, or modifications to educational code that impacts policy. Staff 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, exhibits and board bylaw:

NUMBER	TYPE	TITLE	STATUS
1240	BP	Volunteer Assistance	Replace
1240	AR	Volunteer Assistance	Revise
1312.4	AR	Williams Uniform Complaint Procedures	Revise
1312.4	E(1)	Williams Uniform Complaint Procedures	Revise
1312.4	E(2)	Williams Uniform Complaint Procedures	Revise
2110	BP	Superintendent Responsibilities and Duties	Replace
3517	AR	Facilities Inspection	Revise
3517	E(1)	Facilities Inspection	Revise
4111 4211 4311	BP	Recruitment and Selection	Revise
4112	AR	Appointment and Conditions of Employment	Revise
4112.5 4212.5 4312.5	AR	Criminal Record Check	Revise
4112.5 4212.5 4312.5	E(1)	Criminal Record Check	Revise
4112.6 4212.6 4312.6	AR	Personnel Files	Revise
4112.9 4212.9 4312.9	BP	Employee Notifications	Revise
4112.9 4212.9 4312.9	E(1)	Employee Notifications	Revise
4200	BP	Classified Personnel	Revise
4212	AR	Appointment and Conditions of Employment	Revise
4300	BP	Administrative and Supervisory Personnel	Revise
4300	AR	Administrative and Supervisory Personnel	Revise
5141.4	BP	Child Abuse Prevention and Reporting	Revise
5141.4	AR	Child Abuse Prevention and Reporting	Revise
5141.75	BP	Weather Safety	New
5142	BP	Safety	Revise
5142	AR	Safety	Revise
5145.6	BP	Parent/Guardian Notifications	Revise
5145.6	E(1)	Parent/Guardian Notifications	Revise

NUMBER	TYPE	TITLE	STATUS
9200	BB	Limits of Board Member Authority	Revise

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

XII. Communications

A. Letter from the Alameda County Office of Education regarding the Adopted Budget

A letter from ACOE was received acknowledging the positive certification of the adopted budget.

XIII. Superintendent's Report

Blaine Torpey, Superintendent, presented the annual report, Eden Area ROP Resource Guide, and Superintendent's Report. He highlighted the recent Business Partner of the Year celebration, which included student speakers and recognition of industry partners for their contributions to the program.

Superintendent Torpey reported that the Eden Area ROP submitted three Strong Workforce Program (SWP) grant applications totaling approximately $2.1 million. The proposals include expanding student job-shadowing opportunities in advanced manufacturing and transportation, increasing internship and workforce-readiness support for students with disabilities, and supporting Chabot Middle College with a focus on career technical education. He recognized Chabot College and the community partners who supported the applications.

He shared that the California State Board of Education approved the consortium's Round 12 Career Technical Education Incentive Grant (CTEIG) allocation of approximately $4.3 million, a 42 percent increase over Round 11. He attributed the increase to improved statewide allocation of funds and additional state funding.

Additional updates included continued development of dual enrollment opportunities with Chabot College in cybersecurity and marketing, the launch of the youth apprenticeship program, and efforts to expand adult learner economic mobility opportunities in partnership with community organizations and the City of Hayward. He also highlighted the Raising Leaders program, through which 10 Hayward High School students were selected to participate in an eight-week leadership workshop series.

Superintendent Torpey reported on efforts to incorporate simulated work-based learning into annual data tracking, noting that many Eden Area ROP programs already provide the required workplace-simulation hours. He also discussed the development of alternative student leadership opportunities for programs where traditional career technical student organizations may not be a suitable fit.

He welcomed Cathy Horner, the new Human Resources Support Technician, and provided updates on the development of the Chabot College dual enrollment agreement, two Career Technical Education Facilities Program grant applications for the Culinary Science and Automotive Collision & Refinishing programs, and upcoming grant reporting requirements. The facilities grant applications are expected to be brought to the Board for approval in November.

Finally, Superintendent Torpey shared the success story of former student Anthony Velasquez, whose MC3 certificate helped him qualify for an employment opportunity

despite not being a registered apprentice. He encouraged the Board to review the information included in the report.

Board members acknowledged the annual report and recognized several of the individuals and business partners featured in it, including those supporting students with disabilities through paid internship opportunities.

XIV. Governing Board Reports

Trustee Dolly Adams, Castro Valley Unified School District Board Representative, shared that she attended the Teacher of the Year Awards and recognized Megan Bello. She encouraged the community to participate in the November 3 election and recommended the League of Women Voters as a nonpartisan resource for learning about candidates and local issues.

Trustee Austin Bruckner-Carrillo, Hayward Unified School District Board Representative, emphasized the responsibility of elected officials to hold fellow elected officials accountable for their public statements and conduct. He expressed concern regarding recent comments made by an Alameda County elected official about a sitting member of Congress, describing the comments as racist and inappropriate.

Trustee Campos, San Lorenzo Unified School District Board Representative, reported that the San Lorenzo Unified School District was considering changing its Board meeting schedule from twice monthly to once monthly. He discussed the importance of considering the time between meetings and the impact of meeting frequency on agenda length and public participation. He also encouraged community support for the district's parcel tax renewal, noting its importance to teacher salaries.

XV. Recess to Closed Session

The meeting was called into closed session at 7:46 pm.

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

B. Public Employee Performance Evaluation
Government Code 54957
Title: Superintendent

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

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

The meeting resumed to open session at 8:37 pm.

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

Board President, Juan Campos, reported regarding the letter to the Alameda County Board of Supervisors concerning the Student Training and Employment Program (STEP), the Board requested amendments to the letter and that all four trustees sign it.

Upon review and a motion by Trustee Dolly Adams and a second by Trustee Paul Mueller, the Governing Board approved the letter with the requested amendments and signatures.

Board Member Vote:

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

Student Board Member Preferential Vote:

AYES: 0
NOES: 0
ABSTENTIONS: 0
ABSENT: 2 (Jones, Vazquez Trejo)

B. Public Employee Performance Evaluation
Government Code 54957
Title: Superintendent

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

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

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

XVII. Adjournment

The meeting was adjourned at 8:40 p.m. in honor and memory of:

- Angelica Gallegos, Assistant Principal at Tennyson High School, in recognition of her dedication and the many students whose lives she touched.

- Shane Cuison Jr., an Eden Area ROP First Responder student in Captain John Peters' class, whose passing was also felt by Eden Area ROP instructor Michael O'Connell, who knew Shane through football, and the broader school community.

The Governing Board extended its condolences to the Gallegos and Cuison families.

Approved by the Eden Area ROP Governing Board _____.

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

EdenAreaROP

Minutes of the Special Meeting of the ROP Governing Board
October 8, 2026

I. Call to Order

Trustee Juan Campos, President, called the meeting to order at 8:40 pm on Thursday, October 8, 2026, in the Boardroom at the Eden Area Regional Occupational Program located at 26316 Hesperian Blvd., Hayward, CA 94545.

II. Roll Call

Roll call was conducted by Gabriela Juarez, Executive Assistant.

Eden Area ROP Governing Board Members Present:

Juan Campos, President	San Lorenzo USD
Dolly Adams, Vice President	Castro Valley USD
Austin Bruckner Carrillo, Member	Hayward USD
Paul Mueller, Alternate	San Leandro USD

Eden Area ROP Governing Board Members Absent:

Zachary Borja, Member	San Leandro USD

Eden Area ROP Student Board Members Absent:

Abbigail Jones, Member	Eden Area ROP
Kaylie Vazquez Trejo, Member	Eden Area ROP

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

Eden Area ROP Staff Present:

Gabriela Juarez	Executive Assistant

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:	4 (Adams, Bruckner Carrillo, Campos, Mueller)
NOES:	0
ABSTENTIONS:	0
ABSENT:	1 (Borja)

Student Board Member Preferential Vote:

AYES:	0
NOES:	0
ABSTENTIONS:	0
ABSENT:	2 (Jones, Vazquez Trejo)

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

None.

V. Action Items

A. Request the Governing Board approve the Administrative Services Variable Term Waiver Request (WV1 Form) for Assistant Principal Michelle Stephens Serving Grades 10-12 on the Basis of a Credential Waiver

The Governing Board considered the Administrative Services Variable Term Waiver Request (WV1 Form) for Assistant Principal Michelle Stephens, serving Grades 10–12 on the basis of a credential waiver.

Superintendent Torpey explained that Mrs. Stephens is serving under an administrative intern credential while completing the requirements for her preliminary administrative credential. Due to delays in processing by the Commission on Teacher Credentialing (CTC), the waiver is needed to prevent an interruption in her pay while the credential process is completed. The final documentation was submitted to the CTC, with an anticipated resolution by October 30, 2026. The requested waiver would remain in effect through June 30, 2027.

Upon review of and a motion by Trustee Paul Mueller and a second by Trustee Dolly Adams the Governing Board approved the Administrative Services Variable Term Waiver request (WV1 Form) for Assistant Principal Michelle Stephens serving grades 10-12 on the basis of a credential waiver.

Board Member Vote:

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

Student Board Member Preferential Vote:

AYES:	0
NOES:	0
ABSTENTIONS:	0
ABSENT:	2 (Jones, Vazquez Trejo)

VI. Adjournment

The meeting was adjourned at 8:44 p.m.

Approved by the Eden Area ROP Governing Board _____.

_____

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

Eden Area ROP

DATE: November 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 September 24, 2026 through October 21, 2026 and include test warrant numbers and voided warrants.

CONSENT CALENDAR

Eden Area ROP

DATE: November 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

Eden Area ROP

DATE: November 5, 2026
TO: ROP Governing Board
FROM: Blaine Torpey, Superintendent
PREPARED BY: Michelle Stephens, Assistant Principal
SUBJECT: Request the Governing Board approve the Listed Donation- Adam Smith, Blue Collar Campaign

BACKGROUND

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

CURRENT SITUATION

On October 26, 2026, Adam Smith from Blue Collar Campaign made a $2,500 monetary donation to the Eden Area ROP Construction Technology Program.

A letter of acceptance will be sent to the donor.

CONSENT CALENDAR

Eden Area ROP

DATE: November 5, 2026
TO: ROP Governing Board
FROM: Blaine Torpey, Superintendent
PREPARED BY: Michelle Stephens, Assistant Principal
SUBJECT: Request the Governing Board approve the Advisory Committee Members

BACKGROUND

In accordance with the 11 Elements of High-Quality Career Technical Education, advisory committees are established to provide advice and support for all career technical education programs. Business, community, and industry partners provide expertise and advice to the Eden Area ROP and school district CTE staff. Partners provide insight regarding the current labor market and support course description updates to meet industry standards. They also provide feedback on the acquisition of new textbooks and classroom materials. The Eden Area ROP coordinates 20 separate advisories for its programs and JPA member districts, according to CDE designated industry sectors and pathways. The coordinated advisories foster collaboration among similar CTE programs and leverage the time of business partners to assist more than one program at a time.

CURRENT SITUATION

In accordance with the Carl D. Perkins Act, the Governing Board appoints advisory Committee members every year. A list of recommended advisory committee members is attached. Business, labor, and industry partners have signed a letter of commitment for this year's advisories.

PROGRAM	PROGRAM LOCATION
Agriculture (Farm to Fork)	Tennyson High School
Automotive Collision and Refinishing	Center
Automotive Technology	Center, Castro Valley & San Leandro High Schools
Biotechnology	Castro Valley High School
Careers in Education	Center
Careers in Law, Forensics and Public Safety	Center & San Lorenzo High School
Construction Technology, Wood Technology	Center, Hayward & San Leandro High Schools

Culinary Science, Food & Nutrition	Center & Castro Valley High School
Cybersecurity, ICT	Center & Castro Valley High School
Dental Assisting	Center
Engineering	Castro Valley, Arroyo & Hayward High Schools. Bret Harte Middle Schools
First Responder (Fire Science/EMT)	Center
Graphics	Mt. Eden, Tennyson, Castro Valley & San Leandro High Schools
Marketing, Entrepreneurship	Arroyo, Castro Valley, Mt. Eden, Hayward, Tennyson & San Leandro High Schools
Medical Careers	Center & Castro Valley High School
Photography, Video Production, Audio Production	Castro Valley, Hayward, Mt. Eden, Tennyson, Arroyo, & San Lorenzo High Schools
Sports Medicine	Mt. Eden, Hayward, Arroyo & San Lorenzo High Schools
Theater	Hayward & Arroyo High Schools
Welding Technology	Center
Zero-Emission Vehicle Technology	Center

CONSENT CALENDAR

Eden Area ROP
Advisory Members

Sector: Agriculture and Natural Resources
Pathway: Agriscience
Instructor: Rupika Malik (TEN)

Advisory Members

Name	Company
Andrea Tandi	Tandi Family Farms
Sasha Shankar	Dig Deep Farms

Eden Area ROP
Advisory Members

Sector: Transportation
Pathway: Structural Repair & Refinishing
Instructor: Daniel Pareja (ROP)

Advisory Members

Name	Company
Jovany Vargas	Popeye Auto Collision
Anthony Rogelio Osegueda	Chilton Auto Body
Edgar Juarez	Gerber Collision & Glass
Alberto Avalos Jr	Moeller Bros Body Shop, Inc.

Eden Area ROP
Advisory Members

Sector: Transportation
Pathway: Systems Diagnostics, Service, and Repair
Instructor: Gerardo Velasco (ROP), Todd O'Leary (ROP), Darren Rees (CV), Andy Shyers (SL)

Advisory Members

Name	Company
John Bridgewater	Doral's Auto Repair
Alexander Rolf	Mercedes Benz
Korbin McDonald	Oakland Harley Davidson
Carlos Jimenez	JJ Trucks
Lucas McClaflin	AC Transit
Brian McGee	Hunter Engineering

Eden Area ROP
Advisory Members

Sector: Health Science & Medical Technology
Pathway: Biotechnology
Instructor: Lata Mistry (CV)

Advisory Members

Name	Company
Lauren Neves	10x Genomics
Thomas Maciel Lester	Audentes Therapeutics
Ned King-Kovach	Elegen

Eden Area ROP

Advisory Members

Sector: Education, Child Development, and Family Services
Pathway: Education
Instructor: Dr. Erika Emery (ROP), Jill Barbosa (HAY), Ashley Bell (MTE)

Advisory Members

Name	Company
Deidra Daniels	Lots of Love Childcare Center
Layla Jacks	Redwood Forest Preschool
Denise Williams-West	Jefferson Elementary School

Eden Area ROP
Advisory Members

Sector: Public Services
Pathway: Public Safety
Instructor: Jim Kanhai (ROP)/ Michael O' Connell (SLZ)

Advisory Members

Name	Company
Lt. Robert McManus	San Leandro Police Department
Sony Nathaniel	Nema Health
Sgt. Ruben Pola	Alameda County Sheriff's Office
Dr. Michelle Ribby	CSU East Bay
Antonio Puente	Hayward Police Department
Anne Espinoza	Alameda County Sheriff Department
Elgin Lowe	Alameda County Sherrif Department

Eden Area ROP
Advisory Members

Sector: Building & Construction Trades

Pathway: Residential and Commercial Construction Cabinetry, Millwork, and Woodworking

Teacher: Jose Lopez (ROP), Michael Raytis (SL), Raymond Hothan (HAY)

Advisory Members

Name	Company
Dominiq Laird	Low Voltage Security
Kristin Anderson	Eric F. Anderson INC.
Adam Smith	Blue Collar Campaign

Eden Area ROP
Advisory Members

Sector: Hospitality, Tourism & Recreation
Pathway: Food Science, Dietetics & Nutrition
Instructor: Amanda Rose (ROP), Vicki Gilmour (CV)

Advisory Members

Name	Company
Dawn Deardof	Aurora Catering
Lamont Perriman	Montperi Catering and Events
Alejandro Gamarra	Casa Del Toro
Max Soto	Max Cakes
Grace Mondragon	Bar Harbor Inn and Spa
Kim Hudson	Hudson Group, CA LLC
Craig Cooper	Pinx Catering

Eden Area ROP
Advisory Members

Sector: Information and Communications Technologies
Pathway: Networking and Information Support and Services
Instructor: Edwin Kang (ROP), Louis Stanley (CV), Sandeep Kundra (SL)

Advisory Members

Name	Company
Nathaniel Roush	City of Hayward
Gaspar Modelo-Howard	Palo Alto Networks, Inc.
Samson Kwok	Lawrence Livermore National Laboratory
Sameer Pandya	CMIT Solutions
Anthony Scaruffi	SWE

Eden Area ROP
Advisory Members

Sector: Health Science and Medical Technology
Pathway: Patient Care (Dental)
Instructor: Anissa Barrot (ROP)

Advisory Members

Name	Company
Mayra Apodaca RDA	Dr. Denise Bass-Allen
Susan So MD	Castro Valley Orthodontics
Claire Latin	Enamel Creations
Laurie Averill	Enamel Creations
Dr. Paulina Del Rio	Del Rio Studio
Dr. William Hummer	Private Practice
Dr. Mark Donato	La Clinica Dental Union City
Teri Mitchell	Mitchell Dental Corp

Eden Area ROP
Advisory Members

Sector: Engineering and Architecture
Pathway: Engineering Design
Instructor: Lisa Holmes (CV), Jessica Porter (CV), Edgar Monroy (HAY), Eveline Elwood (Bret Harte), James Madden (ARR), Tawana Guillaume (SL)

Advisory Members

Name	Company
Justin Brue	Diablo Engineering Group

Eden Area ROP
Advisory Members

Sector: Public Services
Pathway: Emergency Response
Instructor: Captain John Peters (ROP)

Advisory Members

Name	Company
Jessie Adams	FALCK – NorCal
Jared Mathews	Hayward Fire Department
Tayler Peters	San Jose Fire Department
Paul Ramos	Hayward Fire Department
Randall West	Alameda County Fire Department
Bob Buell	Chabot College
Eric Volmer	Hayward Fire Department

Eden Area ROP
Advisory Members

Sector:	Arts, Media and Entertainment
Pathway:	Design, Visual, and Media Arts
Instructor:	Cameron Greenfield (CV), Larry Lavendel (MTE), Judy Okolie (TEN), Martin Alvarado (SL), Amy Lindahl (BRENK)

Advisory Members

Name	Company
Molly McCoy	Molly McCoy Graphic Design
Jade Le	Lemonade 510
Bryon Pointer	1856 Productions

Eden Area ROP
Advisory Members

Sector:	Marketing, Sales and Services
Pathway:	Marketing & Entrepreneurship/Self Employment
Instructor:	Maria Luisa Fuller (TEN), Max Goldin (HAY), Aaron Rosas (MTE), Dr. Geneva Sanders (ARR), Laura Jagroop (SL), Byron Thompson (CV)

Advisory Members

Name	Company
Ryan Cahill	Meet Ryan Cahill
Farah Raja	Deloitte
Franco Gonzalez	1st United Credit Union
Apolonio Valdovinos	Centralsense/SeedLesson
Drew Kebbel	18th and Castro Clothing
Fahmi Sequeira	Fiesta Photobooth

Eden Area ROP
Advisory Members

Sector:	Health Science & Medical Technology
Pathway:	Patient Care, Health Care Administrative Services
Instructor:	Heather Bystrom (ROP), Dr. Julio Alfaro (ROP), Sue Anderson (CV), Nathalie Corvarrubias (ROP), Lea Newmerzhycky (ROP)

Advisory Members

Name	Company
Sobeyda Molina	Ravenswood Family Health Network
Cecilia Nguyen	Epic Care
Karen D. Wilson	Kaiser Permanente School of Allied Health Services
Jessica Seu	Antepartum
Maryanne Kith	Vascular Surgery
Emily Olvera	Dr. Xu Urology
Ieshia Sheppard	Alameda County Public Health Department

Eden Area ROP
Advisory Members

Sector:	Health Science & Medical Technology
Pathway:	Patient Care [Sports Medicine]
Instructor:	Ezenwanyi Precious Osakwe (MTE), Quiana Wilson (HAY), Kris Bernard (ARR/SLZ)

Advisory Members

Name	Company
Dakarea Pierson	Certified Personal Trainer
Cedric Stewart	The Function Chiropractic & Wellness
Shawn Jenkins	Stockton Sports Performance

Eden Area ROP
Advisory Members

Sector: Arts, Media, and Entertainment
Pathway: Performing Arts
Instructor: Tavis Kammet (HAY), Jennifer Dreyfus (ARR)

Advisory Members

Name	Company
Karin Richy	Plethos Theater
Devin Gregory	Hayward Parks and Recreation – Douglas Morrisson Theater

Eden Area ROP
Advisory Members

Sector: Arts, Media, and Entertainment

Pathway: Design, Visual and Media Arts

Instructor: Karissa Robinette (CV), Mark Koehler (HAY), David Gurley (MTE), Jeff Baughman (ARR), Melanie Bauer (SLZ), Julianne Clark (TEN), Tony Farley (SL), Lance McVay (SLZ), Kevin Johnson (SLZ), Amanda Mydral (SL)

Advisory Members

Name	Company
Eduardo Gonzalez	LemonAD Media
Frazer Bradshaw	Freelance
Aaron Horner	AMH Services
Rey Godoy	Second Mortgage Films LLC
Roy Miles Jr.	Ghetto Geppetto
Frank Avery	Freelance
Kevin Pina	CSUEB
Julius Palma	CSUEB
James Molgaard	Molgaard Photography

Eden Area ROP
Advisory Members

Sector: Manufacturing & Product Development
Pathway: Welding & Materials Joining and Product Innovation and Design
Instructor: Sam Andresen(ROP)

Advisory Members

Name	Company
Liisa Pine Schoonmaker	Chabot College
Fernando Rivera	Local 34 Pile Driver/ Kiewit Corporations

Eden Area ROP
Advisory Members

Sector: Transportation
Pathway: Systems Diagnostics, Service, and Repair
Instructor: Mark Anthony Villanueva (ROP)

Advisory Members

Name	Company
Edgard Curiel	True Zero
Jose Oseguera-Garcia	AC Transit

Eden Area ROP

DATE: **November 5, 2026**
TO: **ROP Governing Board**
FROM: **Blaine Torpey, Superintendent**
SUBJECT: **Request the Governing Board approve the MOU with the JPA Member District Consortium for a Career Technical Education Incentive Grant (CTEIG) Program Fiscal Year 2026-2027 Round 12**

BACKGROUND

The California Department of Education has allocated $300 million per year for the Career Technical Education Incentive Grant (CTEIG) Program. Funds for this grant will have to be matched with cash dollars at a $2:$1 rate. Additionally, CA Educational Coded requires a commitment to maintain current CTE funding levels at the 2018-2019 level for the next three years. Funds are to be used to maintain and improve CTE pathways. For Fiscal Year 2026 2027 Round 12, the state legislature approved another $150 million for the statewide allocation.

CURRENT SITUATION

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

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

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

CONSENT CALENDAR

Eden Area ROP

CTEIG Fiscal Year (FY) 2026-2027 Round 12 MOU

26316 Hesperian Blvd., Hayward, CA 94545 | P: (510) 293-2900 | F: (510) 293-8225 | www.edenrop.org

This Memorandum of Understanding: CTEIG Fiscal Year (FY) 2026-2027 Round 12 (this "Agreement") is between the **Eden Area Regional Occupational Program – EAROP** ("Lead Consortium Member") and the following consortium participating members:

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

for a two-year period 2026-2028.

Purpose:

The Agreement establishes an agreement between the Lead Consortium Member and the Consortium Members in which the Lead Consortium Member will serve as the lead LEA for Career Technical Education Incentive Grants (CTEIG) for the purpose of funding Career Technical Education (CTE) programs with the CTE Incentive Grant CTEIG Round 12 FY 2026-27.

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

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

All partners in the EAROP CTEIG Consortium agree to fully comply with all program eligibility requirements set forth in the CTEIG FY 2026-2027 Request for Applications (RFA). The Lead Consortium member is responsible for acquiring, managing, and reporting all uses of grant funds in compliance with the CTEIG program.

CTE Program Requirements

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

Funding

1. If the consortium is awarded funding through the FY 2026-2027 CTE Incentive Grant (Round 12), the distribution of funds will be based proportionally on the following 2024–25 Reported Grades 7–12 P2 ADA as listed below as indicated in the CTEIG Program Grant Management System (PGMS):

LEA	Eligible ADA	CTEIG ADA	LEA Match	LEA Allocation
CVUSD	4270.76	4270.76	0%	20%
HUSD	6969.79	6969.79	0%	32%
SLUSD	3715.32	3715.32	0%	17%
SLzUSD	3600.38	3600.38	0%	17%
EAROP	n/a	n/a	100%	15%

Matching Funds Requirement

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

   For any funding received from this program, *EC* Section 53071 (a), (1), (D), (i) requires a local match from FY 2026–27 of two dollars ($2) for every one dollar ($1). The LEA agrees to pledge matching funds for this application based on match encumbered in FY 2026–27. Matching fund expenditures must have the accounting goal codes 3800 or 6000. Matching funds will be verified each year and must support the CTE programs. Lead Member will consolidate all LEA pledges and use them for CTEIG to meet the consortium's goals.

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

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

Reporting Requirements and Deliverables

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

Program and Administrative Requirements

1. The CTE Incentive Grant requires that the Lead Agency assume the responsibility of the participating members of the consortium to comply with the requirements of the grant, as articulated in the CTEIG FY 2026–27 RFA, including, but not limited to, the match funding requirement for the duration of the grant term and all CDE General Assurances and Certifications.
2. The signed CTEIG application is a commitment to comply with the assurances, certifications and terms and conditions associated with the grant. In addition to

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

Term of Agreement

1. The effective date of this MOU is July 1, 2026, and it terminates June 30, 2028.

Compliance with the Law

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

Signatures

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

INFORMATION ITEMS

Eden Area ROP

DATE: **November 5, 2026**
TO: **ROP Governing Board**
FROM: **Blaine Torpey, Superintendent**
PREPARED BY: **Michelle Stephens, Assistant Principal**
SUBJECT: **ROP Pathway Review- Emergency Response**

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 Emergency Response pathway is under the Public Services sector. The Emergency Response pathway encompasses standards for designing student coursework in preparation for a number of careers in this field. The standards provide the foundation for further professional education and training at a postsecondary level, leading to certification and employment. By mastering these standards, students gain critical knowledge and skills through classroom and job-site experiences, simulations, and other learning modalities. Careers in this pathway include those in fire services, emergency medical services, wildland services, and emergency management.

The attached pathway review is for the following program(s):
First Responder (Fire Science/EMT) IP/IIP.

RECOMMENDATION

Information only

Eden Area ROP
Criteria for Course Approval and Expansion Annual Review
For Class offerings 2025-2026 School Year

SCHOOL DISTRICT:	**EDEN AREA ROP**	**LOCATION:**	**Eden Area ROP**
PATHWAY:	Emergency Response	**INSTRUCTOR(S):**	Capt. John Peters

Course Name	Enrollment as of 25-26 Year to Date	Enrollment as of 24-25 Year to Date	Enrollment as of 23-24 Year to Date
First Responder (Fire Science/EMT) IP	41	29	40
First Responder (Fire Science/EMT) IIP	10	19	8

Comments:
- Required enrollment: Class enrollment maintained to sustain agreed master schedule for onsite and staffing.
  ☒ YES ☐ NO
- Retention rate (Active Enrollment divided by Year-to-date Enrollment):

Textbook: Essentials of Fire Fighting **Edition:** 7th

NO.	YES	NO	
1.	X		**ENROLLMENT** – Course meets current or future labor market news.
			CLASS SCHEDULE: AM/PM: **2 (Center)** | **SECTIONS PER YEAR:** **2 (Center)** | **MINS PER SECTION:** **3hrs Center** | **EXPECTED MINIMUM STUDENTS PER SECTION:** **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. ☒ Yes, instructor was present at advisory meeting and minutes are on file at ROP ☐ No, instructor was not present at advisory. Program was represented, at a joint industrial, by ROP personnel. Instructor MUST attend next advisory for program to meet compliance.
7.	X		**LABOR MARKET NEEDS** – Course meets current or future labor market needs.
8.	X		**WORK BASED LEARNING –** Course incorporates Work-Based learning opportunities (i.e. guest speakers, field trips, mock interviews, or student organizations)
9.		X	**COMMUNITY CLASSROOM AND COOPERATIVE VOCATIONAL EDUCATION** – Course incorporates community classroom and cooperative vocational education (i.e., job training, internships, or job shadowing)
10.	X		**JOB PLACEMENT/FURTHER EDUCATION OPTIONS** – Course has potential for student job placement in entry-level positions or course prepares students for further training opportunities within the designed career pathway.
11.	X		**FACILITIES AND EQUIPMENT ACCOMMODATION** ☐ District will provide a facility which adequately accommodates the program. ☒ EAROP will provide a facility which adequately accommodates the program. ☐ District shares cost of equipment if program is cross utilized.

OTHER CONSIDERATIONS:

☒ A-G Credit for UC/CSU	☒ State and National Licensing or Certification
☐ Community College Articulation	☒ Strong Business or Industry Partnership
☒ Dual Enrollment	☒ Emerging Technologies

COMPLIANCE CATEGORIES

☒ **R** – **Retain Program**: Program meets all criteria.	☐ **W** - **Watch Program**: All criteria not met. See areas that need to be complied with.	☐ **P - Probation**: Criteria is not being met. Program in danger of suspension.	☐ **R** – **Reduce Program**: Downsizing program.	☐ **S/T -** Suspend/ Terminate program.

Eden Area ROP

DATE: **November 5, 2026**
TO: **ROP Governing Board**
FROM: **Blaine Torpey, Superintendent**
SUBJECT: **Strategic Plan Update**

BACKGROUND

The Eden Area Regional Occupational Program has remained nimble and responsive to student needs, 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, Eden Area ROP 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 the Eden Area ROP climate, culture and communication. The first priority of this goal is continuing 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.

The Eden Area ROP Governing Board approved the development of a Strategic Plan at the April 9, 2026, Board meeting. Eden Area ROP contracted with Sage Consulting and has been working with James Hayes, a long time CTE teacher and experienced consultant for CTE providers, ROPs, and Adult Education.

CURRENT SITUATION

Sage Business & Education has been supporting our effort to develop a five-year strategic plan. Sage has conducted workshops with the EAROP Leadership Team, EAROP Staff and the EAROP Governance Team.

Update:

- EAROP Board Meeting Summary
- List of Prospective Partners for feedback
- Principal's Breakfast: October 22
- EAROP Coordinating Council: October 30
- EAROP Dream Team: December 4
- Upcoming: EAROP Ambassadors, EAROP Student Body

RECOMMENDATION

Information only

Eden Area ROP

DATE: **November 5, 2026**
TO: **ROP Governing Board**
FROM: **Blaine Torpey, Superintendent**
SUBJECT: **Business Partners of the Year**

BACKGROUND

The Eden Area ROP and school district programs are supported by local business partners in many ways. To honor those business members who have supported the programs and have contributed above and beyond during the school year, the Eden Area ROP honors its Business Partners of the Year.

CURRENT SITUATION

This year, the Eden Area ROP and its four partner school districts selected a total of twelve Business Partners of the Year. These award winners have demonstrated a commitment to the students, staff, and programs by sharing their industry expertise, time, and talents. They were honored at the Eden Area ROP Business Partners of the Year Awards Recognition breakfast on October 7, 2026, held at the Cherryland Community Center.

The following list of individuals are the 2026 Eden Area ROP's Business Partners of the Year:

BUSINESS PARTNERS OF THE YEAR

Name	Company	Nominator
Melinda Sciandri	Southern Alameda County Dental Society	EAROP
Jean Hansen	ACE Mentor Program	Castro Valley USD
The Team	Alameda County Superior Court	Hayward USD
The Team	Kaiser Permanente SL Medical Center	San Leandro USD
Eduardo Gonzalez	LemonAd Media	San Lorenzo USD

COMMUNITY CHAMPION OF THE YEAR

Company
Jade Le, Lemonade51o

SUPERINTENDENT AWARD

Company
Grocery Outlet, Hesperian Blvd
Walgreens, Winton Ave

WORKPLACE CHAMPION OF THE YEAR

Company
Ye Ye, Beard Papa's

RECOMMENDATION

Information only

Eden Area ROP

DATE: **November 6, 2025**
TO: **ROP Governing Board**
FROM: **Blaine Torpey, Superintendent**
SUBJECT: **Advanced Manufacturing Day**

BACKGROUND

Advanced Manufacturing Day is an annual event that highlights the importance of modern manufacturing, and the skills required for advanced manufacturing careers. Advanced Manufacturing Day encourages companies and educational institutions to open their doors to students, parents, teachers, and community leaders. The goal is to demonstrate that manufacturing involves advanced technologies and tools, creativity, innovation, teamwork, and technical skills. Eden Area ROP's Advanced Manufacturing Day has involved industry tours for students in the morning followed by a series of presentations at Chabot College showcasing their manufacturing programs/facilities.

CURRENT SITUATION

This year, on October 23, 2026, Eden Area ROP's work-based learning team coordinated 7 different industry tours in the morning and partnered with Chabot College to host a speaker panel of 7 industry professionals/Chabot students and tours of 10 different Chabot programs. The work-based learning team supported the Eden Area ROP's 4 partner districts with industry tours.

The following is a list of businesses that hosted industry tours for partner districts and the Eden Area ROP:

- San Leandro Ford Store
- Skydio
- Veev
- ACCO Engineered Systems
- Bell Plastics
- Torani
- AC Transit
- Tesla

RECOMMENDATION

Information only

Eden Area ROP

DATE: **November 5, 2026**
TO: **ROP Governing Board**
FROM: **Blaine Torpey, Superintendent**
PREPARED BY: **Manuschka Michaud, Principal**
SUBJECT: **Principals' Breakfast**

BACKGROUND

It is the goal of the Eden Area ROP to continue to develop and implement Career Technical Education course offerings throughout the four districts we serve. We are working to build capacity through establishing strong pathways that encourage all students to enroll and stay enrolled in a rigorous course of study.

The Eden Area ROP staff work with students, parents, counselors, district, and school site administrators in designing a course of study to meet career, academic and employability standards.

CURRENT SITUATION

As part of our ongoing efforts to build and maintain strong relationships with our partnering school sites, we hosted the annual Principals' Breakfast on Thursday, October 22, 2026. Principals from all our 13 high schools were invited to meet in-person to connect, discuss enrollment, review grants/funding, and learn about work-based learning opportunities.

RECOMMENDATION

Information only

Eden Area ROP

DATE: **November 5, 2026**
TO: **ROP Governing Board**
FROM: **Blaine Torpey, Superintendent**
PREPARED BY: **Craig Lang, Director of Adult Programs & Apprenticeships**
SUBJECT: **Out of State Conference: ACTE's Career Tech VISION 2026**

BACKGROUND

Association for Career and Technical Education (ACTE) is the largest national and nonprofit education association in the United States dedicated to career and technical education (CTE). It supports educators, administrators, guidance counselors, and researchers who prepare youth and adults for high-skill, in-demand careers.

The Adult Programs Department is informing the Board about their attendance at an out of state conference. The funding model for Adult Programs is fee-based, with all expenses directly supported by that model.

CURRENT SITUATION

ACTE's Centennial Celebration at CareerTech VISION 2026, happening Dec. 2-5 at the Ernest N. Morial Convention Center in New Orleans, Louisiana. Experience the premier event for CTE professionals with hundreds of sessions, inspiring presenters, a bustling Expo and unforgettable centennial celebrations

RECOMMENDATION

Information only

ACTION ITEMS

Eden Area ROP

DATE: **November 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, Exhibits and Board Bylaw**

BACKGROUND

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

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

CURRENT SITUATION

The board policies, administrative regulations, exhibits and board bylaws listed below have been updated based on the feedback and discussion at the October 8, 2026 Governing Board meeting.

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

NUMBER	TYPE	TITLE	STATUS
1240	BP	Volunteer Assistance	Replace
1240	AR	Volunteer Assistance	Revise
1312.4	AR	Williams Uniform Complaint Procedures	Revise
1312.4	E(1)	Williams Uniform Complaint Procedures	Revise
1312.4	E(2)	Williams Uniform Complaint Procedures	Revise
2110	BP	Superintendent Responsibilities and Duties	Replace
3517	AR	Facilities Inspection	Revise
3517	E(1)	Facilities Inspection	Revise
4111 4211 4311	BP	Recruitment and Selection	Revise
4112	AR	Appointment and Conditions of Employment	Revise
4112.5 4212.5 4312.5	AR	Criminal Record Check	Revise
4112.5 4212.5 4312.5	E(1)	Criminal Record Check	Revise

NUMBER	TYPE	TITLE	STATUS
4112.6 4212.6 4312.6	AR	Personnel Files	Revise
4112.9 4212.9 4312.9	BP	Employee Notifications	Revise
4112.9 4212.9 4312.9	E(1)	Employee Notifications	Revise
4200	BP	Classified Personnel	Revise
4212	AR	Appointment and Conditions of Employment	Revise
4300	BP	Administrative and Supervisory Personnel	Revise
4300	AR	Administrative and Supervisory Personnel	Revise
5141.4	BP	Child Abuse Prevention and Reporting	Revise
5141.4	AR	Child Abuse Prevention and Reporting	Revise
5141.75	BP	Weather Safety	New
5142	BP	Safety	Revise
5142	AR	Safety	Revise
5145.6	BP	Parent/Guardian Notifications	Revise
5145.6	E(1)	Parent/Guardian Notifications	Revise
9200	BB	Limits of Board Member Authority	Revise

RECOMMENDATION

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

Policy 1240: Volunteer Assistance

Status: DRAFT

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

The Governing Board recognizes that volunteer assistance in schools can enrich the educational program, increase supervision of students, contribute to school safety, and support the Eden Area Regional Occupational Program (Eden Area ROP) in providing for the well-being of Eden Area ROP students, while strengthening the schools' relationships with the community. The Board encourages parents/guardians and other members of the community to share their time, knowledge, and abilities with students.

The Superintendent or designee shall develop and implement a plan for recruiting, screening, and placing volunteers, including strategies for reaching underrepresented groups of parents/guardians and community members. Additionally, the Superintendent or designee may recruit community members to serve as mentors to students and/or make appropriate referrals to community organizations.

The Board prohibits harassment of any volunteer on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, reproductive health decisionmaking, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or veteran or military status. (Government Code 12940)

As appropriate, the Superintendent or designee shall provide volunteers with information about school goals, programs, and practices and an orientation or other training related to their specific responsibilities.

Additionally, volunteers who are over 18 years of age and who interact with students outside of the immediate supervision and control of the student's parent/guardian or a school employee shall, as mandated reporters, receive the notification and training required of mandated reporters as specified in Administrative Regulation 5141.4 - Child Abuse Prevention and Reporting.

A volunteer who is a mandated reporter shall make a report, as specified in Administrative Regulation 5141.4 - Child Abuse Prevention and Reporting, whenever such volunteer has knowledge of or observes a child whom the volunteer knows or reasonably suspects has been the victim of child abuse or neglect.

Volunteers shall act in accordance with law, Eden Area ROP policies and administrative regulations, including Board Policy and Administrative Regulation 4119.24/4219.24/4319.24 - Maintaining Appropriate Adult-Student Interactions, and school rules. The Superintendent or designee shall be responsible for investigating and resolving complaints regarding volunteers.

Employees who supervise volunteers shall ensure that volunteers are assigned meaningful responsibilities that utilize their skills and expertise and maximize their contribution to the educational program.

Volunteer work shall be limited to those projects that do not replace the normal duties of classified staff. The Board nevertheless encourages volunteers to work on short-term projects to the extent that they enhance the classroom or school .

The Superintendent or designee shall establish procedures for determining whether volunteers possess the qualifications, if any, required by law and administrative regulation for the types of duties they will perform.

The Board encourages the Superintendent or designee to develop a means for recognizing the contributions of each school's volunteers.

The Superintendent or designee shall periodically report to the Board regarding the Eden Area ROP's volunteer assistance program.

Workers' Compensation Insurance

The Board desires to provide a safe environment for volunteers and minimize the Eden Area ROP's exposure to liability.

Upon the adoption of a resolution by the Board, volunteers shall be entitled to workers' compensation benefits for any injury sustained while engaged in the performance of service for the Eden Area ROP. (Labor Code 3364.5)

Regulation 1240: Volunteer Assistance

Status: DRAFT

Original Adopted Date: 03/05/2020

Duties of Volunteers

The Superintendent or designee may assign volunteers to:

1. Assist certificated personnel in the performance of their duties, including in the supervision of students and in the performance of instructional tasks which, in the judgment of the certificated personnel to which the volunteer is assigned, may be performed by a person not licensed as a classroom teacher (Education Code 35021, 45343, 45344, 45349)

2. Serve as nonteaching aides under the immediate supervision and direction of certificated personnel to perform noninstructional work which assists certificated personnel in the performance of teaching and administrative responsibilities (Education Code 35021)

3. Work on short-term facilities projects pursuant to "Volunteer Facilities Projects," below

4. Perform other duties in support of the Eden Area Regional Occupational Program (Eden Area ROP) or school operations as approved by the Superintendent or designee

Volunteers shall not be authorized to assign grades to students, and shall not be used to assist certificated staff in performing teaching or administrative responsibilities in place of regularly authorized classified employees who have been laid off. (Education Code 35021, 45344)

Criminal Background Check

Prior to assuming a volunteer position working with students in an Eden Area ROP-sponsored student activity program, a volunteer shall obtain fingerprint clearance through the Department of Justice (DOJ) and Federal Bureau of Investigation. At the volunteer's discretion, the volunteer may choose to meet this requirement by obtaining an Activity Supervisor Clearance Certificate from the Commission on Teacher Credentialing. Student activity programs include, but are not limited to, scholastic programs, interscholastic programs, and extracurricular activities sponsored by the Eden Area ROP or a school booster club, such as cheer team, drill team, dance team, and marching band. (Education Code 49024)

The Superintendent or designee shall determine which volunteer positions in the Eden Area ROP are subject to the above requirement.

The criminal background check requirement shall not apply to volunteer supervisors for breakfast, lunch, or other nutritional periods or to volunteer nonteaching aides under the immediate supervision and direction of certificated personnel pursuant to Education Code 35021, including parents/guardians volunteering in a classroom or on a field trip or community members providing noninstructional services. (Education Code 49024)

Registered Sex Offenders

The Superintendent or designee may require all volunteers to disclose whether they are a registered sex offender and/or to provide the Eden Area ROP with sufficient information in order to allow verification of this status on the DOJ's Megan's Law website.

The Superintendent or designee may grant a registered sex offender, who is not the parent/guardian of a student at the school, permission to come into a school building or upon school grounds to volunteer at the school. At least 14 days prior to the first date for which permission has been granted, the Director or designee shall notify the parent/guardian of each student at the school, using one of the methods specified in Education Code 48981, that a person who is required to register as a sex offender pursuant to Penal Code 290 has been granted permission to come into a school building or upon school grounds, the date(s) and times for which permission has been granted, and

the parent/guardian's right to obtain information regarding the person from a designated law enforcement agency. (Penal Code 626.81)

However, no person who is required to register as a sex offender pursuant to Penal Code 290 shall be assigned as a volunteer to assist certificated personnel in the performance of their duties; supervise students during lunch, breakfast, or other nutritional period; or serve as a nonteaching aide to perform noninstructional tasks. Additionally, a person who is required to register as a sex offender because of a conviction for a crime when the victim was a minor under 16 years of age shall not serve as a volunteer in any capacity in which the volunteer would be working directly and in an unaccompanied setting with minors on more than an incidental and occasional basis or have supervision or disciplinary power over minors. (Education Code 35021, 45349; Penal Code 290.95)

Tuberculosis Assessment/Examination

Upon initial volunteer assignment, a volunteer shall have on file with the school a certificate showing that the volunteer has submitted to a tuberculosis risk assessment and, if tuberculosis risk factors were identified, was examined and found to be free of infectious tuberculosis. (Education Code 49406)

The Superintendent or designee may exempt from the tuberculosis risk assessment and/or examination those volunteers whose functions do not require frequent or prolonged contact with students. (Education Code 49406)

Volunteer Facilities Projects

All volunteer facilities projects shall have approximate start and completion dates and shall be approved by the Superintendent or designee in advance. Additionally, projects shall be approved in advance by the Superintendent or designee if they involve the following types of work:

1. Alterations, additions, or repairs to buildings and grounds
2. Construction involving wall or roof penetration, drilling, or nailing
3. Structural modifications
4. Electrical, electronic, plumbing, or heating and cooling work
5. Painting
6. Installation of carpet, playground equipment, benches, sprinkler systems, marquees or signs
7. Paving
8. Tree planting, pruning, or removal

The Superintendent or designee shall ensure that volunteers possess the appropriate license and/or have sufficient expertise required for the project. Additionally, the Superintendent or designee shall ensure that such projects comply with building and safety codes and other applicable laws. The Eden Area ROP shall provide onsite assistance and supervision for such projects as necessary.

Regulation 1312.4: Williams Uniform Complaint Procedures

Status: DRAFT

Original Adopted Date: 06/07/2012 | **Last Revised Date:** 12/12/2024 | **Last Reviewed Date:** 12/12/2024

Types of Complaints

The Eden Area Regional Occupational Program (Eden Area ROP) shall use the procedures described in this administrative regulation only to investigate and resolve the following:

1. Complaints regarding the insufficiency of textbooks and instructional materials, including any complaint alleging that: (Education Code 35186; 5 CCR 4681)

    a. A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or Eden Area ROP-adopted textbooks or other required instructional materials to use in class

    b. A student does not have access to textbooks or instructional materials to use at home or after school

    This does not require two sets of textbooks or instructional materials for each student.

    c. Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage

    d. A student was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials

2. Complaints regarding teacher vacancy or misassignment, including any complaint alleging that: (Education Code 35186; 5 CCR 4682)
    a. A semester begins and a teacher vacancy exists

    b. A teacher who lacks credentials or training to teach English learners is assigned to teach a class with one or more English learners in the class

    c. A teacher is assigned to teach a class for which the teacher lacks subject matter competency

    Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of the semester for an entire semester. (Education Code 35186; 5 CCR 4600)

    Beginning of the year or semester means the time period from the first day students attend classes for a year-long course or semester-long course though not later than 20 business days afterwards. (5 CCR 4600)

    Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold. (Education Code 35186; 5 CCR 4600)

3. Complaints regarding the condition of school facilities, including any complaint alleging that: (Education Code 35186; 5 CCR 4683)

    a. A condition poses an emergency or urgent threat to the health or safety of students or staff

    Emergency or urgent threat means structures or systems that are in a condition that poses a threat to the

health and safety of students or staff while at school, including, but not limited to, gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer line stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to students or staff; structural damage creating a hazardous or uninhabitable condition; or any other condition deemed appropriate. (Education Code 17592.72)

b. A school restroom has not been cleaned, maintained, or kept open in accordance with Education Code 35292.5

Clean or maintained school restroom means a school restroom has been cleaned or maintained regularly, is fully operational, or has been stocked at all times with toilet paper, soap, and paper towels or functional hand dryers. (Education Code 35292.5)

Open restroom means the school has kept all restrooms open during school hours when students are not in classes and has kept a sufficient number of restrooms open during school hours when students are in classes. This does not apply when the temporary closing of the restroom is necessary for a documented student safety concern, an immediate threat to student safety, or to repair the facility. (Education Code 35292.5)

In any school serving students any of grades 3-12, a complaint may be filed alleging noncompliance with the requirement of Education Code 35292.6 to, at all times, stock and make available and accessible free of cost, an adequate supply of menstrual products in every women's and all-gender restroom, and in at least one men's restroom. (Education Code 35292.6)

Additionally, starting July 1, 2026, in any school that has more than one female and more than one male restroom designated exclusively for student use, a complaint may be filed alleging noncompliance with the requirements specified in Education Code 35292.5 to maintain at least one all-gender restroom for student use. (Education Code 35292.5)

Forms and Notices

The Superintendent or designee shall ensure a Williams complaint form is available at the Center. However, complainants need not use the Eden Area ROP's complaint form in order to file a complaint. (Education Code 35186; 5 CCR 4680)

The Superintendent or designee shall ensure that the Eden Area ROP's complaint form specifies the location for filing a complaint and contains a space to indicate whether the complainant desires a response to the complaint. A complainant may add as much text to explain the complaint as desired. (Education Code 35186; 5 CCR 4680)

The Superintendent or designee shall post in each classroom a notice containing the components specified in Education Code 35186. (Education Code 35186)

Filing of Complaint

A complaint alleging any condition(s) specified in "Types of Complaints" above shall be filed with the principal or designee at the school in which the complaint arises. A complaint about problems beyond the authority of the principal shall be forwarded to the Superintendent or designee in a timely manner, but not to exceed 10 working days. Complaints may be filed anonymously. (Education Code 35186; 5 CCR 4680)

A complaint alleging that more than one student does not have sufficient textbooks or instructional materials as the result of an act by the Governing Board, or the Board's failure to remedy the deficiency, may be filed with the Superintendent of Public Instruction (SPI) directly in addition to or in lieu of being filed with the Eden Area ROP. Any such complaint shall identify the basis and provide evidence to support its filing directly with the SPI. (Education Code 35186)

If the Superintendent or designee becomes aware that a complaint alleging insufficient textbooks or instructional materials that has been filed directly with the SPI but not with the Eden Area ROP, the Superintendent or designee may initiate an investigation in accordance with this administrative regulation, as described below, if there is sufficient evidence to do so.

Investigation and Response

The principal or Superintendent's designee shall make all reasonable efforts to investigate any problem within the principal's or designee's authority. (Education Code 35186; 5 CCR 4685)

The principal or Superintendent's designee shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. (Education Code 35186; 5 CCR 4685)

If the complainant has indicated on the complaint form a desire to receive a response to the complaint, the principal or Superintendent's designee shall send written resolution of the complaint to the mailing address of the complainant as indicated on the complaint within 45 working days of the initial filing of the complaint. If the principal makes this report, the information shall be reported at the same time to the Superintendent or designee. (Education Code 35186; 5 CCR 4680, 4685)

When Education Code 48985 is applicable and the complainant has requested a response, the response shall be written in English and in the primary language in which the complaint was filed. (Education Code 35186)

If a complainant is not satisfied with the resolution of a complaint, the complainant has the right to describe the complaint to the Board at a regularly scheduled meeting. (Education Code 35186; 5 CCR 4686)

For any complaint concerning a facilities condition that poses an emergency or urgent threat to the health or safety of students or staff as described in Item #3a in "Types of Complaints" above, a complainant who is not satisfied with the resolution proffered by the principal or Superintendent or designee may file an appeal to the SPI within 15 calendar days of receiving the Eden Area ROP's response. The complainant shall comply with the appeal requirements specified in 5 CCR 4632. (Education Code 35186; 5 CCR 4610, 4687)

However, no other type of complaint regarding the condition of school facilities as described in “Types of Complaints” above may be appealed to the SPI. (Education Code 35186; 5 CCR 4610, 4687)

All complaints and written responses shall be public records. (Education Code 35186; 5 CCR 4686)

Reports

On a quarterly basis, the Superintendent or designee shall report, to the Board at a regularly scheduled public Board meeting and to the County Superintendent of Schools, summarized data on the nature and resolution of all complaints. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. (Education Code 35186; 5 CCR 4686)

Exhibit 1312.4-E(1): Williams Uniform Complaint Procedures

Status: DRAFT

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

**NOTICE TO PARENTS/GUARDIANS, STUDENTS, AND TEACHERS:
COMPLAINT RIGHTS**

Parents/Guardians, Pupils, and Teachers:

Pursuant to Education Code 35186, you are hereby notified that:

1. There should be sufficient textbooks and instructional materials

   That means each student, including an English learner, must have a textbook or instructional materials, or both, to use in class and to take home.

2. School facilities must be clean, safe, and maintained in good repair

   This includes the identification and resolution of emergency or urgent facilities conditions that pose a threat to the health and safety of students or staff.

3. There should be no teacher vacancies or misassignments

   There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners, if present.

   Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

   Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

If you choose to file a complaint alleging that any of the above conditions is not being met, your complaint will be addressed through the Eden Area ROP's Williams uniform complaint procedures as required by law. A complaint form may be obtained at the Eden Area ROP office, or downloaded from the school or Eden Area ROP website. Additionally, you may download a copy of the California Department of Education (CDE) complaint form from CDE's website, when available. However, a complaint need not be filed using either the Eden Area ROP's complaint form or the complaint form from CDE.

Exhibit 1312.4-E(2): Williams Uniform Complaint Procedures

Status: DRAFT

Original Adopted Date: 10/07/2022 | **Last Revised Date:** 12/12/2024 | **Last Reviewed Date:** 12/12/2024

COMPLAINT FORM:
WILLIAMS UNIFORM COMPLAINT PROCEDURES

Education Code 35186 creates a procedure for the filing of complaints concerning deficiencies related to instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, including emergency or urgent facilities conditions that pose a threat to the health and safety of students or staff, or teacher vacancy or misassignment. The complaint and response are public documents as provided by law. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the contact information below.

Response requested? ___ Yes ___ No

Contact information: (if response is requested)
Name: _____
Address: _____
Phone number: Day: _____ Evening: _____
E-mail address, if any: _____

Date problem was observed: _____

Location of the problem that is the subject of this complaint:
School name/address: _____
Course title/grade level and teacher name: _____
Room number/name of room/location of facility: _____

Only the following issues may be the subject of this complaint process. If you wish to complain about an issue not specified below, please contact the school or Eden Area Regional Occupational Program (Eden Area ROP) for the appropriate Eden Area ROP complaint procedure.

Specific issue(s) of the complaint: (Please check all that apply. A complaint may contain more than one allegation.)

1. [ ]Textbooks and instructional materials: (Education Code 35186; 5 CCR 4681)

    a. [ ]A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or Eden Area ROP-adopted textbooks or other required instructional materials to use in class

    b. [ ]A student does not have access to textbooks or instructional materials to use at home or after school

    This does not require two sets of textbooks or instructional materials for each student.

    c. [ ]Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage

    d. [ ]A student was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials

2. [ ]Teacher vacancy or misassignment: (Education Code 35186; 5 CCR 4682)

    a. [ ]A semester begins and a teacher vacancy exists

A teacher vacancy is a position to which a single designated certificated employee has not been assigned at the beginning of the school year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester. (5 CCR 4600)

b. [ ]A teacher who lacks credentials or training to teach English learners is assigned to teach a class with one or more English learners in the class

   This does not relieve the Eden Area ROP from complying with state or federal law regarding teachers of English Learners.

c. [ ]A teacher is assigned to teach a class for which the teacher lacks subject matter competency

3. [ ]Facilities conditions: (Education Code 17592.72, 35186, 35292.5, 35292.6; 5 CCR 4683)

   a. [ ]A condition exists that poses an emergency or urgent threat to the health or safety of students or staff while at school including gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer line stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to students or staff; structural damage creating a hazardous or uninhabitable condition; and any other condition deemed appropriate by the Eden Area ROP

   b. [ ]A school restroom has not been cleaned or maintained regularly, is not fully operational, or has not been stocked at all times with toilet paper, soap, and paper towels or functional hand dryers

   c. [ ]For a school serving students in any of grades 3-12, the school has not, at all times, stocked and made available and accessible free of cost, an adequate supply of menstrual products in every women's and all-gender restroom, and in at least one men's restroom

   d. [ ]Starting July 1, 2026, for a school that has more than one female and more than one male restroom designated exclusively for student use, the school has not maintained at least one all-gender restroom for student use in accordance with Education Code 35292.5

   e. [ ]The school has not kept all restrooms open during school hours when students are not in classes and has not kept a sufficient number of restrooms open during school hours when students are in classes

      This does not apply when temporary closing of the restroom is necessary for a documented student safety concern, an immediate threat to student safety, or to repair the facility.

Please describe the issue of your complaint in detail. You may attach additional pages and include as much text as you wish to fully describe the situation. For complaints regarding facilities conditions, please describe the emergency or urgent facilities condition and how that condition poses a threat to the health or safety of students or staff.

_____
_____
_____
_____
_____
_____
_____

Please file this complaint at the following location:

Manuschka Michaud, Principal

Eden Area ROP
26316 Hesperian Blvd.
Hayward, CA 94545
510) 293-2904

Please be aware that you may file a complaint directly with the Superintendent of Public Instruction if you are alleging that more than one student does not have sufficient textbooks or instructional materials as the result of an act by the Governing Board, or the Board's failure to remedy the deficiency.

Please provide a signature below. If you wish to remain anonymous, a signature is not required. However, all complaints, even anonymous ones, should be dated.

_____ _____
(Signature) (Date)

Policy 2110: Superintendent Responsibilities And Duties

Status: DRAFT

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

The Governing Board desires to establish a productive and collaborative working relationship with the Superintendent and to ensure that the work of the Superintendent is focused on student learning, achievement, and well-being, and the attainment of the Eden Area Regional Occupational Program's (Eden Area ROP) vision and goals. Additionally, the Board desires to provide a fair basis for holding the Superintendent accountable. The responsibilities of the Superintendent are detailed in law, in the Superintendent's contract, and throughout Board policies and administrative regulations.

The Board shall set expectations and goals for the Superintendent at the beginning of every evaluation year.

As the chief executive officer of the Eden Area ROP, the Superintendent shall implement all Board decisions and manage all instructional and noninstructional operations. Additionally, the Superintendent serves as a member of the Eden Area ROP's governance team and has responsibilities to support Board operations and decision-making.

The Superintendent may delegate any of the Superintendent's responsibilities and duties to other Eden Area ROP staff, but remains accountable to the Board for all areas of operation under the Superintendent's authority.

The Superintendent shall complete ethics training in accordance with Government Code 53234-53235.2 at least once every two years. (Government Code 53235)

If the Superintendent begins service with the Eden Area ROP after January 1, 2026, the Superintendent is required to receive ethics training no later than six months from the first day of service with the Eden Area ROP, and at least once every two years thereafter. (Government Code 53235.1)

The Eden Area ROP shall maintain records of ethics training, which are public records subject to disclosure under the California Public Records Act, for at least five years after the Superintendent received the training. The Eden Area ROP shall post on its website clear instructions and contact information for the purpose of requesting these records. (Government Code 53235.2)

Regulation 3517: Facilities Inspection

Status: DRAFT

Original Adopted Date: 12/12/2024 **| Last Reviewed Date:** 12/12/2024

The Superintendent or designee shall inspect school facilities to ensure that they are maintained in good repair. At a minimum, the Superintendent or designee shall assess those facility conditions specified on the facilities inspection tool developed by the Office of Public School Construction, including, but not limited to, the following: (Education Code 17002, 35292.5)

1. Gas Systems: Gas systems and pipes appear and smell safe, functional, and free of leaks

2. Mechanical Systems: Heating, ventilation, and air conditioning systems, as applicable, are functional and unobstructed; appear to supply an adequate amount of air to all classrooms, work spaces, and facilities; and maintain interior temperatures within normally acceptable ranges

3. Doors and Windows: Doors and windows and doors are intact, functional, and open, close, and lock as designed, unless there is a valid reason they should not function as designed

4. Fences and Gates: Fences and gates are intact, functional, and free of holes and other conditions that could present a safety hazard to students, staff, or others

   Locks and other security hardware function as designed.

5. Interior Surfaces: Walls, floors, and ceilings are free of safety hazards from tears, holes, missing floor and ceiling tiles, torn carpet, water damage, or other cause

   Ceiling tiles are intact. Surfaces display no evidence of mold or mildew.

6. Hazardous and Flammable Materials: Hazardous and flammable materials are stored properly

   No evidence of peeling, chipping, or cracking paint is apparent. No indicators of mold, mildew, or asbestos exposure are evident. There does not appear to be evidence of hazardous materials that may pose a threat to the health and safety of students or staff.

7. Structures: Posts, beams, supports for portable classrooms and ramps, and other structures appear intact, secure, and functional as designed

   Ceilings and floors are not sloping or sagging beyond their intended design. There is no visible evidence of severe cracks, dry rot, mold, or damage that undermines structural components.

8. Fire Safety and Emergency Alarm Systems and Equipment: Fire sprinklers, fire extinguishers, emergency alarm systems, and all emergency equipment and systems appear to be functioning properly

   Fire alarm pull stations are clearly visible. Fire extinguishers are current and placed in all required areas, including every classroom and assembly area. Emergency exits are clearly marked and unobstructed.

9. Electrical Systems: Electrical systems, components, and equipment, including switches, junction boxes, panels, wiring, outlets, and light fixtures, are securely enclosed, properly covered and guarded from student access, and appear to be working properly

10. Lighting: Interior and exterior lighting appears to be adequate and working properly

    Lights do not flicker, dim, or malfunction, and there is no unusual hum or noise from light fixtures.

11. Pest/Vermin Infestation: No visible or odorous indicators of pest or vermin infestation are evident

12. Drinking Fountains: Interior and exterior drinking fountains are functional, accessible, and free of leaks

    Drinking water pressure is adequate. Fountain water is clear and without unusual taste or odor, and moss, mold, or excessive staining is not evident

13. Restrooms: Restrooms and restroom fixtures are functional, fully operational, maintained and cleaned regularly, and stocked at all times with supplies, including toilet paper, soap, and paper towels or functional hand dryers, in accordance with Education Code 35292.5

    The school keeps all restrooms open during school hours when students are not in classes and keeps a sufficient number of restrooms open during school hours when students are in classes, except when necessary to temporarily close a restroom due to a documented student safety concern, an immediate threat to student safety, or the need to repair the facility.

    Additionally, any school serving students in any of grades 3-12 shall, at all times, stock and make available and accessible free of cost, an adequate supply of menstrual products in every women's and all-gender restroom, and in at least one men's restroom. The Eden Area Regional Occupational Program (Eden Area ROP) shall post in a prominent and conspicuous location in every restroom required to stock menstrual products a notice regarding this requirement that includes an email address and telephone number for a designated individual responsible for maintaining the requisite supply of menstrual products. (Education Code 35292.6)

    In addition, starting July 1, 2026, any school that has more than one female and more than one male restroom designated exclusively for student use, excluding restrooms designated for students in transitional kindergarten or kindergarten, shall provide and maintain at least one all-gender restroom for student use. The Eden Area ROP shall use signage that identifies the bathroom facility as being open to all genders and is in accordance with 24 CCR 11B-703. The Eden Area ROP shall ensure that the restroom is available for use consistent with the requirements specified in Education Code 35292.5 and is unlocked, unobstructed, easily accessible by any student, and consistent with existing access to sex-segregated restrooms; stocked with menstrual products in accordance with Education Code 35292.6; and available during school hours and school functions when students are present. The Eden Area ROP shall post in a prominent and conspicuous location outside of at least one all-gender restroom a notice regarding these requirements that includes contact information for the staff member designated as the point of contact responsible for implementing such requirements.

14. Sewers: The sanitary sewer system controls odors as designed, displays no signs of stoppage, backup, or flooding in school facilities or on school grounds, and appears to be functioning properly

15. Roofs: Roofs, gutters, roof drains, and downspouts appear to be functioning properly and are free of visible damage and evidence of disrepair when observed from the ground from inside and outside the building

16. Drainage: School grounds do not exhibit signs of drainage problems, such as visible evidence of flooded areas, eroded soil, water damage to asphalt playgrounds or parking areas, or clogged storm drain inlets

17. Playground/School Grounds: Playground equipment, including exterior fixtures, seating, tables, and equipment, and school grounds, fields, walkways, and parking lot surfaces are functional and free of significant cracks, trip hazards, holes, deterioration that affects functionality or safety, and other health and safety hazards

18. Overall Cleanliness: School grounds, buildings, common areas, and individual rooms appear to have been cleaned regularly and are free of accumulated refuse and unabated graffiti

    Restrooms, drinking fountains, and food preparation or serving areas appear to have been cleaned each day that school is in session.

Additionally, to ensure the health and safety of students, the Superintendent or designee shall provide for the testing of drinking water on campus and of the soil and painted surfaces of school facilities for the presence of lead and/or

other harmful substances, in accordance with state and federal standards, Board policy, and administrative regulations.

The Superintendent or designee shall ensure that any necessary repairs or removal of hazards identified during the inspection are made in a timely and expeditious manner.

Any complaint alleging a school facility condition that poses an emergency or urgent threat to the health or safety of students or staff, or alleging that a school restroom is not clean, maintained, stocked, or kept open, shall be addressed in accordance with Administrative Regulation 1312.4 - Williams Uniform Complaint Procedures.

The Superintendent or designee shall provide the Governing Board with regular reports regarding the Eden Area ROPs facility inspections and updates of any visits to the Eden Area ROP Center by the County Superintendent of Schools to review school facilities.

If a County Superintendent provides a report to the Board, it shall be presented at a regularly scheduled meeting held in accordance with law.

Exhibit 3517-E(1): Facilities Inspection

Status: DRAFT

Original Adopted Date: 12/12/2024 **| Last Reviewed Date:** 12/12/2024

NOTICE REGARDING MENSTRUAL PRODUCTS

Education Code 35292.6 requires that:

a. On or before the start of the 2024-25 school year, a public school, including a school operated by a school district, county office of education, or charter school, maintaining any combination of classes from grades 3 to 12, inclusive, shall stock the school's restrooms at all times with an adequate supply of menstrual products, available and accessible, free of cost, in all women's restrooms and all-gender restrooms, and in at least one men's restroom

b. A public school described in subdivision (a) shall not charge for any menstrual products provided to students

c. A public school described in subdivision (a) shall post a notice regarding the requirements of this section in a prominent and conspicuous location in every restroom required to stock menstrual products, available and accessible, free of cost, pursuant to this section

   This notice shall include the text of this section and contact information, including an email address and telephone number, for a designated individual responsible for maintaining the requisite supply of menstrual products.

d. For purposes of this section, "menstrual products" means menstrual pads and tampons for use in connection with the menstrual cycle

e. This section shall become operative on July 1, 2024

The name and contact information for the individual responsible for maintaining the requisite supply of menstrual products is:

Manuschka Michaud, Principal
(510) 293-2904
mmichaud@edenrop.org

Policy 4111: Recruitment And Selection

Status: DRAFT

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

The Governing Board is committed to employing suitable, qualified individuals to effectively carry out the Eden Area Regional Occupational Program's (Eden Area ROP) vision, mission, and goals, and believes that students benefit when Eden Area ROP staff reflects the racial, ethnic, linguistic, and cultural diversity of the Eden Area ROP.

The Superintendent or designee shall develop recruitment and selection processes, consistent with applicable law, Board policy, that are designed to promote fairness and equity so that individuals are selected for employment at the Eden Area ROP based on demonstrated knowledge, skills, and competence and in compliance with applicable antidiscrimination laws.

Additionally, the Superintendent or designee shall, through the recruitment and selection processes and procedures and consistent with applicable law, seek to recruit a diverse pool of qualified applicants.

When a vacancy occurs, the Superintendent or designee shall review, as appropriate, the job description for the position to ensure that it accurately describes the major functions and duties of the position. Additionally, the Superintendent or designee shall disseminate job announcements in a manner reasonably designed to ensure each a broad pool of qualified candidates.

When posting an employment opportunity, the Superintendent or designee shall include the pay scale for the open position. (Labor Code 432.3)

The Superintendent shall develop and maintain appropriate hiring procedures to identify qualified candidates who meet the Eden Area ROP's needs. In doing so, an interview committee may be established to rank candidates and recommend finalists. During job interviews, applicants may be asked to describe or demonstrate how they will be able to perform the duties of the job. All discussions and recommendations shall be treated as confidential to the extent consistent with law.

When considering an applicant for a certificated position, the Eden Area ROP shall inquire with each district, county office of education (COE), charter school, state special school or diagnostic center operated by the California Department of Education (CDE), or private school that previously employed the applicant as to whether the applicant was the subject of any credible complaints of, substantiated investigations into, or discipline for, egregious misconduct that was reported to the Commission on Teacher Credentialing (CTC). (Education Code 44939.5)

Additionally, when considering an applicant for a classified position, the Eden Area ROP shall inquire with each district, COE, charter school, state special school or diagnostic center operated by CDE, or private school that previously employed the applicant as to whether the applicant was the subject of any credible complaints of, substantiated investigations into, or discipline for, egregious misconduct that were used to support a substantiated investigation. (Education Code 44051)

Upon receipt of an inquiry from another district, COE, charter school, state special school or diagnostic center operated by CDE, or private school, in regard to an applicant for employment to that entity, the Superintendent or designee shall disclose to the inquiring entity all relevant information related to any report of egregious misconduct to CTC within its possession in regard to such applicant, including information in the employee's or former employee's personnel file, as specified in Education Code 44051 and 44939.5.

No inquiry shall be made about any information prohibited by state or federal nondiscrimination laws.

Unless otherwise provided for in law, the Eden Area ROP may not discriminate against a person in hiring based on the person's use of cannabis off the job and away from the workplace, including that the Eden Area ROP may not request information from an applicant related to the applicant's prior use of cannabis, apart from the applicant's criminal history, or penalize an applicant based on a drug screening which finds that the applicant has nonpsychoactive cannabis metabolites in the applicant's hair, blood, urine, or other bodily fluid. (Government Code 12954)

However, the Eden Area ROP retains the right to maintain drug-free schools or prohibit employees from possessing, being impaired by, or using cannabis while on the job. (Government Code 12954)

The Superintendent or designee shall not inquire, orally or in writing, about an applicant's salary history information, including compensation and benefits. Additionally, the Superintendent or designee shall not rely on salary history information as a factor in determining whether to offer employment to an applicant or the salary to offer. However, the Superintendent or designee may consider salary information that is disclosable under state or federal law or that the applicant discloses voluntarily and without prompting. (Labor Code 432.3)

The Superintendent or designee shall not require an applicant to have a driver's license unless driving is an essential function of the position or it is otherwise reasonably expected for driving to be a job function for the position and that satisfying the job function using an alternative form of transportation would not be comparable in travel time or cost to the Eden Area ROP. (Government Code 12940)

For each position, the Superintendent or designee shall present to the Board one candidate who meets all qualifications established by law and the Board for the position. No person shall be employed by the Board without the recommendation or endorsement of the Superintendent or designee.

Incentives

With Board approval and in accordance with the Eden Area ROP needs, the Eden Area ROP may provide incentives to recruit teachers, administrators, or other employees, such as signing bonuses, assistance with beginning teacher induction and/or credential costs, mentoring, additional compensation, and/or subsidized housing.

Policy 4211: Recruitment And Selection

Status: DRAFT

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

The Governing Board is committed to employing suitable, qualified individuals to effectively carry out the Eden Area Regional Occupational Program's (Eden Area ROP) vision, mission, and goals, and believes that students benefit when Eden Area ROP staff reflects the racial, ethnic, linguistic, and cultural diversity of the Eden Area ROP.

The Superintendent or designee shall develop recruitment and selection processes, consistent with applicable law, Board policy, that are designed to promote fairness and equity so that individuals are selected for employment at the Eden Area ROP based on demonstrated knowledge, skills, and competence and in compliance with applicable antidiscrimination laws.

Additionally, the Superintendent or designee shall, through the recruitment and selection processes and procedures and consistent with applicable law, seek to recruit a diverse pool of qualified applicants.

When a vacancy occurs, the Superintendent or designee shall review, as appropriate, the job description for the position to ensure that it accurately describes the major functions and duties of the position. Additionally, the Superintendent or designee shall disseminate job announcements in a manner reasonably designed to ensure each a broad pool of qualified candidates.

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When considering an applicant for a certificated position, the Eden Area ROP shall inquire with each district, county office of education (COE), charter school, state special school or diagnostic center operated by the California Department of Education (CDE), or private school that previously employed the applicant as to whether the applicant was the subject of any credible complaints of, substantiated investigations into, or discipline for, egregious misconduct that was reported to the Commission on Teacher Credentialing (CTC). (Education Code 44939.5)

Additionally, when considering an applicant for a classified position, the Eden Area ROP shall inquire with each district, COE, charter school, state special school or diagnostic center operated by CDE, or private school that previously employed the applicant as to whether the applicant was the subject of any credible complaints of, substantiated investigations into, or discipline for, egregious misconduct that were used to support a substantiated investigation. (Education Code 44051)

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No inquiry shall be made about any information prohibited by state or federal nondiscrimination laws.

Unless otherwise provided for in law, the Eden Area ROP may not discriminate against a person in hiring based on the person's use of cannabis off the job and away from the workplace, including that the Eden Area ROP may not request information from an applicant related to the applicant's prior use of cannabis, apart from the applicant's criminal history, or penalize an applicant based on a drug screening which finds that the applicant has nonpsychoactive cannabis metabolites in the applicant's hair, blood, urine, or other bodily fluid. (Government Code 12954)

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For each position, the Superintendent or designee shall present to the Board one candidate who meets all qualifications established by law and the Board for the position. No person shall be employed by the Board without the recommendation or endorsement of the Superintendent or designee.

Incentives

With Board approval and in accordance with the Eden Area ROP needs, the Eden Area ROP may provide incentives to recruit teachers, administrators, or other employees, such as signing bonuses, assistance with beginning teacher induction and/or credential costs, mentoring, additional compensation, and/or subsidized housing.

Policy 4311: Recruitment And Selection

Status: DRAFT

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

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The Superintendent or designee shall develop recruitment and selection processes, consistent with applicable law, Board policy, that are designed to promote fairness and equity so that individuals are selected for employment at the Eden Area ROP based on demonstrated knowledge, skills, and competence and in compliance with applicable antidiscrimination laws.

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When considering an applicant for a certificated position, the Eden Area ROP shall inquire with each district, county office of education (COE), charter school, state special school or diagnostic center operated by the California Department of Education (CDE), or private school that previously employed the applicant as to whether the applicant was the subject of any credible complaints of, substantiated investigations into, or discipline for, egregious misconduct that was reported to the Commission on Teacher Credentialing (CTC). (Education Code 44939.5)

Additionally, when considering an applicant for a classified position, the Eden Area ROP shall inquire with each district, COE, charter school, state special school or diagnostic center operated by CDE, or private school that previously employed the applicant as to whether the applicant was the subject of any credible complaints of, substantiated investigations into, or discipline for, egregious misconduct that were used to support a substantiated investigation. (Education Code 44051)

Upon receipt of an inquiry from another district, COE, charter school, state special school or diagnostic center operated by CDE, or private school, in regard to an applicant for employment to that entity, the Superintendent or designee shall disclose to the inquiring entity all relevant information related to any report of egregious misconduct to CTC within its possession in regard to such applicant, including information in the employee's or former employee's personnel file, as specified in Education Code 44051 and 44939.5.

No inquiry shall be made about any information prohibited by state or federal nondiscrimination laws.

Unless otherwise provided for in law, the Eden Area ROP may not discriminate against a person in hiring based on the person's use of cannabis off the job and away from the workplace, including that the Eden Area ROP may not request information from an applicant related to the applicant's prior use of cannabis, apart from the applicant's criminal history, or penalize an applicant based on a drug screening which finds that the applicant has nonpsychoactive cannabis metabolites in the applicant's hair, blood, urine, or other bodily fluid. (Government Code 12954)

However, the Eden Area ROP retains the right to maintain drug-free schools or prohibit employees from possessing, being impaired by, or using cannabis while on the job. (Government Code 12954)

The Superintendent or designee shall not inquire, orally or in writing, about an applicant's salary history information, including compensation and benefits. Additionally, the Superintendent or designee shall not rely on salary history information as a factor in determining whether to offer employment to an applicant or the salary to offer. However, the Superintendent or designee may consider salary information that is disclosable under state or federal law or that the applicant discloses voluntarily and without prompting. (Labor Code 432.3)

The Superintendent or designee shall not require an applicant to have a driver's license unless driving is an essential function of the position or it is otherwise reasonably expected for driving to be a job function for the position and that satisfying the job function using an alternative form of transportation would not be comparable in travel time or cost to the Eden Area ROP. (Government Code 12940)

For each position, the Superintendent or designee shall present to the Board one candidate who meets all qualifications established by law and the Board for the position. No person shall be employed by the Board without the recommendation or endorsement of the Superintendent or designee.

Incentives

With Board approval and in accordance with the Eden Area ROP needs, the Eden Area ROP may provide incentives to recruit teachers, administrators, or other employees, such as signing bonuses, assistance with beginning teacher induction and/or credential costs, mentoring, additional compensation, and/or subsidized housing.

Regulation 4112: Appointment And Conditions Of Employment

Status: DRAFT

Original Adopted Date: 05/07/2020

Upon recommendation from the Superintendent or designee, the Governing Board shall approve the appointment of all certificated personnel. The position and the salary classification shall be reported to the Board at a regular meeting.

Individuals appointed to the certificated staff shall:

1. Possess the appropriate certification qualifications and register the certification document in accordance with law and Board policy (Education Code 44250-44279, 44330)
2. Demonstrate proficiency in basic skills as required by law and Board policy (Education Code 44252.5, 44830)
3. Submit to fingerprinting and criminal background clearance as required by law (Education Code 44830.1)
4. Not have been convicted of a violent or serious felony as defined in Penal Code 667.5 or 1192.7, unless the individual has received a certificate of rehabilitation and pardon (Education Code 44830.1)
5. Not have been convicted of any sex offense as defined in Education Code 44010 (Education Code 44836)
6. Not have been required to register as a sex offender pursuant to Penal Code 290 because of a conviction for a crime where the victim was a minor under the age of 16 (Penal Code 290.95)
7. Not have been determined to be a sexual psychopath pursuant to Welfare and Institutions Code 6300-6332 (Education Code 44837)
8. Not have been convicted of any controlled substance offense as defined in Education Code 44011 (Education Code 44836)
9. Submit to a physical examination, tuberculosis testing/risk assessment, and any required medical examinations or certifications in accordance with law and Board policy (Education Code 44839, 49406)
10. Submit to drug and alcohol testing in accordance with law, Board policy, as applicable
11. Furnish a statement of military service and, if any was rendered, a copy of the discharge or release from service or, if no such document is available, other suitable evidence of the termination of service (Education Code 44838)
12. File the oath or affirmation of allegiance required by Government Code 3100-3109
13. Fulfill any other requirements as specified by law, Board policy, or administrative regulation, including any reports of egregious misconduct in accordance with Board Policy 4111/4211/4311 – Recruitment and Selection or otherwise related to credentialing, assignment, and misconduct reporting

Regulation 4112.5: Criminal Record Check

Status: DRAFT

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

The Superintendent or designee shall not hire or retain in employment, in a certificated or classified position, a person who has been convicted of a violent or serious felony as defined in Penal Code 667.5(c) or 1192.7(c), a controlled substance offense as defined in Education Code 44011, or a sex offense as defined in Education Code 44010. However, the Superintendent or designee shall not deny or terminate employment solely on the basis that the person has been: (Education Code 44830.1, 44836, 45122.1, 45123)

1. Convicted of a violent or serious felony, controlled substance offense, or sex offense, and the conviction is reversed and the person is acquitted of the offense in a new trial or the charges against the person are dismissed, unless the sex offense for which the conviction is dismissed pursuant to Penal Code 1203.4 involves a victim who was a minor

2. Convicted of a violent or serious felony and has obtained a certificate of rehabilitation or a pardon

3. Convicted of a serious felony, that is not also a violent felony, and has proven to the sentencing court that rehabilitation for purposes of school employment has been attained for at least one year

4. Convicted of a controlled substance offense and is applying for or is employed in a certificated position and has a credential issued by the Commission on Teacher Credentialing (CTC)

5. Convicted of a controlled substance offense and is applying for or is employed in a classified position and has been determined by the Governing Board, from the evidence presented, to have been rehabilitated for at least five years

A certificated employee may be hired by the Eden Area Regional Occupational Program (Eden Area ROP) without obtaining a criminal record summary if that employee is employed as a certificated employee in another California school district and became a permanent employee of another California school district as of October 1, 1997. (Education Code 44830.1, 44836)

The Superintendent or designee shall not issue a temporary certificate of clearance to a person whose application for a credential, certificate, or permit is being processed by CTC if that person has been convicted of a violent or serious felony, unless the person is otherwise exempt pursuant to Education Code 44332.6 or 44830.1. (Education Code 44332.5, 44332.6)

Pre-Employment Record Check

Prior to offering employment, the Superintendent or designee shall, when considering an applicant for employment, inquire if the applicant was subject to complaints of egregious misconduct, in accordance with Board Policy 4111/4211/4311 – Recruitment and Selection.

Additionally, the Superintendent or designee shall require each person to be employed by the Eden Area ROP to submit fingerprints electronically through the Live Scan system so that a criminal record check may be conducted by the Department of Justice (DOJ). The Superintendent or designee shall provide the applicant with a Live Scan request form and a list of nearby Live Scan locations.

When a person is applying for a classified position, the Superintendent or designee shall request that the DOJ also obtain a criminal record check through the Federal Bureau of Investigation whenever the applicant meets one of the following conditions: (Education Code 45125)

1. The applicant has not resided in California for at least one year immediately preceding the application for employment

2. The applicant has resided in California for more than one year, but less than seven years, and the DOJ has

ascertained that the person was convicted of a sex offense where the victim was a minor or a drug offense where an element of the offense is either the distribution to or the use of a controlled substance by a minor

The Superintendent or designee shall immediately notify the DOJ when an applicant who has submitted fingerprints to the DOJ is not subsequently employed by the Eden Area ROP. (Penal Code 11105.2)

Subsequent Arrest Notification

The Superintendent or designee shall enter into a contract with the DOJ to receive notification of subsequent arrests resulting in conviction of any person whose fingerprints have been submitted to the DOJ. (Education Code 44830.1, 45125; Penal Code 11105.2)

Upon telephone or email notification by the DOJ that a current temporary employee, substitute employee serving before March 15 of the employee's second year has been convicted of a violent or serious felony, the Superintendent or designee shall immediately place that employee on leave without pay. (Education Code 44830.1, 45122.1)

When the Eden Area ROP receives written electronic notification by the DOJ of the fact of conviction, the temporary employee, substitute employee serving before March 15 of the employee's second year shall be terminated automatically unless the employee challenges the DOJ record and the DOJ withdraws its notification in writing. Upon receipt of the written withdrawal of notification by the DOJ, the Superintendent or designee shall immediately reinstate the employee with full restoration of salary and benefits for the period of time from the suspension without pay to the reinstatement if the employee is still employed by the Eden Area ROP. (Education Code 44830.1, 45122.1)

The Superintendent or designee shall immediately notify the DOJ whenever a person whose fingerprints are maintained by the DOJ is terminated. (Penal Code 11105.2)

Notification of Applicant/Employee

The Superintendent or designee shall expeditiously furnish a copy of any DOJ notification to the applicant or employee to whom it relates if the information is a basis for an adverse employment decision. The copy shall be delivered in person or to the last contact information provided by the applicant or employee. (Penal Code 11105, 11105.2)

Maintenance of Criminal Record Offender Notification

The Superintendent shall designate at least one custodian of records who shall be responsible for the security, storage, dissemination, and destruction of all Criminal Offender Record Information (CORI) furnished to the Eden Area ROP and shall serve as the primary contact for the DOJ for any related issues. (Penal Code 11102.2)

An employee designated as custodian of records shall receive a criminal background check clearance from the DOJ prior to serving in that capacity. (Penal Code 11102.2)

The custodian of records shall sign and return to the DOJ the Employee Statement Form acknowledging an understanding of the laws prohibiting misuse of CORI. Additionally, the custodian of records shall ensure that any individual with access to CORI has on file a signed Employee Statement Form.

To ensure its confidentiality, CORI shall be accessible only to the custodian of records and shall be kept in a locked file separate from other files. CORI shall be used only for the purpose for which it is requested and its contents shall not be disclosed or reproduced. (Education Code 44830.1, 45125)

Once a hiring determination is made, the applicant's CORI shall be destroyed to the extent that the identity of the individual can no longer be reasonably ascertained. (Education Code 44830.1, 45125; 11 CCR 708)

The Superintendent or designee shall immediately notify the DOJ whenever a designated custodian of records ceases to serve in that capacity. (Penal Code 11102.2)

Egregious Misconduct Inquiries

The Superintendent or designee shall disclose to any inquiring local educational agency (LEA) or private school regarding an applicant for employment to that LEA, all relevant information related to any report to CTC of egregious misconduct. (Education Code 44051, 44939.5)

Regulation 4212.5: Criminal Record Check

Status: DRAFT

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

The Superintendent or designee shall not hire or retain in employment, in a certificated or classified position, a person who has been convicted of a violent or serious felony as defined in Penal Code 667.5(c) or 1192.7(c), a controlled substance offense as defined in Education Code 44011, or a sex offense as defined in Education Code 44010. However, the Superintendent or designee shall not deny or terminate employment solely on the basis that the person has been: (Education Code 44830.1, 44836, 45122.1, 45123)

1. Convicted of a violent or serious felony, controlled substance offense, or sex offense, and the conviction is reversed and the person is acquitted of the offense in a new trial or the charges against the person are dismissed, unless the sex offense for which the conviction is dismissed pursuant to Penal Code 1203.4 involves a victim who was a minor

2. Convicted of a violent or serious felony and has obtained a certificate of rehabilitation or a pardon

3. Convicted of a serious felony, that is not also a violent felony, and has proven to the sentencing court that rehabilitation for purposes of school employment has been attained for at least one year

4. Convicted of a controlled substance offense and is applying for or is employed in a certificated position and has a credential issued by the Commission on Teacher Credentialing (CTC)

5. Convicted of a controlled substance offense and is applying for or is employed in a classified position and has been determined by the Governing Board, from the evidence presented, to have been rehabilitated for at least five years

A certificated employee may be hired by the Eden Area Regional Occupational Program (Eden Area ROP) without obtaining a criminal record summary if that employee is employed as a certificated employee in another California school district and became a permanent employee of another California school district as of October 1, 1997. (Education Code 44830.1, 44836)

The Superintendent or designee shall not issue a temporary certificate of clearance to a person whose application for a credential, certificate, or permit is being processed by CTC if that person has been convicted of a violent or serious felony, unless the person is otherwise exempt pursuant to Education Code 44332.6 or 44830.1. (Education Code 44332.5, 44332.6)

Pre-Employment Record Check

Prior to offering employment, the Superintendent or designee shall, when considering an applicant for employment, inquire if the applicant was subject to complaints of egregious misconduct, in accordance with Board Policy 4111/4211/4311 – Recruitment and Selection.

Additionally, the Superintendent or designee shall require each person to be employed by the Eden Area ROP to submit fingerprints electronically through the Live Scan system so that a criminal record check may be conducted by the Department of Justice (DOJ). The Superintendent or designee shall provide the applicant with a Live Scan request form and a list of nearby Live Scan locations.

When a person is applying for a classified position, the Superintendent or designee shall request that the DOJ also obtain a criminal record check through the Federal Bureau of Investigation whenever the applicant meets one of the following conditions: (Education Code 45125)

1. The applicant has not resided in California for at least one year immediately preceding the application for employment

2. The applicant has resided in California for more than one year, but less than seven years, and the DOJ has

ascertained that the person was convicted of a sex offense where the victim was a minor or a drug offense where an element of the offense is either the distribution to or the use of a controlled substance by a minor

The Superintendent or designee shall immediately notify the DOJ when an applicant who has submitted fingerprints to the DOJ is not subsequently employed by the Eden Area ROP. (Penal Code 11105.2)

Subsequent Arrest Notification

The Superintendent or designee shall enter into a contract with the DOJ to receive notification of subsequent arrests resulting in conviction of any person whose fingerprints have been submitted to the DOJ. (Education Code 44830.1, 45125; Penal Code 11105.2)

Upon telephone or email notification by the DOJ that a current temporary employee, substitute employee serving before March 15 of the employee's second year has been convicted of a violent or serious felony, the Superintendent or designee shall immediately place that employee on leave without pay. (Education Code 44830.1, 45122.1)

When the Eden Area ROP receives written electronic notification by the DOJ of the fact of conviction, the temporary employee, substitute employee serving before March 15 of the employee's second year shall be terminated automatically unless the employee challenges the DOJ record and the DOJ withdraws its notification in writing. Upon receipt of the written withdrawal of notification by the DOJ, the Superintendent or designee shall immediately reinstate the employee with full restoration of salary and benefits for the period of time from the suspension without pay to the reinstatement if the employee is still employed by the Eden Area ROP. (Education Code 44830.1, 45122.1)

The Superintendent or designee shall immediately notify the DOJ whenever a person whose fingerprints are maintained by the DOJ is terminated. (Penal Code 11105.2)

Notification of Applicant/Employee

The Superintendent or designee shall expeditiously furnish a copy of any DOJ notification to the applicant or employee to whom it relates if the information is a basis for an adverse employment decision. The copy shall be delivered in person or to the last contact information provided by the applicant or employee. (Penal Code 11105, 11105.2)

Maintenance of Criminal Record Offender Notification

The Superintendent shall designate at least one custodian of records who shall be responsible for the security, storage, dissemination, and destruction of all Criminal Offender Record Information (CORI) furnished to the Eden Area ROP and shall serve as the primary contact for the DOJ for any related issues. (Penal Code 11102.2)

An employee designated as custodian of records shall receive a criminal background check clearance from the DOJ prior to serving in that capacity. (Penal Code 11102.2)

The custodian of records shall sign and return to the DOJ the Employee Statement Form acknowledging an understanding of the laws prohibiting misuse of CORI. Additionally, the custodian of records shall ensure that any individual with access to CORI has on file a signed Employee Statement Form.

To ensure its confidentiality, CORI shall be accessible only to the custodian of records and shall be kept in a locked file separate from other files. CORI shall be used only for the purpose for which it is requested and its contents shall not be disclosed or reproduced. (Education Code 44830.1, 45125)

Once a hiring determination is made, the applicant's CORI shall be destroyed to the extent that the identity of the individual can no longer be reasonably ascertained. (Education Code 44830.1, 45125; 11 CCR 708)

The Superintendent or designee shall immediately notify the DOJ whenever a designated custodian of records ceases to serve in that capacity. (Penal Code 11102.2)

Egregious Misconduct Inquiries

The Superintendent or designee shall disclose to any inquiring local educational agency (LEA) or private school regarding an applicant for employment to that LEA, all relevant information related to any report to CTC of egregious misconduct. (Education Code 44051, 44939.5)

Regulation 4312.5: Criminal Record Check

Status: DRAFT

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

The Superintendent or designee shall not hire or retain in employment, in a certificated or classified position, a person who has been convicted of a violent or serious felony as defined in Penal Code 667.5(c) or 1192.7(c), a controlled substance offense as defined in Education Code 44011, or a sex offense as defined in Education Code 44010. However, the Superintendent or designee shall not deny or terminate employment solely on the basis that the person has been: (Education Code 44830.1, 44836, 45122.1, 45123)

1. Convicted of a violent or serious felony, controlled substance offense, or sex offense, and the conviction is reversed and the person is acquitted of the offense in a new trial or the charges against the person are dismissed, unless the sex offense for which the conviction is dismissed pursuant to Penal Code 1203.4 involves a victim who was a minor

2. Convicted of a violent or serious felony and has obtained a certificate of rehabilitation or a pardon

3. Convicted of a serious felony, that is not also a violent felony, and has proven to the sentencing court that rehabilitation for purposes of school employment has been attained for at least one year

4. Convicted of a controlled substance offense and is applying for or is employed in a certificated position and has a credential issued by the Commission on Teacher Credentialing (CTC)

5. Convicted of a controlled substance offense and is applying for or is employed in a classified position and has been determined by the Governing Board, from the evidence presented, to have been rehabilitated for at least five years

A certificated employee may be hired by the Eden Area Regional Occupational Program (Eden Area ROP) without obtaining a criminal record summary if that employee is employed as a certificated employee in another California school district and became a permanent employee of another California school district as of October 1, 1997. (Education Code 44830.1, 44836)

The Superintendent or designee shall not issue a temporary certificate of clearance to a person whose application for a credential, certificate, or permit is being processed by CTC if that person has been convicted of a violent or serious felony, unless the person is otherwise exempt pursuant to Education Code 44332.6 or 44830.1. (Education Code 44332.5, 44332.6)

Pre-Employment Record Check

Prior to offering employment, the Superintendent or designee shall, when considering an applicant for employment, inquire if the applicant was subject to complaints of egregious misconduct, in accordance with Board Policy 4111/4211/4311 – Recruitment and Selection.

Additionally, the Superintendent or designee shall require each person to be employed by the Eden Area ROP to submit fingerprints electronically through the Live Scan system so that a criminal record check may be conducted by the Department of Justice (DOJ). The Superintendent or designee shall provide the applicant with a Live Scan request form and a list of nearby Live Scan locations.

When a person is applying for a classified position, the Superintendent or designee shall request that the DOJ also obtain a criminal record check through the Federal Bureau of Investigation whenever the applicant meets one of the following conditions: (Education Code 45125)

1. The applicant has not resided in California for at least one year immediately preceding the application for employment

2. The applicant has resided in California for more than one year, but less than seven years, and the DOJ has

ascertained that the person was convicted of a sex offense where the victim was a minor or a drug offense where an element of the offense is either the distribution to or the use of a controlled substance by a minor

The Superintendent or designee shall immediately notify the DOJ when an applicant who has submitted fingerprints to the DOJ is not subsequently employed by the Eden Area ROP. (Penal Code 11105.2)

Subsequent Arrest Notification

The Superintendent or designee shall enter into a contract with the DOJ to receive notification of subsequent arrests resulting in conviction of any person whose fingerprints have been submitted to the DOJ. (Education Code 44830.1, 45125; Penal Code 11105.2)

Upon telephone or email notification by the DOJ that a current temporary employee, substitute employee serving before March 15 of the employee's second year has been convicted of a violent or serious felony, the Superintendent or designee shall immediately place that employee on leave without pay. (Education Code 44830.1, 45122.1)

When the Eden Area ROP receives written electronic notification by the DOJ of the fact of conviction, the temporary employee, substitute employee serving before March 15 of the employee's second year shall be terminated automatically unless the employee challenges the DOJ record and the DOJ withdraws its notification in writing. Upon receipt of the written withdrawal of notification by the DOJ, the Superintendent or designee shall immediately reinstate the employee with full restoration of salary and benefits for the period of time from the suspension without pay to the reinstatement if the employee is still employed by the Eden Area ROP. (Education Code 44830.1, 45122.1)

The Superintendent or designee shall immediately notify the DOJ whenever a person whose fingerprints are maintained by the DOJ is terminated. (Penal Code 11105.2)

Notification of Applicant/Employee

The Superintendent or designee shall expeditiously furnish a copy of any DOJ notification to the applicant or employee to whom it relates if the information is a basis for an adverse employment decision. The copy shall be delivered in person or to the last contact information provided by the applicant or employee. (Penal Code 11105, 11105.2)

Maintenance of Criminal Record Offender Notification

The Superintendent shall designate at least one custodian of records who shall be responsible for the security, storage, dissemination, and destruction of all Criminal Offender Record Information (CORI) furnished to the Eden Area ROP and shall serve as the primary contact for the DOJ for any related issues. (Penal Code 11102.2)

An employee designated as custodian of records shall receive a criminal background check clearance from the DOJ prior to serving in that capacity. (Penal Code 11102.2)

The custodian of records shall sign and return to the DOJ the Employee Statement Form acknowledging an understanding of the laws prohibiting misuse of CORI. Additionally, the custodian of records shall ensure that any individual with access to CORI has on file a signed Employee Statement Form.

To ensure its confidentiality, CORI shall be accessible only to the custodian of records and shall be kept in a locked file separate from other files. CORI shall be used only for the purpose for which it is requested and its contents shall not be disclosed or reproduced. (Education Code 44830.1, 45125)

Once a hiring determination is made, the applicant's CORI shall be destroyed to the extent that the identity of the individual can no longer be reasonably ascertained. (Education Code 44830.1, 45125; 11 CCR 708)

The Superintendent or designee shall immediately notify the DOJ whenever a designated custodian of records ceases to serve in that capacity. (Penal Code 11102.2)

Egregious Misconduct Inquiries

The Superintendent or designee shall disclose to any inquiring local educational agency (LEA) or private school regarding an applicant for employment to that LEA, all relevant information related to any report to CTC of egregious misconduct. (Education Code 44051, 44939.5)

Exhibit 4112.5-E(1): Criminal Record Check **Status:** DRAFT

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

SAMPLE EMPLOYEE STATEMENT FORM
CONDITIONS FOR RELEASE OF CRIMINAL OFFENDER RECORD INFORMATION

To uphold the standards of security specified in the Federal Bureau of Investigation's, "CJIS Security Policy" for all personnel accessing or viewing criminal offender record information (CORI), controlled by state and federal statutes, please review and acknowledge the terms below. Misuse of CORI may violate constitutional rights of privacy, result in the suspension or loss of your employment, and prosecution for state and federal crimes. **Once acknowledged, this form shall be kept on file by the Custodian of Records and not returned to the California Department of Justice (DOJ).**

_____ I recognize that CORI and related data are sensitive and have the potential for great harm if misused

_____ I acknowledge I will complete the basic security awareness training required within six months of initial assignment and biennially thereafter

_____ I acknowledge that access to CORI and related data is limited to the purpose(s) for which my district is authorized to receive it for (Penal Code 11105; 28 CFR 50.12)

_____ I understand that in order to be given direct access to the web-based portal, Applicant Agency Justice Connection (AAJC), I must become a confirmed Custodian of Records with the DOJ

If confirmed, my login information to the portal shall not be shared with anyone

_____ I understand that accessing the AAJC for an appropriate purpose and then disseminating the information received for another purpose constitutes misuse (Penal Code 11142, 11143)

_____ I understand that misuse of the AAJC may include but not be limited to: accessing it without authorization; exceeding authorized access; accessing it for an improper purpose; using or disseminating information without authorization, and may subject me to administrative and criminal penalties

_____ I understand I am required to report any security events and weaknesses as quickly as possible to the district's Custodian of Records

_____ I further understand that the occurrence of misuse does not depend upon whether I receive compensation for the unauthorized activity

I hereby acknowledge and understand the terms listed above and agree to uphold the standards of security when accessing or viewing criminal offender record information.

Signature:_____ Date:_____

Printed Name:_____

Exhibit 4112.5-E(1): Criminal Record Check

Status: DRAFT

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

SAMPLE EMPLOYEE STATEMENT FORM
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Signature:_____ Date:_____

Printed Name:_____

Exhibit 4312.5-E(1): Criminal Record Check **Status:** DRAFT

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

SAMPLE EMPLOYEE STATEMENT FORM
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_____ I further understand that the occurrence of misuse does not depend upon whether I receive compensation for the unauthorized activity

I hereby acknowledge and understand the terms listed above and agree to uphold the standards of security when accessing or viewing criminal offender record information.

Signature:_____ Date:_____

Printed Name:_____

Regulation 4112.6: Personnel Files

Status: DRAFT

Original Adopted Date: 05/07/2020

The Superintendent or designee shall maintain personnel files for all current employees at the Eden Area Regional Occupational Program's (Eden Area ROP) office.

The Superintendent or designee shall determine the types of information to be included in personnel files, including, but not limited to, records required by law, and shall process all material to be placed in such files.

Placement of Material in Personnel Files

Any supervisor or administrator who places written material or drafts written material for placement in an employee's file shall sign the material and indicate the date of the placement.

When an employee is asked to sign any material that is to be placed in the employee's file, the employee shall be informed that the signature only signifies that the employee has read the material and does not necessarily indicate that the employee agrees with its contents.

Any request by an employee to include materials in the employee's personnel file shall be approved by the Superintendent or designee.

An employee may initiate a written reaction or response to the employee's performance evaluation. The response shall be permanently attached to the evaluation and placed in the employee's personnel file. (Education Code 44663)

Derogatory Information

Information of a derogatory nature shall not be entered into an employee's personnel file unless and until the employee is given notice and an opportunity to review and comment on that information. Such a review shall take place during normal business hours. The employee shall be released from duty for this purpose without a salary reduction. The employee may enter the employee's own comments and have them attached to the derogatory statement. (Education Code 44031)

Persons with Authorized Access

The Superintendent or designee shall maintain the confidentiality of any personnel records which, if inappropriately disclosed, would constitute an unwarranted invasion of the employee's privacy.

Access to an employee's personnel file shall be granted only to the employee or former employee, persons authorized by the employee, Eden Area ROP personnel, and others with a valid "right to know" or "need to know" who are authorized access by the Superintendent or designee.

An individual Governing Board member shall not access or be given access to an employee's or former employee's personnel files, but the Board may request pertinent information from an employee's or former employee's file in the case of a personnel action.

Additionally, an employee or former employee's personnel files shall only be disclosed to an officer or employee of an agency conducting immigration enforcement in accordance with Board Policy/Administrative Regulation 1445 - Response to Immigration Enforcement.

Any authorized reviewer shall maintain strict confidence of the contents of a personnel file. Personnel files shall be reviewed and replaced within the shortest time possible. In no case shall a personnel file be left unattended or left unsecured overnight.

File Review by Employee

Any employee or former employee wishing to inspect the employee's or former employee's personnel record shall

contact the Superintendent or designee.

Unless there is an exception as specified below, all personnel records related to the employee's or former employee's performance, including education or training records, or to any grievance concerning the employee or former employee shall be made available for inspection by the employee or former employee. Noncredentialed employees shall have access to any numerical scores obtained as a result of written examinations. (Education Code 44031; Labor Code 1198.5)

The Superintendent or designee shall not be required to make available to the employee or former employee: (Education Code 44031; Labor Code 1198.5)

1. Records related to the investigation of a possible criminal offense

2. Letters of reference

3. Ratings, reports, or records that were obtained prior to the employee's employment, prepared by identifiable examination committee members, or obtained in connection with a promotional examination

Personnel records related to the employee's, or former employee's, job performance or to any grievance concerning the employee shall be made available to the employee for inspection at reasonable intervals and at reasonable times, but not later than 30 calendar days from the date the Eden Area ROP receives a written request, unless the current or former employee, or the employee's representative, and the Superintendent or designee agree in writing to a date beyond 30 calendar days to inspect the records, and the agreed-upon date does not exceed 35 calendar days from the Eden Area ROP's receipt of the written request. (Education Code 44031; Labor Code 1198.5)

For current employees, the Superintendent or designee shall make the records available for inspection at the place where the employee reports to work, or at another mutually agreeable location. If the Superintendent or designee requires the employee to inspect the records at a location other than the place where the employee reports to work, there shall be no loss of compensation to the employee. The Superintendent or designee shall not be required to make such records available at a time when the employee is required to render services to the Eden Area ROP. (Education Code 44031; Labor Code 1198.5)

For former employees, the Superintendent or designee shall make the records available for inspection at the location where the Eden Area ROP stores the records unless a different location is mutually agreed to. If a former employee was terminated for violation of law, or an employment-related policy, involving harassment or workplace violence, the Superintendent or designee may make the personnel records available at a location other than the workplace that is within a reasonable driving distance of the former employee's residence, or provide a copy of the personnel records by mail. (Labor Code 1198.5)

If the employee has, in writing, authorized a representative, the employee may be accompanied by that representative while reviewing the employee's personnel records. The Superintendent or designee may take reasonable steps to verify the identity of a current or former employee or the employee's authorized representative. (Labor Code 1198.5)

Upon a written request from a current or former employee, or their representative, the Superintendent or designee shall provide a copy of the personnel records, at a charge not to exceed the actual cost of reproduction, no later than 30 calendar days from the date the Eden Area ROP receives the request. The deadline to provide a copy of the records may be extended to a date beyond 30 calendar days if the current or former employee, or their representative, and the Superintendent or designee agree in writing, as long as the agreed-upon date does not exceed 35 calendar days from the receipt of the written request. The Superintendent or designee shall provide any copy of a personnel file at the place described above for inspection. A former employee may receive a copy by mail if the employee reimburses the Eden Area ROP for actual postal expenses. (Labor Code 1198.5)

Records Retention

Personnel records for current and former employees shall be retained in accordance with 5 CCR 16023.

Egregious Misconduct

The Superintendent or designee shall not expunge from an employee's personnel file, nor enter into an agreement that would authorize expunging from an employee's personnel file, any documentation of a credible complaint, substantiated investigation, or discipline regarding egregious misconduct as defined in Education Code 44932. However, such documentation may be removed if, during a hearing before the Board, an arbiter, or administrative law judge, the employee prevailed, the allegations were determined to be false, not credible, or unsubstantiated, or a determination was made that the discipline was not warranted. (Education Code 44939.5)

Upon receipt of an inquiry from another Eden Area ROP, county office of education, charter school, state special school or diagnostic center operated by the California Department of Education, or private school, in regard to an applicant for employment to that entity, the Superintendent or designee shall disclose to the inquiring entity all relevant information related to any report of egregious misconduct to the Commission on Teacher Credentialing within its possession in regard to such applicant, including information in the employee's or former employee's personnel file, as specified in Education Code 44051 and 44939.5.

Regulation 4212.6: Personnel Files

Status: DRAFT

Original Adopted Date: 05/07/2020

The Superintendent or designee shall maintain personnel files for all current employees at the Eden Area Regional Occupational Program's (Eden Area ROP) office.

The Superintendent or designee shall determine the types of information to be included in personnel files, including, but not limited to, records required by law, and shall process all material to be placed in such files.

Placement of Material in Personnel Files

Any supervisor or administrator who places written material or drafts written material for placement in an employee's file shall sign the material and indicate the date of the placement.

When an employee is asked to sign any material that is to be placed in the employee's file, the employee shall be informed that the signature only signifies that the employee has read the material and does not necessarily indicate that the employee agrees with its contents.

Any request by an employee to include materials in the employee's personnel file shall be approved by the Superintendent or designee.

An employee may initiate a written reaction or response to the employee's performance evaluation. The response shall be permanently attached to the evaluation and placed in the employee's personnel file. (Education Code 44663)

Derogatory Information

Information of a derogatory nature shall not be entered into an employee's personnel file unless and until the employee is given notice and an opportunity to review and comment on that information. Such a review shall take place during normal business hours. The employee shall be released from duty for this purpose without a salary reduction. The employee may enter the employee's own comments and have them attached to the derogatory statement. (Education Code 44031)

Persons with Authorized Access

The Superintendent or designee shall maintain the confidentiality of any personnel records which, if inappropriately disclosed, would constitute an unwarranted invasion of the employee's privacy.

Access to an employee's personnel file shall be granted only to the employee or former employee, persons authorized by the employee, Eden Area ROP personnel, and others with a valid "right to know" or "need to know" who are authorized access by the Superintendent or designee.

An individual Governing Board member shall not access or be given access to an employee's or former employee's personnel files, but the Board may request pertinent information from an employee's or former employee's file in the case of a personnel action.

Additionally, an employee or former employee's personnel files shall only be disclosed to an officer or employee of an agency conducting immigration enforcement in accordance with Board Policy/Administrative Regulation 1445 - Response to Immigration Enforcement.

Any authorized reviewer shall maintain strict confidence of the contents of a personnel file. Personnel files shall be reviewed and replaced within the shortest time possible. In no case shall a personnel file be left unattended or left unsecured overnight.

File Review by Employee

Any employee or former employee wishing to inspect the employee's or former employee's personnel record shall

contact the Superintendent or designee.

Unless there is an exception as specified below, all personnel records related to the employee's or former employee's performance, including education or training records, or to any grievance concerning the employee or former employee shall be made available for inspection by the employee or former employee. Noncredentialed employees shall have access to any numerical scores obtained as a result of written examinations. (Education Code 44031; Labor Code 1198.5)

The Superintendent or designee shall not be required to make available to the employee or former employee: (Education Code 44031; Labor Code 1198.5)

1. Records related to the investigation of a possible criminal offense

2. Letters of reference

3. Ratings, reports, or records that were obtained prior to the employee's employment, prepared by identifiable examination committee members, or obtained in connection with a promotional examination

Personnel records related to the employee's, or former employee's, job performance or to any grievance concerning the employee shall be made available to the employee for inspection at reasonable intervals and at reasonable times, but not later than 30 calendar days from the date the Eden Area ROP receives a written request, unless the current or former employee, or the employee's representative, and the Superintendent or designee agree in writing to a date beyond 30 calendar days to inspect the records, and the agreed-upon date does not exceed 35 calendar days from the Eden Area ROP's receipt of the written request. (Education Code 44031; Labor Code 1198.5)

For current employees, the Superintendent or designee shall make the records available for inspection at the place where the employee reports to work, or at another mutually agreeable location. If the Superintendent or designee requires the employee to inspect the records at a location other than the place where the employee reports to work, there shall be no loss of compensation to the employee. The Superintendent or designee shall not be required to make such records available at a time when the employee is required to render services to the Eden Area ROP. (Education Code 44031; Labor Code 1198.5)

For former employees, the Superintendent or designee shall make the records available for inspection at the location where the Eden Area ROP stores the records unless a different location is mutually agreed to. If a former employee was terminated for violation of law, or an employment-related policy, involving harassment or workplace violence, the Superintendent or designee may make the personnel records available at a location other than the workplace that is within a reasonable driving distance of the former employee's residence, or provide a copy of the personnel records by mail. (Labor Code 1198.5)

If the employee has, in writing, authorized a representative, the employee may be accompanied by that representative while reviewing the employee's personnel records. The Superintendent or designee may take reasonable steps to verify the identity of a current or former employee or the employee's authorized representative. (Labor Code 1198.5)

Upon a written request from a current or former employee, or their representative, the Superintendent or designee shall provide a copy of the personnel records, at a charge not to exceed the actual cost of reproduction, no later than 30 calendar days from the date the Eden Area ROP receives the request. The deadline to provide a copy of the records may be extended to a date beyond 30 calendar days if the current or former employee, or their representative, and the Superintendent or designee agree in writing, as long as the agreed-upon date does not exceed 35 calendar days from the receipt of the written request. The Superintendent or designee shall provide any copy of a personnel file at the place described above for inspection. A former employee may receive a copy by mail if the employee reimburses the Eden Area ROP for actual postal expenses. (Labor Code 1198.5)

Records Retention

Personnel records for current and former employees shall be retained in accordance with 5 CCR 16023.

Egregious Misconduct

The Superintendent or designee shall not expunge from an employee's personnel file, nor enter into an agreement that would authorize expunging from an employee's personnel file, any documentation of a credible complaint, substantiated investigation, or discipline regarding egregious misconduct as defined in Education Code 44932. However, such documentation may be removed if, during a hearing before the Board, an arbiter, or administrative law judge, the employee prevailed, the allegations were determined to be false, not credible, or unsubstantiated, or a determination was made that the discipline was not warranted. (Education Code 44939.5)

Upon receipt of an inquiry from another Eden Area ROP, county office of education, charter school, state special school or diagnostic center operated by the California Department of Education, or private school, in regard to an applicant for employment to that entity, the Superintendent or designee shall disclose to the inquiring entity all relevant information related to any report of egregious misconduct to the Commission on Teacher Credentialing within its possession in regard to such applicant, including information in the employee's or former employee's personnel file, as specified in Education Code 44051 and 44939.5.

Regulation 4312.6: Personnel Files

Status: DRAFT

Original Adopted Date: 05/07/2020

The Superintendent or designee shall maintain personnel files for all current employees at the Eden Area Regional Occupational Program's (Eden Area ROP) office.

The Superintendent or designee shall determine the types of information to be included in personnel files, including, but not limited to, records required by law, and shall process all material to be placed in such files.

Placement of Material in Personnel Files

Any supervisor or administrator who places written material or drafts written material for placement in an employee's file shall sign the material and indicate the date of the placement.

When an employee is asked to sign any material that is to be placed in the employee's file, the employee shall be informed that the signature only signifies that the employee has read the material and does not necessarily indicate that the employee agrees with its contents.

Any request by an employee to include materials in the employee's personnel file shall be approved by the Superintendent or designee.

An employee may initiate a written reaction or response to the employee's performance evaluation. The response shall be permanently attached to the evaluation and placed in the employee's personnel file. (Education Code 44663)

Derogatory Information

Information of a derogatory nature shall not be entered into an employee's personnel file unless and until the employee is given notice and an opportunity to review and comment on that information. Such a review shall take place during normal business hours. The employee shall be released from duty for this purpose without a salary reduction. The employee may enter the employee's own comments and have them attached to the derogatory statement. (Education Code 44031)

Persons with Authorized Access

The Superintendent or designee shall maintain the confidentiality of any personnel records which, if inappropriately disclosed, would constitute an unwarranted invasion of the employee's privacy.

Access to an employee's personnel file shall be granted only to the employee or former employee, persons authorized by the employee, Eden Area ROP personnel, and others with a valid "right to know" or "need to know" who are authorized access by the Superintendent or designee.

An individual Governing Board member shall not access or be given access to an employee's or former employee's personnel files, but the Board may request pertinent information from an employee's or former employee's file in the case of a personnel action.

Additionally, an employee or former employee's personnel files shall only be disclosed to an officer or employee of an agency conducting immigration enforcement in accordance with Board Policy/Administrative Regulation 1445 - Response to Immigration Enforcement.

Any authorized reviewer shall maintain strict confidence of the contents of a personnel file. Personnel files shall be reviewed and replaced within the shortest time possible. In no case shall a personnel file be left unattended or left unsecured overnight.

File Review by Employee

Any employee or former employee wishing to inspect the employee's or former employee's personnel record shall

contact the Superintendent or designee.

Unless there is an exception as specified below, all personnel records related to the employee's or former employee's performance, including education or training records, or to any grievance concerning the employee or former employee shall be made available for inspection by the employee or former employee. Noncredentialed employees shall have access to any numerical scores obtained as a result of written examinations. (Education Code 44031; Labor Code 1198.5)

The Superintendent or designee shall not be required to make available to the employee or former employee: (Education Code 44031; Labor Code 1198.5)

1. Records related to the investigation of a possible criminal offense

2. Letters of reference

3. Ratings, reports, or records that were obtained prior to the employee's employment, prepared by identifiable examination committee members, or obtained in connection with a promotional examination

Personnel records related to the employee's, or former employee's, job performance or to any grievance concerning the employee shall be made available to the employee for inspection at reasonable intervals and at reasonable times, but not later than 30 calendar days from the date the Eden Area ROP receives a written request, unless the current or former employee, or the employee's representative, and the Superintendent or designee agree in writing to a date beyond 30 calendar days to inspect the records, and the agreed-upon date does not exceed 35 calendar days from the Eden Area ROP's receipt of the written request. (Education Code 44031; Labor Code 1198.5)

For current employees, the Superintendent or designee shall make the records available for inspection at the place where the employee reports to work, or at another mutually agreeable location. If the Superintendent or designee requires the employee to inspect the records at a location other than the place where the employee reports to work, there shall be no loss of compensation to the employee. The Superintendent or designee shall not be required to make such records available at a time when the employee is required to render services to the Eden Area ROP. (Education Code 44031; Labor Code 1198.5)

For former employees, the Superintendent or designee shall make the records available for inspection at the location where the Eden Area ROP stores the records unless a different location is mutually agreed to. If a former employee was terminated for violation of law, or an employment-related policy, involving harassment or workplace violence, the Superintendent or designee may make the personnel records available at a location other than the workplace that is within a reasonable driving distance of the former employee's residence, or provide a copy of the personnel records by mail. (Labor Code 1198.5)

If the employee has, in writing, authorized a representative, the employee may be accompanied by that representative while reviewing the employee's personnel records. The Superintendent or designee may take reasonable steps to verify the identity of a current or former employee or the employee's authorized representative. (Labor Code 1198.5)

Upon a written request from a current or former employee, or their representative, the Superintendent or designee shall provide a copy of the personnel records, at a charge not to exceed the actual cost of reproduction, no later than 30 calendar days from the date the Eden Area ROP receives the request. The deadline to provide a copy of the records may be extended to a date beyond 30 calendar days if the current or former employee, or their representative, and the Superintendent or designee agree in writing, as long as the agreed-upon date does not exceed 35 calendar days from the receipt of the written request. The Superintendent or designee shall provide any copy of a personnel file at the place described above for inspection. A former employee may receive a copy by mail if the employee reimburses the Eden Area ROP for actual postal expenses. (Labor Code 1198.5)

Records Retention

Personnel records for current and former employees shall be retained in accordance with 5 CCR 16023.

Egregious Misconduct

The Superintendent or designee shall not expunge from an employee's personnel file, nor enter into an agreement that would authorize expunging from an employee's personnel file, any documentation of a credible complaint, substantiated investigation, or discipline regarding egregious misconduct as defined in Education Code 44932. However, such documentation may be removed if, during a hearing before the Board, an arbiter, or administrative law judge, the employee prevailed, the allegations were determined to be false, not credible, or unsubstantiated, or a determination was made that the discipline was not warranted. (Education Code 44939.5)

Upon receipt of an inquiry from another Eden Area ROP, county office of education, charter school, state special school or diagnostic center operated by the California Department of Education, or private school, in regard to an applicant for employment to that entity, the Superintendent or designee shall disclose to the inquiring entity all relevant information related to any report of egregious misconduct to the Commission on Teacher Credentialing within its possession in regard to such applicant, including information in the employee's or former employee's personnel file, as specified in Education Code 44051 and 44939.5.

Policy 4112.9: Employee Notifications

Status: DRAFT

Original Adopted Date: 05/07/2020 **| Last Revised Date:** 03/03/2022

The Governing Board believes that providing clear communications to staff is essential to establishing a professional, positive work environment and enhancing job performance. The Superintendent or designee shall provide Eden Area Regional Occupational Program (Eden Area ROP) employees all notifications required by law and any other notifications the Superintendent or designee believes will promote staff knowledge of the Eden Area ROP's policies, programs, activities, and operations.

When required by law, Board policy, or administrative regulation, Eden Area ROP employees shall be asked to sign an acknowledgment indicating receipt of the notification. Such acknowledgments shall be retained in each employee's personnel file.

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When required by law, Board policy, or administrative regulation, Eden Area ROP employees shall be asked to sign an acknowledgment indicating receipt of the notification. Such acknowledgments shall be retained in each employee's personnel file.

Exhibit 4112.9-E(1): Employee Notifications

Status: DRAFT

Original Adopted Date: 03/03/2022 | **Last Revised Date:** 10/02/2025 | **Last Reviewed Date:** 10/02/2025

This exhibit is a non-exhaustive list of notices that the law explicitly requires be provided to employees. Other notices may exist and be identified in the future.

I. To All Employees

When/Whom to Notify: At the beginning of school year or upon employment
Education or Other Legal Code: Education Code 231.5, Government Code 12950
Board Policy/Administrative Regulation #: AR 4119.11/4219.11/4319.11
Subject: The district's policy on sexual harassment, legal remedies, complaints

When/Whom to Notify: Annually and 72 hours before pesticide application
Education or Other Legal Code: Education Code 17612
Board Policy/Administrative Regulation #: AR 3514.2
Subject: Use of pesticide products, active ingredients, internet address to access information on pesticides

When/Whom to Notify: When the school confirms the presence of immigration enforcement on the school site
Education or Other Legal Code: Education Code 32282
Board Policy/Administrative Regulation #: AR 0450, AR 1445
Subject: Presence of immigration enforcement on school site

When/Whom to Notify: Annually
Education or Other Legal Code: Education Code 49013; 5 CCR 4622
Board Policy/Administrative Regulation #: AR 1312.3, BP 0460, BP 3260
Subject: Uniform complaint procedures, appeals, civil law remedies, coordinator, complaints about student fees

When/Whom to Notify: Annually
Education or Other Legal Code: Education Code 49414
Board Policy/Administrative Regulation #: AR 5141.21
Subject: Request for volunteers to be trained to administer emergency epinephrine delivery systems

When/Whom to Notify: At least once per school year
Education or Other Legal Code: Education Code 49414.7
Board Policy/Administrative Regulation #: AR 5141.21
Subject: Request for volunteers to be trained to administer stock albuterol inhalers

When/Whom to Notify: At least once per year
Education or Other Legal Code: Education Code 49414.3
Board Policy/Administrative Regulation #: AR 5141.21
Subject: Request for volunteers to be trained to administer opioid antagonist

When/Whom to Notify: To all employees
Education or Other Legal Code: Government Code 1126
Board Policy/Administrative Regulation #: BP 4136/4236/4336
Subject: Prohibition of activities that are inconsistent, incompatible, in conflict with, or inimical to duties; discipline; appeal

When/Whom to Notify: To all employees
Education or Other Legal Code: Government Code 8355; 41 USC 8102; 34 CFR 84.205, 84.210
Board Policy/Administrative Regulation #: BP 4020, BP 4159/4259/4359
Subject: District's drug- and alcohol-free workplace; actions that will be taken if violated; available employee assistance programs

When/Whom to Notify: Upon employment
Education or Other Legal Code: Government Code 21029
Board Policy/Administrative Regulation #: None
Subject: Right to purchase PERS service credit for military service performed prior to public employment

When/Whom to Notify: Upon placement of automated external defibrillator (AED) in school, annually thereafter
Education or Other Legal Code: Health and Safety Code 1797.196
Board Policy/Administrative Regulation #: AR 5141
Subject: Proper use of AED; location of all AEDs on campus, sudden cardiac arrest, school's emergency response plan

When/Whom to Notify: Annually, or more frequently if there is new information
Education or Other Legal Code: Health and Safety Code 120875, 120880
Board Policy/Administrative Regulation #: BP 4119.43/4219.43/4319.43
Subject: AIDS and hepatitis B, methods to prevent exposure

When/Whom to Notify: To new employees upon hire, all employees annually and upon request, in districts with 25 or more employees
Education or Other Legal Code: Government Code 12945.8
Board Policy/Administrative Regulation #: AR 4161.2/4261.2/4361.2
Subject: Rights pursuant to Government Code 12945.8 pertaining to leaves and accommodations for victims of qualifying act of violence

When/Whom to Notify: With each paycheck
Education or Other Legal Code: Labor Code 246
Board Policy/Administrative Regulation #: AR 4161.1/4261.1/4361.1
Subject: Amount of sick leave available

When/Whom to Notify: Upon hire, in employee handbook, and upon request for parental leave
Education or Other Legal Code: Labor Code 1034
Board Policy/Administrative Regulation #: BP 4033
Subject: The district's policy on lactation accommodation

When/Whom to Notify: To covered employees and former employees
Education or Other Legal Code: Labor Code 2800.2
Board Policy/Administrative Regulation #: AR 4154/4254/4354
Subject: Availability of COBRA/Cal-COBRA continuation and conversion coverage; statement encouraging careful examination of options before declining coverage

When/Whom to Notify: To employees participating in a flexible spending account
Education or Other Legal Code: Labor Code 2810.7
Board Policy/Administrative Regulation #: None
Subject: Deadline to withdraw funds from account before the end of the plan year

When/Whom to Notify: Post and keep posted in a conspicuous location frequented by employees where the notice may be easily read by employees during the hours of the workday
Education or Other Legal Code: Labor Code 3550
Board Policy/Administrative Regulation #: AR 4157.1
Subject: Current compensation insurance carrier of the employer, or when appropriate, statement that the employer is self-insured, and who is responsible for claims adjustment

When/Whom to Notify: To every new employee, either at the time employee is hired or by end of first pay period
Education or Other Legal Code: Labor Code 3551
Board Policy/Administrative Regulation #: AR 4157.1/4257.1/4357.1
Subject: Workers' compensation benefits, how to obtain medical care, role of primary physician, form for reporting

personal physician/chiropractor

When/Whom to Notify: Prior to beginning employment or volunteering
Education or Other Legal Code: Penal Code 11165.7, 11166.5
Board Policy/Administrative Regulation #: AR 5141.4
Subject: Status as a mandated reporter of child abuse, reporting obligations, confidentiality rights, copy of law

When/Whom to Notify: Upon employment and when leaving work due to pregnancy or nonoccupational sickness or injury
Education or Other Legal Code: Unemployment Insurance Code 2613
Board Policy/Administrative Regulation #: AR 4154/4254/4354
Subject: Disability insurance rights and benefits

When/Whom to Notify: To principal, counselor who directly supervises or reports on student's behavior or progress, and teacher and other administrators who directly supervise or report on student's behavior or progress when the Superintendent or designee believes the employee needs the information for the protection of self or others when working with the student, when Superintendent or designee receives written notification that minor student has committed a felony or misdemeanor involving specified offenses
Education or Other Legal Code: Welfare and Institutions Code 827
Board Policy/Administrative Regulation #: AR 4158/4258/4358
Subject: Limited exception to juvenile court record confidentiality to ensure rehabilitation of juvenile criminal offenders and protect students and staff

When/Whom to Notify: To all employees and job applicants
Education or Other Legal Code: 2 CCR 11023; 34 CFR 104.8, 106.8,
Board Policy/Administrative Regulation #: BP 0410, AR 4030
Subject: District's policy on nondiscrimination and related complaint procedures

When/Whom to Notify: To all employees via employee handbook, or to each new employee
Education or Other Legal Code: 2 CCR 11091, 11095; 29 CFR 825.300
Board Policy/Administrative Regulation #: AR 4161.8/4261.8/4361.8
Subject: Benefits through Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA); obligation to provide 30 days' notice of need for leave when possible

When/Whom to Notify: Post and keep posted on premises or via electronic posting, in conspicuous places where employees are employed
Education or Other Legal Code: 2 CCR 11095
Board Policy/Administrative Regulation #: AR 4161.8/4261.8/4361.8
Subject: A notice explaining the CFRA’s provisions and procedures for filing complaints of violations of the Act with the Civil Rights Department.

When/Whom to Notify: To all employees
Education or Other Legal Code: 8 CCR 3203
Board Policy/Administrative Regulation #: AR 4157/4257/4357
Subject: The right and procedure to access the injury and illness prevention program

When/Whom to Notify: To all employees
Education or Other Legal Code: 34 CFR 106.8
Board Policy/Administrative Regulation #: AR 4119.11/4219.11/4319.11
Subject: Nondiscrimination on the basis of sex; contact information for district's Title IX Coordinator; referral of inquiries to Title IX Coordinator and/or Office for Civil Rights

When/Whom to Notify: Annually
Education or Other Legal Code: 40 CFR 763.84, 763.93
Board Policy/Administrative Regulation #: AR 3514

Subject: Availability of asbestos management plan; any inspections, response actions or post-response actions planned or in progress

When/Whom to Notify: Prior to the beginning of school year or upon employment
Education or Other Legal Code: 20 USC 2354; 34 CFR 100 Appendix B, 104.8
Board Policy/Administrative Regulation #: AR 6178
Subject: All career and technical education opportunities are offered without regard to race, color, national origin, sex, or disability in accordance with 34 CFR 100

II. To Certificated Employees

When/Whom to Notify: Prominently display in location frequented by certificated employees who serve students in any of grades 7-12
Education or Other Legal Code: Education Code 234.1
Board Policy/Administrative Regulation #: BP 5145.3
Subject: Information on existing school site and community resources related to the support of students who may face bias or bullying

When/Whom to Notify: To eligible certificated employees in a timely manner, and to part-time and substitute certificated employees within 30 days of hire
Education or Other Legal Code: Education Code 22455.5
Board Policy/Administrative Regulation #: AR 4121
Subject: Criteria for membership in retirement system; right to elect membership at any time

When/Whom to Notify: Upon employment of a retired certificated individual
Education or Other Legal Code: Education Code 22461
Board Policy/Administrative Regulation #: AR 4117.14/4317.14
Subject: Postretirement earnings limitation or employment restriction; monthly report of compensation

When/Whom to Notify: To certificated employees
Education or Other Legal Code: Education Code 35171
Board Policy/Administrative Regulation #: AR 4115, BP 4315
Subject: District regulations related to performance evaluations

When/Whom to Notify: 30 days before last day of school year for instructional staff, or by June 30 for noninstructional certificated staff, in any year in which employee is evaluated
Education or Other Legal Code: Education Code 44663
Board Policy/Administrative Regulation #: AR 4115
Subject: Copy of employee's evaluation

When/Whom to Notify: By May 30, if district elects to issue reemployment notices to certificated employees
Education or Other Legal Code: Education Code 44842
Board Policy/Administrative Regulation #: AR 4112.1
Subject: Request that the employee notify district of intent to remain in service next year

When/Whom to Notify: To probationary and temporary certificated employees upon employment and every July thereafter
Education or Other Legal Code: Education Code 44916
Board Policy/Administrative Regulation #: AR 4112.1, AR 4121
Subject: Employment status and salary

When/Whom to Notify: When certificated employee is subject to disciplinary action for cause, at any time of year or, for charge of unsatisfactory performance, during instructional year
Education or Other Legal Code: Education Code 44934, 44934.1, 44936
Board Policy/Administrative Regulation #: BP/AR 4118

Subject: Notice of charges, procedures, and employee rights; intent to dismiss or suspend 30 days after notice

When/Whom to Notify: To certificated employee charged with unprofessional conduct, at least 45 days prior to suspension/dismissal notice
Education or Other Legal Code: Education Code 44938
Board Policy/Administrative Regulation #: BP 4118
Subject: Notice of deficiency and opportunity to correct

When/Whom to Notify: To certificated employee charged with unsatisfactory performance, at least 90 days prior to suspension/dismissal notice or prior to last quarter of school year
Education or Other Legal Code: Education Code 44938
Board Policy/Administrative Regulation #: BP 4118
Subject: Notice of deficiency and opportunity to correct

When/Whom to Notify: To certificated employee charged with mandatory leave of absence offense, within 10 days of entry of judgment in proceedings
Education or Other Legal Code: Education Code 44940.5
Board Policy/Administrative Regulation #: AR 4118
Subject: Notice of intent to dismiss 30 days from notice unless employee demands hearing

When/Whom to Notify: Before the end of the school year to temporary employee who served 75 percent of school year but will be released
Education or Other Legal Code: Education Code 44954
Board Policy/Administrative Regulation #: BP 4121
Subject: District's decision not to reelect employee for following school year

When/Whom to Notify: To teacher, when a student engages in or is reasonably suspected of specified acts
Education or Other Legal Code: Education Code 49079
Board Policy/Administrative Regulation #: AR 4158/4258/4358
Subject: Student has committed specified act that constitutes ground for suspension or expulsion

When/Whom to Notify: To teacher of a student who is suspended or expelled, when Superintendent or designee receives transfer student's record regarding acts that resulted in suspension or expulsion
Education or Other Legal Code: Education Code 48201
Board Policy/Administrative Regulation #: AR 4158/4258/4358
Subject: Student has committed specified act that constitutes ground for suspension or expulsion

When/Whom to Notify: To certificated employee upon change in employment status due to alleged misconduct
Education or Other Legal Code: 5 CCR 80303
Board Policy/Administrative Regulation #: AR 4117.7/4317.7
Subject: Contents of state regulation regarding report to Commission on Teacher Credentialing

III. To Classified Employees

When/Whom to Notify: When a classified employee is subject to disciplinary action for cause, in a nonmerit district
Education or Other Legal Code: Education Code 45113
Board Policy/Administrative Regulation #: AR 4218
Subject: Notice of charges, right to hearing, timeline for requesting hearing

When/Whom to Notify: By March 15, when laid off due to lack of work or lack of funds, with final notice by May 15
Education or Other Legal Code: Education Code 45117
Board Policy/Administrative Regulation #: AR 4217.3
Subject: Notice of layoff, displacement and reemployment rights, right to hearing; final notice of Board decision regarding termination

When/Whom to Notify: At least 60 days prior to the effective date of layoff, if the employee's position must be eliminated due to the expiration of a specially funded program
Education or Other Legal Code: Education Code 45117
Board Policy/Administrative Regulation #: AR 4217.3
Subject: Notice of layoff date, displacement and reemployment rights

When/Whom to Notify: Upon employment and upon each change in classification
Education or Other Legal Code: Education Code 45169
Board Policy/Administrative Regulation #: AR 4212
Subject: Employee's class specification, salary data, assignment or work location, duty hours, prescribed workweek

When/Whom to Notify: To permanent employee whose leave is exhausted
Education or Other Legal Code: Education Code 45192, 45195
Board Policy/Administrative Regulation #: AR 4261.1, AR 4261.11
Subject: Exhaustion of leave, opportunity to request additional leave

IV. To Administrative/Supervisory Personnel

When/Whom to Notify: To superintendent, deputy, associate, or assistant superintendent or senior manager of classified service, at least 45 days before expiration of contract
Education or Other Legal Code: Education Code 35031
Board Policy/Administrative Regulation #: BP 2121, BP 4312.1
Subject: Decision not to reelect or reemploy upon expiration of contract or term

When/Whom to Notify: Upon request by administrative or supervisory employee transferred to teaching position
Education or Other Legal Code: Education Code 44896
Board Policy/Administrative Regulation #: AR 4313.2
Subject: Statement of the reasons for the reassignment

When/Whom to Notify: By March 15 to employee who may be released/reassigned the following school year
Education or Other Legal Code: Education Code 44951
Board Policy/Administrative Regulation #: AR 4313.2
Subject: Notice that employee may be released or reassigned the following school year

V. To Individual Employees Under Special Circumstances

When/Whom to Notify: In the event of a breach of security of district records to affected employees
Education or Other Legal Code: Civil Code 1798.29
Board Policy/Administrative Regulation #: BP 3580
Subject: Types of records affected, date of breach, description of incident, and, as applicable, contact information for credit reporting agencies

When/Whom to Notify: Prior to placing derogatory information in personnel file
Education or Other Legal Code: Education Code 44031
Board Policy/Administrative Regulation #: AR 4112.6/4212.6/4312.6
Subject: Notice of derogatory information, opportunity to review and comment

When/Whom to Notify: To employees who volunteer to administer emergency epinephrine delivery systems
Education or Other Legal Code: Education Code 49414
Board Policy/Administrative Regulation #: AR 5141.21
Subject: Defense and indemnification from civil liability by the district

When/Whom to Notify: To district police officer, within 30 days of decision to impose discipline
Education or Other Legal Code: Government Code 3304
Board Policy/Administrative Regulation #: AR 3515.3

Subject: Decision to impose discipline, including the date that discipline will be imposed

When/Whom to Notify: New employees upon hire, to all employees annually, at any time upon request, and any time an employee informs an employer that the employee or the employee's family member is a victim
Education or Other Legal Code: Government Code 12945.8
Board Policy/Administrative Regulation #: AR 4158/4258/4358
Subject: Accommodations and leave for victims of a qualifying act of violence

When/Whom to Notify: To employee returning from military leave of absence, within 30 days of return
Education or Other Legal Code: Government Code 20997
Board Policy/Administrative Regulation #: AR 4161.5/4261.5/4361.5
Subject: Right to receive PERS service credit for military service; application form

When/Whom to Notify: 24 hours before Board meets in closed session to hear complaints or charges against employee
Education or Other Legal Code: Government Code 54957
Board Policy/Administrative Regulation #: BB 9321
Subject: Employee's right to have complaints/charges heard in open session

When/Whom to Notify: When taking disciplinary action against employee for disclosure of confidential information
Education or Other Legal Code: Government Code 54963
Board Policy/Administrative Regulation #: BP 4119.23/4219.23/4319.23
Subject: Law prohibiting disclosure of confidential information obtained in closed session

When/Whom to Notify: Within one working day of work-related injury or victimization of crime
Education or Other Legal Code: Labor Code 3553, 5401
Board Policy/Administrative Regulation #: AR 4157.1/4257.1/4357.1
Subject: Potential eligibility for workers' compensation benefits, claim form

When/Whom to Notify: When adverse employment action is based on DOJ criminal history information or subsequent arrest notification
Education or Other Legal Code: Penal Code 11105, 11105.2
Board Policy/Administrative Regulation #: AR 4112.5/4212.5/4312.5
Subject: Copy of DOJ notification

When/Whom to Notify: To any employee with exposure to blood or potentially infectious materials, upon initial employment and at least annually thereafter
Education or Other Legal Code: 8 CCR 3204
Board Policy/Administrative Regulation #: AR 4119.42/4219.42/4319.42
Subject: The existence, location, and availability of exposure and medical records; person responsible for maintaining and providing access to records; right to access records

When/Whom to Notify: To any employee who may be exposed to hazardous substances in the work area, upon initial assignment and when new hazard is introduced into work area
Education or Other Legal Code: 8 CCR 5194
Board Policy/Administrative Regulation #: AR 3514.1
Subject: Requirements of 8 CCR 5194, including any presence of hazardous substances in the work area, location and availability of hazard communication program, new material safety data sheet, employee rights

When/Whom to Notify: To employee eligible for military leave
Education or Other Legal Code: 38 USC 4334
Board Policy/Administrative Regulation #: AR 4161.5/4261.5/4361.5
Subject: Notice of rights, benefits, and obligations under military leave

When/Whom to Notify: Within five business days of employee's request for family care and medical leave, receipt of

supporting information, or district's knowledge that the requested leave may qualify as FMLA leave
Education or Other Legal Code: 29 CFR 825.300; 2 CCR 11049, 11091
Board Policy/Administrative Regulation #: AR 4161.8/4261.8/4361.8
Subject: Designation of leave as FMLA or non-FMLA; if not eligible, reason not eligible; requirement to use paid leave; any requirement for fitness-for-duty certification; any subsequent changes in designation notice

When/Whom to Notify: Whenever notice of eligibility for FMLA is provided to employee
Education or Other Legal Code: 29 CFR 825.300
Board Policy/Administrative Regulation #: AR 4161.8/4261.8/4361.8
Subject: Rights and responsibilities regarding use of FMLA; consequences of failure to meet obligations

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Exhibit 4212.9-E(1): Employee Notifications

Status: DRAFT

Original Adopted Date: 03/03/2022 | **Last Revised Date:** 10/02/2025 | **Last Reviewed Date:** 10/02/2025

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Board Policy/Administrative Regulation #: AR 0450, AR 1445
Subject: Presence of immigration enforcement on school site

When/Whom to Notify: Annually
Education or Other Legal Code: Education Code 49013; 5 CCR 4622
Board Policy/Administrative Regulation #: AR 1312.3, BP 0460, BP 3260
Subject: Uniform complaint procedures, appeals, civil law remedies, coordinator, complaints about student fees

When/Whom to Notify: Annually
Education or Other Legal Code: Education Code 49414
Board Policy/Administrative Regulation #: AR 5141.21
Subject: Request for volunteers to be trained to administer emergency epinephrine delivery systems

When/Whom to Notify: At least once per school year
Education or Other Legal Code: Education Code 49414.7
Board Policy/Administrative Regulation #: AR 5141.21
Subject: Request for volunteers to be trained to administer stock albuterol inhalers

When/Whom to Notify: At least once per year
Education or Other Legal Code: Education Code 49414.3
Board Policy/Administrative Regulation #: AR 5141.21
Subject: Request for volunteers to be trained to administer opioid antagonist

When/Whom to Notify: To all employees
Education or Other Legal Code: Government Code 1126
Board Policy/Administrative Regulation #: BP 4136/4236/4336
Subject: Prohibition of activities that are inconsistent, incompatible, in conflict with, or inimical to duties; discipline; appeal

When/Whom to Notify: To all employees
Education or Other Legal Code: Government Code 8355; 41 USC 8102; 34 CFR 84.205, 84.210
Board Policy/Administrative Regulation #: BP 4020, BP 4159/4259/4359
Subject: District's drug- and alcohol-free workplace; actions that will be taken if violated; available employee assistance programs

When/Whom to Notify: Upon employment
Education or Other Legal Code: Government Code 21029
Board Policy/Administrative Regulation #: None
Subject: Right to purchase PERS service credit for military service performed prior to public employment

When/Whom to Notify: Upon placement of automated external defibrillator (AED) in school, annually thereafter
Education or Other Legal Code: Health and Safety Code 1797.196
Board Policy/Administrative Regulation #: AR 5141
Subject: Proper use of AED; location of all AEDs on campus, sudden cardiac arrest, school's emergency response plan

When/Whom to Notify: Annually, or more frequently if there is new information
Education or Other Legal Code: Health and Safety Code 120875, 120880
Board Policy/Administrative Regulation #: BP 4119.43/4219.43/4319.43
Subject: AIDS and hepatitis B, methods to prevent exposure

When/Whom to Notify: To new employees upon hire, all employees annually and upon request, in districts with 25 or more employees
Education or Other Legal Code: Government Code 12945.8
Board Policy/Administrative Regulation #: AR 4161.2/4261.2/4361.2
Subject: Rights pursuant to Government Code 12945.8 pertaining to leaves and accommodations for victims of qualifying act of violence

When/Whom to Notify: With each paycheck
Education or Other Legal Code: Labor Code 246
Board Policy/Administrative Regulation #: AR 4161.1/4261.1/4361.1
Subject: Amount of sick leave available

When/Whom to Notify: Upon hire, in employee handbook, and upon request for parental leave
Education or Other Legal Code: Labor Code 1034
Board Policy/Administrative Regulation #: BP 4033
Subject: The district's policy on lactation accommodation

When/Whom to Notify: To covered employees and former employees
Education or Other Legal Code: Labor Code 2800.2
Board Policy/Administrative Regulation #: AR 4154/4254/4354
Subject: Availability of COBRA/Cal-COBRA continuation and conversion coverage; statement encouraging careful examination of options before declining coverage

When/Whom to Notify: To employees participating in a flexible spending account
Education or Other Legal Code: Labor Code 2810.7
Board Policy/Administrative Regulation #: None
Subject: Deadline to withdraw funds from account before the end of the plan year

When/Whom to Notify: Post and keep posted in a conspicuous location frequented by employees where the notice may be easily read by employees during the hours of the workday
Education or Other Legal Code: Labor Code 3550
Board Policy/Administrative Regulation #: AR 4157.1
Subject: Current compensation insurance carrier of the employer, or when appropriate, statement that the employer is self-insured, and who is responsible for claims adjustment

When/Whom to Notify: To every new employee, either at the time employee is hired or by end of first pay period
Education or Other Legal Code: Labor Code 3551
Board Policy/Administrative Regulation #: AR 4157.1/4257.1/4357.1
Subject: Workers' compensation benefits, how to obtain medical care, role of primary physician, form for reporting

personal physician/chiropractor

When/Whom to Notify: Prior to beginning employment or volunteering
Education or Other Legal Code: Penal Code 11165.7, 11166.5
Board Policy/Administrative Regulation #: AR 5141.4
Subject: Status as a mandated reporter of child abuse, reporting obligations, confidentiality rights, copy of law

When/Whom to Notify: Upon employment and when leaving work due to pregnancy or nonoccupational sickness or injury
Education or Other Legal Code: Unemployment Insurance Code 2613
Board Policy/Administrative Regulation #: AR 4154/4254/4354
Subject: Disability insurance rights and benefits

When/Whom to Notify: To principal, counselor who directly supervises or reports on student's behavior or progress, and teacher and other administrators who directly supervise or report on student's behavior or progress when the Superintendent or designee believes the employee needs the information for the protection of self or others when working with the student, when Superintendent or designee receives written notification that minor student has committed a felony or misdemeanor involving specified offenses
Education or Other Legal Code: Welfare and Institutions Code 827
Board Policy/Administrative Regulation #: AR 4158/4258/4358
Subject: Limited exception to juvenile court record confidentiality to ensure rehabilitation of juvenile criminal offenders and protect students and staff

When/Whom to Notify: To all employees and job applicants
Education or Other Legal Code: 2 CCR 11023; 34 CFR 104.8, 106.8,
Board Policy/Administrative Regulation #: BP 0410, AR 4030
Subject: District's policy on nondiscrimination and related complaint procedures

When/Whom to Notify: To all employees via employee handbook, or to each new employee
Education or Other Legal Code: 2 CCR 11091, 11095; 29 CFR 825.300
Board Policy/Administrative Regulation #: AR 4161.8/4261.8/4361.8
Subject: Benefits through Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA); obligation to provide 30 days' notice of need for leave when possible

When/Whom to Notify: Post and keep posted on premises or via electronic posting, in conspicuous places where employees are employed
Education or Other Legal Code: 2 CCR 11095
Board Policy/Administrative Regulation #: AR 4161.8/4261.8/4361.8
Subject: A notice explaining the CFRA’s provisions and procedures for filing complaints of violations of the Act with the Civil Rights Department.

When/Whom to Notify: To all employees
Education or Other Legal Code: 8 CCR 3203
Board Policy/Administrative Regulation #: AR 4157/4257/4357
Subject: The right and procedure to access the injury and illness prevention program

When/Whom to Notify: To all employees
Education or Other Legal Code: 34 CFR 106.8
Board Policy/Administrative Regulation #: AR 4119.11/4219.11/4319.11
Subject: Nondiscrimination on the basis of sex; contact information for district's Title IX Coordinator; referral of inquiries to Title IX Coordinator and/or Office for Civil Rights

When/Whom to Notify: Annually
Education or Other Legal Code: 40 CFR 763.84, 763.93
Board Policy/Administrative Regulation #: AR 3514

Subject: Availability of asbestos management plan; any inspections, response actions or post-response actions planned or in progress

When/Whom to Notify: Prior to the beginning of school year or upon employment
Education or Other Legal Code: 20 USC 2354; 34 CFR 100 Appendix B, 104.8
Board Policy/Administrative Regulation #: AR 6178
Subject: All career and technical education opportunities are offered without regard to race, color, national origin, sex, or disability in accordance with 34 CFR 100

II. To Certificated Employees

When/Whom to Notify: Prominently display in location frequented by certificated employees who serve students in any of grades 7-12
Education or Other Legal Code: Education Code 234.1
Board Policy/Administrative Regulation #: BP 5145.3
Subject: Information on existing school site and community resources related to the support of students who may face bias or bullying

When/Whom to Notify: To eligible certificated employees in a timely manner, and to part-time and substitute certificated employees within 30 days of hire
Education or Other Legal Code: Education Code 22455.5
Board Policy/Administrative Regulation #: AR 4121
Subject: Criteria for membership in retirement system; right to elect membership at any time

When/Whom to Notify: Upon employment of a retired certificated individual
Education or Other Legal Code: Education Code 22461
Board Policy/Administrative Regulation #: AR 4117.14/4317.14
Subject: Postretirement earnings limitation or employment restriction; monthly report of compensation

When/Whom to Notify: To certificated employees
Education or Other Legal Code: Education Code 35171
Board Policy/Administrative Regulation #: AR 4115, BP 4315
Subject: District regulations related to performance evaluations

When/Whom to Notify: 30 days before last day of school year for instructional staff, or by June 30 for noninstructional certificated staff, in any year in which employee is evaluated
Education or Other Legal Code: Education Code 44663
Board Policy/Administrative Regulation #: AR 4115
Subject: Copy of employee's evaluation

When/Whom to Notify: By May 30, if district elects to issue reemployment notices to certificated employees
Education or Other Legal Code: Education Code 44842
Board Policy/Administrative Regulation #: AR 4112.1
Subject: Request that the employee notify district of intent to remain in service next year

When/Whom to Notify: To probationary and temporary certificated employees upon employment and every July thereafter
Education or Other Legal Code: Education Code 44916
Board Policy/Administrative Regulation #: AR 4112.1, AR 4121
Subject: Employment status and salary

When/Whom to Notify: When certificated employee is subject to disciplinary action for cause, at any time of year or, for charge of unsatisfactory performance, during instructional year
Education or Other Legal Code: Education Code 44934, 44934.1, 44936
Board Policy/Administrative Regulation #: BP/AR 4118

Subject: Notice of charges, procedures, and employee rights; intent to dismiss or suspend 30 days after notice

When/Whom to Notify: To certificated employee charged with unprofessional conduct, at least 45 days prior to suspension/dismissal notice
Education or Other Legal Code: Education Code 44938
Board Policy/Administrative Regulation #: BP 4118
Subject: Notice of deficiency and opportunity to correct

When/Whom to Notify: To certificated employee charged with unsatisfactory performance, at least 90 days prior to suspension/dismissal notice or prior to last quarter of school year
Education or Other Legal Code: Education Code 44938
Board Policy/Administrative Regulation #: BP 4118
Subject: Notice of deficiency and opportunity to correct

When/Whom to Notify: To certificated employee charged with mandatory leave of absence offense, within 10 days of entry of judgment in proceedings
Education or Other Legal Code: Education Code 44940.5
Board Policy/Administrative Regulation #: AR 4118
Subject: Notice of intent to dismiss 30 days from notice unless employee demands hearing

When/Whom to Notify: Before the end of the school year to temporary employee who served 75 percent of school year but will be released
Education or Other Legal Code: Education Code 44954
Board Policy/Administrative Regulation #: BP 4121
Subject: District's decision not to reelect employee for following school year

When/Whom to Notify: To teacher, when a student engages in or is reasonably suspected of specified acts
Education or Other Legal Code: Education Code 49079
Board Policy/Administrative Regulation #: AR 4158/4258/4358
Subject: Student has committed specified act that constitutes ground for suspension or expulsion

When/Whom to Notify: To teacher of a student who is suspended or expelled, when Superintendent or designee receives transfer student's record regarding acts that resulted in suspension or expulsion
Education or Other Legal Code: Education Code 48201
Board Policy/Administrative Regulation #: AR 4158/4258/4358
Subject: Student has committed specified act that constitutes ground for suspension or expulsion

When/Whom to Notify: To certificated employee upon change in employment status due to alleged misconduct
Education or Other Legal Code: 5 CCR 80303
Board Policy/Administrative Regulation #: AR 4117.7/4317.7
Subject: Contents of state regulation regarding report to Commission on Teacher Credentialing

III. To Classified Employees

When/Whom to Notify: When a classified employee is subject to disciplinary action for cause, in a nonmerit district
Education or Other Legal Code: Education Code 45113
Board Policy/Administrative Regulation #: AR 4218
Subject: Notice of charges, right to hearing, timeline for requesting hearing

When/Whom to Notify: By March 15, when laid off due to lack of work or lack of funds, with final notice by May 15
Education or Other Legal Code: Education Code 45117
Board Policy/Administrative Regulation #: AR 4217.3
Subject: Notice of layoff, displacement and reemployment rights, right to hearing; final notice of Board decision regarding termination

When/Whom to Notify: At least 60 days prior to the effective date of layoff, if the employee's position must be eliminated due to the expiration of a specially funded program
Education or Other Legal Code: Education Code 45117
Board Policy/Administrative Regulation #: AR 4217.3
Subject: Notice of layoff date, displacement and reemployment rights

When/Whom to Notify: Upon employment and upon each change in classification
Education or Other Legal Code: Education Code 45169
Board Policy/Administrative Regulation #: AR 4212
Subject: Employee's class specification, salary data, assignment or work location, duty hours, prescribed workweek

When/Whom to Notify: To permanent employee whose leave is exhausted
Education or Other Legal Code: Education Code 45192, 45195
Board Policy/Administrative Regulation #: AR 4261.1, AR 4261.11
Subject: Exhaustion of leave, opportunity to request additional leave

IV. To Administrative/Supervisory Personnel

When/Whom to Notify: To superintendent, deputy, associate, or assistant superintendent or senior manager of classified service, at least 45 days before expiration of contract
Education or Other Legal Code: Education Code 35031
Board Policy/Administrative Regulation #: BP 2121, BP 4312.1
Subject: Decision not to reelect or reemploy upon expiration of contract or term

When/Whom to Notify: Upon request by administrative or supervisory employee transferred to teaching position
Education or Other Legal Code: Education Code 44896
Board Policy/Administrative Regulation #: AR 4313.2
Subject: Statement of the reasons for the reassignment

When/Whom to Notify: By March 15 to employee who may be released/reassigned the following school year
Education or Other Legal Code: Education Code 44951
Board Policy/Administrative Regulation #: AR 4313.2
Subject: Notice that employee may be released or reassigned the following school year

V. To Individual Employees Under Special Circumstances

When/Whom to Notify: In the event of a breach of security of district records to affected employees
Education or Other Legal Code: Civil Code 1798.29
Board Policy/Administrative Regulation #: BP 3580
Subject: Types of records affected, date of breach, description of incident, and, as applicable, contact information for credit reporting agencies

When/Whom to Notify: Prior to placing derogatory information in personnel file
Education or Other Legal Code: Education Code 44031
Board Policy/Administrative Regulation #: AR 4112.6/4212.6/4312.6
Subject: Notice of derogatory information, opportunity to review and comment

When/Whom to Notify: To employees who volunteer to administer emergency epinephrine delivery systems
Education or Other Legal Code: Education Code 49414
Board Policy/Administrative Regulation #: AR 5141.21
Subject: Defense and indemnification from civil liability by the district

When/Whom to Notify: To district police officer, within 30 days of decision to impose discipline
Education or Other Legal Code: Government Code 3304
Board Policy/Administrative Regulation #: AR 3515.3

Subject: Decision to impose discipline, including the date that discipline will be imposed

When/Whom to Notify: New employees upon hire, to all employees annually, at any time upon request, and any time an employee informs an employer that the employee or the employee's family member is a victim
Education or Other Legal Code: Government Code 12945.8
Board Policy/Administrative Regulation #: AR 4158/4258/4358
Subject: Accommodations and leave for victims of a qualifying act of violence

When/Whom to Notify: To employee returning from military leave of absence, within 30 days of return
Education or Other Legal Code: Government Code 20997
Board Policy/Administrative Regulation #: AR 4161.5/4261.5/4361.5
Subject: Right to receive PERS service credit for military service; application form

When/Whom to Notify: 24 hours before Board meets in closed session to hear complaints or charges against employee
Education or Other Legal Code: Government Code 54957
Board Policy/Administrative Regulation #: BB 9321
Subject: Employee's right to have complaints/charges heard in open session

When/Whom to Notify: When taking disciplinary action against employee for disclosure of confidential information
Education or Other Legal Code: Government Code 54963
Board Policy/Administrative Regulation #: BP 4119.23/4219.23/4319.23
Subject: Law prohibiting disclosure of confidential information obtained in closed session

When/Whom to Notify: Within one working day of work-related injury or victimization of crime
Education or Other Legal Code: Labor Code 3553, 5401
Board Policy/Administrative Regulation #: AR 4157.1/4257.1/4357.1
Subject: Potential eligibility for workers' compensation benefits, claim form

When/Whom to Notify: When adverse employment action is based on DOJ criminal history information or subsequent arrest notification
Education or Other Legal Code: Penal Code 11105, 11105.2
Board Policy/Administrative Regulation #: AR 4112.5/4212.5/4312.5
Subject: Copy of DOJ notification

When/Whom to Notify: To any employee with exposure to blood or potentially infectious materials, upon initial employment and at least annually thereafter
Education or Other Legal Code: 8 CCR 3204
Board Policy/Administrative Regulation #: AR 4119.42/4219.42/4319.42
Subject: The existence, location, and availability of exposure and medical records; person responsible for maintaining and providing access to records; right to access records

When/Whom to Notify: To any employee who may be exposed to hazardous substances in the work area, upon initial assignment and when new hazard is introduced into work area
Education or Other Legal Code: 8 CCR 5194
Board Policy/Administrative Regulation #: AR 3514.1
Subject: Requirements of 8 CCR 5194, including any presence of hazardous substances in the work area, location and availability of hazard communication program, new material safety data sheet, employee rights

When/Whom to Notify: To employee eligible for military leave
Education or Other Legal Code: 38 USC 4334
Board Policy/Administrative Regulation #: AR 4161.5/4261.5/4361.5
Subject: Notice of rights, benefits, and obligations under military leave

When/Whom to Notify: Within five business days of employee's request for family care and medical leave, receipt of

supporting information, or district's knowledge that the requested leave may qualify as FMLA leave
Education or Other Legal Code: 29 CFR 825.300; 2 CCR 11049, 11091
Board Policy/Administrative Regulation #: AR 4161.8/4261.8/4361.8
Subject: Designation of leave as FMLA or non-FMLA; if not eligible, reason not eligible; requirement to use paid leave; any requirement for fitness-for-duty certification; any subsequent changes in designation notice

When/Whom to Notify: Whenever notice of eligibility for FMLA is provided to employee
Education or Other Legal Code: 29 CFR 825.300
Board Policy/Administrative Regulation #: AR 4161.8/4261.8/4361.8
Subject: Rights and responsibilities regarding use of FMLA; consequences of failure to meet obligations

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Exhibit 4312.9-E(1): Employee Notifications

Status: DRAFT

Original Adopted Date: 03/03/2022 | **Last Revised Date:** 10/02/2025 | **Last Reviewed Date:** 10/02/2025

This exhibit is a non-exhaustive list of notices that the law explicitly requires be provided to employees. Other notices may exist and be identified in the future.

I. To All Employees

When/Whom to Notify: At the beginning of school year or upon employment
Education or Other Legal Code: Education Code 231.5, Government Code 12950
Board Policy/Administrative Regulation #: AR 4119.11/4219.11/4319.11
Subject: The district's policy on sexual harassment, legal remedies, complaints

When/Whom to Notify: Annually and 72 hours before pesticide application
Education or Other Legal Code: Education Code 17612
Board Policy/Administrative Regulation #: AR 3514.2
Subject: Use of pesticide products, active ingredients, internet address to access information on pesticides

When/Whom to Notify: When the school confirms the presence of immigration enforcement on the school site
Education or Other Legal Code: Education Code 32282
Board Policy/Administrative Regulation #: AR 0450, AR 1445
Subject: Presence of immigration enforcement on school site

When/Whom to Notify: Annually
Education or Other Legal Code: Education Code 49013; 5 CCR 4622
Board Policy/Administrative Regulation #: AR 1312.3, BP 0460, BP 3260
Subject: Uniform complaint procedures, appeals, civil law remedies, coordinator, complaints about student fees

When/Whom to Notify: Annually
Education or Other Legal Code: Education Code 49414
Board Policy/Administrative Regulation #: AR 5141.21
Subject: Request for volunteers to be trained to administer emergency epinephrine delivery systems

When/Whom to Notify: At least once per school year
Education or Other Legal Code: Education Code 49414.7
Board Policy/Administrative Regulation #: AR 5141.21
Subject: Request for volunteers to be trained to administer stock albuterol inhalers

When/Whom to Notify: At least once per year
Education or Other Legal Code: Education Code 49414.3
Board Policy/Administrative Regulation #: AR 5141.21
Subject: Request for volunteers to be trained to administer opioid antagonist

When/Whom to Notify: To all employees
Education or Other Legal Code: Government Code 1126
Board Policy/Administrative Regulation #: BP 4136/4236/4336
Subject: Prohibition of activities that are inconsistent, incompatible, in conflict with, or inimical to duties; discipline; appeal

When/Whom to Notify: To all employees
Education or Other Legal Code: Government Code 8355; 41 USC 8102; 34 CFR 84.205, 84.210
Board Policy/Administrative Regulation #: BP 4020, BP 4159/4259/4359
Subject: District's drug- and alcohol-free workplace; actions that will be taken if violated; available employee assistance programs

When/Whom to Notify: Upon employment
Education or Other Legal Code: Government Code 21029
Board Policy/Administrative Regulation #: None
Subject: Right to purchase PERS service credit for military service performed prior to public employment

When/Whom to Notify: Upon placement of automated external defibrillator (AED) in school, annually thereafter
Education or Other Legal Code: Health and Safety Code 1797.196
Board Policy/Administrative Regulation #: AR 5141
Subject: Proper use of AED; location of all AEDs on campus, sudden cardiac arrest, school's emergency response plan

When/Whom to Notify: Annually, or more frequently if there is new information
Education or Other Legal Code: Health and Safety Code 120875, 120880
Board Policy/Administrative Regulation #: BP 4119.43/4219.43/4319.43
Subject: AIDS and hepatitis B, methods to prevent exposure

When/Whom to Notify: To new employees upon hire, all employees annually and upon request, in districts with 25 or more employees
Education or Other Legal Code: Government Code 12945.8
Board Policy/Administrative Regulation #: AR 4161.2/4261.2/4361.2
Subject: Rights pursuant to Government Code 12945.8 pertaining to leaves and accommodations for victims of qualifying act of violence

When/Whom to Notify: With each paycheck
Education or Other Legal Code: Labor Code 246
Board Policy/Administrative Regulation #: AR 4161.1/4261.1/4361.1
Subject: Amount of sick leave available

When/Whom to Notify: Upon hire, in employee handbook, and upon request for parental leave
Education or Other Legal Code: Labor Code 1034
Board Policy/Administrative Regulation #: BP 4033
Subject: The district's policy on lactation accommodation

When/Whom to Notify: To covered employees and former employees
Education or Other Legal Code: Labor Code 2800.2
Board Policy/Administrative Regulation #: AR 4154/4254/4354
Subject: Availability of COBRA/Cal-COBRA continuation and conversion coverage; statement encouraging careful examination of options before declining coverage

When/Whom to Notify: To employees participating in a flexible spending account
Education or Other Legal Code: Labor Code 2810.7
Board Policy/Administrative Regulation #: None
Subject: Deadline to withdraw funds from account before the end of the plan year

When/Whom to Notify: Post and keep posted in a conspicuous location frequented by employees where the notice may be easily read by employees during the hours of the workday
Education or Other Legal Code: Labor Code 3550
Board Policy/Administrative Regulation #: AR 4157.1
Subject: Current compensation insurance carrier of the employer, or when appropriate, statement that the employer is self-insured, and who is responsible for claims adjustment

When/Whom to Notify: To every new employee, either at the time employee is hired or by end of first pay period
Education or Other Legal Code: Labor Code 3551
Board Policy/Administrative Regulation #: AR 4157.1/4257.1/4357.1
Subject: Workers' compensation benefits, how to obtain medical care, role of primary physician, form for reporting

personal physician/chiropractor

When/Whom to Notify: Prior to beginning employment or volunteering
Education or Other Legal Code: Penal Code 11165.7, 11166.5
Board Policy/Administrative Regulation #: AR 5141.4
Subject: Status as a mandated reporter of child abuse, reporting obligations, confidentiality rights, copy of law

When/Whom to Notify: Upon employment and when leaving work due to pregnancy or nonoccupational sickness or injury
Education or Other Legal Code: Unemployment Insurance Code 2613
Board Policy/Administrative Regulation #: AR 4154/4254/4354
Subject: Disability insurance rights and benefits

When/Whom to Notify: To principal, counselor who directly supervises or reports on student's behavior or progress, and teacher and other administrators who directly supervise or report on student's behavior or progress when the Superintendent or designee believes the employee needs the information for the protection of self or others when working with the student, when Superintendent or designee receives written notification that minor student has committed a felony or misdemeanor involving specified offenses
Education or Other Legal Code: Welfare and Institutions Code 827
Board Policy/Administrative Regulation #: AR 4158/4258/4358
Subject: Limited exception to juvenile court record confidentiality to ensure rehabilitation of juvenile criminal offenders and protect students and staff

When/Whom to Notify: To all employees and job applicants
Education or Other Legal Code: 2 CCR 11023; 34 CFR 104.8, 106.8,
Board Policy/Administrative Regulation #: BP 0410, AR 4030
Subject: District's policy on nondiscrimination and related complaint procedures

When/Whom to Notify: To all employees via employee handbook, or to each new employee
Education or Other Legal Code: 2 CCR 11091, 11095; 29 CFR 825.300
Board Policy/Administrative Regulation #: AR 4161.8/4261.8/4361.8
Subject: Benefits through Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA); obligation to provide 30 days' notice of need for leave when possible

When/Whom to Notify: Post and keep posted on premises or via electronic posting, in conspicuous places where employees are employed
Education or Other Legal Code: 2 CCR 11095
Board Policy/Administrative Regulation #: AR 4161.8/4261.8/4361.8
Subject: A notice explaining the CFRA’s provisions and procedures for filing complaints of violations of the Act with the Civil Rights Department.

When/Whom to Notify: To all employees
Education or Other Legal Code: 8 CCR 3203
Board Policy/Administrative Regulation #: AR 4157/4257/4357
Subject: The right and procedure to access the injury and illness prevention program

When/Whom to Notify: To all employees
Education or Other Legal Code: 34 CFR 106.8
Board Policy/Administrative Regulation #: AR 4119.11/4219.11/4319.11
Subject: Nondiscrimination on the basis of sex; contact information for district's Title IX Coordinator; referral of inquiries to Title IX Coordinator and/or Office for Civil Rights

When/Whom to Notify: Annually
Education or Other Legal Code: 40 CFR 763.84, 763.93
Board Policy/Administrative Regulation #: AR 3514

Subject: Availability of asbestos management plan; any inspections, response actions or post-response actions planned or in progress

When/Whom to Notify: Prior to the beginning of school year or upon employment
Education or Other Legal Code: 20 USC 2354; 34 CFR 100 Appendix B, 104.8
Board Policy/Administrative Regulation #: AR 6178
Subject: All career and technical education opportunities are offered without regard to race, color, national origin, sex, or disability in accordance with 34 CFR 100

II. To Certificated Employees

When/Whom to Notify: Prominently display in location frequented by certificated employees who serve students in any of grades 7-12
Education or Other Legal Code: Education Code 234.1
Board Policy/Administrative Regulation #: BP 5145.3
Subject: Information on existing school site and community resources related to the support of students who may face bias or bullying

When/Whom to Notify: To eligible certificated employees in a timely manner, and to part-time and substitute certificated employees within 30 days of hire
Education or Other Legal Code: Education Code 22455.5
Board Policy/Administrative Regulation #: AR 4121
Subject: Criteria for membership in retirement system; right to elect membership at any time

When/Whom to Notify: Upon employment of a retired certificated individual
Education or Other Legal Code: Education Code 22461
Board Policy/Administrative Regulation #: AR 4117.14/4317.14
Subject: Postretirement earnings limitation or employment restriction; monthly report of compensation

When/Whom to Notify: To certificated employees
Education or Other Legal Code: Education Code 35171
Board Policy/Administrative Regulation #: AR 4115, BP 4315
Subject: District regulations related to performance evaluations

When/Whom to Notify: 30 days before last day of school year for instructional staff, or by June 30 for noninstructional certificated staff, in any year in which employee is evaluated
Education or Other Legal Code: Education Code 44663
Board Policy/Administrative Regulation #: AR 4115
Subject: Copy of employee's evaluation

When/Whom to Notify: By May 30, if district elects to issue reemployment notices to certificated employees
Education or Other Legal Code: Education Code 44842
Board Policy/Administrative Regulation #: AR 4112.1
Subject: Request that the employee notify district of intent to remain in service next year

When/Whom to Notify: To probationary and temporary certificated employees upon employment and every July thereafter
Education or Other Legal Code: Education Code 44916
Board Policy/Administrative Regulation #: AR 4112.1, AR 4121
Subject: Employment status and salary

When/Whom to Notify: When certificated employee is subject to disciplinary action for cause, at any time of year or, for charge of unsatisfactory performance, during instructional year
Education or Other Legal Code: Education Code 44934, 44934.1, 44936
Board Policy/Administrative Regulation #: BP/AR 4118

Subject: Notice of charges, procedures, and employee rights; intent to dismiss or suspend 30 days after notice

When/Whom to Notify: To certificated employee charged with unprofessional conduct, at least 45 days prior to suspension/dismissal notice
Education or Other Legal Code: Education Code 44938
Board Policy/Administrative Regulation #: BP 4118
Subject: Notice of deficiency and opportunity to correct

When/Whom to Notify: To certificated employee charged with unsatisfactory performance, at least 90 days prior to suspension/dismissal notice or prior to last quarter of school year
Education or Other Legal Code: Education Code 44938
Board Policy/Administrative Regulation #: BP 4118
Subject: Notice of deficiency and opportunity to correct

When/Whom to Notify: To certificated employee charged with mandatory leave of absence offense, within 10 days of entry of judgment in proceedings
Education or Other Legal Code: Education Code 44940.5
Board Policy/Administrative Regulation #: AR 4118
Subject: Notice of intent to dismiss 30 days from notice unless employee demands hearing

When/Whom to Notify: Before the end of the school year to temporary employee who served 75 percent of school year but will be released
Education or Other Legal Code: Education Code 44954
Board Policy/Administrative Regulation #: BP 4121
Subject: District's decision not to reelect employee for following school year

When/Whom to Notify: To teacher, when a student engages in or is reasonably suspected of specified acts
Education or Other Legal Code: Education Code 49079
Board Policy/Administrative Regulation #: AR 4158/4258/4358
Subject: Student has committed specified act that constitutes ground for suspension or expulsion

When/Whom to Notify: To teacher of a student who is suspended or expelled, when Superintendent or designee receives transfer student's record regarding acts that resulted in suspension or expulsion
Education or Other Legal Code: Education Code 48201
Board Policy/Administrative Regulation #: AR 4158/4258/4358
Subject: Student has committed specified act that constitutes ground for suspension or expulsion

When/Whom to Notify: To certificated employee upon change in employment status due to alleged misconduct
Education or Other Legal Code: 5 CCR 80303
Board Policy/Administrative Regulation #: AR 4117.7/4317.7
Subject: Contents of state regulation regarding report to Commission on Teacher Credentialing

III. To Classified Employees

When/Whom to Notify: When a classified employee is subject to disciplinary action for cause, in a nonmerit district
Education or Other Legal Code: Education Code 45113
Board Policy/Administrative Regulation #: AR 4218
Subject: Notice of charges, right to hearing, timeline for requesting hearing

When/Whom to Notify: By March 15, when laid off due to lack of work or lack of funds, with final notice by May 15
Education or Other Legal Code: Education Code 45117
Board Policy/Administrative Regulation #: AR 4217.3
Subject: Notice of layoff, displacement and reemployment rights, right to hearing; final notice of Board decision regarding termination

When/Whom to Notify: At least 60 days prior to the effective date of layoff, if the employee's position must be eliminated due to the expiration of a specially funded program
Education or Other Legal Code: Education Code 45117
Board Policy/Administrative Regulation #: AR 4217.3
Subject: Notice of layoff date, displacement and reemployment rights

When/Whom to Notify: Upon employment and upon each change in classification
Education or Other Legal Code: Education Code 45169
Board Policy/Administrative Regulation #: AR 4212
Subject: Employee's class specification, salary data, assignment or work location, duty hours, prescribed workweek

When/Whom to Notify: To permanent employee whose leave is exhausted
Education or Other Legal Code: Education Code 45192, 45195
Board Policy/Administrative Regulation #: AR 4261.1, AR 4261.11
Subject: Exhaustion of leave, opportunity to request additional leave

IV. To Administrative/Supervisory Personnel

When/Whom to Notify: To superintendent, deputy, associate, or assistant superintendent or senior manager of classified service, at least 45 days before expiration of contract
Education or Other Legal Code: Education Code 35031
Board Policy/Administrative Regulation #: BP 2121, BP 4312.1
Subject: Decision not to reelect or reemploy upon expiration of contract or term

When/Whom to Notify: Upon request by administrative or supervisory employee transferred to teaching position
Education or Other Legal Code: Education Code 44896
Board Policy/Administrative Regulation #: AR 4313.2
Subject: Statement of the reasons for the reassignment

When/Whom to Notify: By March 15 to employee who may be released/reassigned the following school year
Education or Other Legal Code: Education Code 44951
Board Policy/Administrative Regulation #: AR 4313.2
Subject: Notice that employee may be released or reassigned the following school year

V. To Individual Employees Under Special Circumstances

When/Whom to Notify: In the event of a breach of security of district records to affected employees
Education or Other Legal Code: Civil Code 1798.29
Board Policy/Administrative Regulation #: BP 3580
Subject: Types of records affected, date of breach, description of incident, and, as applicable, contact information for credit reporting agencies

When/Whom to Notify: Prior to placing derogatory information in personnel file
Education or Other Legal Code: Education Code 44031
Board Policy/Administrative Regulation #: AR 4112.6/4212.6/4312.6
Subject: Notice of derogatory information, opportunity to review and comment

When/Whom to Notify: To employees who volunteer to administer emergency epinephrine delivery systems
Education or Other Legal Code: Education Code 49414
Board Policy/Administrative Regulation #: AR 5141.21
Subject: Defense and indemnification from civil liability by the district

When/Whom to Notify: To district police officer, within 30 days of decision to impose discipline
Education or Other Legal Code: Government Code 3304
Board Policy/Administrative Regulation #: AR 3515.3

Subject: Decision to impose discipline, including the date that discipline will be imposed

When/Whom to Notify: New employees upon hire, to all employees annually, at any time upon request, and any time an employee informs an employer that the employee or the employee's family member is a victim
Education or Other Legal Code: Government Code 12945.8
Board Policy/Administrative Regulation #: AR 4158/4258/4358
Subject: Accommodations and leave for victims of a qualifying act of violence

When/Whom to Notify: To employee returning from military leave of absence, within 30 days of return
Education or Other Legal Code: Government Code 20997
Board Policy/Administrative Regulation #: AR 4161.5/4261.5/4361.5
Subject: Right to receive PERS service credit for military service; application form

When/Whom to Notify: 24 hours before Board meets in closed session to hear complaints or charges against employee
Education or Other Legal Code: Government Code 54957
Board Policy/Administrative Regulation #: BB 9321
Subject: Employee's right to have complaints/charges heard in open session

When/Whom to Notify: When taking disciplinary action against employee for disclosure of confidential information
Education or Other Legal Code: Government Code 54963
Board Policy/Administrative Regulation #: BP 4119.23/4219.23/4319.23
Subject: Law prohibiting disclosure of confidential information obtained in closed session

When/Whom to Notify: Within one working day of work-related injury or victimization of crime
Education or Other Legal Code: Labor Code 3553, 5401
Board Policy/Administrative Regulation #: AR 4157.1/4257.1/4357.1
Subject: Potential eligibility for workers' compensation benefits, claim form

When/Whom to Notify: When adverse employment action is based on DOJ criminal history information or subsequent arrest notification
Education or Other Legal Code: Penal Code 11105, 11105.2
Board Policy/Administrative Regulation #: AR 4112.5/4212.5/4312.5
Subject: Copy of DOJ notification

When/Whom to Notify: To any employee with exposure to blood or potentially infectious materials, upon initial employment and at least annually thereafter
Education or Other Legal Code: 8 CCR 3204
Board Policy/Administrative Regulation #: AR 4119.42/4219.42/4319.42
Subject: The existence, location, and availability of exposure and medical records; person responsible for maintaining and providing access to records; right to access records

When/Whom to Notify: To any employee who may be exposed to hazardous substances in the work area, upon initial assignment and when new hazard is introduced into work area
Education or Other Legal Code: 8 CCR 5194
Board Policy/Administrative Regulation #: AR 3514.1
Subject: Requirements of 8 CCR 5194, including any presence of hazardous substances in the work area, location and availability of hazard communication program, new material safety data sheet, employee rights

When/Whom to Notify: To employee eligible for military leave
Education or Other Legal Code: 38 USC 4334
Board Policy/Administrative Regulation #: AR 4161.5/4261.5/4361.5
Subject: Notice of rights, benefits, and obligations under military leave

When/Whom to Notify: Within five business days of employee's request for family care and medical leave, receipt of

supporting information, or district's knowledge that the requested leave may qualify as FMLA leave
Education or Other Legal Code: 29 CFR 825.300; 2 CCR 11049, 11091
Board Policy/Administrative Regulation #: AR 4161.8/4261.8/4361.8
Subject: Designation of leave as FMLA or non-FMLA; if not eligible, reason not eligible; requirement to use paid leave; any requirement for fitness-for-duty certification; any subsequent changes in designation notice

When/Whom to Notify: Whenever notice of eligibility for FMLA is provided to employee
Education or Other Legal Code: 29 CFR 825.300
Board Policy/Administrative Regulation #: AR 4161.8/4261.8/4361.8
Subject: Rights and responsibilities regarding use of FMLA; consequences of failure to meet obligations

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Policy 4200: Classified Personnel

Status: DRAFT

Original Adopted Date: 05/07/2020

The Governing Board believes that classified employees provide essential services that support and enhance the Eden Area Regional Occupational Program's (Eden Area ROP) educational program, including the academic achievement, personal growth, and well-being of Eden Area ROP students. Additionally, the Board acknowledges that classified employees benefit from professional development in fulfilling the expectations for their position and expects classified employees to engage in ongoing professional development to improve their skills and pursue excellence.

The Superintendent or designee shall fill each of its classified positions with individuals who meet applicable requirements and district qualifications, consistent with position requirements.

The Superintendent or designee shall define and communicate the duties, responsibilities, and expectations for each classified position.

The Superintendent or designee may provide professional development opportunities to classified staff for the purpose of continual improvement of knowledge and skills related to the employee's position.

The Board shall classify all employees and positions not requiring certification qualifications as the classified service, except for those employees and positions specifically exempt from classified service. (Education Code 45103)

Individuals who possess certification qualifications shall not be prohibited from being employed in a classified position. (Education Code 45104)

Each classified position shall have a designated title and regular minimum number of assigned hours per day, days per week, and months per year.

Classified employees shall be assigned by their immediate supervisors with the approval of the Superintendent or designee. They shall be required to perform those duties prescribed by the Board for the position the employee holds, in accordance with applicable job descriptions.

Each classified employee shall be responsible for completing assigned duties consistent with the applicable job description and shall be evaluated in accordance with law, Board policies, administrative regulations, as appropriate.

Substitute and Short-Term Employees

The Eden Area ROP may employ a substitute employee to replace a classified employee who is temporarily absent from duty. (Education Code 45103)

If the Eden Area ROP is in the process of hiring a permanent employee to fill a classified position, the Board may fill the vacancy with one or more substitute employees for less than 75 percent of the school year. (Education Code 45103)

The Eden Area ROP may employ a short-term employee to perform a service for the Eden Area ROP when that service or similar services will not be extended or needed on a continuing basis. Before employing a short-term employee, the Board, at a regularly scheduled meeting, shall specify the service required to be performed by the employee and shall certify the ending date of the service. The Board may shorten or extend the ending date, but the date shall not be extended beyond 195 (less than 75% of the school year) work days per year, including holidays, sick leave, vacation, and other leaves of absence, irrespective of the number of hours worked per day. (Education Code 45103)

Regulation 4212: Appointment And Conditions Of Employment

Status: DRAFT

Original Adopted Date: 05/07/2020

Upon recommendation of the Superintendent, the Governing Board shall approve the appointment of all classified employees. The position and the pay rate shall be reported to the Board at a regular meeting.

Individuals appointed to the classified staff shall, at a minimum:

1. Submit to fingerprinting and criminal background clearance as required by law (Education Code 45125)
2. Not have been convicted of a violent or serious felony (Education Code 45122.1)
3. Not have been convicted of any sex offense as defined in Education Code 44010 (Education Code 45123)
4. Not have been determined to be a sexual psychopath pursuant to Welfare and Institutions Code 6300-6332 (Education Code 45124)
5. If the individual will be working directly and in an unaccompanied setting with minor students on a more than incidental and occasional basis or will have supervision or disciplinary power over minor students, not have been required to register as a sex offender pursuant to Penal Code 290 because of a conviction for a crime where the victim was a minor under the age of 16 (Penal Code 290.95)
6. Not have been convicted of any controlled substance offense as defined in Education Code 44011 (Education Code 45123)
7. Submit to a physical examination, tuberculosis testing/risk assessment, or provide proof thereof as required by law and Board policy (Education Code 45122, 49406)
8. File the oath or affirmation of allegiance required by Government Code 3100-3109
9. Fulfill any other requirements as specified by law, Board policy or administrative regulation, including any reports of egregious misconduct in accordance with Board Policy 4111/4211/4311 – Recruitment and Selection or otherwise related to credentialing, assignment, and misconduct reporting

Notification of Classification and Compensation

When first employed and upon each subsequent change in classification, classified employees other than short-term, limited-term, or provisional employees shall be given two copies of their class specification, salary data, assignment or work location, duty hours and prescribed work week. Salary data shall specify pay period (monthly, semimonthly or other) and applicable rates of compensation (daily, hourly, overtime and differential rates). Employees shall keep one copy of this information and shall sign and date the other copy and return it to their supervisor. (Education Code 45169)

Policy 4300: Administrative And Supervisory Personnel

Status: DRAFT

Original Adopted Date: 05/07/2020

The Governing Board believes that effective management is vital to the success of the Eden Area Regional Occupational Program (Eden Area ROP) and the Eden Area ROP's educational goals. The Board recognizes the importance of initiative and good judgment in the development, implementation, and oversight of Eden Area ROP programs and operations, and encourages management personnel to support productivity, professional growth, and teamwork among employees. Additionally, the Board acknowledges that administrative and supervisory personnel benefit from professional development in fulfilling the expectations of their position and may provide or require professional development aligned with Eden Area ROP priorities, operational needs, and applicable agreements, such that employees may improve their skills and pursue excellence.

Except for the Superintendent who is hired by the Board as specified in Board Policy 2120 – Superintendent Recruitment and Selection, the Superintendent or designee shall select and recommend qualified candidates for administrative and supervisory positions consistent with position requirements and the needs of the Eden Area ROP, and the Board shall ratify and approve appointments in accordance with law and Board policy.

The Superintendent or designee shall define and communicate the duties, responsibilities, and expectations for each administrative and supervisory position.

Each administrative and supervisory employee shall be responsible for completing assigned duties consistent with the applicable job description and shall be evaluated in accordance with law, Board policies, and administrative regulations, as appropriate.

The Superintendent or designee may provide professional development opportunities to administrative and supervisory employees for the purpose of continual improvement of knowledge and skills related to the employee's position.

Regulation 4300: Administrative And Supervisory Personnel

Status: DRAFT

Original Adopted Date: 05/07/2020

Classified Senior Management Employees

A senior management employee is either a fiscal advisor to the Superintendent or an employee in the highest position not requiring certification in an Eden Area Regional Occupational Program (Eden Area ROP) program area, with the responsibility for formulating policy or administering the program. (Education Code 45108.5)

Employees holding positions designated as classified senior management positions are entitled to all of the rights, benefits, and burdens of other classified employees, except that each senior management employee shall not obtain permanent status in the senior management position. (Education Code 45100.5, 45256.5)

Policy 5141.4: Child Abuse Prevention And Reporting

Status: DRAFT

Original Adopted Date: 06/05/2020 | **Last Revised Date:** 12/11/2025 | **Last Reviewed Date:** 12/11/2025

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

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

The Superintendent or designee may collaborate with the county's child welfare, probation, mental health, public health, and sheriff's departments; juvenile court; and office of education, on intervention programs for students.

Child Abuse Prevention

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

Any instructional program on child abuse may include annual instruction on sexual abuse and assault, and human trafficking prevention, including instruction on the prevalence and nature of abuse, including sexual abuse and assault and human trafficking, strategies to reduce risk, techniques to set healthy boundaries, and how to safely seek assistance. (Education Code 51950)

Additionally, the Eden Area ROP's program may include age-appropriate instruction in sexual abuse and sexual assault awareness and prevention. (Education Code 51900.6, 51950)

Parent(s)/guardian(s) shall have the right to excuse their child from all or part of instruction regarding abuse, including sexual abuse, and human trafficking prevention education, and assessments related to that education, in accordance with law and Board policy. (Education Code 51950)

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

Additionally, student identification cards for students in grades 7-12 shall have printed on them the 988 Suicide and Crisis Lifeline, the National Domestic Violence Hotline (1-800-799-7233), and The Trevor Project's LGBTQ+ suicide hotline (1-866-488-7386, or by texting START to 678-678). In addition, student identification cards of students in grades 7-12 may have printed on them a quick response (QR) code that links to the county's mental health resources website. (Education Code 215.5)

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

Child Abuse Reporting

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

Procedures for reporting child abuse, as specified in Penal Code 11164-11174.3, shall be included in the Eden Area

ROP and/or school comprehensive safety plan. (Education Code 32282)

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

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

Regulation 5141.4: Child Abuse Prevention And Reporting

Status: DRAFT

Original Adopted Date: 06/05/2020 | **Last Revised Date:** 12/11/2025 | **Last Reviewed Date:** 12/11/2025

Definitions

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

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

Child abuse or neglect does not include:

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

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

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

Mandated reporters include, but are not limited to, Governing Board members; teachers; instructional aides; teacher's aides or assistants; classified employees; certificated pupil personnel employees; administrative officers or supervisors of child attendance; athletic coaches, administrators, and directors; licensees, administrators, and employees of a licensed child day care facility; Head Start program teachers; Eden Area ROP police or security officers; licensed nurses or health care providers; administrators, presenters, and counselors of a child abuse prevention program; and volunteers who are over 18 years of age and who interact with students outside of the immediate supervision and control of the student's parent/guardian or a school employee. (Penal Code 11165.7)

Reasonable suspicion means that it is objectively reasonable for a person to entertain a suspicion, based upon facts

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

Reportable Offenses

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

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

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

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

Responsibility for Reporting

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

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

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

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

Reporting Procedures

1. Initial Telephone Report

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

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

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

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

2. Written Report

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

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

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

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

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

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

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

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

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

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

3. Internal Reporting

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

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

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

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

Training

Within the first six weeks of each school year, or within the first six weeks of employment if hired during the school year, or within six weeks of commencing volunteer services, the Superintendent or designee shall provide training on

mandated reporting requirements to Eden Area ROP employees, persons working on their behalf, and volunteers who are mandated reporters. (Education Code 44691; Penal Code 11165.7)

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

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

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

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

A person who has completed the mandated reporter training provided by CDSS and received a certificate of completion within the previous 12 months shall be deemed to satisfy the mandated reporter training requirements specified in Education Code 44691.

The Superintendent or designee shall periodically provide continuing education that enables Eden Area ROP personnel to learn about new developments in the understanding of abuse, including sexual abuse and assault, and human trafficking, and current prevention efforts and methods. Such education may include early identification of abuse, including sexual abuse, and human trafficking of students and minors. (Education Code 51950)

Victim Interviews by Social Services

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

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

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

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

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

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

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

Release of Child to Peace Officer

When a child is released to a peace officer and taken into custody as a victim of suspected child abuse or neglect, the

Superintendent or designee and/or principal shall not notify the parent/guardian, but rather shall provide the peace officer with the address and telephone number of the child's parent/guardian. (Education Code 48906)

Parent/Guardian Complaints

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

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

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

Notifications

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

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

Employees who work with dependent adults shall be notified of legal responsibilities and reporting procedures pursuant to Welfare and Institutions Code 15630-15637.

Additionally, the Superintendent or designee shall notify all employees that:

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

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

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

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

Policy 5141.75: Weather Safety

Status: DRAFT

Original Adopted Date: Pending

The Governing Board recognizes that extreme weather may pose significant risks to the health and safety of students participating in physical activities during extreme weather conditions, including students who are at higher risk of health impacts from extreme weather. The Board desires to protect students from such risks. Additionally, because children are particularly vulnerable to the effects of overexposure to ultraviolet (UV) radiation from the sun and artificial sources, the Board desires to support the prevention of harmful effects of excessive UV radiation exposure by students and to assist students in developing sun-safe habits to use throughout their lives.

Extreme weather conditions means occurrences of unusually severe weather conditions, including, but not limited to, periods of extreme heat, excessive precipitation, and floods, that may pose significant harm to students. (Education Code 33355)

Physical activity means physical education classes, sports, and athletic practices and games sponsored by the Eden Area Regional Occupational Program (Eden Area ROP), except for those relating to an interscholastic athletic program administered by the California Interscholastic Federation. (Education Code 33355)

The Superintendent or designee shall develop, maintain, and implement weather protocols for extreme weather conditions, which incorporate the standardized guidelines compiled by the California Department of Education and detail specific measures to be taken during extreme weather conditions, including, but not limited to: (Education Code 33355)

1. Clear criteria for determining when weather conditions are considered extreme weather conditions and warrant modification or cessation of outdoor physical activities
2. Procedures for monitoring weather forecasts and alerts to anticipate extreme weather conditions
3. Protocols for communicating with staff, students, and parents/guardians regarding changes to outdoor activities due to extreme weather conditions
4. Designation of indoor alternative activities that can be safely conducted during extreme weather conditions
5. Staff training on recognizing signs of weather-related distress in students and appropriate response measures
6. Coordination with relevant local agencies and experts to ensure timely access to weather-related information and resources

The Eden Area ROP's weather protocols may include:

1. Considering air quality conditions when determining whether outdoor physical activity should be modified
2. Maintaining air quality index thresholds for reducing or discontinuing strenuous outdoor activities
3. Having procedures for relocating activities indoors during periods of poor air quality or wildfire smoke
4. Identifying and maintaining adequate mitigation resources, such as shade structures, hydrations stations, and indoor cooling areas
5. Providing equitable access to mitigation measures across school sites
6. Planning for flexible scheduling to accommodate weather variability

The Superintendent or designee shall annually review, evaluate, and, if necessary, update the weather protocols to

incorporate best practices and address any emerging concerns or challenges, and to reflect changes in weather patterns, advances in safety practices, and feedback from stakeholders. (Education Code 33355)

Sun Safety

The Superintendent or designee shall establish a developmentally appropriate prevention/intervention program for grades transitional kindergarten-12 to prevent student overexposure to UV radiation. The Superintendent or designee may coordinate sun safety and UV radiation education and policy efforts with the California Department of Public Health, the local health department, and other local agencies and/or community organizations. Such school-based programs shall involve students, parents/guardians, and the community.

The Superintendent or designee may incorporate sun safety elements into the curriculum in order to increase students' understanding of the health risks associated with overexposure to UV radiation from the sun or artificial sources and to encourage students to engage in preventive practices.

Students may take reasonable measures to protect their skin and eyes from overexposure to the sun while on campus, while attending Eden Area ROP-sponsored activities, or while under the supervision and control of Eden Area ROP employees.

To encourage and assist students to avoid overexposure to the sun when they are outdoors, students shall be allowed to:

1. Wear sun-protective clothing, including, but not limited to, hats (Education Code 35183.5)

2. Wear UV-protective sunglasses outdoors

3. Use sunscreen during the school day without a physician's note or prescription (Education Code 35183.5)

   Those students using sunscreen shall be encouraged to apply sunscreen at least 15-20 minutes prior to any outdoor activity that will require prolonged exposure to the sun. School personnel shall not be required to assist students in applying sunscreen.

4. Use UV-protective lip balm

The Superintendent or designee shall evaluate the adequacy of shaded and/or indoor areas for recreation at each school and consider the provision of sufficient shaded areas in plans for new construction or modernization of facilities.

The Superintendent or designee may monitor the UV Index and modify outdoor school activities with regard to the risk of harm associated with the Index level.

Staff shall be encouraged to model recommended sun-safe behaviors, such as avoiding excessive sun exposure, using sunscreen, and wearing hats and other sun-protective clothing.

The Superintendent or designee shall inform school staff and parents/guardians of the Eden Area ROP's sun safety measures and encourage parents/guardians to provide sunscreen, lip balm, hats, and other sun-protective clothing for their children to use at school. Additionally, the Superintendent or designee may provide information to parents/guardians about the risks of overexposure to UV radiation and preventive measures they may take to protect their children during nonschool hours.

Policy 5142: Safety

Status: DRAFT

Original Adopted Date: 06/05/2020 | **Last Revised Date:** 12/11/2025 | **Last Reviewed Date:** 12/11/2025

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

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

Additionally, Eden Area ROP employees, volunteers, and contractors shall promote safe environments for student learning and engagement that maintain appropriate boundaries among and between students. (Education Code 32100)

Appropriate boundaries shall be maintained between students and school employees, adult volunteers, and school contractors, and among and between adults employed, volunteering, or under contract with the Eden Area ROP, in accordance with Board Policy 4119.21/4219.21/4319.21 - Professional Standards and Board Policy 4119.24/4219.24/4319.24 - Maintaining Appropriate Adult-Student Interactions.

In addition, school facilities, including classroom and nonclassroom environments, shall be constructed and furnished in order to promote safe environments for learning and engagement that are easily supervised by Een Area ROP staff. (Education Code 32100)

Regulation 5142: Safety

Status: DRAFT

Original Adopted Date: 06/05/2020 | **Last Revised Date:** 12/11/2025 | **Last Reviewed Date:** 12/11/2025

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

Release of Students

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

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

Student Identification Cards and Safety Information

Student identification cards of students in grades 7-12 shall have printed on them the 988 Suicide and Crisis Lifeline, the National Domestic Violence Hotline (1-800-799-7233), and The Trevor Project's LGBTQ+ suicide hotline (1-866-488-7386, or by texting START to 678-678). Additionally, student identification cards of students in grades 7-12 may have printed on them a quick response (QR) code that links to the county's mental health resources website. (Education Code 215.5)

Hearing Protection

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

Eye Safety Devices

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

Policy 5145.6: Parent/Guardian Notifications

Status: DRAFT

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

The Governing Board desires to promote effective communication the from the school and to families to keep families informed regarding educational programs, Eden Area Regional Occupational Program (Eden Area ROP) and school operations, and the legal rights of students and parents/guardians. The Superintendent or designee shall send parents/guardians all notifications required by law and any other notifications the Superintendent or designee believes will promote familial understanding and involvement.

Notice of the rights and responsibilities of parents/guardians as specified in Education Code 48980 shall be sent at the beginning of each academic year and may be provided by regular mail, in electronic form when so requested by the parent/guardian, or by any other method normally used by the Eden Area ROP for written communication with parents/guardians. (Education Code 48981)

No activity specified in Education Code 48980 shall be undertaken with respect to any particular student unless the student's parent/guardian has been informed of such action through the annual notification or other separate special notification. Such notice shall state the activity that will be undertaken and the approximate date on which the activity will occur. (Education Code 48983-48984)

The annual notification shall include a request that the parent/guardian sign the notice and return it to the school or, if the notice is provided in electronic format, that the parent/guardian submit a signed acknowledgment of receipt of the notice to the school. The parent/guardian's signature is not required. Any signature is an acknowledgment of receipt of the information but does not indicate that consent to participate in any particular program has been given or withheld. (Education Code 48982)

Whenever a student enrolls at the Eden Area ROP during the school year, the student's parents/guardians shall be given all required parental notifications at that time.

Notifications shall be presented in an understandable and uniform format.

When necessary, the Eden Area ROP shall provide notifications to qualified individuals with disabilities in alternative formats, such as braille, large front, or audio recordings, to enable such individuals to effectively participate in any program, service, or activity, as required by law.

Whenever 15 percent or more of the students enrolled at the Eden Area ROP speak a single primary language other than English, as determined from the California Department of Education census data collected pursuant to Education Code 52164, all notices sent to the parent/guardian of any such student shall, in addition to being written in English, be written in the primary language, and may be responded to either in English or the primary language. (Education Code 48981, 48985)

Whenever an employee learns that a student's parent/guardian is unable to understand the Eden Area ROP's printed notifications for any reason, the employee shall inform the principal or designee, who shall work with the parent/guardian to establish other appropriate means of communication.

Exhibit 5145.6-E(1): Parent/Guardian Notifications

Status: DRAFT

Original Adopted Date: 02/03/2022 | **Last Revised Date:** 10/02/2025 | **Last Reviewed Date:** 10/02/2025

Cautionary Notice: Government Code 17581.5 releases districts from the obligation to perform specified mandated activities when the Budget Act does not provide reimbursement during that fiscal year. The Budget Act of 2023 (SB 101, Ch. 12, Statutes of 2023) extends the suspension of these requirements through the 2023-24 fiscal year. As a result, certain provisions of the following Exhibit related to scoliosis screening and bus safety instruction may be suspended.

This exhibit is a non-exhaustive list of notices that the law explicitly requires be provided to parents/guardians. Other notices may exist and be identified in the future.

I. Annually

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 222.5; 46015
Board Policy/Administrative Regulation #: See BP 5146
Subject: Rights and options for pregnant and parenting students

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 234.7
Board Policy/Administrative Regulation #: See BP 0410, BP 1445
Subject: Right to a free public education regardless of immigration status or religious beliefs; information relating to educational rights developed by the Attorney General

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 17611.5, 17612, 48980.3
Board Policy/Administrative Regulation #: See AR 3514.2
Subject: Use of pesticide products, active ingredients, internet address to access information, and, if district uses certain pesticides, integrated pest management plan

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 35291, 48980
Board Policy/Administrative Regulation #: See AR 5144, AR 5144.1
Subject: District and site discipline rules

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 44050
Board Policy/Administrative Regulation #: See BP 4119.21/4219.21/4319.21, BP 4119.24/4219.24/4319.24
Subject: For districts that maintain a code of conduct, material addressing employee interactions with students

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 46010.1
Board Policy/Administrative Regulation #: See AR 5113
Subject: Absence for confidential medical services

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 48980
Board Policy/Administrative Regulation #: See BP 6111
Subject: Schedule of minimum days and student-free staff development days

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 48980

Board Policy/Administrative Regulation #: None
Subject: The protections, requirements, and responsibilities prescribed in Assembly Bill 715 of the 2025-26 Regular Legislative Session

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 48980, 231.5; 5 CCR 4917; 34 CFR 106.8
Board Policy/Administrative Regulation #: See AR 5145.7
Subject: Copy of sexual harassment policy as related to students; contact information for Title IX coordinator

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 48980, 35160.5, 46600-46611, 48204, 48301
Board Policy/Administrative Regulation #: See BP 5111.1, AR 5116.1, AR 5117
Subject: All statutory attendance options, available local attendance options, options for meeting residency, form for changing attendance, appeals process

When to Notify: Beginning of each school year, if Governing Board allows such absence
Education or Other Legal Code: Education Code 48980, 46014
Board Policy/Administrative Regulation #: See AR 5113
Subject: Absence for religious exercise or purposes

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 48980, 48205
Board Policy/Administrative Regulation #: See AR 5113, BP 6154
Subject: Excused absences; grade/credit cannot be reduced due to excused absence if work or test has been completed; full text of Education Code 48205

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 48980, 49423, 49480
Board Policy/Administrative Regulation #: See AR 5141.21
Subject: Administration of prescribed medication

When to Notify: Beginning of each school year in grades 11-12
Education or Other Legal Code: Education Code 48980.5
Board Policy/Administrative Regulation #: None
Subject: Information on local apprenticeship and pre-apprenticeship programs

When to Notify: At the beginning of each school year in grades 7-12 Education or Other Legal Code: Education Code 48980.6
Board Policy/Administrative Regulation #: BP 6141.4
Subject: Any dual enrollment or International Baccalaureate courses offered by the district

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 48985.5
Board Policy/Administrative Regulation #: See BP 5131.6
Subject: The dangers of using synthetic drugs not prescribed by a physician, possibility that such drugs can be found in counterfeit pills, and the risk of social media being used to market synthetic drugs, such as fentanyl

When to Notify: Annually (not otherwise specified)
Education or Other Legal Code: Education Code 49013; 5 CCR 4622
Board Policy/Administrative Regulation #: See AR 1312.3, BP 0460, BP 3260
Subject: Uniform complaint procedures, available appeals, civil law remedies, coordinator, complaints about student fees and local control and accountability plan

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 49063

Board Policy/Administrative Regulation #: See AR 5125, AR 5125.3
Subject: Challenge, review and expunging of records

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 49063, 49069; 20 USC 1232g; 34 CFR 99.7
Board Policy/Administrative Regulation #: See AR 5125
Subject: Student records: inspect and review, access, types, location, persons responsible, location of log, access criteria, cost of copies, amendment requests, criteria for defining school officials and to determine legitimate educational interest, categories defined as directory information, disclosures, right to file complaint with U.S. Department of Education, course prospectus availability

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 49063, 49073; 20 USC 1232g; 34 CFR 99.37
Board Policy/Administrative Regulation #: See AR 5125.1
Subject: Release of directory information

When to Notify: Beginning of each school year
Education or Other Legal Code: 34 CFR 104.8, 106.9
Board Policy/Administrative Regulation #: See BP 0410, BP 6178
Subject: Nondiscrimination

When to Notify: Beginning of each school year to parent/guardian, teacher, and employee organizations or, in their absence, individuals
Education or Other Legal Code: 40 CFR 763.84, 40 CFR 763.93
Board Policy/Administrative Regulation #: See AR 3514
Subject: Availability of asbestos management plan; any inspections, response actions or post-response actions planned or in progress

II. At Specific Times During the Student's Academic Career

When to Notify: Upon a student's enrollment
Education or Other Legal Code: Education Code 49063
Board Policy/Administrative Regulation #: See AR 5125, AR 5125.3
Subject: Specified rights related to student records

When to Notify: On a timely basis following an absence
Education or Other Legal Code: Education Code 51101
Board Policy/Administrative Regulation #: See AR 5020
Subject: If child is absent from school without permission

III. When Special Circumstances Occur

When to Notify: In the event of a breach of security of district records
Education or Other Legal Code: Civil Code 1798.29
Board Policy/Administrative Regulation #: See BP 3580
Subject: Types of records affected, date of breach, description of incident, contact information for credit reporting agencies

When to Notify: Upon receipt of a complaint alleging discrimination
Education or Other Legal Code: Education Code 262.3
Board Policy/Administrative Regulation #: See AR 1312.3
Subject: Civil law remedies available to complainants

When to Notify: When the school confirms the presence of immigration enforcement on the school site
Education or Other Legal Code: Education Code 32282

Board Policy/Administrative Regulation #: AR 0450, 1445
Subject: Presence of immigration enforcement on school site

When to Notify: Prior to implementing alternative schedule
Education or Other Legal Code: Education Code 46162
Board Policy/Administrative Regulation #: See BP 6112
Subject: Public hearing on alternative schedule in secondary grades

When to Notify: At least 72 hours before use of pesticide product not included in annual list
Education or Other Legal Code: Education Code 17612
Board Policy/Administrative Regulation #: See AR 3514.2
Subject: Intended use of pesticide product

When to Notify: If school has lost its WASC accreditation status
Education or Other Legal Code: Education Code 35178.4
Board Policy/Administrative Regulation #: See BP 6190
Subject: Loss of status, potential consequences

When to Notify: When student excluded due to quarantine, contagious or infectious disease, danger to safety or health
Education or Other Legal Code: Education Code 48213
Board Policy/Administrative Regulation #: See AR 5112.2
Subject: Student has been excluded from school

When to Notify: When student is removed from class and teacher requires parental attendance at school
Education or Other Legal Code: Education Code 48900.1
Board Policy/Administrative Regulation #: See AR 5144.1
Subject: Parental attendance required; timeline for attendance

When to Notify: When student is released to peace officer
Education or Other Legal Code: Education Code 48906
Board Policy/Administrative Regulation #: See BP 5145.11
Subject: Release of student to peace officer for the purpose of removing minor from school, unless taken into custody as a victim of suspected child abuse

When to Notify: At time of suspension
Education or Other Legal Code: Education Code 48911
Board Policy/Administrative Regulation #: See BP 5144.1, AR 5144.1
Subject: Notice of suspension

When to Notify: One month before the scheduled minimum day
Education or Other Legal Code: Education Code 48980
Board Policy/Administrative Regulation #: See BP 6111
Subject: When minimum days are scheduled after the beginning of the school year

When to Notify: When parents/guardians request guidelines for filing complaint of child abuse at a school site
Education or Other Legal Code: Education Code 48987
Board Policy/Administrative Regulation #: See AR 5141.4
Subject: Guidelines for filing complaint of child abuse at a school site with local child protective agencies

When to Notify: When student in danger of failing a course
Education or Other Legal Code: Education Code 49067
Board Policy/Administrative Regulation #: See AR 5121
Subject: Student in danger of failing a course

When/Whom to Notify: When parent/guardian's challenge of student record is denied and parent/guardian appeals
Education or Other Legal Code: Education Code 49070
Board Policy/Administrative Regulation #: See AR 5125.3
Subject: If Governing Board sustains allegations, the correction of destruction of record; if denied, right to submit written objection

When/Whom to Notify: When district is considering program to gather safety-related information from students' social media activity
Education or Other Legal Code: Education Code 49073.6
Board Policy/Administrative Regulation #: See BP 5125
Subject: Opportunity for input on proposed program

When/Whom to Notify: When district adopts program to gather information from students' social media activity, and annually thereafter
Education or Other Legal Code: Education Code 49073.6
Board Policy/Administrative Regulation #: AR 5125
Subject: Information is being gathered, access to records, process for removal or corrections, destruction of records

When to Notify: Within 24 hours of release of information to a judge or probation officer
Education or Other Legal Code: Education Code 49076
Board Policy/Administrative Regulation #: See AR 5125
Subject: Release of student record to a judge or probation officer for conducting truancy mediation program or for presenting evidence at a truancy petition

When to Notify: Before release of information pursuant to court order or subpoena
Education or Other Legal Code: Education Code 49077
Board Policy/Administrative Regulation #: See AR 5125
Subject: Release of information pursuant to court order or subpoena

When to Notify: When an automated external defibrillator (AED) is placed in a school serving students in grades 6-12, at least annually notify students
Education or Other Legal Code: Health and Safety Code 1797.196
Board Policy/Administrative Regulation #: See AR 6145.2 Athletic Competition
Subject: The location of all AED units on campus

When/Whom to Notify: At least 14 days prior to sex offender coming on campus as volunteer
Education or Other Legal Code: Penal Code 626.81
Board Policy/Administrative Regulation #: See AR 1240, BP 1250
Subject: Dates and times permission granted; obtaining information from law enforcement

When to Notify: When hearing is requested by person asked to leave school premises
Education or Other Legal Code: Penal Code 627.5
Board Policy/Administrative Regulation #: See AR 3515.2
Subject: Notice of hearing

When/Whom to Notify: When responding to complaint re: discrimination, special education, or noncompliance with law
Education or Other Legal Code: 5 CCR 4631
Board Policy/Administrative Regulation #: See AR 1312.3
Subject: Findings, disposition of complaint, any corrective actions, appeal rights and procedures

When to Notify: When student complains of sexual harassment
Education or Other Legal Code: 34 CFR 106.44, 106.45
Board Policy/Administrative Regulation #: See AR 5145.7
Subject: Right to file formal complaint, availability of supportive measures, notice of process, reason for dismissal of

complaint if applicable

IV. Special Education Notices

n/a

V. Building, Classroom, and Other Notices to Be Posted

Where to Post: In each bathroom and locker room at each school site
Education or Other Legal Code: Education Code 231.6
Board Policy/Administrative Regulation #: See AR 5145.7
Subject: Poster that notifies students of the applicable written policy on sexual harassment required by Education Code 231.5

Where to Post: In all district schools and offices, including staff lounges and student government meeting rooms
Education or Other Legal Code: Education Code 234.1
Board Policy/Administrative Regulation #: See AR 1312.3
Subject: Uniform complaint procedures Board policy and administrative regulation

Where to Post: In district administrative buildings
Education or Other Legal Code: Education Code 234.7
Board Policy/Administrative Regulation #: BP 1445
Subject: Information relating to, "The Immigration-Enforcement Actions at California Schools Guide for Students and Families," also known as, "Know Your Educational Rights," developed by the Attorney General; post in every language that the Attorney General provides and update the school year following any updates published by the Attorney General

Where to Post : In each classroom in each school
Education or Other Legal Code: Education Code 35186
Board Policy/Administrative Regulation #: See AR/E 1312.4
Subject: Complaints subject to Williams uniform complaint procedures

Where to Post: On or Before July 1, 2026, in a prominent and conspicuous location outside at least one all-gender restroom
Education or Other Legal Code: Education Code 35292.5
Board Policy/Administrative Regulation #: See AR 3517, AR 5145.3
Subject: Signage identifying the bathroom facility as being open to all genders and in conformity with 24 CCR 11B-703, is available during school hours and school functions when students are present, designated point of contact

Where to Post: In any school serving any of grades 3-12, in a prominent and conspicuous location in every restroom required to stock menstrual products,
Education or Other Legal Code: Education Code 35292.6
Board Policy/Administrative Regulation #: See AR 3517
Subject: Requirement to stock and make available free of cost an adequate supply of menstrual products that includes email address and telephone number for a designated individual responsible for maintaining requisite supply of menstrual products

Where to Post: Prominently and conspicuously displayed in appropriate public areas that are accessible to, and commonly frequented by students at each school site
Education or Other Legal Code: Education Code 49428.5
Board Policy/Administrative Regulation #: See BP 5141.5
Subject: Distribution of digitized mental health poster online

Bylaw 9200: Limits Of Board Member Authority

Status: DRAFT

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

Eden Area Regional Occupational Program (Eden Area ROP) Governing Board members are the designated representatives of the school districts participating in the Joint Powers Agreement, and each serves as a member on their respective Boards.

The Governing Board recognizes that the Board is the unit of authority over the Eden Area ROP and expects individual Board members to conduct themselves in accordance with Board Bylaw 9000 - Role of the Board and Board Bylaw 9005 - Governance Standards. Unless agreed to by the Board as a whole, an individual Board member possesses no authority to direct staff, represent the Board or the Eden Area ROP, or exercise administrative responsibility with respect to the schools.

Additionally, individual Board members do not have the authority to investigate, resolve, or otherwise actively engage with community members with respect to complaints, personnel or student matters, or legal issues. Any Board member who receives a communication regarding such a topic shall forward the communication to or otherwise inform the Superintendent or Board president, as appropriate, who shall respond or otherwise follow-up, as needed. The Board member shall not respond substantively to the communication beyond acknowledging receipt and explaining the limits of the Board member's authority. It shall be the responsibility of the Superintendent or Board president to inform the Board or place the topic on a future Board agenda.

Individual Board members are permitted to engage with community members, including responding to general inquiries or expressions of opinion. Such engagement shall be consistent with Board policies and bylaws such as Board Bylaw 9010 – Public Statements and Board Bylaw 9012 – Board Member Electronic Communications, and may not purport to represent the position of the Board.

Requests for information by an individual Board member shall be submitted to the Superintendent.

A Board member may observe and/or volunteer in a school or classroom, including in the school or classroom in which the Board member's child is enrolled, in accordance with Board Policy/Administrative Regulation 1240— Volunteer Assistance and Board Policy/Administrative Regulation 5020 - Parent Rights and Responsibilities. Prior to observing or volunteering, a Board member shall inform the Superintendent. Additionally, a Board member who is present on Eden Area ROP property or at Eden Area ROP programs or activities is expected to be aware of the role and limits on authority as a Board member.

A Board member who chooses to observe or volunteer shall do so in a manner that does not disrupt school operations. Any questions or concerns regarding operational or personnel matters shall be directed to the Superintendent or designee. Any questions or concerns specific to the Board member's child may be directed to appropriate site staff. If a question or concern is both specific to the Board member's child and involves operational or personnel matters, the Board member shall collaborate with the Superintendent or designee to determine whether the Board member shall direct the question or concern to site staff or whether the responsibility to investigate or resolve the question or concern, if necessary, lies with the Superintendent or designee.

Eden Area ROP

DATE: November 5, 2026
TO: ROP Governing Board
FROM: Blaine Torpey, Superintendent
PREPARED BY: Anthony Oum, Fiscal Services Administrator
SUBJECT: Request the Governing Board approve the Career Technical Education Facilities Program (CTEFP) Grant Round 8: Automotive Collision & Refinishing Facility and Equipment Application

BACKGROUND

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

Proposition 2 funding for CTE Programs was folded into the CTE Facilities Program (CTEFP). This is an existing program that was used to disburse Proposition 51 bond funding for CTE facilities. Round 8 applications are due December 1 and must be approved by the Governing Board and the given Advisory Committee.

CURRENT SITUATION

In Spring 2026, EAROP identified the Auto Collision and Repair Program facility as one in need of modernization. The program has been operating successfully but will gain tremendous benefit from updating the facilities. The Auto Collision and Repair classroom and shop were not purpose built. The space was built to be a cabinetry shop.

EAROP engaged Perkins Eastman to support the construction design and planning in collaboration with the instructor. Should the application receive a passing score during phase one of the application process, EAROP will submit phase two in June 2027 to apply for a reservation of funds of up to 50% the cost of the project.

RECOMMENDATION

It is recommended that the Governing Board approve the Career Technical Education Facilities Program (CTEFP) Grant Round 8: Automotive Collision & Refinishing Facility and Equipment application.

Career Technical Education Facilities Program
Eighth Funding Cycle Application

Form A - Cover Page (Revised 9/2026)

Local Educational Agency Contact Infomation

Local Educational Agency (LEA) :

Eden Area Regional Occupational Program

CDS Code:

01404280000000

Printed Name and Title of Contact:

Blaine C. Torpey, Superintendent

Address:

26316 Hesperian Blvd.

City:

Hayward

Zip Code:

94545

County:

Alameda

Telephone Number:

(510) 293-2900

Fax Number:

(510) 293-8225

Email Address:

btorpey@edenrop.org

Project Information

Type of Project:

New Construction (including equipment): ☐

Modernization/Reconfiguration (including equipment): ☑

Equipment Only: ☐

School Name:
Eden Area Regional Occupational Program

Name of Career Technical Education Industry Sector (Note: Only one industry sector per application will be accepted):
TRA-Transportation

Career Technical Education Pathway(s):
Structural Repair and Refinishing

Proposed Schematic Drawing Attached?: Yes ◉ No ○

School Site Plan Drawing Attached: Yes ◉ No ○

Estimated Total Cost of Project (See Form B): $6,385,00.00

Total Amount of State Funds Requested (See Form B): $3,192,500.00

Number of students occupying teaching stations or using equipment (per class period): 25

Number of Classrooms in Project: 2

Annual Number of Students Served: 50

Square Footage of Project: 8,743 sq. ft.

Approval

Date Governing Board Approved CTE Application (Board must approve project no later than November 30, 2025): 11/10/26

Date Advisory Committee (Part 1, Item B) and Feeder Groups and Partners (Part 3) approved the CTE Plan for this project: 11/10/26

Certification

The local educational agency (LEA) certifies that the Advisory Committee pursuant to Education Code Section 8070 has met and approved the CTE Plan, and the other requirements contained in Education Code Section 17078.72, including sections (i) (1 thru 7) have been accomplished, and minutes and other supporting documentation are on file at the LEA's Office. Further, the LEA certifies that the project is on a comprehensive high school site that meets the requirements of Education Code sections 51224, 51225.3, and 51228.

Authorized LEA Representative to initial each Education Code Section.

E.C. 8070 ✓

The governing board of each school district participating in a career technical education program shall appoint a career technical education advisory committee to develop recommendations on the program and to provide liaison between the district and potential employers.

The committee shall consist of one or more representatives of the general public knowledgeable about the disadvantaged, students, teachers, business, industry, school administration, and the field office of the Department of Employment Development.

E.C. 17078.72 ✓

(a) The Career Technical Education Facilities Program is hereby established to provide funding to qualifying local educational agencies for the purpose of constructing new facilities or reconfiguring existing facilities, including, but not limited to, purchasing equipment with an average useful life expectancy of at least 10 years, to enhance educational opportunities for pupils in existing high schools in order to provide them with the skills and knowledge necessary for the high-demand technical careers of today and tomorrow.

(b) The State Department of Education, in cooperation with the Chancellor's Office of the California Community Colleges, the Labor and Workforce Development Agency, and industry groups, shall develop criteria and pupil outcome measures to evaluate the program. The criteria shall ensure equity, program relevance to industry needs, and articulation with more advanced coursework at the partnering community colleges or private institutions.

(c) The program shall be based on grant applications administered by the board.

(d) Grants shall be allocated on a per-square-foot basis for the applicable type of construction proposed or deemed necessary by the board consistent with the approved application for the project.

(e) New construction grants shall not exceed three million dollars ($3,000,000) per project per schoolsite, inclusive of equipment, and shall only be allocated to comprehensive high schools that have an active Career Technical Advisory Committee pursuant to Section 8070, in either of the following methods:

(1) For a stand-alone project on a per-square-foot basis for the applicable type of construction proposed, based on the criteria established pursuant to subdivision (b), consistent with the approved application for the project.

(2) For new school projects, as a supplement to the per pupil allocation pursuant to Section 17072.10. The supplement is intended to cover excess costs uniquely related to the facilities required to provide the career technical education program or programs.

(f) Modernization grants shall not exceed one million five hundred thousand dollars ($1,500,000) per project per schoolsite, inclusive of equipment and may be awarded to comprehensive high schools or joint power authorities currently operating career technical education programs that have an active Career Technical Advisory Committee pursuant to Section 8070 for the purpose of reconfiguration. For comprehensive high schools, the grant shall be supplemental to the per pupil allocation pursuant to Section 17074.10. The supplement is intended to cover excess costs uniquely related to the facilities required to provide the career technical education program or programs.

(g)(1) A school district shall contribute from local resources a dollar amount that is equal to the amount of the grant of state funds awarded under subdivisions (d), (e), and (f). The required local contribution may be provided by private industry groups, the school district, or a joint powers authority.

(2) A school district shall not be required to demonstrate that it has unhoused pupils or that a permanent school building is more than 25 years old in order to receive a grant under the program.

(h) The program shall allow the required local contribution to be paid over time if sufficient local funds are not immediately available. The board may provide for a repayment schedule consistent with subparagraphs (C) and (D) of paragraph (1) of subdivision (a) of Section 17078.57. The board shall not waive the required local contribution on the basis of financial hardship or on any other basis.

(i) Applications shall meet the criteria developed under subdivision (b) and shall require all of the following:

(1) A clear and comprehensive career technical education plan for each course of study applicable to the instructional space.

(2) Projections of pupil enrollment.

(3) Identification of feeder schools, industry partners, and community colleges or other postsecondary schools participating in the development, articulation, and review of the educational program.

(4) Evidence of approval of the plan by the entities listed in paragraph (3).

(5) The method by which accountability for pupil enrollments and outcomes will be maintained. Outcomes shall include, but are not limited to, certificate completion, the successful entry of pupil to employment in the applicable industry, and successful transition to post-secondary institutions for work in the applicable industry or other areas of study.

6) Evidence of coordination with all feeder schools, middle schools, and high schools within the area to ensure that the project and programs complement career technical education offerings in the area.

(7) Evidence that upon completion of the project the local educational agency will meet all of its obligations under Section 51228 relating to career technical education.

(j) Applications shall give weight to the number of pupils expected to attend, the cost per pupil, financial participation by industry partners in the construction and equipping of the facility, commitment to accountability for outcomes and participation, the strength and relevance of the educational plans to the needs of industry for qualified technical employees applicable to the economic development needs of the region in which the project will be located, and coordination and articulation with feeder schools, other high schools, and community colleges.

(k)The Office of Public School Construction shall develop and the board shall approve regulations to implement this article on or before April 19, 2007, and the board may promulgate those regulations first on an emergency basis, which shall be effective for no more than 12 months, after which any permanent regulations shall be promulgated in accordance with the Administrative Procedure Act (Chapter 3.5 (commencing with Section 11340) of Part 1 of Division 3 of Title 2 of the Government Code).

(l) Notwithstanding paragraphs (e) and (f), a project approved pursuant to this section is also eligible for an incentive grant from the funds specified in paragraph (8) of subdivision (a) of Section 101012 if the project meets the criteria prescribed in that section.

E.C. 51224 ✓

The governing board of any school district maintaining a high school shall prescribe courses of study designed to provide the skills and knowledge required for adult life for pupils attending the schools within its school district. The governing board shall prescribe separate courses of study, including, but not limited to, a course of study designed to prepare prospective pupils for admission to state colleges and universities and a course of study for career technical training.

E.C. 51225.3 ✓

(a) A pupil shall complete all of the following while in grades 9 to 12, inclusive, in order to receive a diploma of graduation from high school:

(1) At least the following numbers of courses in the subjects specified, each course having a duration of one year, unless otherwise specified:

(A) Three courses in English.

(B) Two courses in mathematics. If the governing board of a school district requires more than two courses in mathematics for graduation, the governing board of the school district may award a pupil up to one mathematics course credit pursuant to Section 51225.35.

(C) Two courses in science, including biological and physical sciences.

(D) Three courses in social studies, including United States history and geography; world history, culture, and geography; a one-semester course in American government and civics; and a one-semester course in economics.

(E) One course in visual or performing arts or foreign language. For purposes of satisfying the requirement specified in this subparagraph, a course in American Sign Language shall be deemed a course in foreign language.

(F) Two courses in physical education, unless the pupil has been exempted pursuant to the provisions of this code.

(2) Other coursework requirements adopted by the governing board of the school district.

(b) The governing board, with the active involvement of parents, administrators, teachers, and pupils, shall adopt alternative means for pupils to complete the prescribed course of study that may include practical demonstration of skills and competencies, supervised work experience or other outside school experience, career technical education classes offered in high schools, courses offered by regional occupational centers or programs, interdisciplinary study, independent study, and credit earned at a postsecondary educational institution. Requirements for graduation and specified alternative modes for completing the prescribed course of study shall be made available to pupils, parents, and the public.

(c) If a pupil completed a career technical education course that met the requirements of subparagraph (E) of paragraph (1) of subdivision (a) of Section 51225.3, as amended by the act adding this section, before the inoperative date of that section, that course shall be deemed to fulfill the requirements of subparagraph (E) of paragraph (1) of subdivision (a) of this section.

(d) This section shall become operative upon the date that Section 51225.3, as amended by the act adding this section, becomes inoperative.

E.C. 51228 ✓

(a) Each school district maintaining any of grades 7 to 12, inclusive, shall offer to all otherwise qualified pupils in those grades a course of study fulfilling the requirements and prerequisites for admission to the California public institutions of postsecondary education and shall provide a timely opportunity to each of those pupils to enroll within a four-year period in each course necessary to fulfill those requirements and prerequisites prior to graduation from high school.

b) Each school district maintaining any of grades 7 to 12, inclusive, shall offer to all otherwise qualified pupils in those grades a course of study that provides an opportunity for those pupils to attain entry-level employment skills in business or industry upon graduation from high school. Districts are encouraged to provide all pupils with a rigorous academic curriculum that integrates academic and career skills, incorporates applied learning in all disciplines, and prepares all pupils for high school graduation and career entry.

(c) A school district that adopts a required curriculum that meets or exceeds the model standards developed and adopted by the state board pursuant to Section 51226 shall be deemed to have fulfilled its responsibilities pursuant to subdivision (b).

d) A school district that adopts a required curriculum pursuant to subdivision (c) that meets or exceeds the model standards developed by the state board pursuant to Section 51226, or that adopts alternative means for pupils to complete the prescribed course of study pursuant to subdivision (b) of Section 51225.3, may substitute pupil demonstration of competence in the prescribed subjects through a practical demonstration of these skills in a regional occupational center or program, work experience, interdisciplinary study, independent study, credit earned at a postsecondary institution, or other outside school experience, as prescribed by Section 51225.3.

Print Name of Authorized L E A Representative: Blaine C. Torpey

Signature of Authorized L E A Representative:

Initials of Authorized L E A Representative: BCT

Title: Superintendent

Phone Number: 510-293-2901

Date: 12/01/26

CTEFP Round 8 Auto Collision

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Project Abstract: EAROP Automotive Collision and Repair

The Eden Area Regional Occupational Program (EAROP), established in 1971, is a Joint Powers Authority Regional Occupational Program serving students from Castro Valley, Hayward, San Leandro, and San Lorenzo Unified School Districts. EAROP offers Automotive Collision and Refinishing IP and IIP within the Transportation sector and Structural Repair and Refinishing pathway. The program serves approximately 50 students annually through two three-hour instructional sessions, with students able to continue into the second-year capstone course.

The current instructional facility was adapted from a former cabinetry shop rather than purpose-built for collision repair education. The instructor has identified insufficient space for workstations corresponding to the stages of vehicle repair; inefficient movement between estimating, disassembly, repair, preparation, refinishing and detailing; outdated ventilation and spray booth systems; inadequate separation for aluminum repair; metal fabrication workstation safety concerns; and restroom accessibility needs. These conditions constrain simultaneous hands-on learning and require repeated movement of equipment and student groups, reducing time available for technical instruction.

The proposed modernization will reconfigure 8,769 square feet into an integrated, industry-aligned instructional environment. Planned improvements, pending the final facilities assessment and approved design, include a new spray booth; conversion of the existing booth into an aluminum isolation room; a dedicated preparation station, spot welding station and metal fabrication area; relocation of the frame machine; a new vehicle lift; ventilation, electrical, lighting and fire-protection improvements; accessible restrooms and fixtures; and a secured, covered outdoor work area. The redesigned space will establish a more effective sequence of specialized instructional activities, improve student circulation and instructor supervision, address identified accessibility and safety concerns, and support practical training aligned with verified I-CAR requirements.

EAROP has established three interrelated goals: create a safe, accessible, modern and efficient automotive collision repair facility; increase the quality and quantity of supervised hands-on instruction; and improve access to industry-relevant equipment and technical experiences that prepare students for certification, advanced education and employment.

The project will strengthen the two-course pathway in which both courses are UC “g” approved and participating students work towards completing I-CAR certifications.

Part 1: CTE Plan

A.
The Automotive Collision and Refinishing pathway prepares students for occupations such as collision repair technicians, refinish technicians, estimators and detailers. These positions require technical skills in damage assessment, disassembly and reassembly, structural and nonstructural repair, surface preparation, refinishing, materials handling and workplace safety.

EDD data shows employment for Automotive Body and Related Repairers in Alameda and Contra Costa counties, is projected to be 1,620 jobs in 2033. More significantly, EDD projects 1,320 total job openings over the ten-year period, averaging 132 openings annually. Approximately 1,300 of these openings, or 98.5%, represent replacement demand rather than net employment growth. Regional wages demonstrate opportunities for career advancement. Middle-skill occupations include Automotive Glass Installers and Repairers ($29.33), Automotive Body and Related Repairers ($37.66), and Insurance Appraisers, Auto Damage ($43.45).

Other regional programs include Mission Valley ROP, Metropolitan Education District, College of Alameda and Contra Costa College. EAROP complements regional offerings by providing a two-course pathway accessible to students across four districts in extended three-hour instructional blocks.

The modernization project improves safety, instructional efficiency and flow, and capacity. Upgraded spot welding stations, metal fabrication area, vehicle lift, modernized spray booth and aluminum isolation room will better align to the I-CAR certification sequence and student readiness for the workforce

B.
Industry Sector: Transportation
Pathway: Structural Repair and Refinishing
Sequence of Courses:

- Concentrator: Automotive Collision and Refinishing IP — CALPADS #8521
- Capstone: Automotive Collision and Refinishing IIP — CALPADS #8522

The current facility was not designed around the sequence of collision repair instruction. Insufficient separation of specialized workstations and the need to relocate tools, vehicles and student groups interrupt the progression from estimating and disassembly to repair, preparation, refinishing and reassembly. These conditions limit efficient use of the three-hour instructional period and opportunities for multiple students to practice concurrently.

The proposed project will provide Auto Collision-specific construction plan and equipment schedule. The reconfiguration will be evaluated for its ability to improve workflow, sightlines, accessibility, safe use of specialized tools and student access to hands-on practice. The proposed central drive aisle, perimeter work areas and specialized stations would allow students to move more effectively from teardown and repair through preparation, spraying and detailing, strengthening hands-on technical practice. Proposed mechanical, electrical and life-

safety improvements will support safer use of these areas. Together, these improvements address instructional effectiveness, safety and industry alignment rather than simply renovating the building. See Appendix B.

C.
EAROP collaborates with its four partner districts to ensure students have access to CTE programs regardless of academic performance, disability status, language proficiency, socioeconomic status, or other student characteristics. Recruitment materials are distributed in multiple languages and aligned with district communication channels. Outreach is targeted toward under-represented populations through counselor collaboration, presentations at comprehensive and continuation schools, and participation in EAROP Sophomore and Middle School CTE Tours.

EAROP also coordinates with district special education teams and English Learner departments to provide appropriate instructional accommodations and supports. Bilingual staff and translated resources support students and families, and EAROP collaborates with programs including WorkAbility I and WIOA Youth Programs to provide additional support and work-based learning opportunities.

The facilities assessment identifies an existing restroom configuration that does not provide single-occupant, all-gender, accessible facilities. The proposed reconfiguration includes accessible restrooms, an adjusted corridor wall for clearance, an accessible sink, eyewash station, drinking fountains and signage. These improvements are intended to remove barriers to participation in shop-based instruction.

D.
The EAROP Auto Collision and Repair Program strengthens the Transportation Sector Pathway. The instructors engage in ongoing professional development through their own I-CAR Trainer Certifications as well as ASE. The instructor and students participate annually in SkillsUSA with EAROP Auto Collision, Repair and Estimating students earning gold medals and going to Nationals; which is a testament to the program's success and alignment with the expectations of a high-quality CTE program.

The program offers a sequenced concentrator and capstone experience that combines technical instruction, hands-on practice and career preparation. The facility and equipment upgrades will further support student preparation for post-secondary training, pre-apprenticeships and employment.

These improvements will support students earning five I-CAR certifications: Aluminum and Steel Small Dent Repair; Collision Repair Fundamentals; Disassembly and Reassembly; Plastic Repair; and Preparation for Refinish. Students also earn EAROP Auto Collision and Repair certificates recognized by regional employers. The modernization will connect each relevant equipment and workstation decision to verify instructional and industry competencies.

Part 2: Projections of Student Enrollment

A.
EAROP anticipates serving approximately 50 students annually through two three-hour sessions each school day, one morning and one afternoon, with a target of approximately 25 students per session. The August 2026 instructor draft reports the following enrollment history, pending confirmation against official records:

2021–22: 39

2022–23: 53

2023–24: 55

2024–25: 55

2025–26: 54

B.
EAROP will sustain projected enrollment through established recruitment and enrollment systems developed in partnership with Castro Valley, Hayward, San Leandro, and San Lorenzo Unified School Districts.

EAROP ensures projected student enrollment for the Auto Collision and Repair Program through established recruitment structures, sustained student interest, and strong partnerships with four unified school districts. It has become one of EAROP's in-demand pathways, consistently operating at capacity. Enrollment demand has increased by approximately 38% since 2021–22, demonstrating sustained interest and viability.

EAROP collaborates with partner districts to allocate pathway seats proportionally based on secondary enrollment using CTEIG ADA data. Staff coordinate with school-site counselors to schedule students into morning or afternoon sessions and can release unused seats to students awaiting placement. This process supports enrollment forecasting while maximizing use of available program capacity.

Recruitment begins well before enrollment. Culinary Science course descriptions are included in EAROP and partner-district course catalogs and incorporated into school course-request processes. EAROP staff provide annual information to district leadership, principals, and counseling teams. Sophomore presentations expose students throughout the partner districts, including students attending continuation schools. Students also participate in guided EAROP Center tours led by trained Student Ambassadors. Visiting students interact with the instructor and students and observe the types of hands-on culinary learning available through the pathway. EAROP additionally conducts middle school tours and summer programming to develop earlier awareness of CTE options and create a sustainable future enrollment pipeline. EAROP also sponsors Career Technical Student Organization (CTSO) leadership activities and hosts center-wide events that build pathway culture and visibility.

To cultivate long-term sustainability, EAROP conducts middle school tours and hosts a Middle School CTE Summit to develop early interest and support future enrollment pipelines. These outreach efforts, combined with consistent district communication and

visible community presence, ensure that student recruitment, enrollment, and retention remain strong.

Part 3: Identification of Feeder Schools and Partners

A.
The development of the proposed project has included the Auto Collision instructor, EAROP administration and Facilities Team, industry partners such Chilton Auto Body and Gerber Collision and Glass, architectural/design representatives from Perkins Eastman Architects, Thorton Tomastti, Salas O'Brien and OCMI and other partners involved in evaluating the existing facility and identifying instructional and equipment needs. See Appendix C.

Part 4: The Accountability Plan

A.
EAROP maintains a structured accountability plan to ensure strong enrollment, pathway completion, industry-recognized credentials, related employment and apprenticeship and postsecondary education. The program currently serves approximately 50 students annually. EAROP anticipates all participating students will earn at least three but generally all five I-CAR Certifications as well as the EAROP Auto Collision and Repair Certificate. Modernization will deepen students experience with the industry standards

Each year there are typically 20 pathway completers, as some Year 1 students are seniors, 10 or more students enter related employment; and 5 students enter postsecondary study.

EAROP collects enrollment, demographic, course-completion and certification data for program review and state reporting. Results will be reviewed with instructional staff, administrators, the Governing Board, district partners and advisory committees. EAROP is expanding systems to track postsecondary outcomes and disseminates findings through reports, meetings, and community communications.

The modernization creates an opportunity to compare pre-project and post-project enrollment, certification attainment, pathway completion and student transitions.

B.
As a Joint Powers Authority Regional Occupational Program, EAROP is not itself a comprehensive high school and not subject to EC 51228. However, EAROP Auto Collision and Repair courses are UC "g" approved and is a highly successful participant in SkillsUSA, both of which are third party validations of the rigorous course content. EAROP conducts biannual Advisory meetings for each of our pathways. This project will address long standing deficiencies within the instructional space and allow EAROP to offer a high-quality CTE Program that meets the needs of students and the labor market.

Part 5: Educational Specifications and Equipment/Space Requirements

A.
The modernization upgrades an automotive collision repair shop, classroom, and supporting instructional spaces serving approximately 50 students annually. Work focuses

on safety, ventilation, vehicle circulation, accessibility, electrical infrastructure, and instructional efficiency aligned with I-CAR competencies.

Facility improvements include replacement of outdated HVAC and ventilation systems, installation of a new spray booth, and conversion of the existing spray booth into a dedicated aluminum isolation room. New exhaust and filtration systems will improve air quality and support safe instruction in vehicle preparation, refinishing, and metal repair.

The shop will be reconfigured to establish dedicated workstations for vehicle disassembly, structural and nonstructural repair, metal fabrication, surface preparation, and refinishing. A new vehicle lift, spot welding station, workbenches, and preparation station will expand hands-on instructional capacity. Relocation of the frame machine and improved vehicle circulation will increase workspace efficiency and instructor visibility.

Electrical improvements include updated power distribution, wiring, outlets, and LED lighting to support specialized equipment and instructional activities. Fire alarm and sprinkler systems will be upgraded, and obsolete heating equipment removed. Classroom finishes, ceilings, and secure storage will be improved.

Accessibility improvements include reconfigured single-occupant, all-gender accessible restrooms, an accessible sink, replacement eyewash station, and accessible drinking fountains. Exterior improvements include a new covered work area, security enclosure, and lighting to support vehicle movement and supervised instructional activities.

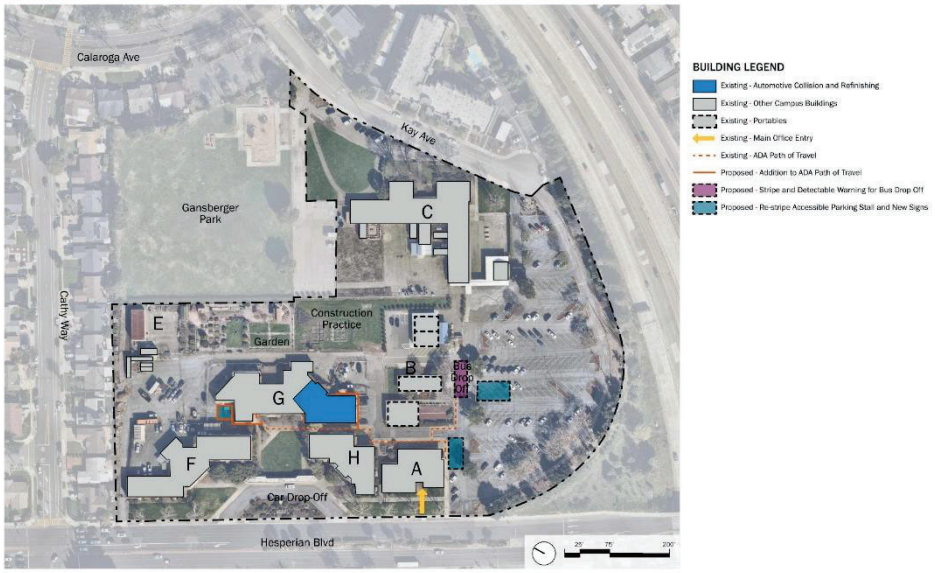
Structural modifications, equipment anchorage, electrical capacity, and ventilation balancing will be evaluated and verified during final design. The completed project will provide a safer, more efficient instructional environment supporting simultaneous hands-on learning, industry-aligned technical competencies, and student preparation for certification and employment.

The space is located inside the existing Building G, and the exterior adjacent courtyard. Existing spaces include:

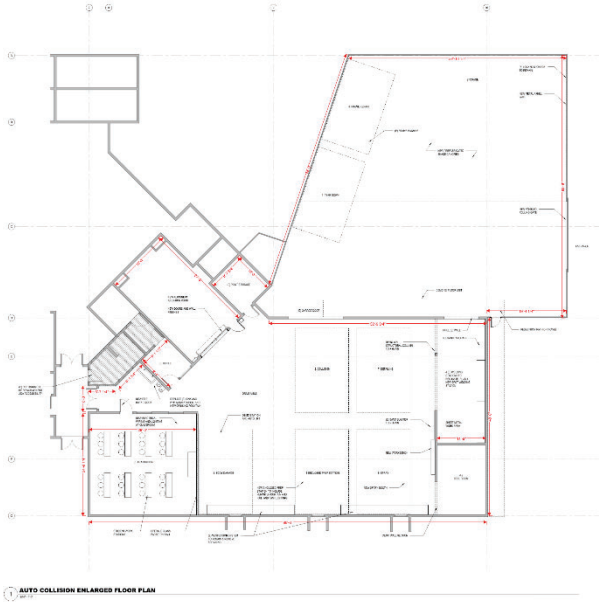
Interior:

- 2,881 SF body shop
- 641 SF classroom
- 75 SF staff office
- 44 SF staff restroom
- 438 SF spray booth
- 99 SF paint storage room
- 353 SF storage room
- 198 SF tool room
- Exterior:4,040 SF courtyard

B: School Site Plan:



C. Schematic Drawing:



D.

The instructional environment must support approximately 25 students during each three-hour session while providing safe, supervised opportunities for instructor demonstration, small-group practice and progression through the collision repair workflow. Dedicated or

appropriately separated spaces should be determined from curriculum, equipment and safety requirements, not assumed from an unrelated facility.

Proposed instructional and support spaces,

- Classroom: 633 sq. ft.
- Wet Area: 138 sq. ft.
- Body Damage: 323 sq. ft.
- Office: 75 sq. ft.
- New Aluminum Isolation Room: 439 sq. ft.
- Paint Storage: 100 sq. ft
- Accessible Student Work Areas and Circulation: 1,101 sq. ft.
- Collision: 343 sq. ft.
- Detailing: 343 sq. ft.
- Enclosed Prep Station: 330 sq. ft.
- Spray: 330 sq. ft.
- Welding Stations: 353 sq. ft.
- Tool Room: 199 sq. ft.
- Frame Repair: 261 sq. ft.
- Tear Down: 265 sq. ft.
- Covered Outdoor Area: 1,664 sq. ft.
- Uncovered Outdoor Area: 1,846 sq. ft.
- Total project footprint: 8,743 sq. ft.



E.
Development of the project has involved the Auto Collision instructors, EAROP administration and Facilities Team, Perkins Eastman Architects, Thorton Tomasetti, Salas O'Briend, OCMI and industry partners.

The project will address site and building accessibility deficiencies, including accessible parking, continuous accessible routes and egress, accessible restrooms and drinking fountains, updated tactile and Braille signage, and detectable warnings and pedestrian striping at the bus drop-off area. Improvements will establish compliant paths of travel and accessible facilities throughout the campus, including the Auto Collision and program courtyard areas. The existing Building G and site were constructed and permitted under prior code cycles and, as a result, exhibit several conditions that do not meet current life-safety and accessibility requirements, including CBC Chapter 11B.

The new equipment will support expanded hands-on instruction in automotive collision repair, including vehicle positioning and maneuvering, spot welding and metal fabrication, aluminum repair, and safe vehicle lifting and inspection. The dedicated spray booth and associated lighting will allow students to complete professional refinishing and paint application activities, while the new eyewash station will support safe instruction and work practices in areas involving chemicals and hazardous materials. Together, these improvements will allow students to practice a broader range of industry-aligned repair techniques and develop competencies consistent with I-CAR training standards.

F.
The modernized facility will support Automotive Collision and Refinishing IP and IIP, approximately 50 students annually, and two three-hour daily sessions. The proposed sequence of instructional areas will allow students to progress from damage assessment and disassembly through repair, preparation, refinishing, reassembly and inspection.

The modernized facility will support Automotive Collision and Refinishing IP and IIP, approximately 50 students annually, and two three-hour daily sessions. The proposed sequence of instructional areas will allow students to progress from damage assessment and disassembly through repair, preparation, refinishing, reassembly and inspection.

The instructional layout will accommodate approximately 25 students per session, distributed across seven dedicated workstations to support small-group, hands-on instruction and rotation between activities. Students per workstation: Approximately 3–4 students. Workstation capacity: Seven workstations accommodating up to 25 students per session. Simultaneous hands-on participation: Up to 25 students, with groups rotating between specialized instructional areas based on activity, equipment availability, and instructor supervision. Final area-to-course mapping and equipment schedule: 8,743 sq. ft. / 25 students = 349 SF per student.

Part 6: Budget Justification/Detail Sheet (Form B)

A.

The total capital cost of the Automotive Collision and Repair modernization is $6,385,000. At a projected annual program enrollment of approximately 50 students, the estimated annual capital cost per student is:

$6,385,000 ÷ 50 students = $127,700 per student.

The project cost will be supported by a detailed construction and equipment schedule linking each expenditure to a verified deficiency, required instructional activity, equipment useful life and student benefit. The capital improvements are expected to benefit multiple future cohorts; the grant calculation uses annual projected enrollment.

The project includes dedicated repair and refinishing workstations, upgraded equipment, improved vehicle circulation, a new spray booth, aluminum isolation room, and enhanced classroom functionality. HVAC, ventilation, electrical, lighting, and fire protection systems will be upgraded. Accessibility improvements include restrooms, fixtures, signage, and paths of travel. Courtyard enhancements include a covered instructional area, security enclosure, lighting, and solar panels. These investments will improve safety, instructional efficiency, hands-on learning, and preparation for industry certification and employment.

B.
Chilton Auto Body, Popeye Auto Collision, and Gerber Collision and Glass reviewed the design, equipment, instructional workstations and industry standards to ensure the students have the facilities and equipment needed to develop the technical competencies for post-secondary advancement and employment in the Auto Collision. This support will continue as well as the refinement of the project. The instructor, who has extensive experience in the field, was a critical resource in the design. Currently there are no in-kind or financial contributions from industry partners. See Appendix for Letters of Support.

C.
EAROP has involved the Auto Collision and Refinishing instructor and facilities/design professionals in identifying the equipment and facility needs of the program. Industry partners can provide input to ensure that the redesigned shop and selected equipment reflect contemporary automotive collision repair environments and allow students to develop skills transferable to employment and post-secondary programs. The project planning process considered vehicle circulation, structural and nonstructural repair, metal fabrication, aluminum repair, surface preparation, refinishing, ventilation, equipment operation, safety, accessibility, and instructor supervision when developing the proposed configuration.

D.
All grant funds will be expended using established purchasing and contracting procedures designed to ensure expenditures are objective, competitive, appropriate, and directly related to the approved project.

Equipment and materials will be evaluated based on price as well as commercial quality, expected useful life, warranty, safety, code compliance, maintenance requirements, availability of replacement parts/service, energy and operational requirements, and suitability for

continuous instructional use. Selection will prioritize durable commercial-grade equipment appropriate for a high school instructional environment rather than simply selecting the lowest initial purchase price.

E.
EAROP recognizes that modernization requires a long-term commitment to maintaining the facility and equipment after CTEFP grant funding ends. EAROP will incorporate routine Automotive Collision and Repair facility and equipment maintenance into its ongoing facilities and program operations.

The Automotive Collision and Repair instructor will conduct routine visual and operational checks of equipment and immediately report equipment or safety concerns through EAROP's established maintenance process. Preventive maintenance and professional servicing will be scheduled for commercial kitchen equipment according to manufacturer recommendations and applicable safety requirements.

Part 7: Unique Conditions

A.
EAROP operates under a regional Joint Powers Authority governance structure and does not have independent bonding authority, limiting the financing mechanisms available for major specialized CTE capital improvements. The EAROP Center property is owned by Hayward Unified School District, making collaboration with the property owner necessary for significant facility modifications.

The Auto Collision and Refinishing facility presents an additional physical-plant challenge because the instructional space was originally constructed in 1965 as a mill cabinetry shop and was later adapted for automotive collision repair instruction. The program has therefore operated for years in a facility whose underlying configuration was not designed around the vehicle circulation, specialized workstations, ventilation, safety, accessibility, equipment, and infrastructure needs of a modern automotive collision repair program.

Despite incremental equipment purchases and repairs, these fundamental limitations cannot be resolved through routine program expenditures. Creating an industry-aligned instructional facility with dedicated areas for structural and nonstructural repair, aluminum repair, metal fabrication, surface preparation, refinishing, and vehicle detailing requires comprehensive modernization. Upgraded ventilation, electrical infrastructure, fire protection, accessible facilities, and improved vehicle circulation are essential to supporting safe, efficient, hands-on instruction.

At the same time, EAROP's regional structure means that the investment will benefit students from four unified school districts, rather than a single comprehensive high school. CTEFP funding provides EAROP with a critical opportunity to overcome its limited capital-financing capacity and transform an adapted facility into a modern Auto Collision and Refinishing instructional environment that supports industry-recognized technical competencies, certification, and career preparation for students throughout the Eden Area.

Form B Narrative:

Detailed Construction Scope

This project will modernize the existing Auto Collision program within Building G and the adjacent 4,040 SF courtyard to improve safety, accessibility, instructional functionality, and operational efficiency. Improvements will reorganize the 2,881 SF body shop, 641 SF classroom, and supporting office, storage, tool room, restroom, and spray booth spaces to better support hands-on automotive collision repair instruction and industry-aligned technical competencies.

The body shop will be reorganized into dedicated work areas for vehicle disassembly, structural and nonstructural repair, metal fabrication, surface preparation, and refinishing. Relocation of the existing frame machine, removal of select partitions, and installation of new workbenches, a vehicle lift, spot welding station, and four-piece GoJak roller system will improve equipment access, vehicle maneuverability, and use of the available shop floor. The layout will establish a more defined central circulation aisle, with vehicle parking and workstations organized along the shop perimeter to improve circulation and instructor visibility. The existing spray booth will be converted into a dedicated aluminum isolation room with new doors and finishes, and a new spray booth with dedicated lighting will be installed. A new preparation station with perimeter curtains, rails, and task lighting, along with replacement back-wall filters, will support vehicle preparation and refinishing activities.

Mechanical and electrical upgrades will support safe operation of specialized automotive equipment and improve indoor environmental quality. The existing HVAC system will be replaced, and dedicated ventilation will be provided for classroom demonstrations. Electrical distribution, wiring, outlets, and lighting will be upgraded to accommodate shop equipment and instructional activities, including new LED and dimmable lighting in the shop and new electrical and lighting in the classroom. Existing fire alarm systems will be replaced, and a fire sprinkler system will be added. The existing courtyard filter unit will be removed, and hazardous materials surveying and mitigation planning will be completed as needed to support construction.

The classroom and supporting spaces will be improved to strengthen the connection between classroom instruction and hands-on shop activities. An operable glass partition will provide flexibility between the classroom and shop, allowing visual connection and opportunities for integrated demonstrations. The existing storage room partition will be partially removed to expand the usable shop area, with existing structural posts retained and strengthened as required. The staff office will be reconfigured to provide functional workspace, with storage relocated and new lockable storage provided. Interior improvements will include replacement ceilings, new floor finishes and wall base, and repainting.

Accessibility improvements will include reconfiguration of existing restrooms as single-occupant, all-gender accessible facilities, including relocation of the adjacent fire-rated corridor wall as needed to provide required clearances. The existing sink will be replaced with an accessible sink, the eyewash station will be replaced, and drinking fountains will be replaced

and relocated to accessible locations. Tactile room identification, exit, and restroom signage will also be replaced. Additional site and path-of-travel improvements will address identified accessibility deficiencies, including accessible parking, continuous accessible routes and egress, and detectable warnings and pedestrian striping at bus drop-off area, as applicable to the project scope.

The adjacent courtyard will be improved to support supervised outdoor work, vehicle circulation, and program operations. A new approximately 15-foot-tall, prefabricated canopy will provide covered workspace, with exterior lighting beneath the canopy and a new approximately 10-foot-tall metal panel security wall to define and secure the area. Solar panels will be installed at the canopy to provide on-site renewable energy generation.

Structural modifications, equipment anchorage, electrical capacity, ventilation performance, and fire and life-safety requirements will be evaluated and verified during final design. The completed project will provide a safer, more accessible, and more efficient instructional environment, with improved circulation, dedicated automotive work areas, flexible classroom integration, and upgraded building systems to support hands-on learning and student preparation for industry certification and employment.

Career Technical Education Facilities Program
Eighth Funding Cycle Application

Appendix A (Rev. 9/26)

Identify the industry sector, pathway, sequence of courses being considered and the CALPADS numbering.

Industry Sector: TRA-Transportation

Pathway 1: 220- Structural Repair and Refinishing

Sequence of Courses

Introductory: _____ CALPADS #: _____

Concentrator 1: Automotive Collision and Refinishing IP CALPADS #: 8521

Concentrator 2: _____ CALPADS #: _____

Capstone: Automotive Collision and Refinishing IIP CALPADS #: 8522

Pathway 2: _____

Sequence of Courses

Introductory: _____ CALPADS #: _____

Concentrator 1: _____ CALPADS #: _____

Concentrator 2: _____ CALPADS #: _____

Capstone: _____ CALPADS #: _____

Pathway 3: _____

Sequence of Courses

Introductory: _____ CALPADS #: _____

Concentrator 1: _____ CALPADS #: _____

Concentrator 2: _____ CALPADS #: _____

Capstone: _____ CALPADS #: _____

Pathway 4: _____

Sequence of Courses

Introductory: _____ CALPADS #: _____

Concentrator 1: _____ CALPADS #: _____

Concentrator 2: _____ CALPADS #: _____

Capstone: _____ CALPADS #: _____

Pathway 5: _____

Sequence of Courses

Introductory: _____ CALPADS #: _____

Concentrator 1: _____ CALPADS #: _____

Concentrator 2: _____ CALPADS #: _____

Capstone: _____ CALPADS #: _____

Career Technical Education Facilities Program Seventh Funding Cycle Application

Appendix B (Rev. 5/25)

List the membership of the advisory committee required pursuant to California Education Code Section 8070

Name	Address	Phone Number	E-Mail	Affiliation
Daniel Pareja		510-293-2900	dpareja@edenrop.org	EAROP Auto Collision Instructor
Jovany Vargas			Jovanyskippy4@gmail.com	Popeye Auto Collision
Anthony Rogelio Osegueda			anthonyoseguedams@gmail.com	Chilton Auto Body
Edgar Juarez			Edgar.juarez@gerbercollision.com	Gerber Collision & Glass

Welding Appendix C: Identification of Feeder Schools and Partners

Name	Title	School	Phone	Feeder School/Middle School	High School/ROCP	Student	Parent	Counselor	Community Member	Community College	Business/Industry Member	Other Stakeholder	Participated in Project	Articulation/Dual Enrollment	Review and Approval of CTE Plan
D. Pareja	Auto C,R&R Instructor	EAROP	510-293-2900										x		
C. Fortenberry	Principal	Castro Valley HS	510-537-5910		x										
K. Kahn	Principal	Redwood Continuation HS	510-537-3193		x										
K. Thomas	Principal	Hayward HS	510-723-3170		x										
M. Walton	Principal	Mt. Eden HS	510-723-3180		x										
V. Estrada	Principal	Tennyson HS	510-723-3190		x										
Y. Beavers	Principal	Brenkwitz Continuation HS	510-293-8330		x										
M. Miller	Principal	Arroyo HS	510-317-4000		x										

B. Arhens	Principal	San Lorenzo HS	510-317-3000		x										
D. Smith	Principal	East Bay Arts/Royal Sunset Continuation HS	510-317-4400		x										
M. Barloga	Principal	San Leandro HS	510-618-4600		x										
D. Chavez	Principal	Lincoln Continuation HS	510-618-4460		x										
H. Kovalevsky	Facility Planning	Perkins Eastman	510-496-8445									X	X		
J Vargas	Industry Partner	Popeye Auto Collision									x				
A. Osegueda	Industry Partner	Chilton Auto Body									x				
E. Juarez	Industry Partner	Gerber Collision and Glass									x				
	Student	EAROP	510-293-2900			x									
Mark Miller	Construction Manager	EAROP	510-293-2900										x		

Career Technical Education Facilities Program
Eighth Funding Cycle Application

Form B – Buget Justification/Detail Sheet (Rev. 9/2026)

Local Education Agency: Eden Area Regional Occupational Program

Name of Industry Sector: Transportation

Name of Pathway(s): Structural Finishing and Repair

Provide sufficient detail to justify the budget. The budget justification page(s) must provide all required information even if the items have already been identified and discussed in another section. For each expenditure type, list the associated costs. The scope and budget in this application must be consistent with the funding application submitted to Office of Public School Construction. Equipment without a 10 year life span are not eligible.

Facilities Description and Cost

The project will include conversion of the existing spray booth into an aluminum isolation room with new doors and finishes; replacement of the existing HVAC system and back-wall filtration; installation of a new prep station with perimeter curtain, rail, and task lighting; creation of a dedicated metal fabrication area; reconfiguration of the staff office and storage areas; relocation of the existing frame machine; restroom renovations to provide single-occupant, all-gender, ADA-accessible facilities; accessibility upgrades including replacement and relocation of sinks, drinking fountains, and tactile signage; relocation of the existing fire-rated corridor wall; replacement of the fire alarm system and installation of a new fire sprinkler system; new classroom and shop electrical wiring and LED lighting; installation of an operable glass classroom partition; replacement of ceilings and floor finishes, new wall base, and interior painting; installation of a new exterior metal panel wall, prefabricated canopy, exterior canopy lighting, and solar panels; demolition of select interior partitions and the existing courtyard filter unit; and hazardous materials surveying and mitigation planning.

See attached exhibits for more details.

Total estimated construction cost is $5,710,000.

Form B Budget Justification / Detail Sheet: Construction Costs	Cost (2026)	
Potential Project	**High**	
Convert (E) spray booth to aluminum isolation room with new doors and finishes	$	560,000
Replace HVAC system with new system	$	581,000
HazMat Survey & Mitigation Planning	$	581,000
New Prep station to include perimeter curtain and rail and task lighting	$	34,000
Replace existing back-wall filters	$	346,000
Reconfigure staff office for workspace + relocate storage	$	60,000
Replace all Tactile signs (Room ID, Exit Signs, Restroom Signs)	$	45,000
Relocate frame machine	$	30,000
New dedicated metal fabrication area	$	297,000
Replace sink with ADA accessible	$	10,000
Replace all drinking fountains and relocate to accessible areas	$	37,000
Replace Fire Alarm systems	$	90,000
Reconfigure all restrooms to be single occupant all-gender and ADA accessible	$	124,000
Relocate Fire rated wall at corridor near auto collision, to allow clearance into new all-gender restroom (existing men's)	$	5,000
New Exterior 10' tall metal panel wall	$	441,000
New Exterior lighting under canopy	$	93,000
New Exterior 15' Prefab Canopy	$	911,000
Replace ceilings	$	36,000
New electrical wiring and lighting at classroom	$	55,000
Repaint interior	$	35,000
New floor finishes and wall base	$	35,000
New lockable storage	$	34,000
Demo partial wall at tool room	$	3,000
Demo (E) filter unit in courtyard	$	13,000
Replace lighting and add new electrical at shop with LED and dimmable lighting	$	214,000
Add Fire Sprinkler System	$	505,000
New Operable Glass Partition Wall at Classroom	$	99,000
Demo partial wall at storage room, structural posts to remain and strengthen	$	50,000
Dedicated ventilation for classroom demonstrations	$	32,000
Add solar panels at exterior canopy	$	38,000
Create ADA path of travel	$	18,000
New Exterior lighting at ADA path of travel	$	93,000
New Fencing	$	164,000
Add exit/accessible chain link gates to each program courtyard	$	9,000
Restripe Accessible Parking Stalls and new signs in new locations.	$	30,000
Stripe and add detectable warning for bus drop off.	$	2,000
Automotive Collision & Refinishing Modernization Construction Total Cost	**$**	**5,710,000**

Equipment Description	Make	Model	Quantity	Price	Subtotal
Spray booth and lighting	See attached exhibit		1	$310,000	$310,000
Spot welding station	See attached exhibit		1	$50,000	$50,000
Metal fabrication booth	See attached exhibit		1	$198,000	$198,000
Eyewash station	See attached exhibit		1	$6,000	$6,000
Pedal lift	See attached exhibit		1	$65,000	$65,000
Workbench	See attached exhibit		1	$19,000	$19,000
GoJak roller system	See attached exhibit		4	$1,000	$4,000

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Estimated Total Cost of Project: 6,385,000

Form B Budget Justification / Detail Sheet: Equipment

Equipment Description	Make	Model	Quantity	Price	Subtotal	Category Totals
Spray booth: downdraft booth enclosure with doors, plenum and filter floor, NFPA 33 compliant, approx. 14 x 26 ft	Accudraft / GFS / Garmat / Blowtherm	Semi- or full-downdraft, supplier-installed	1	$115,000	$115,000	
Spray booth: direct-fired make-up air and heating unit with controls	Accudraft / GFS / Garmat / Blowtherm	Booth-matched air make-up unit	1	$48,000	$48,000	
Spray booth: exhaust fan, ducting, stack and HEPA (99.97%) final filtration	Accudraft / GFS / Garmat / Blowtherm	Spark-resistant fan, HEPA filter bank	1	$38,000	$38,000	
Spray booth: Class I Division 1 LED booth lighting package	Larson / Federal Signal / booth OEM	NRTL-listed hazardous-location LED	1	$18,000	$18,000	
Spray booth: fire suppression and detection interface	Ansul / Amerex / booth OEM	Booth suppression package	1	$22,000	$22,000	
Spray booth: delivery, installation, electrical and gas connections, test and balance, startup	Booth supplier / installer	Allocation of PE estimate	1	$69,000	$69,000	$310,000
Spot welding station: resistance spot welder, inverter, adaptive	Pro Spot / Chief / Car-O-Liner	e.g. Pro Spot i5s, Chief Elektron	1	$16,000	$16,000	
Spot welding station: welding arms, electrode tips and accessory kit	Pro Spot / Chief / Car-O-Liner	Arms and tip kit for steel and UHSS	1	$4,500	$4,500	
Spot welding station: station table with fixtures and mobile cart	Strong Hand / Miller / Car-O-Liner	Welding and fixture table	1	$7,500	$7,500	
Spot welding station: source-capture fume extractor with arm	Lincoln / Miller / Plymovent / Nederman	e.g. Lincoln Mobiflex, Miller FILTAIR	1	$7,000	$7,000	
Spot welding station: dedicated 208-240V circuit connection, delivery, installation and startup	Installer	Allocation of PE estimate	1	$15,000	$15,000	$50,000
Metal fabrication: welding / fabrication tables with clamps	Miller / Strong Hand / Bessey	e.g. Miller Arcstation series	4	$6,000	$24,000	
Metal fabrication: pulse MIG welders, aluminum and steel capable	Pro Spot / Miller / Lincoln / Fronius	e.g. Pro Spot SP-5, Miller Millermatic 255	2	$11,000	$22,000	
Metal fabrication: AC/DC TIG welder	Miller / Lincoln / Everlast	e.g. Miller Dynasty 210	1	$6,500	$6,500	
Metal fabrication: plasma cutter, 120/240V	Hypertherm / Lincoln / Miller	e.g. Hypertherm Powermax 45 XP	1	$4,500	$4,500	
Metal fabrication: sheet metal box and pan brake, 52 in.	Baileigh / Grizzly / Eastwood	52 in. box and pan brake	1	$9,000	$9,000	
Metal fabrication: sheet metal shear, foot-operated, 52 in.	Baileigh / Grizzly / Eastwood	52 in. foot shear	1	$11,000	$11,000	
Metal fabrication: horizontal metal-cutting band saw	Jet / Kalamazoo / Milwaukee	Horizontal band saw	1	$5,500	$5,500	
Metal fabrication: floor drill press, variable speed	Jet / Powermatic / Grizzly	Floor model	1	$3,000	$3,000	
Metal fabrication: pedestal grinders	Jet / Delta / Baldor	8 in. to 10 in. pedestal	2	$900	$1,800	
Metal fabrication: hydraulic shop press, 40-ton	Nuglar / Strongway / Esco	40-ton air/hydraulic press	1	$6,500	$6,500	
Metal fabrication: portable welding fume extractors with arms	Lincoln / Miller / Plymovent / Nederman	e.g. Lincoln Mobiflex, Miller FILTAIR	4	$7,000	$28,000	
Metal fabrication: welding screens / flame-retardant curtains on stands	Various	Portable welding screens	6	$1,000	$6,000	
Metal fabrication: delivery, rigging, power / gas / air connections, installation and startup	Installer	Allocation of PE estimate	1	$70,200	$70,200	$198,000
Eyewash: plumbed emergency eyewash station	Haws / Guardian / Bradley	Plumbed eyewash	1	$2,400	$2,400	
Eyewash: thermostatic tempering valve	Haws / Guardian / Bradley	Tepid-water mixing valve	1	$1,500	$1,500	
Eyewash: connection and installation	Installer	Allocation of PE estimate	1	$2,100	$2,100	$6,000
Collision repair lift: 10,000 lb two-post, asymmetric, low-profile arms	Rotary / Forward / Challenger / BendPak	e.g. Rotary SPOA10, Forward DP10A	1	$16,000	$16,000	
Collision repair lift: frame cradle, truck and adapter set	Rotary / Challenger / BendPak	Adapter set	1	$4,500	$4,500	
Collision repair lift: foundation, anchoring and slab allowance (pit if required)	Installer / structural contractor	Allocation of PE estimate	1	$26,000	$26,000	
Collision repair lift: air and electrical connection, delivery, installation and startup	Installer	Allocation of PE estimate	1	$18,500	$18,500	$65,000
Workbenches: heavy-duty steel workbenches	Rousseau / Edsal / Global / Wilton	Steel-top shop bench	4	$3,400	$13,600	
Workbenches: 5 in. bench vises	Wilton / American Forge / Yost	5 in. jaw, large anvil	4	$500	$2,000	
Workbenches: anchoring, power strips and installation	Installer	Allocation of PE estimate	1	$3,400	$3,400	$19,000
Lockable storage: rolling lockable tool cabinets	Snap-on / Waterloo / Homak / Montezuma	Commercial 40 in. roll cabinet	4	$3,000	$12,000	
Lockable storage: lockable steel storage cabinets, tall	Edsal / Global / Tennsco	36 x 24 x 78 in. steel cabinet	4	$1,600	$6,400	
Lockable storage: anchoring, seismic bracing and installation	Installer	Allocation of PE estimate	1	$4,600	$4,600	$23,000
GoJak roller system: 4-piece wheel dolly set	GoJak	e.g. GoJak 6313 set of 4	4	$850	$3,400	
GoJak roller system: storage rack	GoJak / shop-built	Dolly storage rack	1	$600	$600	$4,000
Estimated Total Cost of Equiptment:					**$675,000**	**$ 675,000**

Eden Area ROP

Auto Collision Owner's Budget Summary

Project Budget Category	Percent of Construction Cost	Cost	Items Included (e.g.)
Construction Cost		**$ 6,385,000**	Includes demo, abatement, materials, labor, GC fee, bonds, insurance
Owner's Construction Contingency	**7%**	**Included in Construction Cost**	Unforeseen conditions, concealed damage, change orders (Program carries high risk for requirements and existing conditions)
Design Fees - Architect + Engineers	**12%**	**$ 766,200**	Architectural, MEP, structural, civil/landscape
Additional Professional Services	**2%**	**$ 127,700**	Survey, hazmat survey/monitoring, geotech (courtyard), commissioning
Permits, Fees, Utilities	**2%**	**$ 127,700**	DSA Plan Check, permits, utility connection/upgrades
Testing & Special Inspections	**1%**	**$ 63,850**	Concrete, steel, special inspections, third-party commissioning
Project Management	**1.5%**	**$ 95,775**	Contracted
Temporary Facilities for Auto Collision Program	**2%**	**$ 127,700**	Swing space, temp partitions, moving, storage of Auto Collision program instructional materials/equipment
Escalation (to Midpoint of Construction)	**10%**	**Included in Construction Cost**	6.5% annual, with 18 months to midpoint of construction
TOTAL PROJECT BUDGET		**$ 7,693,925**	

Eden Area ROP

DATE: November 5, 2026
TO: ROP Governing Board
FROM: Blaine Torpey, Superintendent
PREPARED BY: Anthony Oum, Fiscal Services Administrator
SUBJECT: Request the Governing Board approve the Career Technical Education Facilities Program (CTEFP) Grant Round 8: Culinary Science Facility and Equipment Application

BACKGROUND

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

Proposition 2 funding for CTE Programs was folded into the CTE Facilities Program (CTEFP). This is an existing program that was used to disburse Proposition 51 bond funding for CTE facilities. Round 8 applications are due December 1 and must be approved by the Governing Board and the given Advisory Committee.

CURRENT SITUATION

In Spring 2026, EAROP identified the Culinary Program facility as one in need of modernization. The program has been operating successfully but will gain tremendous benefit from updating the facilities. The Culinary classroom and kitchen were not purpose built. The space was built to be an automotive technology shop.

EAROP engaged Perkins Eastman to support the construction design and planning in collaboration with the instructor. Should the application receive a passing score during phase one of the application process, EAROP will submit phase two in June 2027 to apply for a reservation of funds of up to 50% the cost of the project.

RECOMMENDATION

It is recommended that the Governing Board approve the Career Technical Education Facilities Program (CTEFP) Grant Round 8: Culinary Science Facility and Equipment application.

Career Technical Education Facilities Program
Eighth Funding Cycle Application

Form A - Cover Page (Revised 9/2026)

Local Educational Agency Contact Infomation

Local Educational Agency (LEA) :

Eden Area Regional Occupational Program

CDS Code:

01404280000000

Printed Name and Title of Contact:

Blaine C. Torpey, Superintendent

Address:

26316 Hesperian Blvd.

City:

Hayward

Zip Code:

94545

County:

Alameda

Telephone Number:

(510) 293-2900

Fax Number:

(510) 293-8225

Email Address:

btorpey@edenrop.org

Project Information

Type of Project:

New Construction (including equipment): ☐

Modernization/Reconfiguration (including equipment): ☑

Equipment Only: ☐

School Name:
Eden Area Regional Occupational Program

Name of Career Technical Education Industry Sector (Note: Only one industry sector per application will be accepted):
HOS-Hospitality, Tourism and Recreation

Career Technical Education Pathway(s):
Food Service and Hospitality

Proposed Schematic Drawing Attached?: Yes ◉ No ○

School Site Plan Drawing Attached: Yes ◉ No ○

Estimated Total Cost of Project (See Form B): $5,290,000.00

Total Amount of State Funds Requested (See Form B): $2,645,000.00

Number of students occupying teaching stations or using equipment (per class period): 25

Number of Classrooms in Project: 2

Annual Number of Students Served: 50

Square Footage of Project: 2,932 sq. ft.

Approval

Date Governing Board Approved CTE Application (Board must approve project no later than November 30, 2025): 11/10/26

Date Advisory Committee (Part 1, Item B) and Feeder Groups and Partners (Part 3) approved the CTE Plan for this project: 11/10/26

Certification

The local educational agency (LEA) certifies that the Advisory Committee pursuant to Education Code Section 8070 has met and approved the CTE Plan, and the other requirements contained in Education Code Section 17078.72, including sections (i) (1 thru 7) have been accomplished, and minutes and other supporting documentation are on file at the LEA's Office. Further, the LEA certifies that the project is on a comprehensive high school site that meets the requirements of Education Code sections 51224, 51225.3, and 51228.

Authorized LEA Representative to initial each Education Code Section.

E.C. 8070 ✓

The governing board of each school district participating in a career technical education program shall appoint a career technical education advisory committee to develop recommendations on the program and to provide liaison between the district and potential employers.

The committee shall consist of one or more representatives of the general public knowledgeable about the disadvantaged, students, teachers, business, industry, school administration, and the field office of the Department of Employment Development.

E.C. 17078.72 ✓

(a) The Career Technical Education Facilities Program is hereby established to provide funding to qualifying local educational agencies for the purpose of constructing new facilities or reconfiguring existing facilities, including, but not limited to, purchasing equipment with an average useful life expectancy of at least 10 years, to enhance educational opportunities for pupils in existing high schools in order to provide them with the skills and knowledge necessary for the high-demand technical careers of today and tomorrow.

(b) The State Department of Education, in cooperation with the Chancellor's Office of the California Community Colleges, the Labor and Workforce Development Agency, and industry groups, shall develop criteria and pupil outcome measures to evaluate the program. The criteria shall ensure equity, program relevance to industry needs, and articulation with more advanced coursework at the partnering community colleges or private institutions.

(c) The program shall be based on grant applications administered by the board.

(d) Grants shall be allocated on a per-square-foot basis for the applicable type of construction proposed or deemed necessary by the board consistent with the approved application for the project.

(e) New construction grants shall not exceed three million dollars ($3,000,000) per project per schoolsite, inclusive of equipment, and shall only be allocated to comprehensive high schools that have an active Career Technical Advisory Committee pursuant to Section 8070, in either of the following methods:

(1) For a stand-alone project on a per-square-foot basis for the applicable type of construction proposed, based on the criteria established pursuant to subdivision (b), consistent with the approved application for the project.

(2) For new school projects, as a supplement to the per pupil allocation pursuant to Section 17072.10. The supplement is intended to cover excess costs uniquely related to the facilities required to provide the career technical education program or programs.

(f) Modernization grants shall not exceed one million five hundred thousand dollars ($1,500,000) per project per schoolsite, inclusive of equipment and may be awarded to comprehensive high schools or joint power authorities currently operating career technical education programs that have an active Career Technical Advisory Committee pursuant to Section 8070 for the purpose of reconfiguration. For comprehensive high schools, the grant shall be supplemental to the per pupil allocation pursuant to Section 17074.10. The supplement is intended to cover excess costs uniquely related to the facilities required to provide the career technical education program or programs.

(g)(1) A school district shall contribute from local resources a dollar amount that is equal to the amount of the grant of state funds awarded under subdivisions (d), (e), and (f). The required local contribution may be provided by private industry groups, the school district, or a joint powers authority.

(2) A school district shall not be required to demonstrate that it has unhoused pupils or that a permanent school building is more than 25 years old in order to receive a grant under the program.

(h) The program shall allow the required local contribution to be paid over time if sufficient local funds are not immediately available. The board may provide for a repayment schedule consistent with subparagraphs (C) and (D) of paragraph (1) of subdivision (a) of Section 17078.57. The board shall not waive the required local contribution on the basis of financial hardship or on any other basis.

(i) Applications shall meet the criteria developed under subdivision (b) and shall require all of the following:

(1) A clear and comprehensive career technical education plan for each course of study applicable to the instructional space.

(2) Projections of pupil enrollment.

(3) Identification of feeder schools, industry partners, and community colleges or other postsecondary schools participating in the development, articulation, and review of the educational program.

(4) Evidence of approval of the plan by the entities listed in paragraph (3).

(5) The method by which accountability for pupil enrollments and outcomes will be maintained. Outcomes shall include, but are not limited to, certificate completion, the successful entry of pupil to employment in the applicable industry, and successful transition to post-secondary institutions for work in the applicable industry or other areas of study.

6) Evidence of coordination with all feeder schools, middle schools, and high schools within the area to ensure that the project and programs complement career technical education offerings in the area.

(7) Evidence that upon completion of the project the local educational agency will meet all of its obligations under Section 51228 relating to career technical education.

(j) Applications shall give weight to the number of pupils expected to attend, the cost per pupil, financial participation by industry partners in the construction and equipping of the facility, commitment to accountability for outcomes and participation, the strength and relevance of the educational plans to the needs of industry for qualified technical employees applicable to the economic development needs of the region in which the project will be located, and coordination and articulation with feeder schools, other high schools, and community colleges.

(k)The Office of Public School Construction shall develop and the board shall approve regulations to implement this article on or before April 19, 2007, and the board may promulgate those regulations first on an emergency basis, which shall be effective for no more than 12 months, after which any permanent regulations shall be promulgated in accordance with the Administrative Procedure Act (Chapter 3.5 (commencing with Section 11340) of Part 1 of Division 3 of Title 2 of the Government Code).

(l) Notwithstanding paragraphs (e) and (f), a project approved pursuant to this section is also eligible for an incentive grant from the funds specified in paragraph (8) of subdivision (a) of Section 101012 if the project meets the criteria prescribed in that section.

E.C. 51224 ✓

The governing board of any school district maintaining a high school shall prescribe courses of study designed to provide the skills and knowledge required for adult life for pupils attending the schools within its school district. The governing board shall prescribe separate courses of study, including, but not limited to, a course of study designed to prepare prospective pupils for admission to state colleges and universities and a course of study for career technical training.

E.C. 51225.3 ✓

(a) A pupil shall complete all of the following while in grades 9 to 12, inclusive, in order to receive a diploma of graduation from high school:

(1) At least the following numbers of courses in the subjects specified, each course having a duration of one year, unless otherwise specified:

(A) Three courses in English.

(B) Two courses in mathematics. If the governing board of a school district requires more than two courses in mathematics for graduation, the governing board of the school district may award a pupil up to one mathematics course credit pursuant to Section 51225.35.

(C) Two courses in science, including biological and physical sciences.

(D) Three courses in social studies, including United States history and geography; world history, culture, and geography; a one-semester course in American government and civics; and a one-semester course in economics.

(E) One course in visual or performing arts or foreign language. For purposes of satisfying the requirement specified in this subparagraph, a course in American Sign Language shall be deemed a course in foreign language.

(F) Two courses in physical education, unless the pupil has been exempted pursuant to the provisions of this code.

(2) Other coursework requirements adopted by the governing board of the school district.

(b) The governing board, with the active involvement of parents, administrators, teachers, and pupils, shall adopt alternative means for pupils to complete the prescribed course of study that may include practical demonstration of skills and competencies, supervised work experience or other outside school experience, career technical education classes offered in high schools, courses offered by regional occupational centers or programs, interdisciplinary study, independent study, and credit earned at a postsecondary educational institution. Requirements for graduation and specified alternative modes for completing the prescribed course of study shall be made available to pupils, parents, and the public.

(c) If a pupil completed a career technical education course that met the requirements of subparagraph (E) of paragraph (1) of subdivision (a) of Section 51225.3, as amended by the act adding this section, before the inoperative date of that section, that course shall be deemed to fulfill the requirements of subparagraph (E) of paragraph (1) of subdivision (a) of this section.

(d) This section shall become operative upon the date that Section 51225.3, as amended by the act adding this section, becomes inoperative.

E.C. 51228 ✓

(a) Each school district maintaining any of grades 7 to 12, inclusive, shall offer to all otherwise qualified pupils in those grades a course of study fulfilling the requirements and prerequisites for admission to the California public institutions of postsecondary education and shall provide a timely opportunity to each of those pupils to enroll within a four-year period in each course necessary to fulfill those requirements and prerequisites prior to graduation from high school.

b) Each school district maintaining any of grades 7 to 12, inclusive, shall offer to all otherwise qualified pupils in those grades a course of study that provides an opportunity for those pupils to attain entry-level employment skills in business or industry upon graduation from high school. Districts are encouraged to provide all pupils with a rigorous academic curriculum that integrates academic and career skills, incorporates applied learning in all disciplines, and prepares all pupils for high school graduation and career entry.

(c) A school district that adopts a required curriculum that meets or exceeds the model standards developed and adopted by the state board pursuant to Section 51226 shall be deemed to have fulfilled its responsibilities pursuant to subdivision (b).

d) A school district that adopts a required curriculum pursuant to subdivision (c) that meets or exceeds the model standards developed by the state board pursuant to Section 51226, or that adopts alternative means for pupils to complete the prescribed course of study pursuant to subdivision (b) of Section 51225.3, may substitute pupil demonstration of competence in the prescribed subjects through a practical demonstration of these skills in a regional occupational center or program, work experience, interdisciplinary study, independent study, credit earned at a postsecondary institution, or other outside school experience, as prescribed by Section 51225.3.

Print Name of Authorized L E A Representative: Blaine C. Torpey

Signature of Authorized L E A Representative:

Initials of Authorized L E A Representative: BCT

Title: Superintendent

Phone Number: 510-293-2901

Date: 12/01/26

CTEFP Round 8 Culinary

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Project Abstract: EAROP Culinary Science

The Eden Area Regional Occupational Program (EAROP), established in 1971 is Joint Powers Authority Regional Occupational Program serving students from Castro Valley, Hayward, San Leandro, and San Lorenzo Unified School Districts. EAROP has offered Culinary Science I P and Culinary Science II P for more than twenty years in the Hospitality, Tourism, and Recreation industry sector and Food Service and Hospitality pathway. The program serves approximately 50 students annually through two three-hour instructional sessions, with students returning for the second-year capstone course.

The Culinary Science classroom and kitchen are in a former automotive shop that was adapted for culinary instruction rather than designed as an instructional kitchen. While EAROP has replaced equipment and made repairs over time, the existing production-style layout does not adequately support station-based instruction, efficient workflow, or instructor supervision of approximately 25 students at a time. Aging and insufficient equipment, limited storage and refrigeration, inadequate food preparation and ware washing areas, and insufficient electrical, hot-water, lighting, and other infrastructure restrict hands-on instruction. The kitchen also lacks an ADA-accessible student workstation and adequate separation among food preparation, handwashing, and sanitation functions.

The proposed modernization will transform the existing facility into a purpose-built instructional kitchen that better reflects contemporary commercial food-service environments. The project will create eight student cooking stations, including an ADA-accessible station; establish a centralized instructor demonstration area; improve instructor sightlines, student circulation, and workflow; optimize refrigeration/freezer and storage capacity; provide dedicated handwashing and upgraded ware washing areas; and upgrade electrical, hot-water, lighting, ventilation, instructional technology, and related infrastructure.

EAROP has established three interrelated goals for the project: create a safe, accessible, modern, and efficient instructional kitchen; improve the quality and quantity of hands-on culinary instruction available to students; and provide students with access to industry-relevant facilities and equipment that better prepare them for post-secondary education, certification, and employment.

The project will strengthen a two-course pathway in which both courses are UC “g” approved, Culinary Science II P has a UC Honors designation, and students are eligible for articulated Diablo Valley College credit. First-year students complete Food Handler certification, and successful students may earn EAROP Certificates of Achievement. The modernization will ensure that students develop these skills in an instructional environment designed specifically for commercial culinary education and the expectations of the regional food service and hospitality workforce.

Part 1: CTE Plan

A.
The labor market demand for skilled workers in Food Service and Hospitality remains substantial throughout Alameda and Contra Costa Counties. Regional employment extends well beyond restaurants to hotels, healthcare facilities, schools, institutional food service, catering, corporate dining, and related hospitality operations.

EDD data demonstrates employment growth and significant replacement demand across occupations aligned with the pathway. Chefs and Head Cooks are projected to increase from 2,140 to 2,490 positions between 2022 and 2032, an increase of 16.4 percent, with 3,060 projected openings during that period. The mean wage is currently $35.92 per hour. Food Service Managers are projected to increase from 4,610 to 5,060 positions, with 5,780 projected openings and a current mean wage of $44.80 per hour.

EAROP is one of two comprehensive Culinary Science CTE pathways serving students throughout our Consortium. Castro Valley High School also offers Culinary. EAROP differs in that it provides a regional two-year CTE pathway accessible to students from all four partner districts. The modernization will complement rather than duplicate existing offerings by providing a specialized, industry-aligned instructional kitchen. The proposed facility will allow students to work in dedicated cooking stations simulating commercial culinary operations.

The project will also strengthen the transition between EAROP and postsecondary culinary education through Diablo Valley College, and graduates also transition to programs including Laney College and Johnson & Wales University.

B.
Industry Sector: Hospitality, Tourism, and Recreation
Pathway: Food Service and Hospitality
Sequence of Courses:

- Concentrator: Culinary Science I P — CALPADS #8020
- Capstone: Culinary Science II P — CALPADS #8021

The proposed modernization is necessary because the existing facility was adapted from an automotive shop rather than purpose-built for culinary education. Its production-oriented configuration does not provide an effective station-based instructional environment. Aging and insufficient equipment, inefficient circulation, limited instructor sightlines, and infrastructure deficiencies restrict the number of students who can simultaneously engage in hands-on learning.

The proposed design will reorganize the kitchen around eight student cooking stations, including an ADA-accessible station, with a centralized instructor demonstration area. The redesigned space will improve sightlines and circulation so the instructor can more effectively supervise approximately 25 students while they simultaneously perform different

culinary tasks. The project will also provide dedicated handwashing, food preparation, and ware washing functions; optimized refrigeration and freezer capacity; lockable dry-food storage; separate equipment and catering storage; modern commercial culinary equipment; instructional technology; and upgraded electrical, lighting, hot-water, ventilation, and related infrastructure.

These improvements address three interconnected priorities: **safety and accessibility, instructional effectiveness, and industry alignment.** Together, they will create a facility designed around the instructional needs of a high-quality Culinary Science pathway. See Appendix B.

C.
EAROP collaborates with its four partner districts to ensure students have access to CTE programs regardless of academic performance, disability status, language proficiency, socioeconomic status, or other student characteristics. Recruitment materials are distributed in multiple languages and aligned with district communication channels. Outreach is targeted toward under-represented populations through counselor collaboration, presentations at comprehensive and continuation schools, and participation in EAROP Sophomore and Middle School CTE Tours.

EAROP also coordinates with district special education teams and English Learner departments to provide appropriate instructional accommodations and supports. Bilingual staff and translated resources support students and families, and EAROP collaborates with programs including WorkAbility I, and WIOA Youth Programs to provide additional support and work-based learning opportunities.

The Culinary modernization directly advances physical accessibility. The proposed design includes an ADA-accessible cooking station as one of eight student stations, allowing students with mobility-related accessibility needs to fully participate.

EAROP student demographics: 68% Hispanic/Latino, 19% IEP/504, 24% English Learners, and 64% socioeconomically disadvantaged.

D.
The Culinary Science instructor will participate in professional development associated with the safe operation and curricular integration of new commercial culinary equipment, instructional technology, and food-safety systems installed through the project.

Aligned with the CA CTE Model Curriculum standards, Cuilnary Science I P serves as the concentrator course and Culinary Science II P as the capstone. Both courses are UC “g” approved, and Culinary Science II P has received a UC Honors designation. Students are also eligible to receive articulated Diablo Valley College credit. All first-year students complete Food Handler certification. Successful students may also earn EAROP Certificates of Achievement, with program materials identifying Basic/Advanced Achievement in Year 1 and Mastery Achievement in Year 2.

The project will strengthen the quality of these experiences by allowing students to develop competencies using commercial equipment and workflows reflecting post-secondary programs and employment environments.

Part 2: Projections of Student Enrollment

A.
EAROP anticipates serving approximately **50 students annually** through the Culinary Science pathway. The program operates two three-hour sessions each school day, one morning and one afternoon, with a target enrollment of approximately 25 students per session. Students participate throughout the school year, and some return for the second-year capstone course.

Enrollment history:

2021–22: 36
2022–23: 54
2023–24: 53
2024–25: 44
2025–26: 45

B.
EAROP will sustain projected enrollment through established recruitment and enrollment systems developed in partnership with Castro Valley, Hayward, San Leandro, and San Lorenzo Unified School Districts.

EAROP collaborates with partner districts to allocate pathway seats proportionally based on secondary enrollment using CTEIG ADA data. Staff coordinate with school-site counselors to schedule students into morning or afternoon sessions and can release unused seats to students awaiting placement. This process supports enrollment forecasting while maximizing use of available program capacity.

Recruitment begins well before enrollment. Culinary Science course descriptions are included in EAROP and partner-district course catalogs and incorporated into school course-request processes. EAROP staff provide annual information to district leadership, principals, and counseling teams. Sophomore presentations expose students throughout the partner districts, including students attending continuation schools. Students also participate in guided EAROP Center tours led by trained Student Ambassadors. Visiting students interact with the instructor and students and observe the types of hands-on culinary learning available through the pathway. EAROP additionally conducts middle school tours and summer programming to develop earlier awareness of CTE options and create a sustainable future enrollment pipeline.

The modernization itself is expected to strengthen recruitment and retention by providing students with a safe, accessible, modern instructional environment comparable to the commercial and postsecondary environments for which they are preparing.

Part 3: Identification of Feeder Schools and Partners

A.
The development of the proposed project has included the Culinary Science instructor, EAROP administration and Facilities Team, industry partners such Aurora Catering and Montperi Catering, architectural/design representatives from Perkins Eastman Architects, Thorton Tomastti, Salas O'Brien and OCMI and other partners involved in evaluating the existing facility and identifying instructional and equipment needs. See Appendix C.

Part 4: The Accountability Plan

A.
EAROP will maintain an accountability process addressing enrollment, certification, employment, military service, and postsecondary transition for the approximately 50 students served annually through the Culinary Science pathway. All students earn the ServSafe Food Handler certification and qualify for EAROP Culinary Certificates recognized by regional employers.

Approximately 10–15% of students enter related employment while enrolled, with an additional 20–25% entering employment following course completion. Approximately 1–3 students annually transition to military service. Approximately 5–10 students annually transitioning to postsecondary education or training, including Diablo Valley College and Johnson & Wales University.

EAROP collects enrollment, demographic, course-completion, and certification data annually, compares enrollment against CBEDS and supports CDE C-101 reporting. and uses these data for program review and state reporting. Data are shared with the Governing Board reporting, advisory committee, district partners and industry stakeholders.

EAROP is expanding systems to track postsecondary outcomes and disseminates findings through reports, meetings, and community communications.

B.
As a JPA ROP, EAROP is not subject to EC Section 51228. However, the Culinary Science pathway supports EAROP's four partner districts in expanding students' access to rigorous CTE coursework. Culinary Science courses are UC "g" approved and articulated with Diablo Valley College. Culinary Science II P carries a UC Honors designation. EAROP conduct biannual Advisory meetings for all pathways.

Modernizing the Culinary Science facility will enhance EAROP's ability to support its partner districts' CTE offerings by maintaining a regional, sequenced Food Service and Hospitality pathway that individual schools may not have the facilities or enrollment capacity to provide independently. The project will allow students from throughout the four-district service area to complete extended, hands-on CTE instruction using industry-relevant equipment and facilities while earning high school credit, industry certification, and potential articulated college credit.

Part 5: Educational Specifications and Equipment/Space Requirements

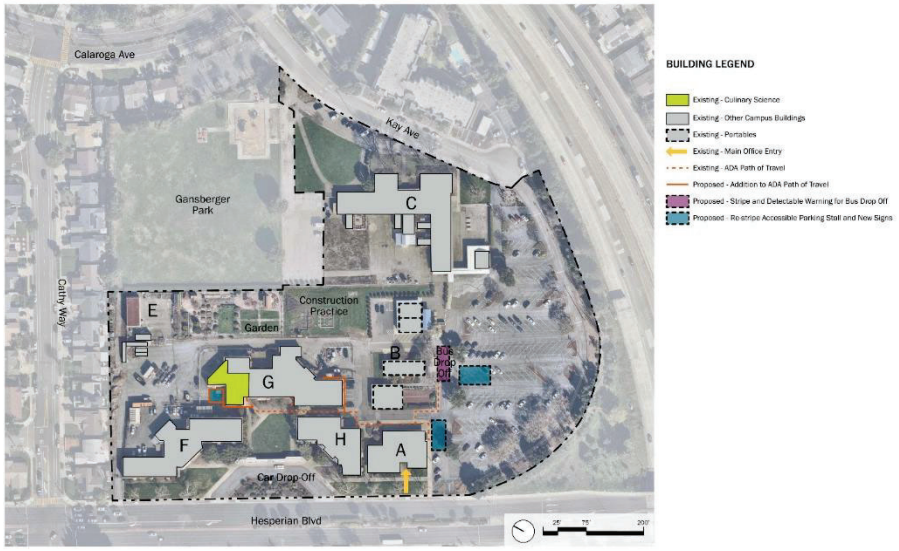
A.
The proposed project will modernize the existing Culinary Science classroom and kitchen at the EAROP Center. The program currently occupies a former automotive shop that was subsequently adapted for Culinary Science. The project will reconfigure this existing space into a purpose-built instructional culinary facility supporting approximately 50 students annually.

The modernization will include eight student cooking stations, including an ADA-accessible station; a centralized instructor demonstration area; improved student circulation and instructor sightlines; dedicated food-preparation, handwashing, sanitation, and ware washing functions; expanded refrigeration/freezer capacity; lockable dry-food storage; separate equipment/catering storage; and upgraded electrical, hot-water, lighting, ventilation, instructional technology, and related infrastructure.

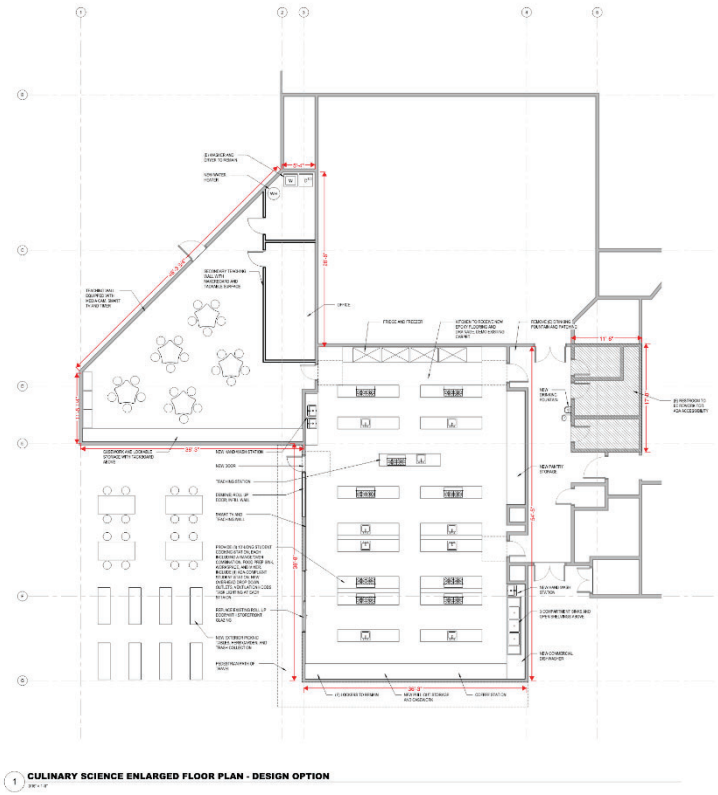
The space consists of (1) classroom and (1) kitchen inside the existing Building G.
Existing space conversions/demolition/expansion:

- 1,800 SF classroom with operable partition
- 848 SF production kitchen, including dry storage and walk-in refrigerator/freezer
- 96 SF office, currently used primarily for storage
- 119 SF laundry and storage room

B. School Site Plan:



C. Schematic Drawing:



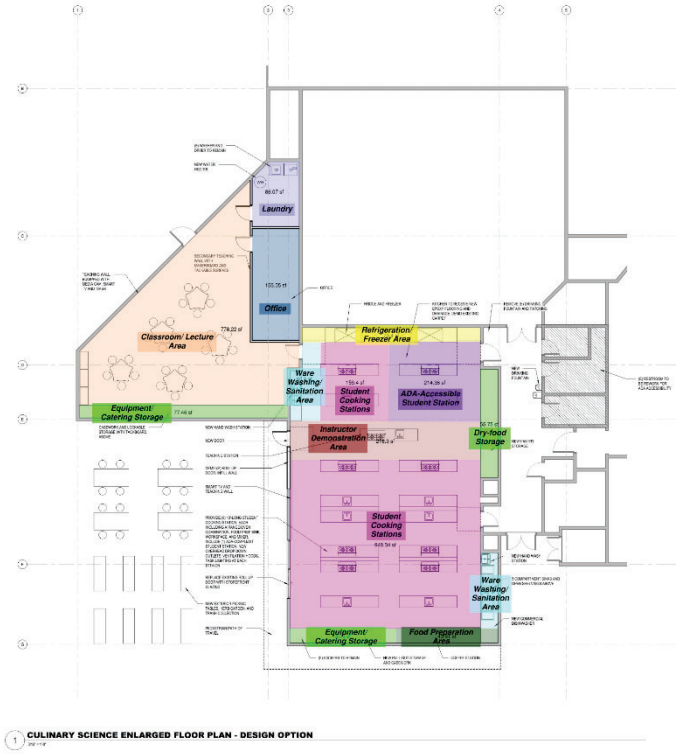
1 CULINARY SCIENCE ENLARGED FLOOR PLAN - DESIGN OPTION

D.

The Culinary Science program requires an instructional environment capable of simultaneously supporting approximately 25 students during each three-hour session. The proposed design will include eight student cooking stations, including one ADA-accessible station, and a centralized instructor demonstration area.

Instructional and support spaces will include:

- Student cooking stations: 1,106 sq. ft.
- ADA-accessible student station: 212 sq. ft.
- Instructor demonstration area: 216 sq. ft.
- Food preparation area: 44 sq. ft.
- Ware washing/sanitation area: 99 sq. ft.
- Refrigeration/freezer area: 58 sq. ft.
- Dry-food storage: 55 sq. ft.
- Equipment/catering storage: 123 sq. ft.
- Classroom/lecture area: 778 sq. ft.
- Office: 155 sq. ft.
- Laundry: 86 sq. ft.
- Total project footprint: 2,932 sq. ft.



E.

Development of the project has involved the Culinary Science instructor, EAROP administration and Facilities Team, Perkins Eastman Architects, Thornton Tomasetti, Salas O'Brien, OCMI, and food service industry partners.

The planning team identified several fundamental deficiencies: a production-style rather than instructional layout; aging and insufficient equipment; limited refrigeration and storage; inadequate food-preparation and ware washing areas; lack of an ADA-accessible workstation; insufficient separation of food preparation, handwashing, and sanitation functions; and infrastructure that does not adequately support continuous three-hour instruction.

The redesigned facility will allow students to participate in station-based culinary production, commercial-equipment operation, and instructor-led demonstrations. The new student cooking stations will enable hands-on instruction in food preparation, cooking techniques, and coordinated meal production, with students working simultaneously at dedicated stations. The instructor demonstration station, equipped with a convection oven, media camera, and smart TV, will support live demonstrations and visual instruction that students can observe and apply at their own stations. Updated refrigeration, food preparation, handwashing, warewashing, and storage equipment will support instruction in ingredient handling, food safety, sanitation, inventory management, and catering operations. The improved kitchen layout and equipment will allow students to practice industry-relevant culinary skills in a more functional and accessible, instructional environment than the existing facilities can support.

F.

The proposed facility directly supports approximately 50 students annually. Eight student stations will support station-based instruction for approximately 25 students, allowing students to work individually and collaboratively while developing technical and employability skills. The centralized instructor demonstration station and improved sightlines will allow the instructor to demonstrate techniques while maintaining visual supervision of student work areas. The proposed refrigeration/freezer, food-preparation, storage, handwashing, and ware washing areas directly support the operational sequence required for culinary instruction.

Number of students assigned to each workstation at one time: 4
Final equipment/workstation capacity: 28
Final square footage and relationship of individual spaces to coursework: 2,932 sq. ft. / 28 students = 104 SF per student

Part 6: Budget Justification/Detail Sheet (Form B)

A.

The total capital cost of the Culinary Science modernization, including accessibility upgrade site work, is **$5,290,000**. At the projected annual program capacity of approximately 50 students, the estimated annual capital cost per student is:

$5,290,000.00 ÷ 50 students = $105,800 per student.

The project includes the reconfiguration and modernization of the existing Culinary Science instructional facility; eight student cooking stations; commercial culinary equipment; refrigeration/freezer capacity; food preparation and ware washing facilities; storage; accessibility improvements; and necessary electrical, hot-water, lighting, ventilation, instructional technology, and related infrastructure.

These capital improvements will provide instructional benefits across multiple future student cohorts and extend the useful life and instructional capacity of the Culinary Science facility. For purposes of the grant calculation, however, the capital cost per student is based upon the annual projected enrollment of approximately 50 students.

B.
Aurora Catering, Monteperi Catering, and Pinx Catering provided feedback on flow of catering production and industry standard equipment. This support will continue as well as the refinement of the project. The instructor, who has extensive experience in the field, was a critical resource in the design. Currently there are no in-kind or financial contributions from industry partners. See Appendix for Letters of Support.

C.

EAROP has involved the Culinary Science instructor, facilities/design professionals, and industry partners in identifying the equipment and facility needs of the program. Industry input has focused on ensuring that the redesigned kitchen and selected equipment reflect

contemporary food-service environments and allow students to develop skills transferable to employment and postsecondary culinary programs. The project planning process considered workflow, commercial-equipment operation, food preparation, refrigeration, food storage, sanitation, ware washing, accessibility, and instructor supervision when developing the proposed configuration.

D.

All grant funds will be expended using established purchasing and contracting procedures designed to ensure expenditures are objective, competitive, appropriate, and directly related to the approved project.

Equipment and materials will be evaluated based on price as well as commercial quality, expected useful life, warranty, safety, code compliance, maintenance requirements, availability of replacement parts/service, energy and operational requirements, and suitability for continuous instructional use. Selection will prioritize durable commercial-grade equipment appropriate for a high school instructional environment rather than simply selecting the lowest initial purchase price.

The existing Building G and site were constructed and permitted under prior code cycles and, as a result, exhibit several conditions that do not meet current life-safety and accessibility requirements, including CBC Chapter 11B.

The project will address site and building accessibility deficiencies, including accessible parking, continuous accessible routes and egress, accessible restrooms and drinking fountains, updated tactile and Braille signage, and detectable warnings and pedestrian striping at the bus drop-off area. Improvements will establish compliant paths of travel and accessible facilities throughout the campus, including the Auto Collision and program courtyard areas.

E.

EAROP recognizes that modernization requires a long-term commitment to maintaining the facility and equipment after CTEFP grant funding ends. EAROP will incorporate routine Culinary Science facility and equipment maintenance into its ongoing facilities and program operations.

The Culinary Science instructor will conduct routine visual and operational checks of equipment and immediately report equipment or safety concerns through EAROP's established maintenance process. Preventive maintenance and professional servicing will be scheduled for commercial kitchen equipment according to manufacturer recommendations and applicable safety requirements.

Part 7: Unique Conditions

A.

EAROP operates under a unique governance and facilities structure. As a JPA ROP, EAROP does not have independent bonding authority and therefore has limited mechanisms for financing major capital improvements. The EAROP Center property is owned by Hayward Unified School District, making collaboration with the property owner necessary when significant facility modifications are required.

The Culinary Science facility presents an additional physical-plant challenge because the instructional space was originally an automotive shop and was later adapted for Culinary Science. The program has therefore operated for years in a facility whose underlying configuration was not designed around the workflow, supervision, accessibility, sanitation, equipment, and infrastructure needs of a modern instructional kitchen.

Despite incremental equipment purchases and repairs, these fundamental limitations cannot be resolved through routine program expenditures. Creating a station-based instructional kitchen with appropriate accessibility, commercial equipment, food preparation and sanitation areas, refrigeration, storage, utilities, and infrastructure requires a comprehensive capital project.

At the same time, EAROP's regional structure means that the investment will benefit students from **four unified school districts**, rather than a single comprehensive high school. CTEFP funding provides EAROP with a critical opportunity to overcome its limited capital-financing capacity and transform an adapted facility into a modern Culinary Science instructional environment serving students throughout the Eden Area.

Form B Narrative:

Detailed Construction Scope

This project will modernize and reorganize the culinary program to better support hands-on, station-based instruction, demonstration-based teaching, and day-to-day program operations. The existing classroom and teaching kitchen will be programmatically swapped to create a larger, more functional instructional kitchen with eight student cooking stations, including one ADA-compliant station, and a dedicated instructor demonstration station equipped with a convection oven, media camera, and smart TV. The kitchen layout will accommodate food preparation, handwashing, refrigeration, dry storage, catering equipment, and circulation while improving instructor visibility and the connection between demonstrations and student activities. The relocated classroom will include a new teaching wall, updated finishes, electrical infrastructure, lighting, and storage to support a range of instructional activities.

The project will include reorganized staff and support spaces, including a new office, lockable storage room, laundry room, dedicated coffee station, and uniform lockers. Kitchen equipment improvements will include replacement commercial dishwashing, ice-making, and microwave equipment; smaller reach-in refrigeration units in place of the existing walk-in refrigerator and freezer; and an appropriately sized water heater to support continuous use during a three-hour class session. Existing equipment that no longer supports the program, including the range and deep fryer, will be removed. New handwashing sinks, a relocated three-compartment sink, and updated casework and storage will support kitchen functionality and applicable Health Department requirements.

Building-wide improvements will include new flooring, ceilings, paint, lighting and controls, electrical outlets, fire alarm and sprinkler systems, and exterior window and door systems. Existing roll-up doors will be replaced with storefront glazing, with associated exterior wall modifications to improve visibility and the relationship between the instructional spaces and the outdoors. Restrooms will be reconfigured as single-occupant, all-gender, accessible facilities. Drinking fountains will be replaced and relocated as needed to meet accessibility requirements, and tactile room identification, exit, and restroom signage will be upgraded. A new secondary egress door will be provided at the culinary classroom, and the existing kitchen door will be replaced. Hazardous materials surveying and mitigation planning will also be included.

Exterior improvements will extend the learning environment beyond the building through the addition of picnic tables, an herb garden, and a dedicated trash collection area. Kitchen planning and equipment selection will be coordinated with food service consultants and equipment vendors, with input from instructors and consideration of applicable industry standards and Health Department requirements, to ensure the renovated spaces support program needs, instructional methods, and safe, efficient operation.

Career Technical Education Facilities Program
Eighth Funding Cycle Application

Appendix A (Rev. 9/26)

Identify the industry sector, pathway, sequence of courses being considered and the CALPADS numbering.

Industry Sector: HOS-Hospitality, Tourism and Recreation

Pathway 1: 201-Food Service and Hospitality

Sequence of Courses

Introductory: _____ CALPADS #: _____

Concentrator 1: Culinary Science IP CALPADS #: 8020

Concentrator 2: _____ CALPADS #: _____

Capstone: Culinary Science IIP CALPADS #: 8021

Pathway 2: _____

Sequence of Courses

Introductory: _____ CALPADS #: _____

Concentrator 1: _____ CALPADS #: _____

Concentrator 2: _____ CALPADS #: _____

Capstone: _____ CALPADS #: _____

Pathway 3: _____

Sequence of Courses

Introductory: _____ CALPADS #: _____

Concentrator 1: _____ CALPADS #: _____

Concentrator 2: _____ CALPADS #: _____

Capstone: _____ CALPADS #: _____

Pathway 4: _____

Sequence of Courses

Introductory: _____ CALPADS #: _____

Concentrator 1: _____ CALPADS #: _____

Concentrator 2: _____ CALPADS #: _____

Capstone: _____ CALPADS #: _____

Pathway 5: _____

Sequence of Courses

Introductory: _____ CALPADS #: _____

Concentrator 1: _____ CALPADS #: _____

Concentrator 2: _____ CALPADS #: _____

Capstone: _____ CALPADS #: _____

Career Technical Education Facilities Program Eighth Funding Cycle Application

Appendix B (Rev. 9/26)

List the membership of the advisory committee required pursuant to California Education Code Section 8070

Name	Address	Phone Number	E-Mail	Affiliation
Dawn Deardorf			dawndear@gmail.com	Aurora Catering
Lamont Perriman			cheflamont@montpericatering.com	Montperi Catering and Events
Grace Mondragon			mondragongrace42@gmail.com	Bar Harbor Inn and Spa
Kim Hudson			Kim@hudsongroupca.com	Hudson Group, CA LLC
Craig Cooper			craig@pinxcatering.com	Pinx Catering

Culinary Appendix C: Identification of Feeder Schools and Partners

Name	Title	School	Phone	Feeder School/Middle School	High School/ROCP	Student	Parent	Counselor	Community Member	Community College	Business/Industry Member	Other Stakeholder	Participated in Project	Articulation/Dual Enrollment	Review and Approval of CTE Plan
A. Rose	Culinary Instructor	EAROP	510-293-2900										x		
C. Fortenberry	Principal	Castro Valley HS	510-537-5910		x										
K. Kahn	Principal	Redwood Continuation HS	510-537-3193		x										
K. Thomas	Principal	Hayward HS	510-723-3170		x										
M. Walton	Principal	Mt. Eden HS	510-723-3180		x										
V. Estrada	Principal	Tennyson HS	510-723-3190		x										
Y. Beavers	Principal	Brenkwitz Continuation HS	510-293-8330		x										
M. Miller	Principal	Arroyo HS	510-317-4000		x										

B. Arhens	Principal	San Lorenzo HS	510-317-3000		x										
D. Smith	Principal	East Bay Arts/Royal Sunset Continuation HS	510-317-4400		x										
M. Barloga	Principal	San Leandro HS	510-618-4600		x										
D. Chavez	Principal	Lincoln Continuation HS	510-618-4460		x										
H. Kovalevsky	Facility Planning	Perkins Eastman	510-496-8445									x	x		
	College Faculty	DVC								x				x	
D. Deardorf	Industry Partner	Aurora Catering									x		x		x
L Perriman	Industry Partner	Montperi Catering									x				x
G. Mondragon	Industry Partner	Bar Harbor Inn and Spa									x				x
K Hudson	Industry Partner	Hudson Group									x				x
C. Cooper	Industry Partner	Pinx Catering									x				x
	Student	EAROP	510-293-2900			x									
Mark Miller	Construction Manager	EAROP	510-293-2900										x		

Career Technical Education Facilities Program
Eighth Funding Cycle Application

Form B – Buget Justification/Detail Sheet (Rev. 9/2026)

Local Education Agency: Eden Area Regional Occupational Program

Name of Industry Sector: Hospitality, Tourism, and Recreation

Name of Pathway(s): Food Service and Hospitality

Provide sufficient detail to justify the budget. The budget justification page(s) must provide all required information even if the items have already been identified and discussed in another section. For each expenditure type, list the associated costs. The scope and budget in this application must be consistent with the funding application submitted to Office of Public School Construction. Equipment without a 10 year life span are not eligible.

Facilities Description and Cost

The project will reconfigure and swap the existing classroom and teaching kitchen to create a larger culinary instructional kitchen and dedicated classroom, including associated wall relocations and space modifications; installation of eight student cooking stations, including one ADA-compliant station, and a dedicated instructor demonstration station; replacement of commercial kitchen equipment, sinks, and refrigeration; new catering and dry storage, office, laundry room, and lockable storage; installation of new casework, teaching wall, and coffee station; new electrical infrastructure, outlets, lighting, and lighting controls; replacement of ceilings, flooring, and interior finishes; restroom renovations to provide single-occupant, all-gender, ADA-accessible facilities; accessibility upgrades including replacement and relocation of drinking fountains and tactile signage; replacement of existing roll-up doors with storefront glazing and upgrades to exterior windows and doors; installation of a new secondary egress door and associated exterior wall infill; fire alarm replacement and installation of a new fire sprinkler system; water heater capacity upgrades; and new exterior picnic tables, herb garden, and trash collection area. Hazardous materials surveying and mitigation planning will also be completed in advance of construction.

See attached exhibits for more details.

Total estimated construction cost is $4,629,000

Form B Budget Justification / Detail Sheet: Construction Costs	Cost (2026)	
Potential Project	**High**	
Demolish walls enclosing the existing walk-in refrigerator and freezer and office	$	11,000
Relocate existing 3 compartment sink	$	10,000
Provide new electrical infrastructure and additional outlets throughout classrooms and kitchens.	$	210,000
Reconfigure wall cabinet storage to maintain visible and accessible pull-out storage during classroom demonstrations.	$	45,000
Repaint interior	$	19,000
Replace ceilings	$	23,000
Replace classroom flooring with new VCT flooring.	$	43,000
Replace kitchen flooring with new epoxy flooring.	$	110,000
Replace lighting and lighting controls	$	156,000
New office	$	47,000
New laundry room	$	133,000
New teaching wall	$	12,000
Add casework for a dedicated coffee station	$	18,000
Maintain or replace student lockers for uniforms	$	22,000
New secondary egress door in culinary classroom and replace existing kitchen door	$	15,000
Remove existing deep fryer	$	1,000
Demolish north classroom wall in front of existing roll-up doors.	$	10,000
HazMat Survey & Mitigation Planning	$	200,000
Reconfigure all restrooms to be single occupant all-gender and ADA accessible	$	161,000
Replace all drinking fountains and relocate to accessible areas	$	37,000
Replace all Tactile signs (Room ID, Exit Signs, Restroom Signs)	$	29,000
Replace existing roll-up garage doors with storefront glazing.	$	129,000
Replace exterior window and door systems	$	45,000
Replace Fire Alarm systems	$	57,000
Infill Exterior wall along column 3 at existing roll up door	$	19,000
Upgrade water heater capacity to support continuous use during a full 3-hour class session without service interruption.	$	33,000
Add Fire Sprinkler System	$	405,000
New kitchen- Reconfigure and swap classroom with culinary teaching kitchen and classroom, including full modifications to both spaces, wall relocations, and associated construction	$	1,506,000
New classroom - Reconfigure and swap classroom with culinary teaching kitchen and classroom, including full modifications to both spaces, wall relocations, and associated construction	$	757,000
New exterior picnic tables	$	23,000
New exterior herb garden	$	7,000
New exterior trash collection area	$	20,000
Create ADA path of travel	$	18,000
New Exterior lighting at ADA path of travel	$	93,000
New Fencing	$	164,000
Add exit/accessible chain link gates to each program courtyard	$	9,000
Restripe Accessible Parking Stalls and new signs in new locations.	$	30,000
Stripe and add detectable warning for bus drop off.	$	2,000
Culinary Science Modernization Construction Total Cost	**$**	**4,629,000**

Equipment Description	Make	Model	Quantity	Price	Subtotal
Handwashing			1	$30,200	$30,200
Catering Storage			1	$29,800	$29,800
Dry Storage			1	$12,000	$12,000
Demonstration Station			1	$62,000	$62,000
Student Cooking Station			8	$52,000	$416,000
Dishwasher, ice machine, microwave			1	$20,000	$20,000
Refrigerator, Freezer			1	$91,000	$91,000

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Estimated Total Cost of Project: 5,290,000

Form B Budget Justification / Detail Sheet: Equipment, Culinary Science (draft, links to Equipment Schedule)

Equipment Description	Make	Model	Quantity	Price	Subtotal	Category Totals
Handwashing: NSF hand sinks, wall-mounted, hands-free faucet	Advance Tabco / Krowne / Eagle	e.g. Advance Tabco 7-PS series	2	$2,400	$4,800	
Handwashing: ADA-compliant hand sink with knee clearance and accessible controls	Advance Tabco / Krowne / Eagle	ADA hand sink	1	$3,200	$3,200	
Handwashing: point-of-use tempering valves	Powers / Symmons / Leonard	Thermostatic mixing valve	3	$900	$2,700	
Handwashing: soap, paper towel dispensers and waste receptacles	Bobrick / Georgia-Pacific / Rubbermaid	Wall-mounted dispenser set	3	$700	$2,100	
Handwashing: connection and installation	Allocation of PE estimate	Allocation of PE estimate	1	$6,200	$6,200	
Catering storage: NSF heavy-duty shelving units	Metro / Eagle / Cambro Camshelving	Epoxy or stainless shelving	8	$1,400	$11,200	$30,200
Catering storage: lockable stainless storage cabinets	Advance Tabco / John Boos / Eagle	Lockable stainless cabinet	6	$2,800	$16,800	
Catering storage: mobile carts and sheet pan racks	Cambro / Lakeside / Metro	Utility cart and pan rack	4	$900	$3,600	
Catering storage: anchoring and installation	Allocation of PE estimate	Allocation of PE estimate	1	$9,400	$9,400	$29,800
Dry storage: NSF dry-storage shelving, sightline-friendly	Metro / Eagle / Cambro Camshelving	Wire or epoxy shelving	6	$650	$3,900	
Dry storage: lockable storage cabinets	Edsal / Global / Advance Tabco	Lockable cabinet	3	$2,000	$6,000	
Dry storage: anchoring and installation	Allocation of PE estimate	Allocation of PE estimate	1	$2,100	$2,100	$12,000
Demonstration station: stainless demo island with worktop and undershelf	John Boos / Advance Tabco / custom	Demo island, approx. 8 to 10 ft	1	$7,500	$7,500	
Demonstration station: full-size electric convection oven	Vulcan / Blodgett / Garland / Moffat	e.g. Vulcan VC series electric	1	$11,000	$11,000	
Demonstration station: Type I exhaust hood with fire suppression	Captive-Aire / Gaylord / Halton	Hood with UL 300 system	1	$12,000	$12,000	
Demonstration station: media camera (overhead or PTZ) for demonstration view	Logitech / Sony / Epson	Overhead camera with mount	1	$5,500	$5,500	
Demonstration station: smart TV / interactive display, 75 to 86 in. with wall mount	Samsung / LG / Promethean / SMART	Commercial display	1	$4,500	$4,500	
Demonstration station: AV controller, cabling and audio	Crestron / Extron / Shure	Classroom AV kit	1	$3,000	$3,000	
Demonstration station: delivery, utility connections, installation and startup	Allocation of PE estimate	Allocation of PE estimate	1	$18,500	$18,500	$62,000
Student cooking stations: 10 ft stainless island with workspace top, undershelf and enclosed base	John Boos / Advance Tabco / custom fabricator	10 ft NSF stainless island	8	$5,000	$40,000	
Student cooking stations: commercial electric range / oven combination	Vulcan / Garland / Southbend / Wolf	e.g. Vulcan EV36 series	8	$9,000	$72,000	
Student cooking stations: NSF stainless food prep sink with faucet	Advance Tabco / Eagle / Krowne	Single-bowl prep sink	8	$3,500	$28,000	
Student cooking stations: countertop planetary mixer, 12 to 20 qt, with stand	Hobart / KitchenAid Commercial / Univex	12 to 20 qt planetary mixer	8	$4,000	$32,000	
Student cooking stations: Type I exhaust hood with fire-suppression system (one per station)	Captive-Aire / Gaylord / Halton	UL 300 hood with suppression	8	$12,000	$96,000	
Student cooking stations: overhead drop-down utility outlets and task lighting	Hubbell / Wiremold / Legrand	Drop-down outlets with task light	8	$2,500	$20,000	
ADA-compliant student station: reduced work height, knee clearance and front controls	Advance Tabco / custom	ADA modifications	1	$4,000	$4,000	
Student cooking stations: delivery, plumbing/floor drain/indirect waste, grease duct and electrical connections, installation and startup	Allocation of PE estimate	Allocation of PE estimate	1	$124,000	$124,000	$416,000
Warewashing: commercial undercounter high-temperature dishwasher	Hobart / Jackson / CMA / Champion	e.g. Hobart LXeH	1	$8,000	$8,000	
Ice machine, undercounter, with bin	Scotsman / Manitowoc / Hoshizaki	350 lb undercounter	1	$4,500	$4,500	
Commercial microwave oven	Amana / Panasonic / Menumaster	1,000 to 1,800 W commercial	1	$1,500	$1,500	
Dishwasher, ice machine and microwave: delivery, connection and installation	Allocation of PE estimate	Allocation of PE estimate	1	$6,000	$6,000	$20,000
Refrigeration: two-door reach-in refrigerators	True / Traulsen / Hoshizaki / Beverage-Air	Two-door reach-in	5	$7,000	$35,000	
Refrigeration: two-door reach-in freezers	True / Traulsen / Hoshizaki / Beverage-Air	Two-door reach-in freezer	2	$7,500	$15,000	
Refrigeration: refrigerated undercounter prep tables	True / Traulsen / Beverage-Air	Undercounter refrigerator	2	$4,500	$9,000	
Refrigeration: dunnage racks and wire shelving	Metro / Eagle	NSF shelving	1	$3,000	$3,000	
Refrigeration: temperature monitoring and alarm system	SensoScientific / Monnit / ComplianceMate	Wireless monitoring	1	$1,500	$1,500	
Refrigeration: walk-in removal, refrigerant recovery, delivery, electrical connection and installation	Allocation of PE estimate	Allocation of PE estimate	1	$27,500	$27,500	$91,000
Estimated Total Cost of Equiptment:					**$661,000**	**$ 661,000**

Eden Area ROP

Culinary Arts Owner's Budget Summary

Project Budget Category	Percent of Construction Cost	Cost	Items Included (e.g.)
Construction Cost		**$ 5,290,000**	Includes demo, abatement, materials, labor, GC fee, bonds, insurance
Owner's Construction Contingency	**7%**	**Included in Construction Cost**	Unforeseen conditions, concealed damage, change orders
Design Fees - Architect + Engineers	**12%**	**$ 634,800**	Architectural, MEP, structural, civil/landscape
Additional Professional Services	**2%**	**$ 105,800**	Survey, hazmat survey, geotech, commissioning
Permits, Fees, Utilities	**2%**	**$ 105,800**	DSA Plan Check, permits, utility connection/upgrades
Testing & Special Inspections	**1%**	**$ 52,900**	Concrete, special inspections, third-party commissioning
Project Management	**2%**	**$ 105,800**	Contracted
Temporary Facilities for Culinary Program	**2%**	**$ 105,800**	Swing space, temp partitions, moving, storage of Culinary program instructional materials/equipment
Escalation (to Midpoint of Construction)	**10%**	**Included in Construction Cost**	6.5% annual, with 18 months to midpoint of construction
TOTAL PROJECT BUDGET		**$ 6,400,900**	

Eden Area ROP

DATE: **November 5, 2026**
TO: **ROP Governing Board**
FROM: **Blaine Torpey, Superintendent**
SUBJECT: **Request the Governing Board approve the Letter to the Alameda County Board of Supervisors Regarding Student Training and Employment Program (STEP) – Funding Concerns and Program Impacts**

BACKGROUND

In September 2023, EAROP engaged with the Alameda County Workforce Development Board ("ACWDB") to apply for the Student Employment and Training Program ("STEP"). The grant was established as a partnership between the Department of Rehabilitation ("DOR") and the Foundation for California Community Colleges ("Foundation"). ACWDB is the lead agency. The EAROP was to be contracted by ACWDB to implement the grant activities.

In January 2024, the EAROP was notified of the STEP award, approved by the Alameda County Board of Supervisors, with an anticipated three-year allocation of $1,086,067.35. Based on this funding, the EAROP established program operations to provide students with paid work-based learning experiences, career development, and employment training opportunities. These services support students in developing essential workforce skills and successfully transitioning into employment and post-secondary education.

Throughout the grant period, the EAROP has experienced administrative challenges related to delayed agreements, funding documentation, and the reconciliation of grant awards. Despite ongoing efforts to resolve these matters collaboratively, we have not received the financial records or written notification that we requested to help us fully understand reported changes to our funding allocation.

CURRENT SITUATION

ACWDB verbally notified the Eden Area ROP on August 4, 2026, that the STEP Grant funding was decreased by 30% for Years 2 and 3 with a contract period of July 1, 2025 – December 31, 2026. The contract states that the funding is conditional upon ACWDB funding from the grantors, the Foundation for CA Community Colleges and the CA Department of Rehabilitation.

As of June 30, 2026, the EAROP had invoiced $740,809.90, leaving an anticipated balance of $345,257.45 against the original three-year funding allocation. However, ACWDB has indicated that approximately $135,818.92 remains available, a difference of $209,483.53. This discrepancy raises concerns about the resources available to sustain program activities through December 31, 2026, particularly as the EAROP anticipates $160,000–$170,000 in expenditures during the remaining grant period.

The EAROP Governing Board directed staff to prepare a letter for the Alameda County Board of Supervisors addressing our concerns and the impact of the loss of funding.

RECOMMENDATION

It is recommended that the Governing Board approve the letter to the Alameda County Board of Supervisors Regarding Student Training and Employment Program (STEP) – Funding Concerns and Program Impacts.

EdenAreaROP
26316 Hesperian Blvd., Hayward, CA 94545• 510.293.2900• www.edenrop.org
Blaine C. Torpey, Superintendent

November 20, 2026

Alameda County Board of Supervisors
1221 Oak Street, Suite 536
Oakland, CA 94612

RE: Student Training and Employment Program (STEP) – Funding Concerns and Program Impacts

Dear Members of the Board of Supervisors:

The Eden Area Regional Occupational Program (EAROP) is a Joint Powers Authority (JPA) Regional Occupational Program that was created by and serves Castro Valley, Hayward, San Leandro, and San Lorenzo Unified School Districts. We provide Career Technical Education (CTE) to high school students and adults.

The EAROP is writing to express concerns regarding the funding challenges affecting the Student Training and Employment Program (STEP), administered through the Alameda County Workforce Development Board (ACWDB) in partnership with the California Department of Rehabilitation and the Foundation for California Community Colleges.

In January 2024, the EAROP was notified of the STEP award, approved by the Alameda County Board of Supervisors, with an anticipated three-year allocation of $1,086,067.35. Based on this funding, the EAROP established program operations to provide students with paid work-based learning experiences, career development, and employment training opportunities. These services support students in developing essential workforce skills and successfully transitioning into employment and post-secondary education.

Throughout the grant period, the EAROP has experienced administrative challenges related to delayed agreements, funding documentation, and the reconciliation of grant awards. Despite ongoing efforts to resolve these matters collaboratively, we have not received the financial records or written notification that we requested to help us fully understand reported changes to our funding allocation.

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We recognize the significant funding uncertainties facing workforce development programs at both the state and federal levels. However, these challenges highlight the importance of timely communication, fiscal transparency, and coordination among

funding agencies and implementation partners. Clear and consistent information is essential for responsible fiscal planning and the effective delivery of services.

We respectfully request the Board's attention to these funding challenges and their consequences for students and implementing partners. Specifically, we seek a complete reconciliation of the EAROP's STEP allocation, clarification of funding adjustments, documentation of when the ACWDB learned that the EAROP allocation would decrease, and assistance in identifying a resolution that will fulfill the remaining commitments through December 31, 2026.

The EAROP remains committed to working collaboratively with ACWDB to resolve these concerns and preserve the valuable employment training opportunities STEP was established to provide Alameda County students.

Sincerely,

Juan Campos
Board President
Eden Area Regional Occupational Program
Board President, San Lorenzo Unified School District

Dolly Adams
Board Vice President
Eden Area Regional Occupational Program
Trustee, Castro Valley Unified School District

Austin Bruckner-Carrillo
Trustee
Eden Area Regional Occupational Program
Trustee, Hayward Unified School District

Zachary Borja
Trustee
Eden Area Regional Occupational Program
Board Clerk, San Leandro Unified School District

Blaine C. Torpey
Superintendent
Eden Area Regional Occupational Program

Cc:
Latoya Reed-Adjei, Assistant Director, Alameda County Workforce Development Board
Rhonda Boykin, Director, Alameda County Workforce Development Board
Matt Pawluk, Board Chair, Alameda County Workforce Development Board
Dr. Nia Rashidchi, Superintendent, Castro Valley Unified School District
Chien Wu-Fernandez, Superintendent, Hayward Unified School District
Dr. Sonal Patel, Acting Superintendent, San Leandro Unified School District
Dr. Daryl Camp, Superintendent, San Lorenzo Unified School District