



EdenAreaROP

GOVERNING BOARD MEETING AGENDA

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

Thursday, March 7, 2024
5:45 pm

GOVERNING BOARD MEMBERS

James Aguilar, President

San Leandro Unified School District

Penny Peck, Vice-President

San Lorenzo Unified School District

Gary Howard, Member

Castro Valley Unified School District

Peter Bufete, Member

Hayward Unified School District

MISSION STATEMENT

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



Regular Meeting of the ROP Governing Board

Date: Thursday, March 7, 2024
Time: 5:45 p.m.
In-Person (limited seating): Eden Area ROP Board Room (Building A), 26316 Hesperian Blvd., Hayward, CA 94545
Virtual via Zoom: <https://zoom.us/j/99397978944?pwd=anVST3pGRDF4MjRjOHJMOUJNR3NyUT09>

Attend Zoom Meeting Instructions:

- **To observe the meeting by video conference**, please click on [LINK](#) or go <https://zoom.us/j/99397978944?pwd=anVST3pGRDF4MjRjOHJMOUJNR3NyUT09> to at the noticed meeting time.

Meeting ID: **993 9797 8944**

Passcode: **EAROP23**

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 **993 9797 8944**, then press "#". Passcode: **8908035**

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

Public Comment Instructions:

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

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

AGENDA

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

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

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

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

I. Call to Order

II. Roll Call

III. Pledge of Allegiance

IV. Mission Statement

V. Core Values

VI. Approval of Agenda

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

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

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

Public Comments:

When it is time for the speakers to address the Board, your name will be called and you will then be unmuted (if attending virtually) or asked to come to the podium (if attending in-person) and allowed to make public comments. With Board consensus, the President may increase or decrease the time allowed. This meeting is being recorded to prepare the official minutes.

Public Comment if attending meeting in person:

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

Once called on, speakers are requested to go to the podium and begin by stating their name.

Public Comment if attending meeting via Zoom:

Individuals who would like to address the Board via Zoom must use the "Raise Hand" feature under the "Participants." Speakers via Zoom should rename their Zoom profile names to their real names to expedite this process. After the comment, the microphone for the speaker's Zoom profile will be muted.

VIII. Student of the Month

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

IX. Consent Calendar

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

- A. Request the Governing Board to approve the Minutes of the Regular Governing Board Meeting of February 1, 2024 (pages 6-12)

- B. Request the Governing Board to approve the Minutes of the Special Governing Board Workshop Meeting of February 1, 2024 (pages 13-14)
- C. Request the Governing Board to approve the Bill Warrants (pages 15-21)
- D. Request the Governing Board to approve the Personnel Action Items (pages 22-23)
- E. Request the Governing Board to approve the Listed Donation-H & J Diaz Family Foundation (page 24)
- F. Request the Governing Board to approve the Statement of Facts Registry of Public Agencies Filing (pages 25-26)
- G. Request the Governing Board to approve the Agreement with Deborah Maynard for Educational Services Department Support for the 2023-2024 School Year (pages 27-32)
- H. Request the Governing Board to approve the Agreement with Professional Charter Services for SkillsUSA Student Transportation for the 2023-2024 School Year (pages 33-40)

X. Information Items

- A. ROP Pathway Review- Residential & Commercial Construction (pages 41-42)
- B. Adult Programs Update (page 43)

XI. Action Items

- A. Request the Governing Board to approve the Annual Independent Auditor's Report for the Fiscal Year Ending June 30, 2023 (page 44)
- B. Request the Governing Board to approve the 2023-2024 Second Interim Report (page 45)
- C. Request the Governing Board to approve the Second Reading and Adoption of Governing Board Policies, Administrative Regulations, Exhibits and Board Bylaw (pages 46-64)
- D. Request the Governing Board to approve the Adoption of Resolution 6-23/24: Mid-Year Additions/Changes-Revised Signature Card (pages 65-67)
- E. Request the Governing Board to approve the Adoption of Resolution 7-23/24: Volunteers Eligible for Workers' Compensation Benefits (pages 68-69)
- F. Request the Governing Board to approve the Fund Balance Plan (pages 70-79)
- G. Request the Governing Board to approve the Reorganization of the Educational Services Department (pages 80-86)
- H. Request the Governing Board to approve the Revised Job Description (Principal), New Position and Job Description (Assistant Principal) (pages 87-98)
- I. Request the Governing Board to approve the Revised Job Description for the Work-Based Learning Specialist (pages 99-103)
- J. Request the Governing Board to approve the Workforce Readiness Coordinator Position and Job Descriptions (pages 104-110)
- K. Request the Governing Board to approve the Revised Salary Schedule (pages 111-112)
- L. Request the Governing Board to approve the Agreement with Jayne Salinger for Work-Based Learning Support for the 2023-2024 School Year (pages 113-118)

XII. Communications

- A. Letter from the Southern Alameda County Dental Society (pages 119-122)

XIII. Superintendent's Report

XIV. Governing Board Reports

XV. Future Meeting Dates

- A. Upcoming Eden Area ROP Governing Board Meeting Dates (page 123)

XVI. 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)

XVII. 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)

XVIII. Adjournment

STUDENT OF THE MONTH



DATE: March 7, 2024
TO: ROP Governing Board
FROM: Blaine Torpey, Superintendent
PREPARED BY: Manuschka Michaud, Principal
SUBJECT: Presentation of ROP Student of the Month Awards

BACKGROUND

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

CURRENT SITUATION

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

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

STUDENT NAME	HIGH SCHOOL	ROP PROGRAM	INSTRUCTOR
Cristian Olmeda Campos	Hayward	Auto Collision & Refinishing	Pareja
Mariah Glass	Arroyo	Culinary Science	Rose
Rene Ramirez Napoles	San Lorenzo	Construction Technology	Lopez

RECOMMENDATION

Information only

CONSENT CALENDAR

CONSENT CALENDAR



Minutes of the Regular Meeting of the ROP Governing Board February 1, 2024

I. Call to Order

Gary Howard, Board President, called the meeting to order at 5:45 p.m. on Thursday, February 1, 2024 at the Eden Area Regional Occupational Program Board Room, 26316 Hesperian Blvd., Hayward, CA 94545.

II. Roll Call

Eden Area ROP Governing Board Members Present:

Gary Howard, President	Castro Valley USD
Penny Peck, Member	San Lorenzo USD
James Aguilar, Member	San Leandro USD
Joe Ramos, Member	Hayward USD

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
Manuschka Michaud	Principal
Anthony Oum	Fiscal Services Administrator
Michelle Stephens	Pathway Coordinator

Eden Area ROP Staff Present:

Erika Emery	Careers in Education Instructor
Jessica Fagundes	Career Counselor
Gabriela Juarez	Executive Assistant
Edwin Kang	Cyber Security Instructor
Michael O'Connell	Careers in Law & Public Safety Instructor
John Peters	First Responder Instructor

III. Pledge of Allegiance

Mauricio Rivas led the Pledge of Allegiance.

IV. Mission Statement

Lawrence Emnace read the Eden Area ROP mission statement.

V. Core Values

Blaine Torpey read the Eden Area ROP core values.

VI. Approval of Agenda

Trustee James Aguilar moved to approve the agenda. Trustee Joe Ramos seconded the motion. By the following vote, the agenda was approved:

AYES:	4 (Aguilar, Howard, Peck, Ramos)
NOES:	0
ABSTENTIONS:	0

ABSENT: 0

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

None

VIII. Student of the Month Awards

The following students were honored by their teachers, ROP Staff and the Governing Board as students of the month for February 2024:

STUDENT NAME	HIGH SCHOOL	ROP PROGRAM	INSTRUCTOR
Lawrence Emnace	San Leandro	First Responders	Peters
Leah Ascencio Cortez	San Lorenzo	Careers in Law	O'Connell
Michelle Almaraz	San Leandro	Careers in Education	Emery
Mauricio Rivas Sabillon	San Leandro	Cybersecurity	Kang

Jessica Fagundes, 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. Consent Calendar

Trustee Penny Peck moved to approve the consent calendar items as follows:

- A. Minutes of the Regular Governing Board Meeting of December 7, 2023
- B. Bill Warrants
- C. Listed Donation-Chilton Auto Body, INC.
- D. Listed Donation-Diablo Valley Industrial Claims Association (DVICA)
- E. Listed Donation-Evan Goldberg
- F. Quarterly Report on Williams Act Complaints and Resolutions
- G. Budget Development Calendar for the 2024-2025 School Year
- H. Agreement with American Fidelity to Provide Section 125 Flexible Benefit Plan Services for the 2024 Calendar Year
- I. Subaward Agreement with California State University East Bay for the Hayward Promise Neighborhoods Program (HPN) California Department of Social Services Extension Grant for the 2024 and 2025 Fiscal Years
- J. MOU with the Northern California College Promise Coalition (NCCPC) for Organization Champion Coalition Membership for the 2023-2024 School Year

Trustee James Aguilar seconded the motion.

AYES: 4 (Aguilar, Howard, Peck, Ramos)
NOES: 0
ABSTENTIONS: 0
ABSENT: 0

X. Information Items

A. Midyear Review of the Superintendent's Goals

Blaine Torpey, Superintendent, updated the Board on the progress of his goals. He had several overarching goals and several items within each of those goals to help accomplish them.

Goal one is to strengthen Eden Area ROP culture, climate, and communication.

Goal two is to enhance high-quality CTE programming and systems to support all students.

Goal three is to guide and support the development of Eden Area ROP staff.

Goal four is fiscal, resource, and operational leadership.

B. Student Survey Data

Manuschka Michaud, Principal, presented the Eden Area ROP student survey results, highlighting students' feelings of support, safety, and belonging at the Center. With 654 students registered and 620 surveyed, Ms. Michaud shared comprehensive data on student demographics, feelings of connectedness and safety, and specific insights into how students at Eden Area ROP feel about their educational environment. The survey reveals high levels of student support in classrooms (96% felt supported), but also areas needing improvement, like feeling an important part of the school community (only 52% felt this way).

To address these issues, staff decided to focus on enhancing students' sense of belonging and clarifying learning objectives. Planned initiatives include organizing inclusive events and competitions, creating more opportunities for student leadership, and ensuring clear communication of class objectives. Additionally, Ms. Michaud mentioned a unique approach where instructors also took the survey, comparing their perceptions with students' responses to better understand and address student needs. The goal is to foster a more inclusive, supportive, and engaging learning environment for all students at the Eden Area ROP.

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

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

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

NUMBER	TYPE	TITLE	STATUS
1431	BP	Waivers	Revise
3400	BP	Management of District Assets/Accounts	Revise
3400	AR	Management of District Assets/Accounts	Revise
5131.2	BP	Bullying	Revise
5131.2	AR	Bullying	Revise
9321	BB	Closed Session	Revise
9321	E1	Closed Session	Revise
9321	E2	Closed Session	New

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

XI. Action Items

A. Request the Governing Board to approve the Second Reading and Adoption of Governing Board Policy and Administrative Regulation 1250: Visitors/Outsiders

Upon review of and a motion by Trustee James Aguilar and a second by Trustee Penny Peck the Governing Board approved the second reading and adoption of Governing Board Policy and Administrative Regulation 1250: Visitors/Outsiders.

AYES: 4 (Aguilar, Howard, Peck, Ramos)
NOES: 0
ABSTENTIONS: 0
ABSENT: 0

B. Request the Governing Board to approve the Second Reading and Adoption of Governing Board Policy and Exhibits 4040: Employee Use of Technology

Upon review of and a motion by Trustee Penny Peck and a second by Trustee James Aguilar the Governing Board approved the second reading and adoption of Governing Board Policy and Exhibits 4040: Employee Use of Technology.

AYES: 4 (Aguilar, Howard, Peck, Ramos)
NOES: 0
ABSTENTIONS: 0
ABSENT: 0

C. Request the Governing Board to approve the Adoption of Resolution 5-23/24: Career Technical Education Month (February)

Upon review of and a motion by Trustee Penny Peck and a second by Trustee James Aguilar the Governing Board approved the adoption of Resolution 5-23/24: Career Technical Education Month (February).

AYES: 4 (Aguilar, Howard, Peck, Ramos)
NOES: 0
ABSTENTIONS: 0
ABSENT: 0

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

Trustee Penny Peck moved to nominate Trustee James Aguilar for Board President. Trustee Gary Howard seconded the motion. By the following vote the Governing Board approved to elect Trustee James Aguilar for President.

AYES: 3 (Aguilar, Howard, Peck)
NOES: 1 (Ramos)
ABSTENTIONS: 0
ABSENT: 0

Trustee James Aguilar moved to nominate Trustee Penny Peck for Board Vice- President. Trustee Gary Howard seconded the motion. By the following vote the Governing Board approved to elect Trustee Penny Peck for Vice-President.

AYES: 3 (Aguilar, Howard, Peck)
NOES: 1 (Ramos)
ABSTENTIONS: 0

ABSENT: 0

XII. Communications

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

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

XIII. Superintendent's Report

Blaine Torpey, Superintendent, shared that National School's Counselor Week is February 5-9, 2024. He noted that it is an excellent time to honor the Eden Area ROP Career Counselor, Jessica Fagundes. As a second year Counselor, she works with students and staff as if she has been doing this important work for much longer. Ms. Fagundes has had a powerful impact on the Eden Area ROP. She understands Career Technical Education and is an advocate for the impact it has on students. The Eden Area ROP is so fortunate to have her on the team.

He reported that the Eden Area ROP was notified by the California Air Resources Board (CARB) that the Eden Area ROP has been preliminarily awarded the Zero Emission Vehicle Training Program Grant. This two-year, \$1.4 million grant will give the Eden Area ROP the opportunity to build a high school program that will prepare students for a career in the field of Zero Emission Vehicles. The Superintendent and staff are very excited to partner with CARB, Hatch Consultancy, and AC Transit to prepare students for the Green Workforce.

Superintendent Torpey shared that Career Technical Student Organizations (CTSOs) are important components of the Eden Area ROP programs. CTSOs give students an opportunity to practice, compete and network using their pathway-developed skills and talents. Eden Area ROP DECA students participated in their regional competition for the Marketing and Entrepreneurship Pathways and Eden Area ROP SkillsUSA students are in the midst of participating in their regional competitions.

He highlighted that Eden Area ROP instructors at the Center supported the administration of the student survey. Staff was able to confirm what was believed to be true that students feel a strong sense of belonging and achievement when participating in Eden Area ROP programs. Staff looks forward to using this data to make the program even better for students.

Superintendent Torpey provided a grant update by sharing that the Eden Area ROP is starting the implementation of the Student Training and Employment Program (STEP) Grant. This grant will help build excellent support for students with disabilities, including paid internships! Eden Area ROP staff submitted California Apprenticeship Innovation Grant applications for Dental Assisting and Careers in Education. The Eden Area ROP also submitted a Breaking Barriers 2.0 Grant application to support priority populations in the Adult Electrical program.

He highlighted that in collaboration with Chabot College and Chabot partner, Dr. Saenz, the Eden Area ROP Pathway Coordinator renewed over a dozen articulation agreements, ensuring that Eden Area ROP students have access to early college credit.

Superintendent Torpey concluded his report by providing an achievement under each of his goals.

Goal 1: Strengthen EAROP Culture, Climate and Communication

- Strategic Partnerships: Participated in Student Training and Employment Program (STEP) Grant Kick-Off, developing new partnerships with Construction Trades Workforce Initiative (CTWI), Northern California College Promise Coalition (NCCPC), and Bay Area Community College Consortium (BACCC).

Goal 2: Enhance High Quality CTE Programming and Systems to Support All Students

- Program Self-Assessment: Renewed over a dozen Articulation Agreements with Chabot College ensuring that students have access to early college credit.

Goal 3: Guide and Support the Development of EAROP Staff

- Policy Fluency: Streamlined Tuberculosis (TB) testing requirements, communications and staff support

Goal 4: Fiscal, Resource, and Operational Leadership

- Fiscal Stability: Participated in budget workshops, met with the California Department of Education (CDE) regarding Career Technical Education Incentive Grant (CTEIG) funding formula and collaborated with Association of California School Administrators (ACSA) on Career Technical Education (CTE) issues.

XIV. Governing Board Reports

Trustee Penny Peck, San Lorenzo USD representative, highlighted that a new wing dedicated to special education at the Arroyo High School campus, designed primarily for students with moderate to severe needs. She noted the modern and inclusive facilities, including special restrooms, life skills classrooms for cooking and laundry, and a unique outdoor education area resembling a mini amphitheater. The new wing is strategically located next to the school's cafeteria and central quad, ensuring that these students are integrated into the heart of the school rather than being marginalized. Trustee Penny Peck suggested that students in the Eden Area ROP education program, particularly those interested in special education, could benefit from visiting this state-of-the-art facility to gain insights into the supportive environments available for students with special needs. Trustee Penny Peck commended the respectful and inclusive design of the new wing and encourages others to explore it, noting it as a significant and positive development within the San Lorenzo Unified School District.

Trustee James Aguilar, San Leandro USD representative, is excited about returning to be part of the governance team. He shared his enthusiasm about engaging with sophomores for class sign-ups, specifically highlighting Eden Area ROP course selection. He was excited to promote Eden Area ROP programs to his students, encouraging them to enroll in these courses by emphasizing the benefits and urging them to overlook any doubts.

Trustee Gary Howard, Castro Valley USD representative, highlighted the invaluable contribution of counselors and social workers at Castro Valley USD, particularly in mitigating behavioral issues that have escalated post-pandemic. He noted an improvement in these issues thanks to significant investment in counseling services. Additionally, Trustee Gary Howard shared that he attended a budget meeting with Capital Advisors at ACOE, which was enlightening regarding the financial outlook.

Contrary to his initial concerns of financial challenges, the information presented was more positive, suggesting a manageable financial future. This insight provided a sense of relief and optimism about overcoming financial challenges.

XV. Future Meeting Dates

A. Upcoming Eden Area ROP Governing Board Meeting Dates

Blaine Torpey, Superintendent, shared the upcoming board meetings dates through June 2024.

XVI. Recess to Closed Session

The meeting was called into closed session at 7:28 p.m.

A. Personnel (Government Code Section 54957): Public Employee Discipline/Dismissal/Release

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

The meeting resumed to open session at 7:48 p.m.

A. Personnel (Government Code Section 54957): Public Employee Discipline/Dismissal/Release

Board President, Gary Howard, announced that no action was taken.

XVIII. Adjournment

The meeting was adjourned at 7:49 p.m. in memory of Eva Wilson Tak, the Stepmother of Eden Area ROP Marketing Instructor, Christina Charlton.

Approved by the Eden Area ROP Governing Board _____.

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



Minutes of the Special Board Workshop Meeting of the ROP Governing Board February 1, 2024

I. Call to Order

James Aguilar, Board President, called the Special Board Workshop meeting to order at 8:02 p.m. on Thursday, February 1, 2024 at the Eden Area Regional Occupational Program Board Room, 26316 Hesperian Blvd., Hayward, CA 94545.

II. Roll Call

Eden Area ROP Governing Board Members Present:

James Aguilar, President	San Leandro USD
Penny Peck, Vice President	San Lorenzo USD
Gary Howard, Member	Castro Valley USD
Joe Ramos, Member	Hayward USD

Eden Area ROP Superintendent/Clerk of the Board Present:

Blaine Torpey

Eden Area ROP Administrators Present:

None

Eden Area ROP Staff Present:

None

III. Approval of Agenda

Trustee Gary Howard moved to approve the agenda. Trustee Penny Peck seconded the motion. By the following vote, the agenda was approved:

AYES:	4 (Aguilar, Howard, Peck, Ramos)
NOES:	0
ABSTENTIONS:	0
ABSENT:	0

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

None

V. Information Items

Adjourn to Board Workshop

A. Connections

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

B. Values and Impact

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

C. Review Eden Area ROP Governance Handbook

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

VI. Adjournment

The meeting was adjourned at 8:58 p.m.

Approved by the Eden Area ROP Governing Board _____.

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



DATE: March 7, 2024
TO: ROP Governing Board
FROM: Blaine Torpey, Superintendent
PREPARED BY: Sabrina Ubhoff, Accounting Technician
SUBJECT: Request the Governing Board to approve the Bill Warrants

CURRENT SITUATION

The bill warrants submitted for approval are for the period of January 24, 2024 through February 20, 2024 and include test warrant numbers and voided warrants.

CONSENT CALENDAR



DATE: March 7, 2024
TO: ROP Governing Board
FROM: Blaine Torpey, Superintendent
PREPARED BY: Mercedes Henderson, Human Resources Administrator
SUBJECT: Request the Governing Board to approve the Personnel Action Items

CURRENT SITUATION

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

CONSENT CALENDAR



DATE: March 7, 2024
TO: ROP Governing Board
FROM: Blaine Torpey, Superintendent
PREPARED BY: Craig Lang, Director of Adult Programs
SUBJECT: Request the Governing Board to approve the Listed Donation- H & J Diaz Family Foundation

BACKGROUND

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

CURRENT SITUATION

The H & J Diaz Family Foundation makes monetary donations to support the needs of the Welding Technology class. The Foundation is closely associated with the welding industry and supports the continued efforts of the Eden Area ROP to train high school and adult students to enter the welding trade. On this occasion, the Foundation donated \$4,000 which will be split between the high school and adult programs.

A letter of acceptance will be sent to the donor.

CONSENT CALENDAR



DATE: March 7, 2024
TO: ROP Governing Board
FROM: Blaine Torpey, Superintendent
SUBJECT: Request the Governing Board to approve the Statement of Facts Registry of Public Agencies Filing

BACKGROUND

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

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

CURRENT SITUATION

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

CONSENT CALENDAR



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

SF-405

IMPORTANT — [Read Instructions](#) before completing this form.

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

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

This Space For Office Use Only

1. Type of Filing (Check one.)

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

2. Agency Information

a. Full Legal Name of Public Agency

b. Nature of Update (complete if Updated Filing)

c. County

d. Official Mailing Address

3. Chairperson, President, or Other Presiding Officer

a. Name

b. Title

c. Business or Residence Address

4. Clerk or Secretary

a. Name

b. Title

c. Business or Residence Address

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

Name

Business or Residence Address

Name

Business or Residence Address

Name

Business or Residence Address

Name

Business or Residence Address

Name

Business or Residence Address

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

Date

Signature

Type or Print Name



DATE: March 7, 2024
TO: ROP Governing Board
FROM: Blaine Torpey, Superintendent
SUBJECT: Request the Governing Board to approve the Agreement with Deborah Maynard for Educational Services Department Support for the 2023-2024 School Year

BACKGROUND

The Eden Area ROP Educational Services Department is responsible for providing support and outreach to all member districts students, parents, business partners, Career Technical Education (CTE) instructors, case managers, counselors, and administrators. Deborah Maynard is a retired Eden Area ROP employee who has served as both a teacher and administrator for the organization prior to her retirement.

CURRENT SITUATION

During the Eden Area ROP's Educational Services Department transition, the department will benefit from the added support that Mrs. Maynard can provide. Mrs. Maynard's focus will be ongoing administrative support of Educational Services initiatives and priorities.

Mrs. Maynard has a background in business, marketing, merchandising and supervision and has worked extensively with the Eden Area ROP Educational Services Department in the past and is willing to provide services to the Eden Area ROP based on this background.

She will use this experience and knowledge of the Eden Area ROP to comprehensively support the Educational Services team through student supervision, assist with student support issues, assist with event planning and coordination, prepare curriculum and support instructors as needed, support instructional staff, support Educational Services administrative team, and Student Training and Employment Program (STEP) Grant implementation.

The attached is a copy of the agreement between Deborah Maynard and the Eden Area ROP to provide Educational Services Department support for the 2023-2024 school year.

CONSENT CALENDAR

AGREEMENT FOR SERVICE 2023-2024

26316 Hesperian Blvd., Hayward, CA 94545 | P: (510) 293-2905 | F: P: (510) 293-2927 | www.edenrop.org

This agreement for service (this "Agreement") is between the Eden Area ROP (the "Customer") and Deborah Maynard (the "Service Provider") between February 1, 2024 through June 30, 2024

Background:

- A. The Customer is of the opinion that the Service Provider has the necessary qualifications, experience and abilities to provide services to the Customer.
- B. The Service Provider is agreeable to providing such services to the Customer on the terms and conditions set out in this Agreement.
- C. Deborah Maynard has a background in business, marketing, merchandising and supervision and has worked extensively with our Educational Services department in the past and is willing to provide services to Eden Area ROP based on this background.

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:

Services Provided

1. The Customer hereby agrees to engage the Service Provider to provide the Customer with services (the "Services") consisting of but not limited to the following:
 - Student supervision
 - Provide support to members of the Educational Services Department
 - Assist with student support issues
 - Assist with event planning and coordination
 - Prepare curriculum and support instructors
 - Support instructional staff
 - Support Educational Services administrative team
 - STEP Grant implementation

Term of Agreement

2. The term of this Agreement will be from February 2024 and will remain in full force and effect until June 2024, and not to exceed 280 total hours, subject to earlier termination as provided in this Agreement, with the said term being capable of extension by mutual written agreement of the parties.

Performance

3. The parties agree to do everything necessary to ensure that the terms of this Agreement take effect.

Compensation

4. Eden Area ROP will pay a fee to Deborah Maynard for the Services based on \$100.00 per hour. This fee shall be payable monthly, at Net 30, upon invoicing of services.
5. Service Provider must submit an itemized invoice to Business Services which includes: dates, time and type of worked accomplished.

Confidentiality

6. The Service Provider agrees that they will not disclose, divulge, reveal, report or use, for any purpose, any confidential information with respect to the business of the Customer, which the Service Provider has obtained, except as may be necessary or desirable to further the business interests of the Customer. This obligation will survive indefinitely upon termination of this Agreement.

Non-Competition

7. Other than with the express written consent of the Customer, which will not be unreasonably withheld, the Service Provider will not, during the continuance of this Agreement, be directly or indirectly involved with a business which is in direct competition with the particular business line of the Customer, divert or attempt to divert from the Customer any business the Customer has enjoyed, solicited, or attempted to solicit, from other individuals or corporations, prior to termination of this Agreement.

Ownership of Materials

8. All materials developed, produced, or in the process of being so under this Agreement will be the property of the Customer. The use of the mentioned materials by the Customer will not be restricted in any manner.
9. The Service Provider may retain use of the said materials and will not be responsible for damages resulting from their use for work other than services contracted for in this Agreement.

Return of Property

10. Upon the expiration or termination of this Agreement, the Service Provider will return to the Customer any property, documentation, records, or confidential information which is the property of the Customer.

Assignment

11. The Service Provider will not voluntarily or by operation of law assign or otherwise transfer its obligations under this Agreement without the prior written consent of the Customer.

Capacity/Independent Contractor

12. It is expressly agreed that the Service Provider is acting as an independent contractor and not as an employee in providing the Services under this Agreement. The Service Provider and the Customer acknowledge that this Agreement does not create a partnership or joint venture between them, and is exclusively a contract for service.

Modification of Agreement

13. Any amendment or modification of this Agreement or additional obligation assumed by either party in connection with this Agreement will only be binding if evidenced in writing signed by each party or an authorized representative of each party.

Notice

14. All notices, requests, demands or other communications required or permitted by the terms of this Agreement will be given in writing and delivered to the parties of this Agreement.

Costs and Legal Expenses

15. In the event that legal action is brought to enforce or interpret any term of this Agreement, the prevailing party will be entitled to recover, in addition to any other damages or award, all reasonable legal costs and fees associated with the action.

Time of the Essence

16. Time is of the essence in this Agreement. No extension or variation of this Agreement will operate as a waiver of this provision.

Entire Agreement

17. It is agreed that there is no representation, warranty, collateral agreement or condition affecting this Agreement except as expressly provided in this Agreement.

Limitation of Liability

18. It is understood and agreed that the Customer will have no liability to the Service Provider or any other party for any loss or damage (whether direct, indirect, or consequential) which may arise from the provision of the Services.

Indemnification

19. The Service Provider agrees to hold harmless and indemnify Eden Area ROP and its Governing Board, officers, agents, and employees from any and all claims and losses accruing or resulting against the Customer by any other party, arising directly or indirectly out of the provision of the Services by the Service Provider.

Inurement

20. This Agreement will ensure to the benefit of and be binding on the parties and their respective heirs, executors, administrators, successors and permitted assigns.

Currency

21. Except as otherwise provided in this Agreement, all monetary amounts referred to in this Agreement are in United States dollars.

Titles/Headings

22. Headings are inserted for the convenience of the parties only and are not to be considered when interpreting this Agreement.

Gender

23. Words in the singular mean and include the plural and vice versa. Words in the masculine mean and include the feminine and vice versa.

Governing Law

24. It is the intention of the parties to this Agreement that this Agreement and the performance under this Agreement, and all suits and special proceedings under this Agreement, be construed in accordance with and governed, to the exclusion of the law of any other forum, by the laws of the State of California, without regard to the jurisdiction in which any action or special proceeding may be instituted.

Severability

25. In the event that any of the provisions of this Agreement are held to be invalid or unenforceable in whole or in part, all other provisions will nevertheless continue to be valid and enforceable with the invalid or unenforceable parts severed from the remainder of this Agreement.

Waiver

26. The waiver by either party of a breach, default, delay or omission of any of the provisions of this Agreement by the other party will not be construed as a waiver of any subsequent breach of the same or other provisions.

Additional Provisions

27. Service Provider is responsible to pay their own taxes. Customer (Eden Area ROP) will issue a 1099 at the end of the year.

Deborah Maynard, Service Provider

Date

Blaine Torpey, Superintendent
Eden Area ROP

Date



DATE: March 7, 2024
TO: ROP Governing Board
FROM: Blaine Torpey, Superintendent
PREPARED BY: Manuschka Michaud, Principal
SUBJECT: Request the Governing Board to approve the Agreement with Professional Charter Services for SkillsUSA Student Transportation for the 2023-2024 School Year

BACKGROUND

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

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

CURRENT SITUATION

Eden Area ROP students will compete in the SkillsUSA State Competition, April 4-7, 2024, in Ontario, CA. The attached agreement with Professional Charter Services is for roundtrip bussing services to transport staff and students between the Eden Area ROP and Ontario, CA.

CONSENT CALENDAR

CUSTOMER INFORMATION

Eden Area Regional Occupational Program Center
Jennifer Aguilar
jaguilar@edenrop.org
(510) 293-2902 ext.

SUBMIT TO

Professional Charter Services
696 Amador St
San Francisco, CA 94124
Sales@professionalcharterservices.com

INVOICED TRIPS

Reservation	Pickup Date	Pickup	Dropoff	Total Amount	Due Date	Balance
10539-1	4/4/24, 8:00am	Eden Area Regional Occupational Program Center	Ontario	\$2,500.00	4/5/24	\$2,500.00
10539-2	4/4/24, 8:00am	Eden Area Regional Occupational Program Center	Ontario	\$2,500.00	4/5/24	\$2,500.00
10539-3	4/5/24, 8:00am	Ontario	Ontario	\$2,500.00	4/5/24	\$2,500.00
10539-4	4/5/24, 8:00am	Ontario	Ontario	\$2,500.00	4/5/24	\$2,500.00
10539-5	4/6/24, 8:00am	Ontario	Ontario	\$2,500.00	4/5/24	\$2,500.00
10539-6	4/6/24, 8:00am	Ontario	Ontario	\$2,500.00	4/5/24	\$2,500.00
10539-7	4/7/24, 8:00am	Ontario	Eden Area Regional Occupational Program Center	\$2,500.00	4/5/24	\$2,500.00
10539-8	4/7/24, 8:00am	Ontario	Eden Area Regional Occupational Program Center	\$2,500.00	4/5/24	\$2,500.00

AMOUNT DUE SUMMARY

Reservation	Balance	Amount Due
10539-1	\$2,500.00	\$2,500.00
10539-2	\$2,500.00	\$2,500.00
10539-3	\$2,500.00	\$2,500.00
10539-4	\$2,500.00	\$2,500.00
10539-5	\$2,500.00	\$2,500.00
10539-6	\$2,500.00	\$2,500.00
10539-7	\$2,500.00	\$2,500.00
10539-8	\$2,500.00	\$2,500.00
Total	\$20,000.00	\$20,000.00

RESERVATION 10539-1

Trip Type	Passengers	Vehicles	Drivers
Multi-day	40	1 Mini Bus	1

1	Eden Area Regional Occupational Program Center 26316 Hesperian Blvd, Hayward, CA 94545, USA	Pickup Thu, 4/4/24 8:00am PDT
2	Ontario Ontario, CA, USA	Dropoff Thu, 4/4/24 5:00pm PDT

Base Fare	\$2,400.00
Gratuity	\$100.00
Trip Total	\$2,500.00

RESERVATION 10539-2

Trip Type	Passengers	Vehicles	Drivers
Multi-day	40	1 Mini Bus	1

1	Eden Area Regional Occupational Program Center 26316 Hesperian Blvd, Hayward, CA 94545, USA	Pickup Thu, 4/4/24 8:00am PDT
2	Ontario Ontario, CA, USA	Dropoff Thu, 4/4/24 5:00pm PDT

Base Fare	\$2,400.00
Gratuity	\$100.00
Trip Total	\$2,500.00

RESERVATION 10539-3

Trip Type	Passengers	Vehicles	Drivers
Multi-day	40	1 Mini Bus	1

1	Ontario Ontario, CA, USA	Pickup Fri, 4/5/24 8:00am PDT
2	Ontario Ontario, CA, USA	Dropoff Fri, 4/5/24 5:00pm PDT

Base Fare	\$2,400.00
Gratuity	\$100.00
Trip Total	\$2,500.00

RESERVATION 10539-4

Trip Type	Passengers	Vehicles	Drivers
Multi-day	40	1 Mini Bus	1

1	Ontario Ontario, CA, USA	Pickup Fri, 4/5/24 8:00am PDT
2	Ontario Ontario, CA, USA	Dropoff Fri, 4/5/24 5:00pm PDT

Base Fare	\$2,400.00
Gratuity	\$100.00
Trip Total	\$2,500.00

RESERVATION 10539-5

Trip Type	Passengers	Vehicles	Drivers
Multi-day	40	1 Mini Bus	1

1	Ontario Ontario, CA, USA	Pickup Sat, 4/6/24 8:00am PDT
2	Ontario Ontario, CA, USA	Dropoff Sat, 4/6/24 5:00pm PDT

Base Fare	\$2,400.00
Gratuity	\$100.00
Trip Total	\$2,500.00

RESERVATION 10539-6

Trip Type	Passengers	Vehicles	Drivers
Multi-day	40	1 Mini Bus	1

1	Ontario Ontario, CA, USA	Pickup Sat, 4/6/24 8:00am PDT
2	Ontario Ontario, CA, USA	Dropoff Sat, 4/6/24 5:00pm PDT

Base Fare	\$2,400.00
Gratuity	\$100.00
Trip Total	\$2,500.00

RESERVATION 10539-7

Trip Type	Passengers	Vehicles	Drivers
Multi-day	40	1 Mini Bus	1

1	Ontario Ontario, CA, USA	Pickup Sun, 4/7/24 8:00am PDT
2	Eden Area Regional Occupational Program Center 26316 Hesperian Blvd, Hayward, CA 94545, USA	Dropoff Sun, 4/7/24 5:00pm PDT

Base Fare	\$2,400.00
Gratuity	\$100.00
Trip Total	\$2,500.00

RESERVATION 10539-8

Trip Type	Passengers	Vehicles	Drivers
Multi-day	40	1 Mini Bus	1

1	Ontario Ontario, CA, USA	Pickup Sun, 4/7/24 8:00am PDT
2	Eden Area Regional Occupational Program Center 26316 Hesperian Blvd, Hayward, CA 94545, USA	Dropoff Sun, 4/7/24 5:00pm PDT

Base Fare	\$2,400.00
Gratuity	\$100.00
Trip Total	\$2,500.00

TERMS AND CONDITIONS

BOOKING POLICY:

Orders can be placed over the phone (415)550-7550 or by email (sales@professionalcharterservices.com). Customers will receive a trip form/confirmation as acknowledgement of their order. If you have not received a confirmation within 4 days of placing the order, please contact our office immediately to be sure we received your request.

PAYMENT POLICY:

Payment is required on all charters on the timing of Booking. Full payment is required before the initial start date and a credit card will be placed on file for any overages that occur during the service. The balance of the quoted price and a detailed itinerary will be due prior to the departure date.

CANCELLATION & REFUND POLICY:

The Chartering Party must notify PCS of cancellation via phone or email. Cancellations are subject to a cancellation fee calculated as a percentage of the total cost of Transportation Services under the Rental Agreement based on the number of days prior to the Date of Service that PCS receives notification thereof:

- 100% refund - Cancellations 5 days or more from pickup
- 50% refund - Cancellations between 5 days and 24 hours from pickup
- No refund - Cancellations fewer than 24 hours from pickup

*All refund percentages are based on the total amount of the booked trip.

PCS reserves the right to expel any person from the vehicle and/or terminate this contract in the event of a violation of any of these conditions by any passenger. In the event of such early termination, no portion of the rental fees shall be refunded. Possession, sale or consumption of any type of narcotics or illegal drugs is strictly prohibited. Violations will result in immediate termination of contract and services and forfeiture of all paid deposits and fees for service. Smoking is not permitted at any time in our vehicles. Passengers shall not obstruct with the Operator in the discharge of his/her duty or tamper with any apparatus or appliance of any vehicle. All passengers agree to behave in an orderly and well-behaved manner.

ADDITIONAL CHARGES:

Tolls, highway fees, parking fees, entrance fees etc. will be separate and additional elements in the determination of any additional charges. Professional Charter Services will notify the Chartering Party of any additional charges that may be expected to be incurred at the time of the original order. Any additional fees unforeseen prior to the departure of the charter are the responsibility of the Chartering Party.

BAGGAGE:

The Chartering Party assumes full responsibility for the suitability and integrity of any baggage, parcels or other property intended to be transported in the baggage compartment of the Equipment. PCS shall not be held liable for damages to baggage and parcels, or the contents carried therein. Baggage and all other personal property will be handled only at passenger's own risk. Passengers' baggage shall be carried subject to the available accommodations provided by interior and/or exterior racks.

LOST AND FOUND:

PCS is not responsible for any lost items left on the bus. The chartering party should check for any items left on the bus before exiting. If PCS finds an item at the conclusion of the trip, we bring it to the PCS Lost and Found and it will be kept for 3 days. Also, the customer is responsible to take the items from our office located in San Francisco.

OBJECTIONABLE PERSON:

PCS and its service providers reserve the right to refuse to transport persons under the influence of intoxicating liquor or drugs, or who are, or are likely to become, objectionable to other persons or if the driver feels threatened in any way.

CONDUCT OF PASSENGERS:

Passengers shall not obstruct with the Operator in the discharge of his/her duty or tamper with any apparatus or appliance on the bus.

ARRIVAL TIMES:

Unusual road, traffic and weather conditions are beyond the control of PCS and the Operator, and delays occasioned by the same, will not be the responsibility of PCS or the Operator. Late arrivals due to these and other occurrences out of the control of the Operator are not grounds for cancellation of the charter.

VANDALISM AND DAMAGE:

Vandalism and Damage to PCS proprietary equipment is subject to full reimbursement by the customer if the customer is found to have a fault.

CLEANING DEPOSIT:

A cleaning deposit of \$ 200.00 may be required on any charter service where food/beverage will be served on the vehicle. This deposit may be held on any major credit card and will not be billed unless the vehicle requires anything more than normal cleaning upon return. It is the chartering party's responsibility to notify PCS in advance that there will be food/beverage brought on board the coach and to find out what is acceptable/not acceptable. No glass containers or kegs are allowed on the coach at any time. No ice chests, trash cans or other objects may be placed in a seat that has been properly protected. The space taken up by the ice chest must be figured into the total passenger count. There is no smoking allowed on any PCS vehicle at any time.

UNUSUAL CLEANING:


In the event that the charter trip's activities require a greater than normal amount of time and material necessary to clean the bus properly upon its return to the garage, PCS at its option, may require additional cost to cover such additional time and materials, up to a maximum of \$ 200.00. If there is **vomiting on the bus or general messy circumstances, a \$ 500.00 or more cleaning fee will be applied per incident.**

PROHIBITED ITEMS:

Decorations, glass containers, golf shoes or other shoes with spikes, fuel containers of any kind of chemicals (PROPANE, WHITE GAS, KEROSENE ETC); generators and/or no tap beer, are not allowed on any bus.

EMERGENCY CONTACT INFORMATION:

PCS representative is available 24 hours/day for emergencies by calling (415) 550-7550. Our office hours are from 9:00am to 5:00pm Monday through Friday.

 2/29/24

INFORMATION ITEMS



DATE: March 7, 2024
TO: ROP Governing Board
FROM: Blaine Torpey, Superintendent
PREPARED BY: Manuschka Michaud, Principal
SUBJECT: ROP Pathway Review-Residential & Commercial Construction

BACKGROUND

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

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

CURRENT SITUATION

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

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

RECOMMENDATION

Information only

SCHOOL DISTRICT:	EDEN AREA ROP	LOCATION:	Eden Area ROP												
PATHWAY:	Residential & Commercial Construction		INSTRUCTOR:	Jose Lopez											
Course Name		Enrollment as of 22-23 Year to Date	Enrollment as of 21-22 Year to Date	Enrollment as of 20-21 Year to Date											
Construction Technology I P		49	56	37											
Construction Technology II P		7	6	7											
Comments: <ul style="list-style-type: none"> Required enrollment: Class enrollment maintained to sustain agreed master schedule for onsite and staffing. <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Retention rate (Active Enrollment divided by Year-to-date Enrollment): 															
Text Book: Carpentry			Edition: 5 th												
NO.	YES	NO													
1.	X		ENROLLMENT – Course meets current or future labor market news. <table border="1"> <tr> <td>CLASS SCHEDULE: AM/PM</td> <td>SECTIONS PER YEAR:</td> <td>MINS PER SECTION:</td> <td colspan="2">EXPECTED MINIMUM STUDENTS PER SECTION:</td> </tr> <tr> <td>2 (Center)</td> <td>2 (Center)</td> <td>3hrs Center</td> <td colspan="2">25+</td> </tr> </table>			CLASS SCHEDULE: AM/PM	SECTIONS PER YEAR:	MINS PER SECTION:	EXPECTED MINIMUM STUDENTS PER SECTION:		2 (Center)	2 (Center)	3hrs Center	25+	
CLASS SCHEDULE: AM/PM	SECTIONS PER YEAR:	MINS PER SECTION:	EXPECTED MINIMUM STUDENTS PER SECTION:												
2 (Center)	2 (Center)	3hrs Center	25+												
2.	X		AVAILABILITY OF QUALIFIED INSTRUCTOR – Qualified/ Credentialed Instructor teaching course.												
3.	X		LEADERSHIP – Instructional leaders have sufficient time and resources to implement system improvements and work with their counterparts in other programs.												
4.	X		CURRICULUM and INSTRUCTION – Students are provided with a strong experience in and understanding of all aspects of industry.												
5.	X		SCHOOL-TO-CAREER AND CAREER PATHWAY DEVELOPMENT – Course is designed as part of a sequence of courses, career pathways, etc.												
6.	X		ADVISORY COMMITTEE – The course has been reviewed and recommended by a pre-established committee. <input checked="" type="checkbox"/> Yes, instructor was present at advisory meeting and minutes are on file at ROP <input type="checkbox"/> No, the instructor was not present at advisory. Program was represented, at a joint industrial, by ROP personnel. Instructor MUST attend the next advisory for program to meet compliance.												
7.	X		LABOR MARKET NEEDS – Course meets current or future labor market needs.												
8.	X		WORK-BASED LEARNING – Course incorporates work-based learning opportunities (i.e. guest speakers, field trips, mock interviews, or student organizations)												
9.		X	COMMUNITY CLASSROOM AND COOPERATIVE VOCATIONAL EDUCATION – Course incorporates community classroom and cooperative vocational education (i.e., job training, internships, or job shadowing).												
10.	X		JOB PLACEMENT/FURTHER EDUCATION OPTIONS – Course has potential for student job placement in entry-level positions or course prepares students for further training opportunities within the designed career pathway.												
11.	X		FACILITIES AND EQUIPMENT ACCOMMODATION <input type="checkbox"/> District will provide a facility which adequately accommodates the program. <input checked="" type="checkbox"/> EAROP will provide a facility which adequately accommodates the program. <input type="checkbox"/> District shares cost of equipment if program is cross utilized.												
OTHER CONSIDERATIONS:															
<input checked="" type="checkbox"/> A-G Credit for UC			<input type="checkbox"/> State and National Licensing or Certification												
<input type="checkbox"/> Community College Articulation			<input checked="" type="checkbox"/> Strong Business or Industry Partnership												
<input type="checkbox"/> Dual Enrollment			<input type="checkbox"/> Emerging Technologies -												
COMPLIANCE CATEGORIES															
<input checked="" type="checkbox"/> R – Retain Program: Program meets all criteria.		<input type="checkbox"/> W - Watch Program: All criteria not met. See areas that need to be complied with.		<input type="checkbox"/> P - Probation: Criteria is not being met. Program in danger of suspension.											
				<input type="checkbox"/> R – Reduce Program: Downsizing program.											
				<input type="checkbox"/> S/T - Suspend/ Terminate program.											



DATE: March 7, 2024
TO: ROP Governing Board
FROM: Blaine Torpey, Superintendent
PREPARED BY: Craig Lang, Director of Adult Programs
SUBJECT: Adult Programs Update

BACKGROUND

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

CURRENT SITUATION

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

RECOMMENDATION

Information only

ACTION ITEMS



DATE: March 7, 2024
TO: ROP Governing Board
FROM: Blaine Torpey, Superintendent
PREPARED BY: Anthony Oum, Fiscal Services Administrator
SUBJECT: Request the Governing Board to approve the Annual Independent Auditor's Report for the Fiscal Year Ending June 30, 2023

BACKGROUND

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

CURRENT SITUATION

For the Fiscal Year ending June 30, 2023, the Eden Area ROP exhibits compliance with the Governmental Accounting Standards Board (GASB) Statement No. 34 – Basic Financial Statement – and Management's Discussion and Analysis – for State and Local Governments. Included in the report is the Eden Area ROP management analysis of the Program's overall financial position called the Management Discussion and Analysis (MD&A). Per GASB Statement No. 34, fund financial statements now focus on major funds and they are prepared using the full accrual accounting method, including the reporting of major classes of capital assets.

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

RECOMMENDATION

It is recommended that the Governing Board approve the Annual Independent Auditor's Report for the fiscal year ending June 30, 2023.



DATE: March 7, 2024
TO: ROP Governing Board
FROM: Blaine Torpey, Superintendent
PREPARED BY: Anthony Oum, Fiscal Services Administrator
SUBJECT: Request the Governing Board to approve the 2023-2024 Second Interim Report

BACKGROUND

The Second Interim Report reflects revenues and expenditures as of January 31, 2024. The report was prepared and reviewed in accordance with all federal, state and local adopted criteria and standards using Local Control Funding Formula (LCFF) and Local Control Action Plan (LCAP).

The Eden Area ROP Governing Board shall certify in writing whether or not Eden Area ROP is able to meet its financial obligations for the remainder of the 2023-2024 fiscal year and, based on current forecasts, for the next two subsequent fiscal years (i.e., FY 2024-2025 and 2025-2026). The certifications shall be classified as either positive, qualified, or negative, pursuant to standards and criteria adopted by the State Board of Education (Education Code 33127). Eden Area ROP is certifying a positive certification, and that staff prepared the report, along with assumptions using the School Services of California (SSC) Inc. Dartboard as well as Alameda County Office of Education (ACOE) guidelines. In certifying the 2023-2024 Second Interim Report as positive, the Board understands its fiduciary responsibility to maintain fiscal solvency for the current and the two subsequent fiscal years.

The report confirms the Eden Area ROP's ability to meet all financial obligations for the current FY 2023-2024 and two subsequent fiscal years (i.e., FY 2024-2025 and 2025-2026). Finally, the Eden Area ROP continues to meet and exceed AB 1200 requirements. The report is included under separate cover and is available for review by the public upon request.

RECOMMENDATION

It is recommended that the Governing Board approve the 2023-2024 Second Interim Report.

DATE: March 7, 2024
TO: ROP Governing Board
FROM: Blaine Torpey, Superintendent
SUBJECT: Request the Governing Board to approve the Second Reading and Adoption of Governing Board Policies, Administrative Regulations, 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 bylaw listed below have been updated based on the feedback and discussion at the February 1, 2024 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
1431	BP	Waivers	Revise
3400	BP	Management of District Assets/Accounts	Revise
3400	AR	Management of District Assets/Accounts	Revise
5131.2	BP	Bullying	Revise
5131.2	AR	Bullying	Revise
9321	BB	Closed Session	Revise
9321	E1	Closed Session	Revise
9321	E2	Closed Session	New

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 1431: Waivers

Status: DRAFT

Original Adopted Date: 03/05/2020

The Governing Board recognizes that circumstances may arise in the operation of the Eden Area Regional Occupational Program (Eden Area ROP) that require a waiver from state law or regulation. When it is in the interest of Eden Area ROP students, the Governing Board may request that the State Board of Education (SBE) waive any provision of state or federal law or regulation which it has authority to waive pursuant to Education Code 33050.

Any waiver request to be submitted to the SBE shall first be approved by the Board. The Superintendent or designee shall ensure that each proposed waiver request includes all information necessary for the Board to analyze the need for the waiver and make an informed decision.

A request for a waiver related to a regional occupational center or program operated by a joint powers agency shall be submitted as a joint waiver request with other participating school districts upon approval of a unanimous vote of the governing board of the joint powers agency. (Education Code 33050)

To receive public testimony on each proposal for waiver request, the Board shall hold a properly noticed public hearing during a Board meeting. (Education Code 33050)

The notice, which shall state the time, date, location, and subject of the public hearing and invite public testimony, shall be printed in a newspaper of general circulation, posted at three public places in the Eden Area ROP, or published on the Eden Area ROP's website.

If the Eden Area ROP determines that a waiver is needed for more than one year, the Board shall reapply to SBE. When the Eden Area ROP has requested and received the same general waiver from the SBE for two consecutive years, the Board does not subsequently need to reapply annually provided that the information contained on the request remains current, except that the Eden Area ROP shall apply annually for the renewal of any waiver regarding teacher credentialing. (Education Code 33051)

Policy 3400: Management Of District Assets/Accounts

Status: DRAFT

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

The Governing Board recognizes its fiduciary responsibility to effectively manage and safeguard the Eden Area ROP's assets and resources in order to help achieve the Eden Area ROP's goals for student learning. The Superintendent or designee shall establish and maintain an accurate, efficient financial management system that enhances the Eden Area ROP's ability to meet its fiscal obligations, produces reliable financial reports, and complies with laws, regulations, policies, and procedures. The Superintendent or designee shall ensure that the Eden Area ROP's accounting system provides ongoing internal controls and meets generally accepted accounting standards as specified by the California Department of Education and, as appropriate, the Governmental Accounting Standards Board (GASB). When required by law or as directed by the Board, and in accordance with Board Policy and Administrative Regulation 3460 – Financial Reports and Accountability, the Superintendent or designee shall submit to the Board reports of the Eden Area ROP's financial status.

Capital Assets

The Superintendent or designee shall develop a system to accurately identify and value Eden Area ROP assets in order to help ensure financial accountability and to minimize the risk of loss or misuse. Eden Area ROP assets with a useful life of more than one year and an initial acquisition cost of \$5,000 or more shall be considered capital assets. The Superintendent or designee shall determine the estimated useful life of each capital asset and shall calculate and report the estimated loss of value or depreciation during each accounting period for all capital assets.

Internal Controls/Fraud Prevention

The Board expects Board members, employees, consultants, vendors, contractors, and other parties maintaining a business relationship with the Eden Area ROP to act with integrity and due diligence in dealings involving the Eden Area ROP's assets and fiscal resources.

Board members and Eden Area ROP employees involved in the making of contracts on behalf of the Eden Area ROP shall comply with the Eden Area ROP's conflict of interest policy as specified in Board Bylaw 9270 - Conflict of Interest.

The Superintendent or designee shall develop internal controls which aid in the prevention and detection of fraud, financial impropriety, or irregularity within the Eden Area ROP, assist with effective and efficient operation of the Eden Area ROP, produce reliable financial information, and ensure compliance with all applicable laws and regulations. These internal controls may include, but are not limited to, segregating and monitoring employee duties relating to authorization, custody of assets, and recording or reporting of transactions; providing detailed, written job descriptions explaining the segregation of functions; adopting an integrated financial system; developing timely reconciliations of budgets, ledgers, and accounts; conducting background checks on business office employees; and requiring continuous in-service training for business office staff and board members on the importance of fraud prevention, financial management, budget, and governance.

All employees shall be alert for any indication of fraud, financial impropriety, or irregularity within their area of responsibility. Any employee who suspects fraud, impropriety, or irregularity shall immediately report those suspicions to the employee's immediate supervisor and/or the Superintendent or designee. In addition, the Superintendent or designee shall establish a method for employees and outside persons to anonymously report any suspected instances of fraud, impropriety, or irregularity.

The Superintendent or designee shall have primary responsibility for any necessary investigations of suspected fraud, impropriety, or irregularity, in coordination with legal counsel, the Eden Area ROP's auditors, the Fiscal Crisis and Management Assistance Team (FCMAT), law enforcement agencies, or other governmental entities, as appropriate.

The Superintendent or designee shall provide regular reports to the Board on the status of the Eden Area ROP's internal control procedures and recommend any necessary revisions to related Board policies or administrative regulations.

Regulation 3400: Management Of District Assets/Accounts

Status: DRAFT

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

Accounts

The Eden Area ROP's accounting system shall fully comply with the definitions, instructions and procedures set forth in the California Department of Education (CDE) School Accounting Manual. (Education Code 41010)

The Superintendent or designee shall ensure that funds are encumbered in the Eden Area ROP accounting records immediately after an expenditure is committed for subsequent payment.

The Eden Area ROP shall utilize CDE's standardized account code structure (SACS) software to develop financial reports. The Eden Area ROP's accounting system shall comply with generally accepted accounting principles prescribed by the Governmental Accounting Standards Board (GASB) and meet other state and federal reporting guidelines.

Fraud and Misappropriation of Funds

Fraud, financial improprieties or irregularities include but are not limited to:

1. Forgery or unauthorized alteration of any document or account belonging to the Eden Area ROP
2. Forgery or unauthorized alteration of a check, bank draft or any other financial document
3. Misappropriation of funds, securities, supplies or other assets
4. Impropriety in the handling of money or reporting of financial transactions
5. Profiteering as a result of insider knowledge of Eden Area ROP information or activities
6. Disclosing confidential and/or proprietary information to outside parties
7. Disclosing investment activities engaged in or contemplated by the Eden Area ROP
8. Accepting or seeking anything of material value from contractors, vendors or persons providing services or materials to the Eden Area ROP
9. Destroying, removing or inappropriately using of records, furniture, fixtures or equipment
10. Failing to provide financial records to authorized state or local entities
11. Overstating income, expenses, or misreporting time
12. Failing to report a conflict of interest
13. Any other dishonest or fraudulent act

Eden Area ROP Investigation

The Superintendent or designee shall investigate reports of fraudulent activity in a manner that protects the confidentiality of the parties and the facts. All employees involved in the investigation shall be advised to keep information about the investigation confidential.

If an investigation substantiates the occurrence of a fraudulent activity, the Superintendent or designee shall issue a report to appropriate personnel and to the Board. The final disposition of the matter and any decision to file a criminal complaint or refer the matter to the appropriate law enforcement and/or regulatory agency for independent investigation, and discussing or disclosing the result of any investigation shall be made in consultation with legal counsel.

Policy 5131.2: Bullying

Status: DRAFT

Original Adopted Date: 10/10/2013 | **Last Revised Date:** 06/05/2020 | **Last Reviewed Date:** 06/05/2020

This policy shall apply to all acts constituting bullying related to school activity or to school attendance occurring at the Eden Area ROP, to acts which occur off campus or outside of school-related or school-sponsored activities but which may have an impact or create a hostile environment at school, and to all acts of the Governing Board and the Superintendent in enacting policies and procedures that govern the Eden Area ROP.

The Board recognizes the harmful effects of bullying on student well-being, student learning, and school attendance and expects to provide a welcoming, safe, and supportive school environment that protects students from physical, mental, and emotional harm. No individual or group shall, through physical, written, verbal, visual, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel, or retaliate against them for filing a complaint or participating in the complaint resolution process.

The Superintendent or designee shall develop strategies for addressing bullying at the Eden Area Regional Occupational Program (Eden Area ROP) with the involvement of students, parents/guardians, and staff. As appropriate, the Superintendent or designee may also collaborate with social services, mental health services, law enforcement, courts, and other agencies and community organizations in the development and implementation of effective strategies to promote safety in schools and the community.

Such strategies shall be incorporated into the comprehensive safety plan.

Any complaint of bullying shall be investigated and, if determined to be discriminatory, resolved in accordance with law and the Eden Area ROP's uniform complaint procedures specified in Administrative Regulation 1312.3. If, during the investigation, it is determined that a complaint is about nondiscriminatory bullying, the Superintendent or designee shall inform the complainant and shall take all necessary actions to resolve the complaint.

Eden Area ROP families are encouraged to model respectful behavior, contribute to a safe and supportive learning environment, and monitor potential causes of bullying.

Any employee who permits or engages in bullying or retaliation related to bullying shall be subject to disciplinary action, up to and including dismissal.

Regulation 5131.2: Bullying

Status: DRAFT

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

Examples of Prohibited Conduct

Bullying is an aggressive behavior that involves a real or perceived imbalance of power between individuals with the intent to cause emotional or physical harm. Bullying can be physical, verbal, or social/relational and may involve a single severe act or repetition or potential repetition of a deliberate act. Bullying includes, but is not limited to, any act described in Education Code 48900(r).

Cyberbullying includes the electronic creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images, which may be shared, sent, or posted publicly. Cyberbullying may include, but is not limited to, personal or private information that causes humiliation, false or negative information to discredit or disparage, or threats of physical harm. Cyberbullying may also include breaking into another person's electronic account or assuming that person's online identity in order to damage that person's reputation.

Examples of the types of conduct that may constitute bullying and are prohibited by the Eden Area Regional Occupational Program (Eden Area ROP) include, but are not limited to:

1. Physical bullying: An act that inflicts harm upon a person's body or possessions, such as hitting, kicking, pinching, spitting, tripping, pushing, taking or breaking someone's possessions, or making cruel or rude hand gestures
2. Verbal bullying: An act that includes saying or writing hurtful things, such as teasing, name-calling, inappropriate sexual comments, taunting, or threats to cause harm
3. Social/relational bullying: An act that harms a person's reputation or relationships, such as leaving a person out of an activity on purpose, influencing others not to be friends with someone, spreading rumors, or embarrassing someone in public
4. Cyberbullying: An act that occurs on electronic devices such as computers, tablets, or cell phones, such as sending demeaning or hateful text messages direct messages or public posts on social media apps, gaming forums, or emails, spreading rumors by email or by posting or sharing on social networking sites, shaming or humiliating by allowing others to view, participate in, or share disparaging or harmful content, or posting embarrassing photos, videos, website, or fake profiles

Measures to Prevent Bullying

The Superintendent or designee shall implement measures to prevent bullying at the Eden Area ROP, including, but not limited to, the following:

1. Ensuring the establishment of clear rules for student and staff conduct and implementation of strategies to promote a positive, supportive, and collaborative school climate
2. Providing information to students, through student handbooks, website and social media, and other age-appropriate means, about Eden Area ROP rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for engaging in bullying
3. Encouraging students to notify school staff when they are being bullied or when they suspect that another student is being bullied, and providing means by which students may report threats or incidents confidentially and anonymously
4. Conducting an assessment of bullying incidents, if necessary, increasing supervision and security in areas where bullying most often occurs,
5. Annually notifying Eden Area ROP employees that, pursuant to Education Code 234.1, any school staff who witnesses an act of bullying against a student has a responsibility to immediately intervene to stop the incident when it is safe to do so

Staff Development

The Superintendent or designee shall annually make available to all certificated staff and to other employees who have regular interaction with students the California Department of Education (CDE) online training module on the

dynamics of bullying and cyberbullying, including the identification of bullying and cyberbullying and the implementation of strategies to address bullying.(Education Code 32283.5)

The Superintendent or designee shall provide training to teachers and other school staff to raise their awareness about the legal obligation of the Eden Area ROP and its employees to prevent discrimination, harassment, intimidation, and bullying of Eden Area ROP students. Such training shall be designed to provide staff with the skills to:

1. Discuss the diversity of the student body and school community, including their varying immigration experiences
2. Discuss bullying prevention strategies with students, and teach students to recognize the behavior and characteristics of bullying perpetrators and victims
3. Identify the signs of bullying or harassing behavior
4. Take immediate corrective action when bullying is observed
5. Report incidents to the appropriate authorities, including law enforcement in instances of criminal behavior

Information and Resources

The Superintendent or designee shall post on the Eden Area ROP's website, in a prominent location and in a manner that is easily accessible to students and parents/guardians, information on bullying and harassment prevention which includes the following: (Education Code 234.6)

1. The Eden Area ROP's policy on student suicide prevention, including a reference to the policy's age appropriateness for students in grades K-6
2. The definition of sex discrimination and harassment as described in Education Code 230, including the rights set forth in Education Code 221.8
3. Title IX information included on the Eden Area ROP's website pursuant to Education Code 221.61, and a link to the Title IX information included on CDE's website pursuant to Education Code 221.6
4. Eden Area ROP policies on student sexual harassment, prevention and response to hate violence, discrimination, harassment, intimidation, bullying, and cyberbullying
5. A section on social media bullying that includes all of the references described in Education Code 234.6 as possible forums for social media
6. A link to statewide resources, including community-based organizations, compiled by CDE pursuant to Education Code 234.5.
7. Any additional information the Superintendent or designee deems important for preventing bullying and harassment

Student Instruction

As appropriate, the Eden Area ROP shall provide students with instruction, in the classroom or other educational settings, that promotes social-emotional learning, effective communication and conflict resolution skills, character development, respect for cultural and individual differences, self-esteem development, assertiveness skills, digital and media literacy skills, and appropriate online behavior.

The Eden Area ROP shall also educate students about the negative impact of bullying, discrimination, intimidation, and harassment based on actual or perceived immigration status, religious beliefs and customs, or any other individual bias or prejudice.

Students shall be taught the difference between appropriate and inappropriate behaviors, how to advocate for themselves, how to help another student who is being bullied, and when to seek assistance from a trusted adult. As role models for students, staff are responsible for teaching and modeling respectful behavior and building safe and supportive learning environments, and are expected to demonstrate effective problem-solving and anger

management skills.

To discourage cyberbullying, teachers may advise students to be cautious about sharing passwords, personal data, or private photos online and to consider the consequences of making negative comments about others online.

Reporting and Filing of Complaints

Any student, parent/guardian, or other individual who believes that a student has been subjected to bullying or who has witnessed bullying may report the incident to a teacher or an administrator or any other available school employee.

When a report of bullying is submitted, the administrator shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with Administrative Regulation 1312.3 - Uniform Complaint Procedures. The student who is the alleged victim of the bullying shall be given an opportunity to describe the incident, identify witnesses who may have relevant information, and provide other evidence of bullying.

Within one business day of receiving such a report, a staff member shall notify an administrator of the report, regardless of whether a uniform complaint is filed. In addition, any school employee who observes an incident of bullying involving a student shall, within one business day, report such observation to an administrator regardless of whether the alleged victim files a complaint.

Any individuals with information about cyberbullying activity shall save and print any electronic or digital messages that they feel constitute cyberbullying and shall notify a teacher, administrator, or other employee so that the matter may be investigated. When an investigation concludes that a student used a social networking site or service to bully or harass another student, the Superintendent or designee may report the cyberbullying to social media platform and may request the material be removed.

Discipline/Corrective Actions

Corrective actions for a student who commits an act of bullying of any type may include counseling, behavioral intervention, and education, and, if the behavior is severe or pervasive as defined in Education Code 48900, may include suspension or expulsion in accordance with Eden Area ROP policies and regulations.

When a student has been suspended, or other means of correction have been implemented against the student, for an incident of racist bullying, harassment, or intimidation, the principal or designee may engage both the victim and perpetrator in a restorative justice practice suitable to the needs of the students. (Education Code 48900.5)

When appropriate, based on the severity or pervasiveness of the bullying, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators and may contact law enforcement.

Support Services

The Superintendent or designee may refer a victim, witness, perpetrator, or other student affected by an act of bullying to a school counselor, school psychologist, social worker, child welfare attendance personnel, school nurse, or other school support service personnel for case management, counseling, and/or participation in a restorative justice program as appropriate. (Education Code 48900.9)

If any student involved in bullying exhibits warning signs of suicidal thought or intention or of intent to harm another person, the Superintendent or designee shall, as appropriate, implement Eden Area ROP intervention protocols which may include, but are not limited to, referral to Eden Area ROP or community mental health services, other health professionals, and/or law enforcement, in accordance with Board Policy and Administrative Regulation 5141.52 - Suicide Prevention.

Bylaw 9321: Closed Session

Status: DRAFT

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

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

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

In the open session preceding the closed session, the Board shall disclose the items to be discussed in closed session as specified in this bylaw. The Board may either state the information on the agenda or refer the public to the item(s) as listed by number or letter on the agenda. In the closed session, the Board may consider only those items covered in its statement. (Government Code 54957, 54957.7)

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

When an action taken during a closed session involves final approval or adoption of a document such as a contract or settlement agreement, that becomes public upon such approval or adoption, the Superintendent or designee shall provide a copy of the document to any person present at the conclusion of the closed session who submitted a written request. If the action taken results in one or more substantive amendments, the Superintendent or designee shall make the document available the next business day or when the necessary changes to the document are completed. Whenever copies of an approved agreement will not be immediately released due to an amendment, the Board president shall orally summarize the substance of the amendment for those present at the end of the closed session. (Government Code 54957.1)

Confidentiality

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

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

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

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

Personnel Matters: Specific Complaints or Charges

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

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

The Board may hold a closed session to discuss an employee's application for early withdrawal of funds in a deferred compensation plan when the application is based on financial hardship arising from an unforeseeable emergency due

to illness, accident, casualty, or other extraordinary event, as specified in the deferred compensation plan. (Government Code 54957.10)

Matters Related to Students

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

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

Security Matters

The Board may meet in closed session with the Governor, Attorney General, Eden Area ROP Attorney, Eden Area ROP legal counsel, sheriff or chief of police, or their respective deputies, or a security consultant or a security operations manager, on matters posing a threat to the security of public buildings; to the security of essential public services, including water, drinking water, wastewater treatment, natural gas service, and electric service; or to the public's right of access to public services or public facilities. Such discussions may be held in closed session during an emergency meeting called pursuant to

Board Bylaw 9320 – Meetings and Notices and Board Bylaw/Exhibit (1) 9323.2 – Actions By The Board.

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

Real Property Negotiations

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

Anticipated Litigation/Initiation of Litigation

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

Litigation is considered be "anticipated" when, in the Board's opinion based on the advice of its legal counsel regarding the existing facts and circumstances,, there is a significant exposure to litigation against the Eden Area ROP or against an Eden Area ROP officer or employee based on prior or prospective activities or alleged activities during and potentially during the course and scope of that office or employment. (Government Code 54956.9)

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

1. Facts and circumstances that might result in litigation against the Eden Area ROP but which the Eden Area ROP believes are not yet known to potential plaintiff(s)
2. Facts and circumstances including, but not limited to, an accident, disaster, incident, or transactional occurrence which might result in litigation against the Eden Area ROP, which are already known to potential plaintiff(s)
3. The receipt of a claim pursuant to the Government Claims Act or a written threat of litigation from a potential plaintiff

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

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

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

Existing Litigation

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

Tort, Public, or Workers' Compensation Liability

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

Joint Powers Agency Issues

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

Review of Audit Report from California State Auditor's Office

Upon receipt of a confidential final draft audit report from the California State Auditor's Office and before the report has been made public, the Board may meet in closed session to discuss its response to that report. After public release of the report from the California State Auditor's Office, any Board meeting to discuss the report shall be conducted in open session, unless exempted from that requirement by some other provision of law. (Government Code 54956.75)

Exhibit 9321-E(1): Closed Session

Status: DRAFT

Original Adopted Date: Pending

BOARD MEETING AGENDA DESCRIPTIONS FOR CLOSED SESSION ITEMS

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

Personnel Matters

PUBLIC EMPLOYEE APPOINTMENT
Government Code 54957

Title: _____
(Specify position to be filled)

PUBLIC EMPLOYMENT
Government Code 54957

Title: _____
(Specify position to be filled)

PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Government Code 54957

Title: _____
(Specify title of employee being evaluated)

PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE
Government Code 54957

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

SPECIFIC COMPLAINT OR CHARGE AGAINST EMPLOYEE
Government Code 54957

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

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

(No additional information may be provided.)

Negotiations/Collective Bargaining

CONFERENCE WITH LABOR NEGOTIATORS
Government Code 54957.6

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

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

or

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

Matters Related to Students

STUDENT SUSPENSION/OTHER DISCIPLINARY ACTION

Education Code 35146

Tracking/Identification Number: _____

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

STUDENT GRADE CHANGE APPEAL

Education Code 49070

Tracking/Identification Number: _____

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

CONFIDENTIAL STUDENT MATTER

Action Under Consideration: _____

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

Tracking/Identification Number: _____

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

Security Matters

THREAT TO PUBLIC SERVICES OR FACILITIES

Government Code 54957

Consultation With: _____

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

DEVELOPMENT/APPROVAL OF TACTICAL RESPONSE PLAN

Education Code 32281

Consultation With: _____

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

Real Property Negotiations

CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Government Code 54956.8

Property: _____

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

Eden Area ROP Negotiator: _____

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

Party With Whom Eden Area ROP Is Negotiating: _____

(Specify name of party, not agent.)

Under Negotiation: _____

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

Anticipated Litigation/Initiation of Litigation

CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to Government Code 54956.9(d)(2) or (3)

(If applicable) Existing Facts And Circumstances:

CONFERENCE WITH LEGAL COUNSEL - INITIATION OF LITIGATION

Initiation of litigation pursuant to Government Code 54956.9(d)(4)

(If applicable) Existing Facts And Circumstances:

Existing Litigation

CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION

Government Code 54956.9(d)(1)

Name Of Case:

(Specify by reference to claimant's name, names of parties, or case or claim numbers.)

or

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

Tort, Public, or Workers' Compensation Liability

LIABILITY CLAIMS

Government Code 54956.95

Name Of Claimant(s):

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

Name Of Agency Against Which Claim Is

Made:

Joint Powers Authority Issues

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

Government Code 54956.96

Name Of JPA:

Discussion Will Concern:

(Specify closed session description used by the JPA.)

Name Of Eden Area ROP Representative On JPA

board:

Review of Audit from State Auditor's Office

AUDIT BY CALIFORNIA STATE AUDITOR'S OFFICE

Government Code 54956.75

(No additional information is required.)

Exhibit 9321-E(2): Closed Session

Status: DRAFT

Original Adopted Date: Pending

REPORTS OF CLOSED SESSION ACTIONS

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

Personnel Matters

PUBLIC EMPLOYEE APPOINTMENT

Title: _____
(Specify position to be filled)

Appointment Made: (Yes; otherwise no action taken)

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

PUBLIC EMPLOYMENT

Title: _____
(Specify position to be filled)

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

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

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: _____
(Specify title of employee being evaluated)

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

PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

Title: _____
(Specify position affected)

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

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

SPECIFIC COMPLAINT OR CHARGE AGAINST EMPLOYEE

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

EMPLOYEE APPLICATION FOR EARLY WITHDRAWAL OF FUNDS IN DEFERRED COMPENSATION PLAN

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

Negotiations/Collective Bargaining

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

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

Matters Related to Students

STUDENT SUSPENSION/OTHER DISCIPLINARY ACTION

Tracking/Identification Number: _____

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

STUDENT GRADE CHANGE APPEAL

Tracking/Identification Number: _____

(If applicable) Board heard/discussed this matter.

CONFIDENTIAL STUDENT MATTER

Action Under Consideration: _____

Tracking/Identification Number: _____

(If applicable) Board heard/discussed this matter.

Security Matters

THREAT TO PUBLIC SERVICES OR FACILITIES

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

DEVELOPMENT/APPROVAL OF TACTICAL RESPONSE PLAN

(If applicable) Board approved a Tactical Response Plan.

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

Real Property Negotiations

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

Substance Of Agreement: _____

Ayes: _____

Nays: _____

Abstentions: _____

Absent: _____

Recused: _____

(Enter names of Board members)

Anticipated Litigation/Initiation of Litigation

CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

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

Ayes: _____

Nays: _____

Abstentions: _____

Absent: _____

Recused: _____

(Enter names of Board members)

or

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

Adverse Party(s): _____

Substance Of Agreement: _____

Ayes: _____

Nays: _____

Abstentions: _____

Absent: _____

Recused: _____

(Enter names of Board members)

CONFERENCE WITH LEGAL COUNSEL - INITIATION OF LITIGATION

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

Ayes: _____

Nays: _____

Abstentions: _____

Absent: _____

Recused: _____

(Enter names of Board members)

or

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

Adverse Party(s): _____

Substance Of Agreement: _____

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

Existing Litigation

CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION

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

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

or

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

Substance Of Agreement: _____

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

Tort, Public, or Workers' Compensation Liability

LIABILITY CLAIMS

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

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

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

Joint Powers Agency Issues

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

(If applicable) Board heard/discussed this matter.

Review of Audit from State Auditor's Office

AUDIT BY CALIFORNIA STATE AUDITOR'S OFFICE

(If applicable) Board heard/discussed this matter.

DATE: March 7, 2024
TO: ROP Governing Board
FROM: Blaine Torpey, Superintendent
SUBJECT: Request the Governing Board to approve the Adoption of Resolution 6-23/24: Mid-Year Additions/Changes-Revised Signature Card

BACKGROUND

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

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

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

CURRENT SITUATION

On August 3, 2023, the Governing Board approved:

- Resolution 1-23/24: Signature Card Board Members
- Resolution 2-23/24: Signature Card-Authorized Agents: Payroll Warrants and Disbursements
- Resolution 3-23/24: Signature Card-Authorized Agents: Official Documents and Reports

As of January 2024, the Eden Area ROP has had three replacements on the Governing Board. Attached is Resolution 6-23/24: Mid-Year Additions/Changes-Revised Signature Card that reflects the changes.

RECOMMENDATION

It is recommended that the Governing Board approve the adoption of Resolution 6-23/24: Mid-Year Additions/Changes-Revised Signature Card.

EdenAreaROP

RESOLUTION NO. 6-23/24

Mid-Year Additions/Changes-Revised Signature Card

REVISED SIGNATURE CARD FOR:

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

TO THE ALAMEDA COUNTY SUPERINTENDENT OF SCHOOLS:

AUTHORIZED AGENTS - PAYROLL WARRANTS & DISBURSEMENTS

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

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

<hr/> Signature	<hr/> Type Name
<input type="checkbox"/> Additional <input type="checkbox"/> Replacement	<hr/> Title
	<hr/> Type Name

AUTHORIZED AGENTS - OFFICIAL DOCUMENTS & REPORTS

<hr/> Signature	<hr/> Type Name
<input type="checkbox"/> Additional <input type="checkbox"/> Replacement	<hr/> Title
	<hr/> Type Name

BOARD MEMBERS

<hr/> Signature	<hr/> James Aguilar
<input type="checkbox"/> Additional <input checked="" type="checkbox"/> Replacement	<hr/> Type Name
	<hr/> Eveyln Gonzalez
	<hr/> Type Name

<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> <div style="text-align: center;">Signature</div>	<div style="text-align: center;">Penny Peck</div> <div style="text-align: center;"><small>Type Name</small></div>
<input type="checkbox"/> Additional <input checked="" type="checkbox"/> Replacement	<div style="text-align: center;">Replaces:</div> <div style="text-align: center; border-bottom: 1px solid black; margin-top: 5px;">Juan Campos</div> <div style="text-align: center;"><small>Type Name</small></div>

<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> <div style="text-align: center;">Signature</div>	<div style="text-align: center;">Peter Bufete</div> <div style="text-align: center;"><small>Type Name</small></div>
<input type="checkbox"/> Additional <input checked="" type="checkbox"/> Replacement	<div style="text-align: center;">Replaces:</div> <div style="text-align: center; border-bottom: 1px solid black; margin-top: 5px;">Joe Ramos</div> <div style="text-align: center;"><small>Type Name</small></div>

PASSED AND ADOPTED by the Governing Board of the Eden Area ROP on this 7th day of March 2024 by the following vote:

AYES:
 NOES:
 ABSTENTIONS:
 ABSENT:

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

Date

Signature, President of the Governing Board



DATE: March 7, 2024
TO: ROP Governing Board
FROM: Blaine Torpey, Superintendent
PREPARED BY: Anthony Oum, Fiscal Services Administrator
SUBJECT: Request the Governing Board to approve the Adoption of Resolution 7-23/24: Volunteers Eligible for Workers' Compensation Benefits

BACKGROUND

California Labor Code Section 3364.5 states that "a volunteer, unsalaried person authorized by the governing board of a school district ... to perform volunteer services for the school district ... shall, upon the adoption of a resolution of the governing board of the school district ... so declaring, be deemed an employee of the district ... for the purpose of this division and shall be entitled to the workmen's compensation benefits under the direction and control of the governing board of the school district ..."

CURRENT SITUATION

From time to time, the Eden Area ROP has, utilized the services of volunteers in the operation of its programs. By way of Resolution 7-23/24, it allows the Eden Area ROP to be compliant with Labor Code 3364.5 and have volunteers to become eligible for workers' compensation benefits.

RECOMMENDATION

It is recommended that the Governing Board approve the adoption of Resolution 7-23/24: Volunteers Eligible for Workers' Compensation Benefits.

EdenAreaROP

RESOLUTION NO. 7-23/24

Volunteers Eligible for Workers' Compensation Benefits

WHEREAS, the Eden Area Regional Occupational Program (Eden Area ROP) may, from time to time, have occasion to utilize the services of volunteers in the operation of its programs; and

WHEREAS, the Eden Area ROP desires to have such volunteers becomes eligible for Worker's Compensation benefits.

NOW, THEREFORE, The Governing Board of the Eden Area ROP hereby resolve that in accordance with Section 3364.5 of the Labor Code, volunteers shall be entitled to Workers' Compensation benefits for any injury sustained by the volunteer while in the performance of any service under direction and control of the Eden Area ROP's Governing Board and

BE IT FUTHER RESOLVED, that the Eden Area ROP's Governing Board shall cause a list of such volunteers to be filed with the Alameda County Schools Insurance Group (ACSIG).

PASSED AND ADOPTED by the Governing Board of the Eden Area ROP on this 7th day of March 2024, by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

Blaine Torpey
ROP Governing Board Clerk, Eden Area ROP
Alameda County, State of California

DATE: March 7, 2024
TO: ROP Governing Board
FROM: Blaine Torpey, Superintendent
SUBJECT: Request the Governing Board to approve the Fund Balance Plan

BACKGROUND

The Eden Area ROP fund balance has historically been kept high for a number of reasons:

- ROPs have no bonding authority. In the event of extreme economic uncertainty, the Eden Area ROP wants to be able to weather the storm, pay employees and keep the Center open.
- At one point, it wasn't clear, to the Eden Area ROP, if remaining at its current location was possible, so funds were saved with the thought that the Center might have to relocate.
- Eden Area ROP facilities need repair or replacement. Many of the external areas are far beyond their useful life. Similarly, the facilities have not kept up with the standards that are expected to be seen at the Center (perimeter fencing and accessible facilities).

The Eden Area ROP is in year one of a two-year deficit spending plan. This plan has not had a dramatic impact on the Eden Area ROP fund balance. The first interim shows deficit spending this year and the two following years.

CURRENT SITUATION

The Eden Area ROP has a fund balance which includes 17% reserves for economic uncertainties, as required by Eden Area ROP Board Policy. The fund balance has grown substantially due to strategic fiscal management prior to the pandemic and during the pandemic. It has also been the result of conservative fiscal planning that did not assume the Eden Area ROP would be awarded grants. However, a relentless pursuit of grant funding allowed Eden Area ROP to build its reserves.

In January 2024, the Eden Area ROP Coordinating Council made strategic recommendations on how to allocate a large portion of the fund balance.

RECOMMENDATION

It is recommended that the Governing Board approve the fund balance plan.

EdenAreaROP

Fund Balance Plan

Situation

The Eden Area ROP (EAROP) has a fund balance which includes 17% reserves for economic uncertainties, as required by EAROP Board Policy. Our fund balance has grown substantially due to strategic fiscal management prior to the pandemic and during the pandemic. It has also been the result of conservative fiscal planning that did not assume we would be awarded grants. However, a relentless pursuit of grant funding allowed EAROP to build its reserves.

In January 2024, the EAROP Coordinating Council made strategic recommendations on how to allocate a large portion of our fund balance.

Background

The EAROP fund balance has historically been kept high for a number of reasons:

- ROPs have no bonding authority. In the event of extreme economic uncertainty, we want to be able to weather the storm, pay our employees and keep our school open.
- At one point, it wasn't clear to the EAROP if we were going to be able to remain at our current location, so funds were saved with the thought that we might have to relocate.
- EAROP facilities need repair or replacement. Many of our external areas are far beyond their useful life. Similarly, our facilities have not kept up with the standards that we expect to see at our schools (perimeter fencing and accessible facilities).

We are in year one of a two-year deficit spending plan. This plan has not had a dramatic impact on our fund balance. Our first interim shows deficit spending this year and the two following years.

Analysis

The EAROP fund balance has hovered around \$6 million in the last four years with some swings due to grant revenue and expenditure off-year accruals. For example, grant funds will be awarded in a given fiscal year, but the funds aren't expended until the following fiscal year due to the timing of initiatives that the grant is funding.

To stay aligned with our strategic priorities of expanding our programs and addressing our facility needs, we can assign portions of our fund balance to address those needs. Our partner districts are looking for more enrollment opportunities for students, and we have identified a need for a Middle College program that is in line with statewide early college credit initiatives.

EAROP Fund Balance Analysis (2023 2024 1st Interim)

Description	Amount	Detail/Recommendation
Projected Total Expenditures	\$18,582,358.00	First Interim Projection
Fund Balance Projections First Interim	\$6,588,159	First Interim Projection
17% Reserves per BP	(\$3,159,001)	Based on First Interim Projection
Total Available Funds	\$3,429,158	Based on First Interim Projection
Facilities	\$1,500,000	Transfer to Fund 40 for Facilities Use
Middle College Initiative	\$600,000	Initiate Middle College planning, 2024 2025 Middle College coordinator \$173,000 Will continue to seek grant funding for this initiative
Additional Instructor at Center for 3 years	\$450,000	Add 50-60 seats for next three years
Staffing Support 2024 2025	\$180,000	Address expenses not covered by SWP R6 (no award)
Transportation Increase	\$104,775	75 new seats 2024 2025 (based on transportation contracts, actuals will be less)
Deficit Spending Resolution	2024 2025 \$252,013 2025 2026 \$369,402	We are in year 1 of a 2-year planned deficit spending. By unaudited actuals, our actual deficit spending decreases by year end based on grant revenue adjustments and unexpected savings on transportation costs.

Recommendation

The plan increases enrollment opportunities at the Center, allows to start the Middle College initiative, secures funding for facilities and staffing, and covers projected planned deficit spending, while keeping our reserves for economic uncertainties at 17% per EAROP Board Policy 3100.

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
A. REVENUES								
1) LCFF Sources		8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	510,983.00	510,983.00	0.00	510,983.00	0.00	0.0%
3) Other State Revenue		8300-8599	3,600,220.00	3,602,443.00	2,552,965.00	3,722,443.00	120,000.00	3.3%
4) Other Local Revenue		8600-8799	13,083,181.00	13,083,181.00	3,602,469.78	13,342,804.00	259,623.00	2.0%
5) TOTAL, REVENUES			17,194,384.00	17,196,607.00	6,155,434.78	17,576,230.00		
B. EXPENDITURES								
1) Certificated Salaries		1000-1999	3,236,270.00	3,237,909.00	897,235.52	3,472,899.00	(234,990.00)	-7.3%
2) Classified Salaries		2000-2999	1,635,083.00	1,637,828.00	478,748.16	1,687,448.00	(49,620.00)	-3.0%
3) Employee Benefits		3000-3999	2,267,313.00	2,268,378.00	548,289.77	2,358,784.00	(90,406.00)	-4.0%
4) Books and Supplies		4000-4999	469,345.00	470,155.00	114,680.64	520,567.00	(50,412.00)	-10.7%
5) Services and Other Operating Expenditures		5000-5999	10,338,442.00	10,338,442.00	2,616,382.35	10,537,123.00	(198,681.00)	-1.9%
6) Capital Outlay		6000-6999	46,472.00	46,472.00	5,011.37	5,537.00	40,935.00	88.1%
7) Other Outgo (excluding Transfers of Indirect Costs)	7100-7299,7400-7499		0.00	0.00	0.00	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			17,992,925.00	17,999,184.00	4,660,347.81	18,582,358.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			(798,541.00)	(802,577.00)	1,495,086.97	(1,006,128.00)		
D. OTHER FINANCING SOURCES/USES								
1) Interfund Transfers								
a) Transfers In		8900-8929	180,000.00	180,000.00	0.00	180,000.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			180,000.00	180,000.00	0.00	180,000.00		
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			(618,541.00)	(622,577.00)	1,495,086.97	(826,128.00)		
F. FUND BALANCE, RESERVES								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	7,640,431.00	8,631,736.00		8,631,736.00	0.00	0.0%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			7,640,431.00	8,631,736.00		8,631,736.00		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			7,640,431.00	8,631,736.00		8,631,736.00		
2) Ending Balance, June 30 (E + F1e)			7,021,890.00	8,009,159.00		7,805,608.00		
Components of Ending Fund Balance								
a) Nonspendable								
Revolving Cash		9711	0.00	0.00		0.00		
Stores		9712	0.00	0.00		0.00		
Prepaid Items		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		
b) Restricted		9740	2,389,308.00	102,508.00		102,508.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
c) Committed								
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9760	0.00	0.00		0.00		
d) Assigned								
Other Assignments		9780	3,792,356.00	6,827,179.00		6,588,159.00		
Instructional Materials	0000	9780		150,000.00				
Technology Refresh	0000	9780		350,000.00				
Facilities Improvements	0000	9780		300,000.00				
Maintenance Upgrades	0000	9780		200,000.00				
Cash Flow for Program Operations	0000	9780		4,494,179.00				
Safety Protection - Supplies & Protective Gear	0000	9780		350,000.00				
Distant Learning - Supplies & Services	0000	9780		300,000.00				
Increase Bus Routes - Transportation	0000	9780		600,000.00				
STRS & PERS Increase	0000	9780		83,000.00				
Instructional Materials	0000	9780	150,000.00					
Technology Refresh	0000	9780	350,000.00					
Facilities Improvements	0000	9780	300,000.00					
Maintenance Upgrades	0000	9780	200,000.00					
Cash Flow for Programs Operations	0000	9780	1,459,356.00					
Safety Protection - Supplies & Protective Gear	0000	9780	350,000.00					
Distant Learning - Supplies & Services	0000	9780	300,000.00					
Increase Bus Routes - Transportation	0000	9780	600,000.00					
STRS & PERS Increases	0000	9780	83,000.00					
Instructional Materials	0000	9780				150,000.00		
Technology Refresh	0000	9780				350,000.00		
Facilities Improvements	0000	9780				300,000.00		
Maintenance Upgrades	0000	9780				200,000.00		
Cash Flow for Program Operations	0000	9780				4,255,159.00		
Safety Protection - Supplies & Protective Gear	0000	9780				350,000.00		
Distant Learning - Supplies & Services	0000	9780				300,000.00		
Increase Bus Routes	0000	9780				600,000.00		
STRS & PERS Increases	0000	9780				83,000.00		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	1,079,578.00	1,079,472.00		1,114,941.00		
Unassigned/Unappropriated Amount		9790	(239,352.00)	0.00		0.00		
FEDERAL REVENUE								
Special Education Discretionary Grants		8182	0.00	0.00	0.00	0.00	0.00	0.0%
Child Nutrition Programs		8220	0.00	0.00	0.00	0.00	0.00	0.0%
Donated Food Commodities		8221	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Contracts Between LEAs		8285	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues From Federal Sources		8287	0.00	0.00	0.00	0.00	0.00	0.0%
Career and Technical Education	3500-3599	8290	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Federal Revenue	All Other	8290	510,983.00	510,983.00	0.00	510,983.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			510,983.00	510,983.00	0.00	510,983.00	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
OTHER STATE REVENUE								
Other State Apportionments								
All Other State Apportionments - Current Year		8311	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Apportionments - Prior Years		8319	0.00	0.00	0.00	0.00	0.00	0.0%
Child Nutrition Programs		8520	0.00	0.00	0.00	0.00	0.00	0.0%
Mandated Costs Reimbursements		8550	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues from State Sources		8587	0.00	0.00	0.00	0.00	0.00	0.0%
California Clean Energy Jobs Act	6230	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Career Technical Education Incentive Grant Program	6387	8590	2,880,689.00	2,880,689.00	2,553,120.00	2,880,689.00	0.00	0.0%
Drug/Alcohol/Tobacco Funds	6695	8590	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Revenue	All Other	8590	719,531.00	721,754.00	(155.00)	841,754.00	120,000.00	16.6%
TOTAL, OTHER STATE REVENUE			3,600,220.00	3,602,443.00	2,552,965.00	3,722,443.00	120,000.00	3.3%
OTHER LOCAL REVENUE								
Sales								
Sale of Equipment/Supplies		8631	0.00	0.00	0.00	0.00	0.00	0.0%
Sale of Publications		8632	0.00	0.00	0.00	0.00	0.00	0.0%
Food Service Sales		8634	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Sales		8639	0.00	0.00	0.00	0.00	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	0.00	0.00	0.00	0.0%
Interest		8660	175,000.00	175,000.00	5,904.85	175,000.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.00	0.00	0.00	0.0%
Fees and Contracts								
Adult Education Fees		8671	0.00	0.00	0.00	0.00	0.00	0.0%
In-District Premiums/Contributions		8674	0.00	0.00	0.00	0.00	0.00	0.0%
Transportation Fees From Individuals		8675	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Services		8677	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Fees and Contracts		8689	0.00	0.00	0.00	0.00	0.00	0.0%
Other Local Revenue								
Pass-Through Revenues From Local Sources		8697	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Local Revenue		8699	3,467,954.00	3,467,954.00	2,516,450.19	3,727,577.00	259,623.00	7.5%
Tuition		8710	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In		8781-8783	9,440,227.00	9,440,227.00	1,080,114.74	9,440,227.00	0.00	0.0%
Transfers of Apportionments								
Special Education SELPA Transfers								
From Districts or Charter Schools	6500	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	6500	8792	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	6500	8793	0.00	0.00	0.00	0.00	0.00	0.0%
ROC/P Transfers								
From Districts or Charter Schools	6360	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	6360	8792	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	6360	8793	0.00	0.00	0.00	0.00	0.00	0.0%
Other Transfers of Apportionments								
From Districts or Charter Schools	All Other	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	All Other	8792	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	All Other	8793	0.00	0.00	0.00	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
All Other Transfers In from All Others		8799	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			13,083,181.00	13,083,181.00	3,602,469.78	13,342,804.00	259,623.00	2.0%
TOTAL, REVENUES			17,194,384.00	17,196,607.00	6,155,434.78	17,576,230.00		
CERTIFICATED SALARIES								
Certificated Teachers' Salaries		1100	2,293,657.00	2,293,657.00	582,145.55	2,481,197.00	(187,540.00)	-8.2%
Certificated Pupil Support Salaries		1200	187,389.00	187,389.00	49,892.53	196,108.00	(8,719.00)	-4.7%
Certificated Supervisors' and Administrators' Salaries		1300	755,224.00	756,863.00	265,197.44	795,594.00	(38,731.00)	-5.1%
Other Certificated Salaries		1900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			3,236,270.00	3,237,909.00	897,235.52	3,472,899.00	(234,990.00)	-7.3%
CLASSIFIED SALARIES								
Classified Instructional Salaries		2100	99,298.00	99,298.00	20,586.04	102,931.00	(3,633.00)	-3.7%
Classified Support Salaries		2200	689,207.00	689,207.00	166,487.92	707,000.00	(17,793.00)	-2.6%
Classified Supervisors' and Administrators' Salaries		2300	299,568.00	299,568.00	103,804.76	311,415.00	(11,847.00)	-4.0%
Clerical, Technical and Office Salaries		2400	547,010.00	549,755.00	187,869.44	566,102.00	(16,347.00)	-3.0%
Other Classified Salaries		2900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			1,635,083.00	1,637,828.00	478,748.16	1,687,448.00	(49,620.00)	-3.0%
EMPLOYEE BENEFITS								
STRS		3101-3102	891,479.00	891,792.00	160,456.46	915,770.00	(23,978.00)	-2.7%
PERS		3201-3202	414,370.00	416,144.00	139,095.36	453,862.00	(37,718.00)	-9.1%
OASDI/Medicare/Alternative		3301-3302	172,778.00	173,148.00	55,082.26	191,202.00	(18,054.00)	-10.4%
Health and Welfare Benefits		3401-3402	630,377.00	629,796.00	152,533.58	640,443.00	(10,647.00)	-1.7%
Unemployment Insurance		3501-3502	26,589.00	26,341.00	7,488.27	27,315.00	(974.00)	-3.7%
Workers' Compensation		3601-3602	93,219.00	93,329.00	27,327.60	98,954.00	(5,625.00)	-6.0%
OPEB, Allocated		3701-3702	0.00	0.00	0.00	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.00	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	38,501.00	37,828.00	6,306.24	31,238.00	6,590.00	17.4%
TOTAL, EMPLOYEE BENEFITS			2,267,313.00	2,268,378.00	548,289.77	2,358,784.00	(90,406.00)	-4.0%
BOOKS AND SUPPLIES								
Approved Textbooks and Core Curricula Materials		4100	55,700.00	55,700.00	0.00	55,700.00	0.00	0.0%
Books and Other Reference Materials		4200	3,000.00	3,000.00	0.00	3,000.00	0.00	0.0%
Materials and Supplies		4300	340,710.00	340,710.00	99,080.85	374,197.00	(33,487.00)	-9.8%
Noncapitalized Equipment		4400	69,935.00	70,745.00	15,599.79	87,670.00	(16,925.00)	-23.9%
Food		4700	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			469,345.00	470,155.00	114,680.64	520,567.00	(50,412.00)	-10.7%
SERVICES AND OTHER OPERATING EXPENDITURES								
Subagreements for Services		5100	1,450,000.00	1,450,000.00	236,924.00	1,431,000.00	19,000.00	1.3%
Travel and Conferences		5200	45,770.00	45,770.00	10,264.66	56,970.00	(11,200.00)	-24.5%
Dues and Memberships		5300	52,785.00	52,785.00	16,824.86	38,335.00	14,450.00	27.4%
Insurance		5400-5450	48,503.00	48,503.00	71,570.00	71,570.00	(23,067.00)	-47.6%
Operations and Housekeeping Services		5500	194,650.00	194,650.00	64,808.25	231,208.00	(36,558.00)	-18.8%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	181,395.00	181,395.00	3,415.60	31,688.00	149,707.00	82.5%
Transfers of Direct Costs		5710	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.00	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
Professional/Consulting Services and								
Operating Expenditures		5800	8,264,757.00	8,264,757.00	2,186,127.27	8,574,006.00	(309,249.00)	-3.7%
Communications		5900	100,582.00	100,582.00	26,447.71	102,346.00	(1,764.00)	-1.8%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			10,338,442.00	10,338,442.00	2,616,382.35	10,537,123.00	(198,681.00)	-1.9%
CAPITAL OUTLAY								
Land		6100	0.00	0.00	0.00	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.00	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment		6400	46,472.00	46,472.00	5,011.37	5,537.00	40,935.00	88.1%
Equipment Replacement		6500	0.00	0.00	0.00	0.00	0.00	0.0%
Lease Assets		6600	0.00	0.00	0.00	0.00	0.00	0.0%
Subscription Assets		6700	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			46,472.00	46,472.00	5,011.37	5,537.00	40,935.00	88.1%
OTHER OUTGO (excluding Transfers of Indirect Costs)								
Tuition								
Tuition, Excess Costs, and/or Deficit Payments								
Payments to Districts or Charter Schools		7141	0.00	0.00	0.00	0.00	0.00	0.0%
Payments to County Offices		7142	0.00	0.00	0.00	0.00	0.00	0.0%
Payments to JPAs		7143	0.00	0.00	0.00	0.00	0.00	0.0%
Other Transfers Out								
Transfers of Pass-Through Revenues								
To Districts or Charter Schools		7211	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices		7212	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs		7213	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education SELPA Transfers of Apportionments								
To Districts or Charter Schools	6500	7221	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices	6500	7222	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs	6500	7223	0.00	0.00	0.00	0.00	0.00	0.0%
ROC/P Transfers of Apportionments								
To Districts or Charter Schools	6360	7221	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices	6360	7222	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs	6360	7223	0.00	0.00	0.00	0.00	0.00	0.0%
Other Transfers of Apportionments	All Other	7221-7223	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers		7281-7283	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers Out to All Others		7299	0.00	0.00	0.00	0.00	0.00	0.0%
Debt Service								
Debt Service - Interest		7438	0.00	0.00	0.00	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS								
Transfers of Indirect Costs		7310	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Indirect Costs - Interfund		7350	0.00	0.00	0.00	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EXPENDITURES			17,992,925.00	17,999,184.00	4,660,347.81	18,582,358.00		
INTERFUND TRANSFERS								
INTERFUND TRANSFERS IN								
From: Special Reserve Fund		8912	180,000.00	180,000.00	0.00	180,000.00	0.00	0.0%
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.00	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			180,000.00	180,000.00	0.00	180,000.00	0.00	0.0%
INTERFUND TRANSFERS OUT								
To: Special Reserve Fund		7612	0.00	0.00	0.00	0.00	0.00	0.0%
To: State School Building Fund/County School Facilities Fund		7613	0.00	0.00	0.00	0.00	0.00	0.0%
To: Cafeteria Fund		7616	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.00	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER SOURCES/USES								
SOURCES								
Long-Term Debt Proceeds								
Proceeds from Certificates of Participation		8971	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Leases		8972	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from SBITAs		8974	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.00	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.00	0.00	0.00	0.0%
USES								
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.00	0.00	0.00	0.0%
CONTRIBUTIONS								
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.00	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			180,000.00	180,000.00	0.00	180,000.00		



DATE: March 7, 2024
TO: ROP Governing Board
FROM: Blaine Torpey, Superintendent
SUBJECT: Request the Governing Board to approve the Reorganization of the Educational Services Department

BACKGROUND

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

CURRENT SITUATION

To improve the comprehensive implementation of Eden Area ROP initiatives with a focus on ongoing continuous improvement, the proposed restructuring will result in higher levels of accountability, consistency in communication, and structured collaboration within the Educational Services Department.

Based on recent grant awards and the Fund Balance Plan, should the Governing Board approve the reorganization, there will be a minimal fiscal impact to the budget and the 2-year planned deficit spending.

RECOMMENDATION

It is recommended that the Governing Board approve the reorganization of the Educational Services Department.

Situation

To improve the comprehensive implementation of Eden Area ROP (EAROP) initiatives with a focus on ongoing continuous improvement, the proposed restructuring will result in higher levels of accountability, consistency in communication, and structured collaboration within the Educational Services Department.

Based on recent grant awards and the Fund Balance Plan, should the Governing Board approve the Reorganization, there will be a minimal fiscal impact to the budget and the 2-year planned deficit spending.

Background

Over the years, the EAROP has needed to be nimble and responsive to the constantly changing landscape of funding and priorities. Since the elimination of direct state funding for ROPs and the advent of the Career Pathways Trust, the delivery of Career Technical Education (CTE) has changed. While these changes have had a positive impact on student outcomes, the changes have required the EAROP to consistently make adjustments to staffing, structures, and job duties.

Analysis

The EAROP Educational Services Department is the most impactful department as it is charged with direct services to students. Therefore, the organizational structure of the department should ensure accountability, appropriate levels of support and effective lines of communication.

The current leadership structure of the department has the Principal and Director of Educational Services working as colleagues and peers. This structure had a bipartite focus of on activities at the Center (on-site) and activities not at the Center (off-site). While it makes sense to have a point person for on-site and off-site activities, this structure meant that no one person was responsible for the implementation of initiatives and projects that cover both sets of activities. There was an imbalance of duties and thus, levels of support, and the structure hampered the lines of communication. The current model of having two departmental co-leads with shared responsibility and shared decision-making compromised potential efficiencies.

The proposed leadership structure is having a Principal and an Assistant Principal of Educational Services. The Assistant Principal will report to the Principal. The purpose of this change is to ensure that a hierarchical structure, which is useful in any organization, has one person who leads the Educational Services Department, the Principal. The principal would maintain and execute the vision for the entire department, effectively coordinating the work that needs to be done. This change will streamline communications, assignments of tasks related to initiatives, and provide a higher level of accountability.

All EAROP activities start at the Center. Our off-site instructors, CTE support of district administrators and staff, as well as work-based learning are all extensions of our Center programs. This structure will represent that concept, with the EAROP Principal overseeing our services to students, our support of instructors, and our development of our pathways.

Should the Board approve the Fund Balance Plan, a second Assistant Principal will be included to support Pathways and the EAROP Middle College Initiative. This position will also report to the Principal.

Recommendation

- Assign the EAROP Principal as the administrator in charge of the Educational Services Department
 - Increase the salary for the position due to increased responsibility
 - Reports to the Superintendent
- Change the Director of Educational Services to Assistant Principal of Educational Services
 - Align salary with Assistant Principal duties and responsibilities
 - Reports to the Principal
- Add Assistant Principal of Pathways
 - Focus on program development (e.g. pathways, articulations, dual enrollment, and middle college)
 - Reports to the Principal
- Create Administrative Assistant to the Principal
 - Increase salary due to increased responsibilities of supporting the head of the department
 - Reports to the Principal
- Re-assign Office Support Technician to Assistant Principal of Educational Services
 - This classified support role will support the Assistant Principal and initiatives under their purview such as work-based learning.
- Eliminate the Business Engagement Specialist position
 - The work-based learning team will have two Work-Based Learning Specialists.

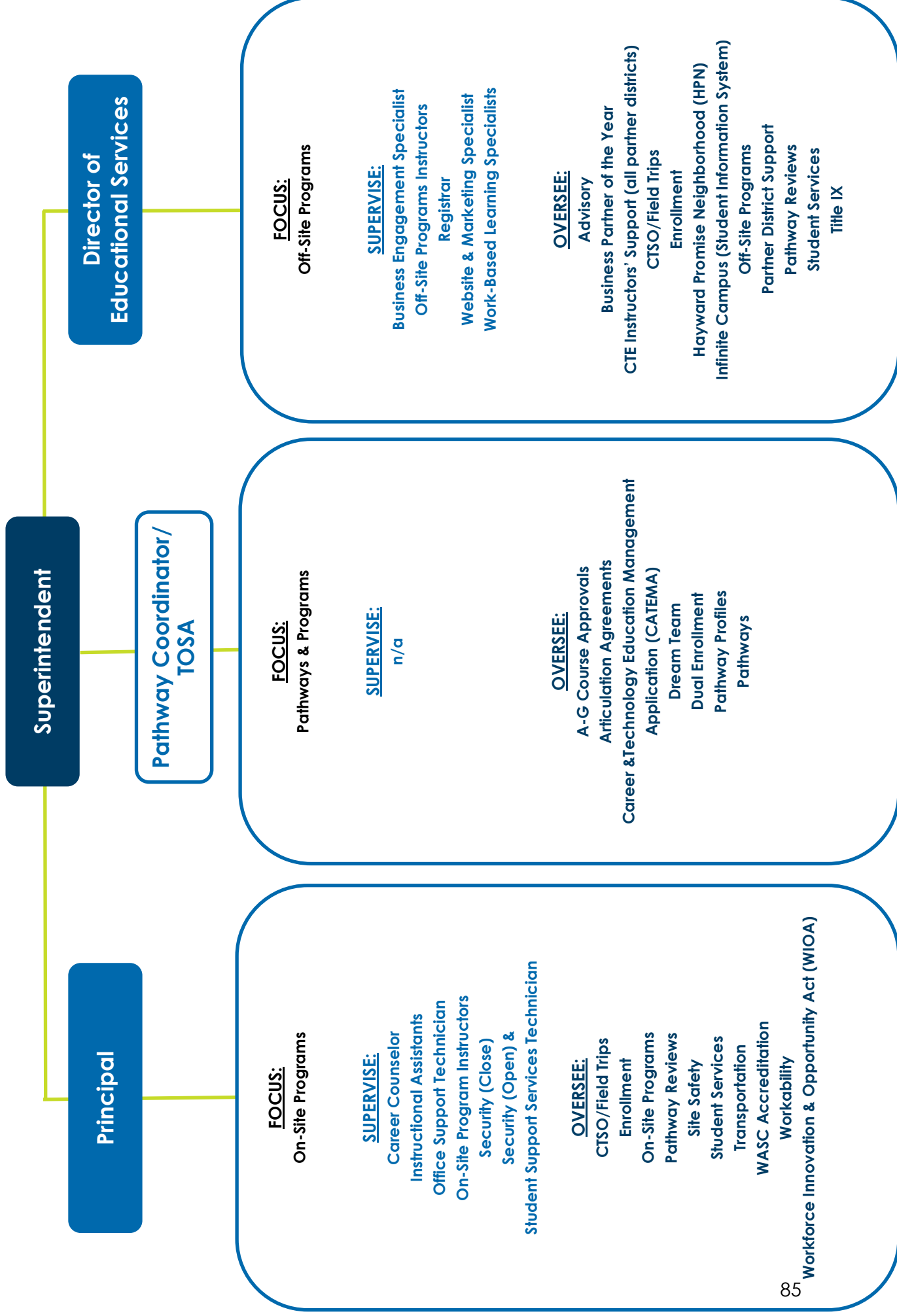
EAROP Education Services Reorganization 2024-2025			
Title	Proposed Title	Justification	Fiscal Impact to the General Fund
Principal	Principal	Maintain and implement the vision of the department specifically for instruction, curriculum, and pathway development	Increase: \$10,214
Director of Educational Services	Assistant Principal of Educational Services	Work in support of the Principal	Decrease: \$11,700
n/a	Assistant Principal of Pathways	Work in support of the Principal	None Pending Board approval of Fund Balance Plan
Office Support Technician	Administrative Assistant to the Principal	Work in support of Principal and the Educational Services Department	Increase \$4,544
n/a	Office Support Technician	Work in support of Assistant Principal of the Educational Services Department	Grant Funded
Business Engagement Specialist	n/a Eliminate position	The work-based learning team, Assistant Principal of Educational Services, and Office Support Technician will support	Grant Funded
Total Fiscal Impact to General Fund			\$3,058

Next Steps:

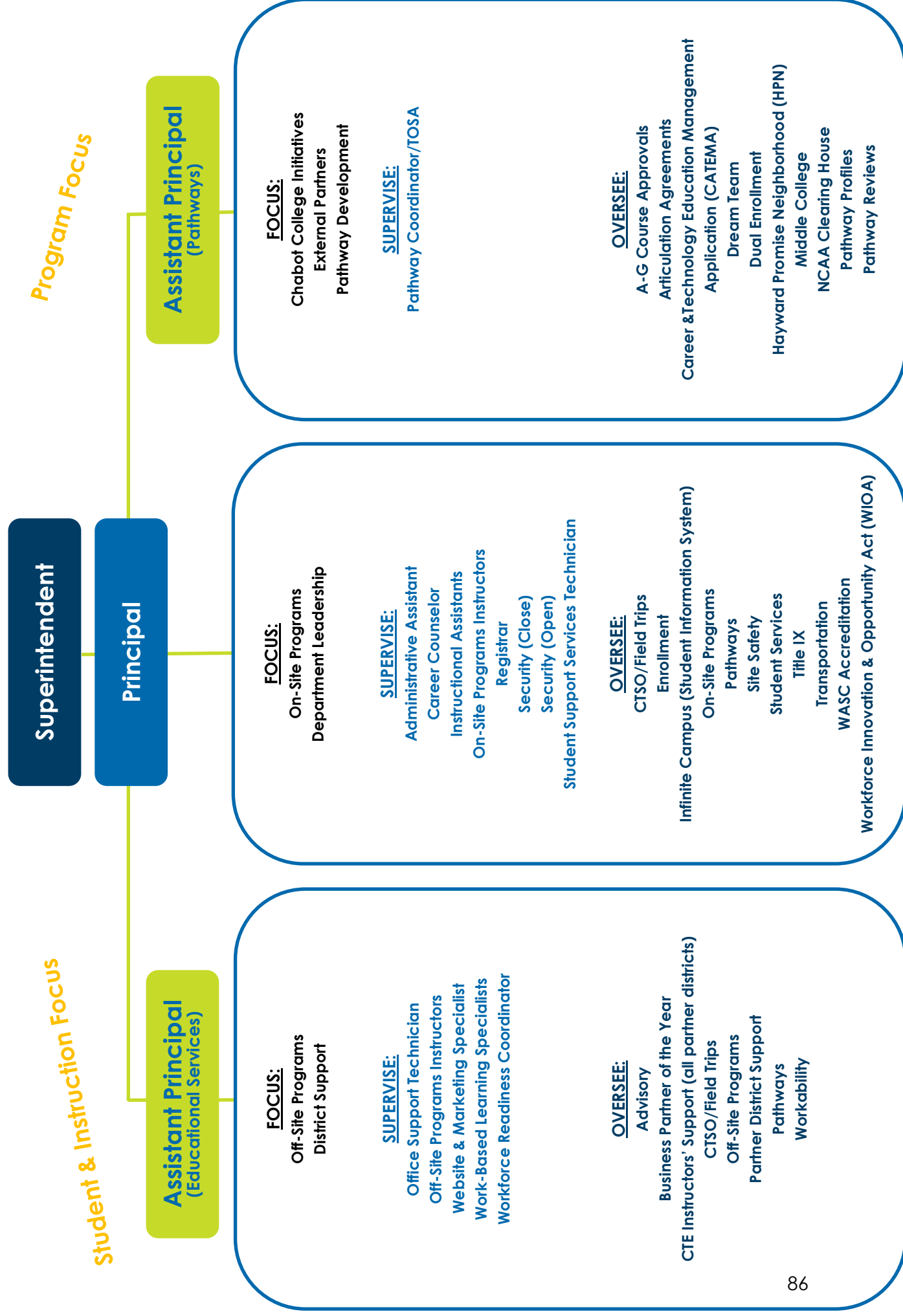
- Review and potentially approve updated job descriptions
 - EAROP Principal (Updated)
 - EAROP Assistant Principal (Updated)
 - Administrative Assistant (Updated)

- Workforce Readiness Coordinator (Grant related)
 - Work-Based Learning Specialist (Updated)
 - Office Support Technician (Updated)
- Formally establish new positions
- Formally eliminate unnecessary positions
- Review and potentially approve proposed Salary Schedule adjustments
- Review and potentially approve 2024-2025 EAROP Organizational Chart

2023-2024 Educational Services Department :



2024-2025 Educational Services Department Reorganization:





DATE: March 7, 2024
TO: ROP Governing Board
FROM: Blaine Torpey, Superintendent
PREPARED BY: Mercedes Henderson, Human Resources Administrator
SUBJECT: Request the Governing Board to approve the Revised Job Description (Principal), New Position and Job Description (Assistant Principal)

BACKGROUND

The Eden Area ROP currently has two administrators in the Educational Services Department, the Director of Educational Services and the Principal. The current structure had these two administrative positions co-leading the department. This structure has challenged organizational communication, accountability, and implementation of initiatives.

CURRENT SITUATION

To improve the comprehensive implementation of Eden Area ROP initiatives with a focus on ongoing continuous improvement, the proposed restructuring will result in higher levels of accountability, consistency in communication, and structured collaboration within the Educational Services Department.

The proposed leadership structure is having a Principal and an Assistant Principal of Educational Services. The Assistant Principal will report to the Principal. This change ensures that a hierarchical structure, useful in any organization, has one person who leads the Educational Services Department, the Principal. The principal would maintain and execute the vision for the entire department, effectively coordinating the work that needs to be done. This change will streamline communications, assignments of tasks related to initiatives, and provide a higher level of accountability.

Job Description Revisions

Principal

New Position & Job Description Approval

Assistant Principal

RECOMMENDATION

It is recommended that the Governing Board approve the revised job description (Principal), new position and job description (Assistant Principal).

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:	Principal	Reports to:	Superintendent
Job Location:	Hayward Center	Department:	Educational Services

Position Overview

Purpose:

Lead efforts in building a high-performing school staff and leadership team that accelerates student achievement and results in measurable outcomes. Work collaboratively with district partners, department members and staff to reach goals of Educational Services.

Duties and Responsibilities:

- Assist Superintendent in the general organization and supervision of the Eden Area ROP instructional program
- Assist Superintendent in the evaluation and supervision of all Eden Area ROP programs to ensure compliance
- Assist Superintendent in the planning and coordination of Eden Area ROP program development
- Set clear objectives for administrative team based on annual goals determined by Superintendent
- Interpret and implement ROP policies and state laws related to career technical education
- Prepare annual projections that forecast current and future program needs
- Author, oversee and maintain compliance for grants
- Oversee instructional program budgets
- Participate in the development of program budgets, projections of staffing, enrollment, and monitoring attendance
- Act as point of contact and supervisor for contracted staff placed at the Center
- Act as WASC lead
- Act as point of contact for various contracts
- Act as a point of contact for student transportation issues
- Act as point of contact for off-site school counselors
- Oversee and maintain school safety plan
- Oversee and coordinate Student Services
- Oversee and coordinate post-high school student surveys
- Responsible for bi-annual pathway review for sectors
- Update and oversee all school safety protocols and procedures
- Work with various community agencies in development agreements for services and programs
- Work with various departments on facilities planning, equipment acquisition, and materials/supplies procurement
- Act as administrative advisor to the Safety Committee
- Coordinate and supervise the activities of classified personnel in Educational Services ensuring that outcomes achieve school objectives
- Coordinate, monitor and evaluate Workability program and staff
- Supervise and evaluate security staff (joint evaluation with Fiscal Services Administrator)
- Plan and conduct staff meetings and department meetings
- Aid in supervision of student transportation
- Manage substitute procedures and protocols
- Evaluate Career Counselor
- Evaluate assigned personnel for the purpose of ensuring that standards are achieved, and performance is maximized

JOB DESCRIPTION

- Evaluate Office Support Technician (joint evaluation with Director of Educational Services)
- Oversee, direct, and evaluate educational services staff
- Visit sites and classrooms on a regular basis
- Annually lead and engage staff in addressing student needs and providing high quality teaching and learning
- Articulation/dual enrollment and A-G approval support for sectors
- Coordinate in-service training activities of Eden Area ROP personnel
- Create program evaluation schedule as it relates to CTE and 11 elements annually
- Develop, plan, and implement new classes
- Direct the evaluation of the student activities; make necessary adjustments and recommendations as required
- Lead and engage staff in addressing student needs and providing high quality teaching and learning
- Oversee all arrangements and paperwork relating to CTSOs
- Review and approve CTSO activities
- Plan for, facilitate and evaluate professional learning for instructors, administrators and support staff that is aligned with district programs and goals
- Oversee curriculum development
- Oversee and participate in the promotion of the Eden Area ROP with public entities and agencies
- Responsible for approving student field trips and assuring that teachers and staff adhere to field trip policies, procedures, and mandates.
- Responsible for classroom backup/coverage when necessary
- Work with Information Technology Specialist on technology needs of instructors (give evaluation input to Fiscal Services Administrator)
- Conduct and mediate after-school meetings with parents
- Enforce and establish disciplinary procedures
- Respond to and resolve difficult and sensitive inquiries and complaints from parents and students
- Attend various committee meetings and represent the Eden Area ROP, as well as Educational Services needs and concerns in areas including classroom facilities, safety, equipment, budget and curriculum
- Facilitate orientation of new instructors
- Lead meetings to communicate management direction and policy changes, instructional issues, budget information and other concerns as they arise
- Make presentations to the Governing Board as needed
- Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of regional occupational programs
- Participate in County curriculum meetings
- Chair meetings as assigned
- Direct the preparation of various statistical reports including attendance, enrollment trends, and related data
- Direct the preparation of reports relating to curriculum and instruction for the Governing Board
- Direct the planning and preparation of the course catalog at the Center, on the website and at the school sites
- Direct the planning, preparation and evaluation of the Eden Area ROP curriculum and curriculum publications (student handbook, staff handbook, course outlines, etc.)
- Responsible for completion and maintenance of Injury Illness Prevention Plan as relevant to position
- Supervise and coordinate the logistics of educational services support staff in relation to activities including but not limited to promotional and organizational projects and events, student outreach activities, pre-enrollment and enrollment activities, evening promotional events, group presentations, career fairs, "booth" events, principals'

JOB DESCRIPTION

breakfast, counselors' luncheon, etc. Eden Area ROP advertising in printed materials for the high school <ul style="list-style-type: none"> Events: Counselors' Breakfast, Back to School Night, Open House/Showcase and Student Picnic, Student Awards Night 			
Employment Type:	Full Time	Employment Category:	Certificated Management
Work Year:	220 work days	Days/Hours:	Monday-Friday 7:30am-4:30pm
Position Qualifications			
Knowledge: <ul style="list-style-type: none"> Eden Area ROP practices and procedures, Eden Area ROP mission, goals and policies Course and curriculum development Operational and instructional principles of CTE programs including work-based learning Abilities: <ul style="list-style-type: none"> Demonstrate positive leadership and management skills. Effective communication with students, staff and community. Collaborate and maintain effective working relationships with self-directed decision-making ability. Provide strong leadership with high personal/professional integrity. Network, build strong partnerships and coordinate with district administrators, state level organizations, local legislators, City Councils, service clubs and Chambers of Commerce. Soft Skills: <ul style="list-style-type: none"> 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 Problem solver; able to resolve problems quickly and professionally Extremely organized and successfully meeting deadlines Education: <ul style="list-style-type: none"> Master's Degree in educational administration from an accredited institution and has evidence of continuous professional growth preferred Experience: <ul style="list-style-type: none"> Five (5) years progressively responsible experience in a public school environment. Successful teaching and leadership experience, preferably in a ROP with similar structure and demographics. Certifications/Credentials: <ul style="list-style-type: none"> Basic Driver License California State Administrative Credential or Supervision and Coordination Credential 			
Salary Schedule Placement:	A	Annual Benefits:	<ul style="list-style-type: none"> \$11,621.16 *Mandatory Vision & Dental deducted TSA Educational Stipend
Terms of Employment:	Year to year based on successful annual evaluation.	Governing Board Approved	March 4, 2021

JOB DESCRIPTION

CORE Values:

We believe in the Eden Area ROP.

Equitable: We believe in fostering belonging and creating a safe and inclusive environment that works to eradicate the impacts of racism, bias, discrimination, and privilege.

Accessible: We believe all students, families and staff should feel seen, heard, welcomed, included, respected, and have access to economic and educational mobility.

Restorative: We believe instruction should be culturally and historically responsive, restorative, trauma-informed, ethical, and prepare students for a path to self-fulfillment and self-actualization.

Outcomes: We believe our students will find a pathway with confidence and purpose that guides them towards a career, college, service to others, and life-affirming endeavors.

Professional: We believe excellence is the standard, as such, we will work with integrity, transparency, respect, and clear communication.

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:	Principal	Reports to:	Superintendent
Job Location:	Hayward Center	Department:	Educational Services

Position Overview

Purpose:

Lead efforts in building a high-performing school staff and leadership team that accelerates student achievement and results in measurable outcomes. Work collaboratively with district partners, department members and staff to reach goals of Educational Services.

Duties and Responsibilities:

- Assist Superintendent in the general organization and supervision of the Eden Area ROP instructional program
- Assist Superintendent in the evaluation and supervision of all Eden Area ROP programs to ensure compliance
- Assist Superintendent in the planning and coordination of Eden Area ROP program development
- Supervise, direct, evaluate, and set clear objectives for the Educational Services team based on annual goals determined by the Superintendent, to ensure achievement of standards and maximize performance
- Interpret and implement Eden Area ROP policies and state laws related to career technical education
- Prepare annual projections that forecast current and future program needs
- Author, oversee and maintain compliance for grants and contracts
- Ensure proper management of instructional program budgets by actively engaging in the development process, including creating budgets, projecting staffing needs, enrollment figures, and monitoring attendance.
- Act as Title IX coordinator
- Act as point of contact and supervisor for contracted staff placed at the Center
- Act as WASC lead
- Act as point of contact for various contracts in overseeing student transportation and serve as a primary contact for any transportation-related concerns from students
- Oversee the process of developing the master schedule in collaboration with district administration and act as primary point of contact for off-site school counselors, principals, administration and district staff
- Establish an inclusive and inviting school culture and climate, ensuring every student feels valued, secure, and appreciated. Implement clear systems of student conduct and staff accountability needed to foster such an environment to support student behaviors
- Oversee and maintain school safety plan, protocols and procedures, and provide administrative guidance to the Safety Committee
- Oversee and coordinate Student Services and student supervision
- Coordinate bi-annual pathway review for sectors
- Work with various community agencies in development agreements for services and programs
- Monitor and review legal requirements and compliance related to programs and districts
- Responsible for assessment of Student Information System, oversee the operation and act as point of contact
- Work with various departments on facilities planning, equipment acquisition, and materials/supplies procurement
- Coordinate and supervise the activities of classified personnel in Educational Services ensuring that outcomes achieve school objectives

JOB DESCRIPTION

- Lead, plan and conduct staff meetings, department meetings and meetings to communicate policy changes, instructional issues, budget information and other concerns as needed
- Manage substitute procedures and protocols
- Visit sites and classrooms on a regular basis
- Lead efforts to empower and inspire staff to meet the diverse needs of students and deliver exceptional teaching and learning experiences. Establish an annual program evaluation schedule centered around ensuring high-quality CTE programs for students, that align with the 11 core elements.
- Direct the evaluation of the student activities; make necessary adjustments and recommendations as required
- Supervise and authorize all arrangements and documentation pertaining to CTSOs (Career and Technical Student Organizations) and CTSO-related activities
- Develop, lead and assess professional learning and development for instructors, administrators and support staff that is aligned with district programs and objectives
- Oversee curriculum development
- Oversee and actively participate in promoting the Eden Area ROP with public entities and agencies, while also engaging in various boards and commissions, attending professional group meetings, and staying abreast of new trends and innovations in the regional occupational programs field
- Responsible for approving student field trips and assuring that teachers and staff adhere to field trip policies, procedures, and mandates.
- Responsible for classroom backup/coverage when necessary
- Work with Information Technology Specialist on technology needs of instructors (give evaluation input to Fiscal Services Administrator)
- Conduct and mediate after-school meetings with parents and respond to and resolve difficult and sensitive inquiries and complaints from parents and students.
- Facilitate orientation of new instructors
- Make presentations to the Governing Board as needed
- Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of regional occupational programs
- Establish and maintain clear communication and cooperative working relationships with staff, local school districts, regional and state administrators and other agencies through workshops, conferences, presentations and site visitations
- Direct the preparation of various statistical reports, including attendance, enrollment trends, and related data, as well as reports relating to curriculum and instruction for the Governing Board
- Direct the planning, preparation and evaluation of the Eden Area ROP curriculum and curriculum publications (annual report, course catalog, student handbook, staff handbook, course outlines, etc.) at the Center, on the website and at the school sites
- Participate in completion and maintenance of Injury Illness Prevention Plan as relevant to position
- Supervise and coordinate the logistics of educational services support staff in relation to activities including but not limited to promotional and organizational projects and events

Employment Type:	Full Time	Employment Category:	Certificated Management
Work Year:	220 work days	Days/Hours:	Monday-Friday 7:30am-4:30pm
Position Qualifications			
Knowledge:			
<ul style="list-style-type: none"> • Eden Area ROP practices and procedures, Eden Area ROP mission, goals and policies • Course and curriculum development 			

JOB DESCRIPTION

- Operational and instructional principles of CTE programs including work-based learning

Abilities:

- Demonstrate positive leadership and management skills.
- Effective communication with students, staff and community.
- Collaborate and maintain effective working relationships with self-directed decision-making ability.
- Provide strong leadership with high personal/professional integrity.
- Network, build strong partnerships and coordinate with district administrators, state level organizations, local legislators, City Councils, service clubs and Chambers of Commerce.

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
- Problem solver; able to resolve problems quickly and professionally
- Extremely organized and successfully meeting deadlines

Education:

- Master's Degree in educational administration from an accredited institution and has evidence of continuous professional growth preferred

Experience:

- Five (5) years progressively responsible experience in a public school environment.
- Successful teaching and leadership experience, preferably in a ROP with similar structure and demographics.

Certifications/Credentials:

- Basic Driver License
- California State Administrative Credential or Supervision and Coordination Credential

Salary Schedule Placement:	A	Annual Benefits:	<ul style="list-style-type: none"> \$11,621.16 *Mandatory Vision & Dental deducted TSA Educational Stipend
Terms of Employment:	Year to year based on successful annual evaluation.	Governing Board Approved	Pending

CORE Values:

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Accessible: We believe all students, families and staff should feel seen, heard, welcomed, included, respected, and have access to economic and educational mobility.

Restorative: We believe instruction should be culturally and historically responsive, restorative, trauma-informed, ethical, and prepare students for a path to self-fulfillment and self-actualization.

Outcomes: We believe our students will find a pathway with confidence and purpose that guides

JOB DESCRIPTION

them towards a career, college, service to others, and life-affirming endeavors.

Professional: We believe excellence is the standard, as such, we will work with integrity, transparency, respect, and clear communication.

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:	Assistant Principal	Reports to:	Principal
Job Location:	Hayward Center	Department:	Educational Services

Position Overview

Purpose:

Lead the work of the Educational Services Department to develop a high-performing staff and leadership team that accelerates student achievement and results in measurable outcomes. Work collaboratively with district partners, department members and staff to reach goals of Educational Services.

Duties and Responsibilities:

- Assist Principal in the general organization and supervision of the Eden Area ROP instructional program
- Assist Principal in the evaluation and supervision of all Eden Area ROP programs to ensure compliance
- Assist Principal in the planning and coordination of Eden Area ROP program development
- Set clear objectives for areas of responsibilities and team based on annual goals determined by Superintendent
- Implement Eden Area ROP policies and state laws related to career technical education
- Participate in the development of program budgets, projections of staffing, enrollment and monitoring attendance
- Prepare annual projections that forecast current and future program needs
- Oversee instructional program budgets
- Author, oversee and maintain compliance for grants
- Act as point of contact for school principals and district curriculum administrators
- Assist Principal in establishing an inclusive and inviting school culture and climate, ensuring every student feels valued, secure, and appreciated. Implement clear systems of student conduct and staff accountability needed to foster such an environment to support student behaviors
- Assist Principal with various contracts in overseeing student transportation and serve as a contact for any transportation-related concerns from students
- Evaluate assigned personnel for the purpose of ensuring that standards are achieved, and performance is maximized
- Assist Principal lead efforts to empower and inspire staff to meet the diverse needs of students and deliver exceptional teaching and learning experiences. Establish an annual program evaluation schedule centered around ensuring high-quality CTE programs for students, that align with the 11 core elements.
- Assist Principal to develop, lead and assess professional learning and development for instructors, administrators and support staff that is aligned with district programs and objectives
- Visit sites and classrooms on a regular basis
- Annually lead and engage staff in addressing student needs and providing high quality teaching and learning
- Communicates regularly with educational services to discuss ways to most effectively assist curriculum, instruction and professional learning needs
- Develop, plan, and implement new classes
- Develop effective relationships with staff and district partners to ensure success of programs
- Develop CTE programs aligned to the 11 elements of a high quality CTE program
- Prepare of reports relating to curriculum and instruction for the Governing Board

JOB DESCRIPTION

- Lead and engage staff in addressing student needs and providing high quality teaching and learning
- Oversee curriculum development of programs
- Work with various community agencies in development agreements for services and programs
- Oversee and participate in the promotion of the Eden Area ROP with public entities and agencies
- Supervise and authorize all arrangements and documentation pertaining to CTSOs (Career and Technical Student Organizations) and CTSO-related activities
- Responsible for bi-annual pathway review for sectors and development of pathway profiles
- Plan for, facilitate and evaluate professional learning for instructors, administrators and support staff that is aligned with district programs and goals
- Develop strategies to sustain courses and problem resolution
- Assist Principal with leading, planning and conducting staff meetings, department meetings and meetings to communicate policy changes, instructional issues, budget information and other concerns as needed
- Make presentations to the Governing Board as needed
- Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of regional occupational programs
- Responsible for completion and maintenance of Injury Illness Prevention Plan as relevant to position
- Oversee and participate in the promotion of the Eden Area ROP with public entities and agencies
- Work with instructional staff to assist them with promotional activities and communications
- Assist with the planning and directing of communication of program information to students
- Responsible for classroom backup/coverage when necessary
- Events: Advisory, Principals' Breakfast, Business Partner of the Year, Career Pathway Meeting and Student Awards Night

Employment Type:	Full Time	Employment Category:	Certificated Management
Work Year:	220 workdays	Days/Hours:	Monday-Friday 7:30am-4:30pm

Position Qualifications

Knowledge:

- Eden Area ROP practices and procedures, Eden Area ROP mission, goals and policies
- Course and curriculum development
- Operational and instructional principles of CTE programs including work-based learning

Abilities:

- Demonstrate positive leadership and management skills.
- Effective communication with students, staff and community.
- Collaborate and maintain effective working relationships with self-directed decision-making ability.
- Provide strong leadership with high personal/professional integrity.
- Network, build strong partnerships and coordinate with district administrators, state level organizations, local legislators, City Councils, service clubs and Chambers of Commerce.

Soft Skills:

- Trustworthiness; maintain confidentiality of privileged and sensitive information
- Strong, consistent work ethic; must be punctual and reliable

JOB DESCRIPTION

- Strong, positive communication and interaction skills when dealing with co-workers, students, administrators, parents and/or the community
- Problem solver; able to resolve problems quickly and professionally
- Extremely organized and successfully meeting deadlines

Education:

- Master's Degree in educational administration from an accredited institution and has evidence of continuous professional growth preferred

Experience:

- Five (5) years progressively responsible experience in a public school environment.
- Successful teaching and leadership experience, preferably in a ROP with similar structure and demographics.

Certifications/Credentials:

- Basic Driver License
- California State Administrative Credential or Supervision and Coordination Credential

Salary Schedule Placement:	D	Annual Benefits:	<ul style="list-style-type: none"> • \$11,621.16 *Mandatory Vision & Dental deducted • TSA • Educational Stipend
Terms of Employment:	Year to year based on successful annual evaluation.	Governing Board Approved	Pending

CORE Values:

We believe in the Eden Area ROP.

Equitable: We believe in fostering belonging and creating a safe and inclusive environment that works to eradicate the impacts of racism, bias, discrimination, and privilege.

Accessible: We believe all students, families and staff should feel seen, heard, welcomed, included, respected, and have access to economic and educational mobility.

Restorative: We believe instruction should be culturally and historically responsive, restorative, trauma-informed, ethical, and prepare students for a path to self-fulfillment and self-actualization.

Outcomes: We believe our students will find a pathway with confidence and purpose that guides them towards a career, college, service to others, and life-affirming endeavors.

Professional: We believe excellence is the standard, as such, we will work with integrity, transparency, respect, and clear communication.

DATE: March 7, 2024
TO: ROP Governing Board
FROM: Blaine Torpey, Superintendent
PREPARED BY: Mercedes Henderson, Human Resources Administrator
SUBJECT: Request the Governing Board to Approve the Revised Job Description for the Work-Based Learning Specialist

BACKGROUND

Job Descriptions for all positions are maintained by the Human Resources Administrator. To ensure that the positions remain current, job descriptions are periodically reviewed and updated, if needed.

CURRENT SITUATION

The Human Resources Administrator reviewed the following Board approved job description. The supervising administrator has provided updates to the job description based on current responsibilities and requirements. These suggestions were given to the Human Resources Administrator and integrated into the current job description for recommendation to the Board for approval.

Job Description Revisions

Work-Based Learning Specialist

RECOMMENDATION

It is recommended that the Governing Board approve the revised job description for the Work-Based Learning Specialist.

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:	Work Based Learning Specialist	Reports to:	Assistant Director
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Job Purpose:

Under the supervision of the Assistant Director or designee, develop business and community partnerships to facilitate work based learning opportunities for students.

Duties and Responsibilities:

- Work with teachers to determine business and industry support needed for their programs.
- Cultivate relationships with local businesses to develop partnerships among the various career pathways offered.
- Support the creation and implementation of advisory meetings.
- Develop business partner recognition program.
- Investigate options to develop and build business partnerships for job shadowing, internships, mentoring, career speakers, and employment.
- Develop and facilitate opportunities for business and industry to learn about ROP programs.
- Support the development of workplace learning sites.
- Expand the promotional strategies that reflect the mission of the ROP.
- Represent the ROP at community events.
- Assist with developing seamless transitions to post-secondary options, including community colleges, 4 year universities, career technical schools, apprenticeship programs, or the workforce.
- Participate in meetings, in-service activities and staff conferences.
- Perform other duties as assigned

Job Location:	Various/ Off-Site	Department:	Educational Services
Employment Type:	Certificated or Classified Exempt	Employment Category:	TBD
Work Year:	10 months	Days/Hours:	Part time/ Flexible
Salary Schedule Placement:	\$31,629-\$44,446 salary range	Annual Salary:	Based on experience and education
Annual Benefits:	Pro-rated benefit allowance included in salary	Governing Board Approved	August 7, 2014

Skills:

Knowledge of:

- ☐ Career Technical Education pathways and ROP programs.

Abilities:

- ☐ Demonstrate outstanding ability to work as part of a team and independently as appropriate.
- ☐ Communicating effectively, verbally and in writing.
- ☐ Work independently; strong skills in organizing workflow, ideas and materials.
- ☐ Keeps appropriate records, makes reports as required according to timelines.
- ☐ Excellent interpersonal and communication skills.

JOB DESCRIPTION

Training and Experience:

- ☐ Minimum of three (3) years work experience in a school setting; or
- ☐ Minimum of three (3) years' experience working with community organizations.

Credential Required:

California Teaching Credential preferred

Education:

Bachelor of Arts or Science degree strongly preferred.

Additional Requirements:

- Basic Driver's License
- Basic Skills Test

Terms of Employment :

Year to year based on conditions listed in the Offer of Employment.

CORE Values:

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Accessible: We believe all students, families and staff should feel seen, heard, welcomed, included, respected, and have access to economic and educational mobility.

Restorative: We believe instruction should be culturally and historically responsive, restorative, trauma-informed, ethical, and prepare students for a path to self-fulfillment and self-actualization.

Outcomes: We believe our students will find a pathway with confidence and purpose that guides them towards a career, college, service to others, and life-affirming endeavors.

Professional: We believe excellence is the standard, as such, we will work with integrity, transparency, respect, and clear communication.

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:	Work-Based Learning Specialist	Reports to:	Educational Services Administrator
Job Location:	Hayward Center	Department:	Educational Services

Position Overview

Purpose:

Under the supervision of the Educational Services Administrator, develop business and community partnerships to facilitate work-based learning opportunities for students.

Duties and Responsibilities:

- Meet, plan and work with teachers, instructors, and staff to determine business and industry support needed for their programs.
- Cultivate relationships with local businesses, agencies, and organizations to develop high-leverage partnerships among the various career pathways offered.
- Connect students to industry sector work-based learning experiences such as internships, job shadows, mentoring, guest speakers, field trips, career fairs and employment opportunities.
- Communicate expectations and support adherence to expectations for industry representatives, district staff, teachers, instructors, and students in preparation for work-based learning experiences.
- Support the planning, coordination, and facilitation of Advisory Meetings.
- Support the planning and coordination of EAROP events such as Business Partner of the Year, Sector Days, and district Career Fairs.
- Support ongoing partnerships with Chabot College and Hayward Promise Neighborhoods.
- Collect and facilitate the management of work-based learning data and CATEMA participation.
- Expand the promotional strategies that reflect the Mission and Core Values of the EAROP through social media and other venues.
- Represent the EAROP at community events and facilitate opportunities for business and industry to learn about EAROP programs.
- Assist with developing transitions to post-secondary options, including community colleges, universities, career technical schools, apprenticeship programs, or the workforce.
- Participate in meetings, in-service activities, and staff conferences.
- Perform other duties as assigned

Employment Type:	Full-Time	Employment Category:	Classified Exempt
Work Year:	11 month (223 days)	Days/Hours:	Monday-Friday 7:30am-4:00pm

Position Qualifications

Knowledge:

- Career Technical Education pathways, ROP programs, and workforce development.

Abilities:

- Demonstrate outstanding ability to work as part of a team and independently as appropriate.
- Communicating effectively, verbally and in writing.

JOB DESCRIPTION

- Work independently; strong skills in organizing workflow, ideas, and materials.
- Keeps appropriate records, makes reports as required according to timelines.
- Excellent interpersonal and communication skills.

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 to the completion of high school
- Bachelor of Arts or Science degree strongly preferred

Experience:

- Minimum of three (3) years work experience in a school setting; or
- Minimum of three (3) years experience working with community organizations

Certifications/Credentials:

- Basic Driver License

Additional Requirements:

- Private transportation

Salary Schedule Placement:	A0	Annual Benefits:	\$11,621.16 *Mandatory Vision & Dental deducted
Terms of Employment:	Year to year based on successful annual evaluation.	Governing Board Approved	Pending

CORE Values:

We believe in the Eden Area ROP.

Equitable: We believe in fostering belonging and creating a safe and inclusive environment that works to eradicate the impacts of racism, bias, discrimination, and privilege.

Accessible: We believe all students, families and staff should feel seen, heard, welcomed, included, respected, and have access to economic and educational mobility.

Restorative: We believe instruction should be culturally and historically responsive, restorative, trauma-informed, ethical, and prepare students for a path to self-fulfillment and self-actualization.

Outcomes: We believe our students will find a pathway with confidence and purpose that guides them towards a career, college, service to others, and life-affirming endeavors.

Professional: We believe excellence is the standard, as such, we will work with integrity, transparency, respect, and clear communication.



DATE: March 7, 2024
TO: ROP Governing Board
FROM: Blaine Torpey, Superintendent
PREPARED BY: Mercedes Henderson, Human Resources Administrator
SUBJECT: Request the Governing Board to approve the Workforce Readiness Coordinator Position and Job Descriptions

BACKGROUND

In collaboration with the Alameda County Workforce Development Board (ACWDB), the Eden Area ROP has successfully applied for the Student Training and Employment Program (STEP) Grant that is funded by the Foundation for California Community Colleges in partnership with the Department of Rehabilitation.

The grant's purpose is to support the expansion of services for students with disabilities in our effort to prepare them for the workforce and their post-secondary goals. The grant will provide funding to provide workforce readiness seminars. Upon completion of the seminars, students will receive a stipend. Students who complete the seminars will also be eligible for paid internship opportunities to further prepare them for the workforce.

CURRENT SITUATION

To coordinate the intended services, the grant provides the Eden Area ROP funding to hire a Workforce Readiness Coordinator. The terms of the grant allows the Eden Area ROP to continue services for three years if our performance targets are met in year one and subsequent years.

Two job descriptions are being submitted for approval for the same position. This is because the position may be filled by either a classified employee or a certificated employee, each with distinct salary schedules.

RECOMMENDATION

It is recommended that the Governing Board approve the Workforce Readiness Coordinator position and job descriptions.

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:	Workforce Readiness Coordinator	Reports to:	Educational Services Administrator
Job Location:	Hayward Center	Department:	Educational Services

Position Overview

Purpose:

Engage in tasks and responsibilities to administer the Student Training and Employment Program (STEP), Workability Program, and broader instructional initiatives aimed at improving the employability of students, with a specific focus on those with disabilities.

Duties and Responsibilities:

- Outreach and recruitment to include identifying potentially eligible youth for STEP program and verifying eligibility
- Develop and implement Workforce Readiness Workshops for students
- Develop pre and post assessments for participants
- Participate in quarterly STEP partner meetings
- Provide push-in support as needed for Students with Disabilities (SWD) to ensure their access to services
- In conjunction with Work-Based Learning (WBL) Team, coordinate work-based learning activities to focus on Level 4 WBL for students with disabilities
- Compile and submit reports for relevant grants
- Facilitate on-site visits for participating employers
- Coach and mentor students
- Provide instructional coaching for staff
- Liaise with Alameda County Workforce Development Board, Department of Rehabilitation, partner districts, and other critical partners
- Facilitate the establishment and growth of a network of participating employers
- Conduct comprehensive record-keeping and documentation pertaining to participants
- Coordinate services between the Eden Area ROP administration, human resources, business department, career counselor, work-based learning specialists and staff
- Map and codify coordination of services between partner districts, EAROP, business partners, and Department of Rehabilitation
- Enhance existing recruitment efforts for pathways relevant to students with disabilities and their interests
- Explore development of adult transition CTE programing for students recently matriculated from K12 program
- Perform other duties as assigned

Employment Type:	Full-Time	Employment Category:	Classified Exempt A-0
Work Year:	11 month (223 work days) plus stipend for summer supervision (days TBD)	Days/Hours:	Monday-Friday 7.5 hours TBD

Position Qualifications

Knowledge:

- Computer skills, specifically Microsoft Word, Excel, PowerPoint and online navigation

Abilities:

JOB DESCRIPTION

- Perform in an independent, self-directed manner and present a professional, positive representation of the ROP
- Communicate effectively and professionally both verbally and in writing
- Strong analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy
- Skilled at multi-tasking
- Efficient time management
- Close attention to detail; input data accurately

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:

- Bachelor's Degree preferred

Experience:

- 3-5 years supporting students with disabilities
- Understanding of IEPs and legal requirements

Certifications/Credentials:

- Basic Driver License

Additional Requirements:

- Private transportation
- Ability to work during summer

Salary Schedule Placement:	Based on experience and education	Annual Benefits:	\$11,621.16 *Mandatory Vision & Dental deducted
Terms of Employment:	Year to year based on successful annual evaluation and funding for the position.	Governing Board Approved	Pending

CORE Values:

We believe in the Eden Area ROP.

Equitable: We believe in fostering belonging and creating a safe and inclusive environment that works to eradicate the impacts of racism, bias, discrimination, and privilege.

Accessible: We believe all students, families and staff should feel seen, heard, welcomed, included, respected, and have access to economic and educational mobility.

Restorative: We believe instruction should be culturally and historically responsive, restorative, trauma-informed, ethical, and prepare students for a path to self-fulfillment and self-actualization.

Outcomes: We believe our students will find a pathway with confidence and purpose that guides

JOB DESCRIPTION

them towards a career, college, service to others, and life-affirming endeavors.

Professional: We believe excellence is the standard, as such, we will work with integrity, transparency, respect, and clear communication.

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:	Workforce Readiness Coordinator (TOSA)	Reports to:	Educational Services Administrator
Job Location:	Hayward Center	Department:	Educational Services

Position Overview

Purpose:

Engage in tasks and responsibilities to administer the Student Training and Employment Program (STEP), Workability Program, and broader instructional initiatives aimed at improving the employability of students, with a specific focus on those with disabilities.

Duties and Responsibilities:

- Outreach and recruitment to include identifying potentially eligible youth for STEP program and verifying eligibility
- Develop and implement Workforce Readiness Workshops for students
- Develop pre and post assessments for participants
- Participate in quarterly STEP partner meetings
- Provide push-in support as needed for Students with Disabilities (SWD) to ensure their access to services
- In conjunction with Work-Based Learning (WBL) Team, coordinate work-based learning activities to focus on Level 4 WBL for students with disabilities
- Compile and submit reports for relevant grants
- Facilitate on-site visits for participating employers
- Coach and mentor students
- Provide instructional coaching for staff
- Liaise with Alameda County Workforce Development Board, Department of Rehabilitation, partner districts, and other critical partners
- Facilitate the establishment and growth of a network of participating employers
- Conduct comprehensive record-keeping and documentation pertaining to participants
- Coordinate services between the Eden Area ROP administration, human resources, business department, career counselor, work-based learning specialists and staff
- Map and codify coordination of services between partner districts, EAROP, business partners, and Department of Rehabilitation
- Enhance existing recruitment efforts for pathways relevant to students with disabilities and their interests
- Explore development of adult transition CTE programing for students recently matriculated from K12 program
- Perform other duties as assigned

Employment Type:	Full-Time	Employment Category:	Certificated
Work Year:	10 month (185 work days) plus stipend for summer supervision (days TBD)	Days/Hours:	Monday-Friday 7 hours TBD

Position Qualifications

Knowledge:

- Computer skills, specifically Microsoft Word, Excel, PowerPoint and online navigation

Abilities:

JOB DESCRIPTION

- Perform in an independent, self-directed manner and present a professional, positive representation of the ROP
- Communicate effectively and professionally both verbally and in writing
- Strong analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy
- Skilled at multi-tasking
- Efficient time management
- Close attention to detail; input data accurately

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:

- Bachelor's Degree preferred

Experience:

- 3-5 years supporting students with disabilities
- Understanding of IEPs and legal requirements

Certifications/Credentials:

- Valid Teaching Credential
- Special Education Credential preferred
- Basic Driver License

Additional Requirements:

- Private transportation
- Ability to work during summer

Salary Schedule Placement:	Based on experience and education	Annual Benefits:	\$11,621.16 *Mandatory Vision & Dental deducted
Terms of Employment:	Year to year based on successful annual evaluation and funding for the position.	Governing Board Approved	Pending

CORE Values:

We believe in the Eden Area ROP.

Equitable: We believe in fostering belonging and creating a safe and inclusive environment that works to eradicate the impacts of racism, bias, discrimination, and privilege.

Accessible: We believe all students, families and staff should feel seen, heard, welcomed, included, respected, and have access to economic and educational mobility.

Restorative: We believe instruction should be culturally and historically responsive, restorative, trauma-informed, ethical, and prepare students for a path to self-fulfillment and self-actualization.

JOB DESCRIPTION

Outcomes: We believe our students will find a pathway with confidence and purpose that guides them towards a career, college, service to others, and life-affirming endeavors.

Professional: We believe excellence is the standard, as such, we will work with integrity, transparency, respect, and clear communication.

DATE: March 7, 2024
TO: ROP Governing Board
FROM: Blaine Torpey, Superintendent
PREPARED BY: Mercedes Henderson, Human Resources Administrator
SUBJECT: Request the Governing Board to approve the Revised Salary Schedule

BACKGROUND

In collaboration with the Alameda County Workforce Development Board (ACWDB), the Eden Area ROP has successfully applied for the Student Training and Employment Program (STEP) Grant that is funded by the Foundation for California Community Colleges in partnership with the Department of Rehabilitation.

The grant's purpose is to support the expansion of services for students with disabilities in our effort to prepare them for the workforce and their post-secondary goals. The grant will provide funding to provide workforce readiness seminars. Upon completion of the seminars, students will receive a stipend. Students who complete the seminars will also be eligible for paid internship opportunities to further prepare them for the workforce. The Workforce Readiness Coordinator will be implementing the grant deliverables.

CURRENT SITUATION

Should the Eden Area ROP Governing Board approve the Workforce Readiness Coordinator position and job descriptions, the classified exempt salary schedule has been amended to include the new classified exempt position. The following revised salary schedule is being presented for your approval to be effective April 1, 2024:

- Salary Scale Chart 3: Classified Exempt Employees

RECOMMENDATION

It is recommended that the Governing Board approve the revised salary schedule.

Salary Scale Chart 3 CLASSIFIED EXEMPT EMPLOYEES

2024-2025

Effective: April 1, 2024

STEP	CLASSIFIED EXEMPT POSITION TITLES
A-0	Work Based Learning Specialist (11 Months/223 Days)
A-0	Workforce Readiness Coordinator (11 Months/223 Days)
A-2	Information Technology Specialist (12 Months/260 Days)

Column (C) and Step (S)

Hourly (H); Monthly (M); Annually (A)

S	C	1	2	3	4	5	6	7	8	9
A-0	H	\$52.50	\$55.05	\$57.70	\$60.50	\$61.95	\$63.46	\$64.99	\$66.58	\$68.19
	M	\$7,982.39	\$8,370.10	\$8,773.02	\$9,198.75	\$9,419.22	\$9,648.80	\$9,881.43	\$10,123.19	\$10,367.98
	A	\$87,806.25	\$92,071.13	\$96,503.25	\$101,186.25	\$103,611.38	\$106,136.85	\$108,695.78	\$111,355.05	\$114,047.78
A-2	H	\$43.78	\$45.46	\$47.21	\$49.03	\$50.94	\$53.20	\$55.58	\$58.06	\$60.67
	M	\$7,114.25	\$7,387.25	\$7,671.63	\$7,967.38	\$8,277.75	\$8,645.00	\$9,031.75	\$9,434.75	\$9,858.88
	A	\$85,371.00	\$88,647.00	\$92,059.50	\$95,608.50	\$99,333.00	\$103,740.00	\$108,381.00	\$113,217.00	\$118,306.50

EDUCATIONAL STIPENDS

Associate's Degree	\$612 per year
Bachelor's Degree	\$867 per year
Master's Degree	\$1,122 per year

- **Employees receive an annual benefit package of \$11,621.16.**
- Longevity Columns 6, 7, 8, 9, reached at 10, 15, 20, 25 years respectively.
- 12 Month Classified Exempt employees accrue vacation at one step higher than their organization vacation accrual rate.
- Employee may elect to participate at his/her expense in one of the health plan packages offered by the EAROP to its employees.
- Numbers have been rounded.



DATE: March 7, 2023
TO: ROP Governing Board
FROM: Blaine Torpey, Superintendent
SUBJECT: Request the Governing Board to approve the Agreement with Jayne Salinger for Work-Based Learning Support for the 2023-2024 School Year

BACKGROUND

The Eden Area ROP Educational Services Department is responsible for providing support and outreach to all member districts students, parents, business partners, Career Technical Education (CTE) instructors, case managers, counselors, and administrators. Jayne Salinger is a former Eden Area ROP Work-Based Learning Specialist who has expertise in supporting Educational Services initiatives.

CURRENT SITUATION

During the Eden Area ROP's Educational Services Department transition, the Department will benefit from the added support on the Work-Based Learning Team. Ms. Salinger's primary focus will be to organize and support Spring Advisory. Spring Advisory is a required event for our partner district CTE programs that use Perkins Grant funding. The Eden Area ROP helps the districts organize the meetings, prepares facilitation materials, and training for CTE instructors to make the most of the meetings.

Ms. Salinger has a background in work-based learning and is willing to provide services to the Eden Area ROP based on this background. Ms. Salinger will organize, oversee, and attend the April 2024 Spring Advisory meeting, as well as provide additional work-based learning support as needed.

The attached is a copy of the agreement between Jayne Salinger and the Eden Area ROP to provide work-based learning support for the 2023-2024 school year.

RECOMMENDATION

It is recommended that the Governing Board approve the agreement with Jayne Salinger for work-based learning support for the 2023-2024 school year.

AGREEMENT FOR SERVICE 2023-2024

26316 Hesperian Blvd., Hayward, CA 94545 | P: (510) 293-2905 | F: P: (510) 293-2927 | www.edenrop.org

This agreement for service (this "Agreement") is between the Eden Area ROP (the "Customer") and Jayne Salinger (the "Service Provider") between February 1, 2024 through May 31, 2024

Background:

- A. The Customer is of the opinion that the Service Provider has the necessary qualifications, experience, and abilities to provide services to the Customer.
- B. The Service Provider is agreeable to providing such services to the Customer on the terms and conditions set out in this Agreement.
- C. Jayne Salinger has a background in work-based learning and is willing to provide services to Eden Area ROP based on this background.

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:

Services Provided

1. The Customer hereby agrees to engage the Service Provider to provide the Customer with services (the "Services") consisting of but not limited to the following:
 - Organize, oversee, and attend the April 2024 Spring Advisory meeting
 - Provide additional work-based learning support as needed

Term of Agreement

2. The term of this Agreement will be from February 2024 and will remain in full force and effect until May 2024, and not to exceed 100 total hours, subject to earlier termination as provided in this Agreement, with the said term being capable of extension by mutual written agreement of the parties.

Performance

3. The parties agree to do everything necessary to ensure that the terms of this Agreement take effect.

Compensation

4. Eden Area ROP will pay a fee to Jayne Salinger for the Services based on \$75.00 per hour. This fee shall be payable monthly, at Net 30, upon invoicing of services.
5. Service Provider must submit an itemized invoice to Business Services which includes: dates, time and type of worked accomplished.

Confidentiality

6. The Service Provider agrees that they will not disclose, divulge, reveal, report or use, for any purpose, any confidential information with respect to the business of the Customer, which the Service Provider has obtained, except as may be necessary or desirable to further the business interests of the Customer. This obligation will survive indefinitely upon termination of this Agreement.

Non-Competition

7. Other than with the express written consent of the Customer, which will not be unreasonably withheld, the Service Provider will not, during the continuance of this Agreement, be directly or indirectly involved with a business which is in direct competition with the particular business line of the Customer, divert or attempt to divert from the Customer any business the Customer has enjoyed, solicited, or attempted to solicit, from other individuals or corporations, prior to termination of this Agreement.

Ownership of Materials

8. All materials developed, produced, or in the process of being so under this Agreement will be the property of the Customer. The use of the mentioned materials by the Customer will not be restricted in any manner.
9. The Service Provider may retain use of the said materials and will not be responsible for damages resulting from their use for work other than services contracted for in this Agreement.

Return of Property

10. Upon the expiration or termination of this Agreement, the Service Provider will return to the Customer any property, documentation, records, or confidential information which is the property of the Customer.

Assignment

11. The Service Provider will not voluntarily or by operation of law assign or otherwise transfer its obligations under this Agreement without the prior written consent of the Customer.

Capacity/Independent Contractor

12. It is expressly agreed that the Service Provider is acting as an independent contractor and not as an employee in providing the Services under this Agreement. The Service Provider and the Customer acknowledge that this Agreement does not create a partnership or joint venture between them, and is exclusively a contract for service.

Modification of Agreement

13. Any amendment or modification of this Agreement or additional obligation assumed by either party in connection with this Agreement will only be binding if evidenced in writing signed by each party or an authorized representative of each party.

Notice

14. All notices, requests, demands or other communications required or permitted by the terms of this Agreement will be given in writing and delivered to the parties of this Agreement.

Costs and Legal Expenses

15. In the event that legal action is brought to enforce or interpret any term of this Agreement, the prevailing party will be entitled to recover, in addition to any other damages or award, all reasonable legal costs and fees associated with the action.

Time of the Essence

16. Time is of the essence in this Agreement. No extension or variation of this Agreement will operate as a waiver of this provision.

Entire Agreement

17. It is agreed that there is no representation, warranty, collateral agreement or condition affecting this Agreement except as expressly provided in this Agreement.

Limitation of Liability

18. It is understood and agreed that the Customer will have no liability to the Service Provider or any other party for any loss or damage (whether direct, indirect, or consequential) which may arise from the provision of the Services.

Indemnification

19. The Service Provider agrees to hold harmless and indemnify Eden Area ROP and its Governing Board, officers, agents, and employees from any and all claims and losses accruing or resulting against the Customer by any other party, arising directly or indirectly out of the provision of the Services by the Service Provider.

Inurement

20. This Agreement will ensure to the benefit of and be binding on the parties and their respective heirs, executors, administrators, successors and permitted assigns.

Currency

21. Except as otherwise provided in this Agreement, all monetary amounts referred to in this Agreement are in United States dollars.

Titles/Headings

22. Headings are inserted for the convenience of the parties only and are not to be considered when interpreting this Agreement.

Gender

23. Words in the singular mean and include the plural and vice versa. Words in the masculine mean and include the feminine and vice versa.

Governing Law

24. It is the intention of the parties to this Agreement that this Agreement and the performance under this Agreement, and all suits and special proceedings under this Agreement, be construed in accordance with and governed, to the exclusion of the law of any other forum, by the laws of the State of

California, without regard to the jurisdiction in which any action or special proceeding may be instituted.

Severability

25. In the event that any of the provisions of this Agreement are held to be invalid or unenforceable in whole or in part, all other provisions will nevertheless continue to be valid and enforceable with the invalid or unenforceable parts severed from the remainder of this Agreement.

Waiver

26. The waiver by either party of a breach, default, delay or omission of any of the provisions of this Agreement by the other party will not be construed as a waiver of any subsequent breach of the same or other provisions.

Additional Provisions

27. Service Provider is responsible to pay their own taxes. Customer (Eden Area ROP) will issue a 1099 at the end of the year.

Jayne Salinger, Service Provider

Date

Blaine Torpey, Superintendent
Eden Area ROP

Date

COMMUNICATION



SOUTHERN ALAMEDA COUNTY
DENTAL SOCIETY

February 6, 2024

Dear Volunteers,

On behalf of the Southern Alameda County Dental Society and University of the Pacific Advanced Education in General Dentistry Team at Union City Dental Care Center, we wish to thank you for your time, talent and heart in providing care to our friends with Intellectual/ Developmental Disabilities, Disabilities and/or our Veterans.

Our Annual **Two Days of Dental Service** to Bring Awareness to Health Disparities among some populations that are overlooked and find difficulty in receiving good oral care.

Day One: (February 2, 2024) **Give Special Kids A Smile:** Friends with IDD/disabilities often find it difficult to get seen at dental offices. Our Clinic and SACDS host a day where community dental providers and AEGD Team work together to help mentor and encourage other offices to open their doors as they open their hearts in treating patients. We were able to provide some minimally invasive procedures and help desensitize patients to dental care. So inspiring to see the outpouring of volunteers wanting to help create a change in attitudes.

We were able to provide dental care to 70 patients with approximate value of \$26,489.00

Day Two: (February 3, 2024) **Give Veterans A Smile:** Our nation's heroes, our Veterans, have challenges getting dental care. Not all veterans are eligible for dental care in VA Hospitals. Our Clinic, SACDS, East Bay Stand Down, Blue Star moms (parents of those serving) partnered to bring awareness and dental treatment for those truly needing care. Patients were treated for all phases of dentistry to the best of our abilities from cleaning, fillings, extractions and dentures. We were able to treat 67 patients for approximate value of \$34,465.00. Grand total for two days, an outstanding \$60,954.00

An amazing TWO days of providing dental care and bringing smiles to patients and volunteers alike. Our AEGD Team did a great job in organizing and hosting at the Clinic. The SACDS Executive Director, Melinda Sciandri, did a fantastic job coordinating the event volunteers, site set up, food, therapy ponies, therapy dogs and community dental team.

Many thanks to our Lead Dental Assistant, Laurie Averill, RDA. Laurie was instrumental in planning, training, and coordinating all the assistants to provide excellent care to patients.

Community organizations including East Bay Stand Down Board of Directors, Sonrise Equestrian Foundation, Valley Humane Society, Alliance of Therapy Dogs, and the East Bay Blue Star Moms all contributed to the engaging and positive experience provided to all our patients.

Kudos to Eden ROP Dental Assisting program led by Anissa Barrot for bringing her dental assisting students to help both days (37 students on day 1 and 15 students on day 2).

Though the memories were special, we hope that you share the spirit of giving back to your friends and colleagues in providing care for those who are overlooked and under treated.

Not sure when or where the next actual GSKAS or GVAS event may be, but we hope that each of you will help make it a reality wherever you are each day.

Thank you to ALL our wonderful volunteers, you make a world of difference!

Most sincerely,

Melinda Sciandri

Melinda Sciandri, Executive Director SACDS

Allen Wong

Allen Wong, DDS, EdD, DABSCD
AEGD Program Director

Debra Woo

Debra Woo DDS
AEGD Director of Operations

Dentists Volunteers

Van Sproul
Deepika Dasari
Stanley Chin
Jerry Wang
Frank Liu
Janice Liao Shiao
Benjamin Chew
Saurabh Sharma
Paul Szmyd
Patricia Choi
Nha-An Nguyen
Sandy Shih
Ron Fujitaki
Prajesh Desai
Mali McGuire
Ken Han
Henry Vu
John Berk
Debra Woo
Allen Wong
George Shiao
Quang Huynh
Norm Choy
Debra Woo
Feleshia Apps
Anna Yi
Andrea Dinh
Nancy Lee
Alice Tai
Swathi Ponugoti
Katherine Chen
Youyoung Min
Kathleen Phan
Jessy Singh
Elisha Sunga
Shon Tyler

Auxiliary and Staff Volunteers

Laurie Averill, RDA
An Tong, RDA
Evelyn Alameda RDA
Cecilia Lankford, RDA
Anissa Barrot, RDA
Val Doland
Sydney Samniego
Mari Okamura
Chandandeep Kaur, DA
Aarushi Chopra
Surbhi Bansal, DDS
Anjana Sali, DDS
Arian Bashiri, DDS
Tanveer Ghuman, DA
Simin Charkhzarrin, DA
Aarthu Musuwathi, DA
Esther Keith-Rayes, RDHAP
Tessie Tuburaza, RDA
Faiza Amin Raja, DDS
Thomas Nguyen, DA
Callaly Nguyen, DA
Tiffany Nguyen, DA
Simin Charkhzarrin, DA
Aarthu Musuwathi, DA

College, High School and Family Volunteers

Karen Tiu
Robert Wong
Jonathan Wong
Ellie Ly
Jasmine Tam
Dory Miller
Kaitlyn Huynh
Aidan Huynh
Nathanial Sproul
Sofia Shiao
Troy Shiao
Christine Choi
Arav Desai
Sarah Chen

Hygiene Students

Noah Black
Ashley Weiskal Downs
Davidson Okugbe

East Bay Stand Down

Michael (Slatts) Slattengren
Gen. John Donnelly
Jerry Yahiro
Scott Whitacre

Eden ROP DA Students

Janiya Bell
Mia B Castillo
Ariana Equihua
Jenessa Maldonado
Evelyn Martinez
Alexa Morelos
Cinthia Valente
Samantha Castaneda
Alexa Contreras
Jocelyn Cortes
Jeydis Ferrufino
Stephanie Garcia
Nancy Malagon
Monica Munoz
Javier Quezada
Ruby Reyes
Ciana Rodriguez
Hellen Rodriguez
Jetziel Zarate
Montserrat Cortes
Mason Bell
Stefani Flores
Ziaira Redd
Damari Flores
Jomarling Diaz
Alejandra Renderos
Ximena Gonzalez
Stephanie Garcia
Ruby Reyes

Blue Star Moms

Suzie Lister
Jeanne Barker
Sujay Saravanan
Sohan Kale

FUTURE MEETING DATES

DATE TIME LOCATION

DATE TIME LOCATION

DATE TIME LOCATION

DATE TIME LOCATION

DATE TIME LOCATION

DATE TIME LOCATION



DATE: March 7, 2024
TO: ROP Governing Board
FROM: Blaine Torpey, Superintendent
SUBJECT: Upcoming Eden Area ROP Governing Board Meeting Dates

BACKGROUND

The Eden Area ROP Governing Board meets the first Thursday of every month (with the exception of January and July) and meetings begin promptly at 5:45 p.m. in the Eden Area ROP Boardroom in Building A, unless posted otherwise.

CURRENT INFORMATION

Governing Board meetings begin promptly at 5:45 p.m. on the dates listed below:

Thursday, April 11, 2024 (2 nd Thursday at 5:45 pm)	Regular Board Meeting
Thursday, May 2, 2024	Regular Board Meeting
Friday, June 7, 2024 (1 st Friday at 5:45 pm)	Regular Board Meeting

RECOMMENDATION

Information only