



GOVERNING BOARD MEETING AGENDA

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

Monday, September 20, 2021
12:00 pm

GOVERNING BOARD MEMBERS

Juan Campos, President

San Lorenzo Unified School District

Dot Theodore, Vice-President

Castro Valley Unified School District

Gabriel Chaparro, Member

Hayward Unified School District

James Aguilar, Member

San Leandro Unified School District

MISSION STATEMENT

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



Regular Meeting of the ROP Governing Board
Date: Monday, September 20, 2021
Time: 12:00 p.m.

NOTICE - COVID-19 PUBLIC HEALTH EMERGENCY BOARD MEMBERS TO ATTEND VIRTUALLY

In compliance with the Governor of California's "Safer-at-Home Order" due to COVID-19, the Eden Area ROP Governing Board will be conducting meetings virtually until further notice. This means there will be no specific physical meeting place; the meeting will be held remotely. However, public participation continues to be welcomed and encouraged.

Attend Zoom Meeting Instructions:

- **To observe the meeting by video conference**, please click on [LINK](#) or go <https://us02web.zoom.us/j/85299820310?pwd=MWRVc0FDdHplRVp2SURiRjJnekJDUT09> to at the noticed meeting time.
Meeting ID: **852 9982 0310**
Passcode: **BdMtg50**

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

- **To listen to the meeting by phone**, please call at the noticed meeting time **1-669-900-6833**, then enter ID **852 9982 0310**, then press "#". Passcode: **4645309**

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

Public Comment Instructions:

- **To comment by video conference**, click the "Raise Your Hand" button to request to speak when Public Comment is being taken on the eligible Agenda item. You will then be unmuted, during your turn, and allowed to make public comments. After the allotted time, you will then be re-muted. Instructions on how to "Raise Your Hand" is available at: <https://support.zoom.us/hc/en-us/articles/205566129> -Raise-Hand-In-Webinar.
- **To comment by phone**, you will be prompted to "Raise Your Hand" by pressing "*9" to request to speak when Public Comment is being taken on the eligible Agenda Item. You will then be unmuted, during your turn, and allowed to make public comments. After the allotted time, you will then be re-muted. Instructions of how to raise your hand by phone are available at: <https://support.zoom.us/hc/en-us/articles/201362663> -Joining-a-meeting-by-phone.

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 him/herself and his/her organization affiliation prior to any action taken by the Governing Board. Such presentations may be limited. If there is a desire to address the Governing Board on a matter relating to the Eden Area ROP that does not appear on the agenda, this may be done during the "Public Comment" section.

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

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

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

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

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

Public Comment Instructions:

- When it is time for the speakers to address the Board, your name will be called and you will then be unmuted and allowed to make public comments.
- Speakers should rename their Zoom profile names to their real names to expedite this process.
- After the comment, the microphone for the speaker's Zoom profile will be muted.

With Board consensus, the President may increase or decrease the time allowed. This meeting is being recorded to prepare the official minutes.

- VI. Action Items**
 - A. Request the Governing Board to approve the Roving Substitute Instructor Position and Job Description (page 3-5)
 - B. Request the Governing Board to approve the Pandemic Services Liaison Position and Job Description (page 6-8)

- VII. Recess to Closed Session**
 - A. Personnel (Government Code Section 54957) Public Employee Appointment/Discipline/Dismissal/Release
 - B. Conference with Legal Counsel – Anticipated Litigation (Pursuant Government Code Section 54956.9)

- VIII. Reconvene to Open Session and Report Action Taken in Closed Session**
 - A. Personnel (Government Code Section 54957) Public Employee Appointment /Discipline/Dismissal/Release
 - B. Conference with Legal Counsel – Anticipated Litigation (Pursuant Government Code Section 54956.9)

- IX. Adjournment**

ACTION ITEMS



DATE: September 20, 2021
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Mercedes Henderson, Human Resources Administrator
SUBJECT: Request the Governing Board to approve the Roving Substitute Instructor Position and Job Description

BACKGROUND

The need for classroom coverage and support throughout the State of California is at an all-time high with available Certificated Substitute Instructors being at an all-time low. Having an additional certificated employee on staff dedicated and qualified to provide coverage for classrooms is imperative.

CURRENT SITUATION

To effectively address our need for classroom coverage, creating a full-time Roving Substitute Instructor position is needed. The creation of this position will ensure that the Eden Area ROP remains in compliance with current regulations regarding classroom coverage. This is a temporary position, for the 2021-2022 school year.

RECOMMENDATION

It is recommended that the Governing Board approve the Roving Substitute Instructor position and job description.

JOB DESCRIPTION

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

Job Title:	Roving Substitute Instructor	Reports to:	Principal
Job Location:	Various	Department:	Educational Services

Position Overview

Purpose:

Provide instructional coverage and/or organizational support on a daily basis at any of our high school campuses and/or Center.

Responsibilities:

- Teaches scheduled classes.
- Assumes all duties and responsibilities of the absent instructor.
- Follows the instructor's written lesson plans. Consults with the Principal and/or staff to resolve questions and/or concerns.
- Complies with all building procedures and schedules. Promotes the proper use and care of school property.
- Makes the absent instructor aware of special situations or problems encountered.
- Upholds board policies and follows administrative procedures.
- Implements effective pupil management procedures.
- Maintains high standards and upholds the student conduct code.
- Intervenes and/or reports concerns to Principal and/or designated staff.
- Develops and maintains a positive learning environment.
- Works cooperatively with staff and parents.
- Incorporates the effective use of available technology.
- Upholds computer technology acceptable use policies.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Takes precautions to ensure staff/student safety. Does not leave students unsupervised.
- Supervises non-classroom duties when assigned.
- Accepts personal responsibility for decisions and conduct.
- Performs other specific job-related duties as directed.

Employment Type:	Temporary/Full-Time	Employment Category:	Certificated
Work Year:	10 month (185 work days)	Days/Hours:	Monday-Friday 8:00am-3:30pm

Position Qualifications

Knowledge:

- Advanced Microsoft Word, Excel and online navigation
- Current teaching concepts and skills, basic teaching strategies and classroom management.

Abilities:

Work well and collaboratively with a wide range of high school students; adapt easily to industry, educational and organizational changes; and manage curriculum and classroom environment following educational standards and Eden Area ROP policies and guidelines.

- Adhere to established curriculum
- Learn computer applications quickly
- Communicate effectively, verbally and in writing
- Keep appropriate records, make reports as required according to timelines

JOB DESCRIPTION

Soft Skills:

- Trustworthiness
- Maintain confidentiality of privileged and sensitive information
- Strong, consistent work ethic; must be punctual and reliable
- Strong, positive communication and interaction skills when dealing with co-workers, students, administrators, parents and/or the community

Education:

- Bachelor's degree

Experience:

- Previous experience working in a school setting desired

Certifications/Credentials:

- California Teaching Credential or Emergency 30-Day Substitute Teaching Permit*
(*CBEST is no longer required/ College GE coursework allowed to fulfill requirements)

Additional Requirements:

- Basic Driver License

Hourly Rate: Daily (6 hours) Rate:	\$32.70 \$196.20	Annual Benefits:	\$11,621.16 *Mandatory Vision & Dental deducted
Terms of Employment:	Year to year based on successful annual evaluation.	Governing Board Approved	Pending



DATE: September 20, 2021
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Mercedes Henderson, Human Resources Administrator
SUBJECT: Request the Governing Board to approve the Pandemic Services Liaison Position and Job Description

BACKGROUND

Due to the current COVID-19 pandemic and the corresponding Alameda County Public Health Department (ACPHD) and the California Department of Public Health (CDPH) guidelines and recommendations for schools, the need for additional staffing has become necessary.

CURRENT SITUATION

To meet the compliance guidelines and requirements of the CDPH and OSHA, the creation of the Pandemic Services Liaison position will be responsible for implementing, coordinating and performing the COVID-19/pandemic testing program, including viral contact tracing, staff notifications related to pandemic exposure, training of staff to support compliance programs related to pandemic risk mitigation issues and all related documentation and record keeping. This is a temporary position, for the 2021-2022 school year.

RECOMMENDATION

It is recommended that the Governing Board approve the Pandemic Services Liaison position and job description.

JOB DESCRIPTION

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

Job Title:	Pandemic Services Liaison	Reports to:	Human Resources Administrator
Job Location:	Hayward Center	Department:	Human Resources

Position Overview

Purpose:

Under general supervision, implement, coordinate and perform COVID-19/pandemic testing program, including viral contact tracing, staff notifications related to pandemic exposure, training of staff to support compliance programs related to pandemic risk mitigation issues and all related documentation and record keeping.

Duties and Responsibilities:

- Establish and manage COVID-19 testing process and calendar
- Schedule on-site testing appointments as necessary
- Conduct COVID-19 viral testing in compliance with local and state public health orders
- Maintain accurate data of COVID-19 testing and related information
- Coordinate referrals for testing, healthcare and other supportive services, as needed
- Investigate and interview for background information necessary for reporting to the county and state health offices
- Acquire data from primary or secondary data sources and maintain databases
- Assist with compiling compliance data and developing reports and compiling statistics
- Supervise student sick bay
- Provide timely updates for the COVID-19 dashboard
- Prepare and maintain logs and records of COVID-19 exposure, close contact, etc.
- Prepare and process correspondence including parent notifications, staff notices, contractor's notices, etc.
- Maintain accurate records of activities, tasks and quarantine timelines
- Respond to requests for information and access relevant files
- Create and update COVID-19 handbook and instructions
- Enter data by inputting alphabetic and numeric information using an established procedure and through a detailed web-based interface
- Interpret data, analyze results using statistical techniques and provide ongoing reports
- Prepare for and attend COVID-19 related meetings
- Act as point of contact for all COVID-19 related information
- Make phone calls to staff, students and parents with regard to COVID-19
- Provide wide range of complex office administration and support
- Establish, maintain and monitor accurate, neat and efficient electronic and manual filing systems
- Perform other duties as assigned

Employment Type:	Full-Time/Temporary	Employment Category:	Classified
Work Year:	Through June 30, 2022	Days/Hours:	Monday-Friday 7:00am-3:30pm

Position Qualifications

Knowledge:

- Advanced Microsoft Word, Excel and online navigation
- General school office/ professional environment rules and principles

JOB DESCRIPTION

- Correct English grammar, punctuation, spelling, and proofreading
- Record keeping and complex filing systems

Abilities:

- Interpret, apply and explain policies, procedures, rules and regulations
- Routinely, gather, collate and classify data
- Analyze issues
- Maintain confidentiality of privileged and sensitive information
- Perform a variety of technical duties in support of human resources operations and activities
- Provide information and assistance to employees, parents and students regarding COVID-19 symptoms and tracing procedures
- Perform in an independent, self-directed manner and present a professional, positive representation of the EAROP
- Communicate effectively and professionally both verbally and in writing
- Skilled at multi-tasking

Soft Skills:

- Trustworthiness
- Maintain confidentiality of privileged and sensitive information
- Strong, consistent work ethic; must be punctual and reliable
- Strong, positive communication and interaction skills when dealing with co-workers, students, administrators, parents and/or the community
- Self-starter and resourceful
- Work independently and with frequent interruptions; work with a minimum of supervision
- Problem solver; able to resolve problems quickly and professionally
- Extremely organized and successfully meeting deadlines

Education:

- Equivalent of the completion of high school
- Bachelor's degree desired

Experience:

- 3+ years administrative support experience
- Previous experience working in a school setting desired

Additional Requirements:

- Basic Driver License

Salary Schedule Placement:	C	Annual Benefits:	\$11,621.16 *Mandatory Vision & Dental deducted
Terms of Employment:	Temporary position/ 21-22 school year	Governing Board Approved	Pending