

Mission Valley ROP
Thursday, February 16, 2017
4 p.m. Governing Council Meeting
MVROP Board Room
(510) 657-1865 Ext. 15141



Agenda

Regular Meeting of the Governing Council
Mission Valley Regional Occupational Center/ Program
ROP Board Room
Thursday, February 16, 2017
Regular Meeting (Open Session) – 4p.m.
Closed Session to Follow Open Session

Call to order _____p.m.

Pledge of Allegiance

Roll Call:

_____	Larry Sweeney, President
_____	Nancy Thomas, Vice President
_____	Sharan Kaur, Clerk
_____	Other

Approval of Agenda:

Motion:	_____
Second:	_____
Vote:	_____

Communication:

- a. Items from the Staff
- b. Oral Communication
 - *MVROP Digital Sound Design and Motion Graphics Program Presentation by MVROP Instructor Ray McDonell*
- c. Written Communication
 - *Letter from Alameda County Office of Education re: 2016-17 First Interim Report*
- d. Items from the Board
- e. Public Comment
 - Blue Speaker Card – Items on the agenda
 - Green Speaker Card – Items not on the agenda

Consent Calendar:

- a. **Minutes:**
Approve minutes from the Governing Council meeting on January 19, 2017.
- b. **Business and Finance:**

B&F#1	Approve Purchase Orders over \$5,000
B&F#2	Approve Warrants \$5,000 and above
B&F#3	Approve Audit Agreement with Vavrinek, Trine, Day, & Co. LLP to provide financial audit services for year ending June 30, 2017
- c. **Curriculum and Instruction**

C&I#1	Approve HOSA Fieldtrip, Sacramento, CA
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- d. **Employment and Personnel:**

E&P#1	Approve Report of Certificated Personnel Actions
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End of Consent Calendar:

Motion: _____
Second: _____
Vote: _____

Board comments on Consent Calendar:

Business and Finance #1

Information

Review MVROP Fiscal Update

Business and Finance #2

Information

Review CTEIG Financial Update

Board Requests

Adjourn to Closed Session: _____p.m.

Agenda _Closed Session

The Board of Education may adjourn to closed session during this meeting pursuant to Government Code Section 3549.1 to discuss and/ or give direction to its representatives. During adjournment to Closed Session the Council will consider and/ or take action upon:

- *Public Employment: Superintendent
(Government Code Section 54957)*

Reconvene to Open Session: _____p.m.

Meeting adjourned: _____pm



Communication



Alameda County Office of Education

L. Karen Monroe
Superintendent

February 1, 2017

BOARD OF EDUCATION

Joaquin Rivera
Trustee Area 1

Amber Childress
Trustee Area 2

Ken Berrick
Trustee Area 3

Aisha Knowles
Trustee Area 4

Fred Sims
Trustee Area 5

Eileen McDonald
Trustee Area 6

Yvonne Cerrato
Trustee Area 7

Sharan Kaur, President
Board of Education
Mission Valley ROP
5019 Stevenson Blvd.
Fremont, CA 94538

RE: 2016-17 First Interim Report

Dear President Kaur:

In accordance with Education Code Section 42127, we have examined the First Interim Report of Mission Valley ROP for fiscal year 2016-17 to determine if it complies with the Criteria and Standards adopted by the State Board of Education, and if it allows the ROP to meet its financial obligations during the upcoming fiscal year.

Based on our review and analysis, we are satisfied that the First Interim Report approved by the ROP's Governing Board on December 14, 2016 accurately reflects the financial status of the ROP and is consistent with the State's Criteria and Standards. We therefore concur with the ROP's positive certification with our comments/concerns outlined below.

Deficit Spending

The ROP is projecting to deficit spend \$533,755 in 2016-17, \$882,179 in 2017-18, and \$1.3M in 2018-19. The ROP should continue to plan for expenditure reductions and/or revenue enhancements in future years that will allow the ROP to live within its revenue stream and to fully support expenditures.

The ROP will need to stay informed of the possibility of their participating districts exercising flexibility with the ROP funds. It is important that the ROP maintain strong communication with the member districts to assess any possible reduction in the ROP's revenue stream.

We want to acknowledge and express our appreciation to Joyce Veasley and the ROP staff, the Governing Board, and the community for their continued diligence

313 W. Winton Ave.
Hayward, California
94544-1136

(510) 887-0152

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and hard work. If you have any questions or concerns regarding our review process, please feel free to call me at (510) 670-4140, or contact Jeff Potter at (510) 670-4277.

Sincerely,

A handwritten signature in blue ink, appearing to read 'L. Karen Monroe', with a stylized flourish at the end.

L. Karen Monroe, Superintendent
Alameda County Office of Education

LKM:slm

cc: Board of Education, Mission Valley ROP
Thomas Hanson, Superintendent, Mission Valley ROP
Joyce Veasley, Director of Business Services, Mission Valley ROP
Jeffrey B. Potter, Executive Director, ACOE
Shirene Moreira, Director, ACOE



Consent Calendar



Minutes

**Regular Meeting of the Governing Council
Mission Valley Regional Occupational Center/ Program
Thursday, January 19, 2017**

Member Sweeney called the meeting to order at 4:01 pm.

Present:

Sharan Kaur, President
Larry Sweeney, Vice President
Nancy Thomas, Clerk

Board of Education #1

Election of Officers

Member Thomas made a motion to elect Larry Sweeney, Fremont Unified School District, to the office of President of the MVROP Governing Council. Member Kaur made a second to the motion. Members voted 3-0 to elect Larry Sweeney as President of the MVROP Governing Council. Member Sweeney will serve in that office for the remainder of the school year through December of 2017.

Member Kaur made a motion to elect Nancy Thomas, Newark Unified School District, to the office of Vice President of the MVROP Governing Council. Member Sweeney made a second to the motion. Members voted 3-0 to elect Nancy Thomas to the office of Vice President of the MVROP Governing Council. Member Thomas will serve in that office for the remainder of the school year through December of 2017.

Member Thomas made a motion to elect Sharan Kaur, New Haven Unified School District, to serve as Clerk of the MVROP Governing Council. Member Sweeney made a second to the motion. Members voted 3-0 to elect Sharan Kaur as Clerk of the MVROP Governing Council. Member Kaur will serve in that office for the remainder of the school year through December of 2017.

Newly elected MVROP Board President, Larry Sweeney, ran the remainder of the Governing Council meeting.

Approval of Agenda:

Member Thomas made a motion to approve all items on the January agenda. Member Kaur made a second to approve the motion. Members voted 3-0 to approve all items on the January agenda.

Communication:

a. Items from Staff:

Superintendent Hanson shared:

MVROP is currently in the process of preparing for the 2017-2018 school year registration. Several program promotions to take place on the JPA high school campuses for pre-registration. MVROP hosted its second Program Showcase on January 26 at the ROP Center Campus with positive community response. MVROP also recently hosted its annual Educators' Brunch for fellow JPA education partners to learn about our CTE programs and relevant information for pre-registration.

Administrators from the Project Lead the Way Program will visit the MVROP Center to learn more about how our PLTW JPA program pathway model has become so successful.

Students involved in the HOSA student organization will be participating in their state leadership conference in March.

CDE will be scheduling a visit for the MVROP ICT program on the IHS campus run by MVROP Teacher of the Year, Hector Albizo. When the visit date is finalized, Superintendent Hanson will update the Governing Council.

b. Oral Communication:

MVROP Instructor Clint DeClementi gave a presentation regarding the Animation and Game Design Program.

c. Written Communication:

MVROP PR Administrator, Allison Aldinger, shared the following items with the Governing Council:

- *“Planting the Seeds of Student Connection”, MVROP CTE Trending Newsletter, January 6, 2017*

d. Items from the Board:

Member Thomas acknowledged MVROP for sharing the recent MVROP Trending Newsletter highlighting the Culinary Arts program on the NMHS campus. She went on to thank MVROP Instructor Clint DeClementi for his program presentation to the Governing Council. Member Kaur echoed her thanks for the presentation as well and requested to be notified of any program promotional events for the James Logan High campus.

d. Public Comment:

None

Consent Calendar:

Member Thomas made a motion to approve all items in the Consent Calendar. Member Kaur made a second to approve the motion. Members voted 3-0 to approve all items in the Consent Calendar.

Business and Finance #1

Review MVROP Fiscal Update

MVROP Business Services Director, Joyce Veasley, reviewed Business and Finance Item #1 and answered subsequent Board inquiries regarding the item.

This item is information only.

Business and Finance #2

Review and Accept Audit Report from Vavrinek, Trine, Day & Co. for the Fiscal Year 2015/2016

An auditor from Vavrinek, Trine, Day & Co. presented her findings from the Final Audit Report for the Fiscal Year 2015/2016 for Mission Valley ROP.

Member Thomas made a motion to approve Business and Finance #2, Review and Approve Audit Report from Vavrinek, Trine, Day & Co. for the Fiscal Year 2015/2016. Member Kaur made a second to approve the motion. Members voted 3-0 to approve Business and Finance #2, Review and Approve Audit Report from Vavrinek, Trine, Day & Co. for the Fiscal Year 2015/2016.

Board Requests:

None

The meeting was adjourned at 4:55 p.m.

Larry Sweeney, President

Nancy Thomas, Vice President

Sharan Kaur, Clerk



Business and Finance

Includes Purchase Orders dated 01/11/2017 - 02/05/2017 ***

Board Meeting Date February 16, 2017

PO Number	Vendor Name	Description	Location	Account Number	Account Amount
PO Type PO					
PO17-01640	SMART & FINAL	Open PO	ROP Center	96-6387-0-6000-1000-4300-854-800-6621	8,500.00
PO17-04621	AMAZON.COM	Internal drive		96-6387-0-6000-1000-4310-851-800-6503	5,355.44
PO17-04654	OHIONE COLLEGE EDUCATION	OPEN PO		96-6387-0-6000-1000-5801-860-800-6998	70,000.00
PO17-04725	APPLE COMPUTER INC	iMac's		96-6387-0-6000-1000-4410-862-800-6115	13,644.80
PO17-04933	AMERICAN TECHNOLOGIES	Bldg Repairs - Insurance claim		96-0000-0-6000-8100-5640-860-800-6703	5,943.10
Total Number of POs					5
Total for PO Type PO					103,443.34

Information is further limited to: (Minimum Amount = 5,000.00, Department = MVROP)

The preceding Purchase Orders have been issued in accordance with the District's Purchasing Policy and authorization of the Board of Trustees. It is recommended that the preceding Purchase Orders be approved and that payment be authorized upon delivery and acceptance of the items ordered.

020 - Fremont Unified School District

Generated for Kim Youngberg (KYOUNGBERG), Feb 6 2017

2:41PM

Checks Dated 01/11/2017 through 02/05/2017

Board Meeting Date February 16, 2017

Check Number	Check Date	Pay to the Order of	Fund-Resource-Object-Location-Cost Center	Expensed Amount	Check Amount
50863446	01/11/2017	RAYMOND MCDONELL	96-6387-5210-860-6101	985.91	
50863479	01/11/2017	JANAY SHEPHERD	96-6387-5220-860-6606	132.30	
50863507	01/11/2017	ABS ALARM	96-0000-5670-860-6013	198.00	
50863513	01/11/2017	ALLIED AUTO STORES	96-6387-4300-860-6703	8.67	
50863518	01/11/2017	SYNCB/AMAZON #6045787810138129	96-0000-4300-860-6013	29.91	
			96-6387-4300-851-6503	587.66	
			96-6387-4300-851-6506	169.68	
			96-6387-4300-860-6613	28.99	
			96-6387-4300-860-6998	29.91	
			96-6387-4300-864-6621	117.99	
			96-6387-4300-868-6621	46.25	
			96-6387-4310-851-6503	2,729.32	
			96-6387-4310-860-6998	25.65	
50863521	01/11/2017	AMPLIFIED IT	96-0000-5815-860-6005	300.00	
50863524	01/11/2017	ARAMARK UNIFORM SERVICES	96-6387-5801-867-6703	224.70	
50863534	01/11/2017	BIO CORPORATION	96-6387-4300-860-6609	403.10	
50863535	01/11/2017	BJ TRAVEL	96-6387-5210-862-6115	226.68	
			96-6387-5210-867-6110	226.68	
50863547	01/11/2017	AMERICAN EXPRESS LOAD# 028230 FOR VENDOR 001125	96-0000-5930-860-6005	1,492.22	
50863568	01/11/2017	FISHER SCIENTIFIC ACCT# 062960-001	96-6387-4300-860-6506	955.17	
50863577	01/11/2017	FRYS ELECTRONICS ATTN JOAN ACCOUNTS RECEIVABLE	96-0000-4310-860-6005	905.03	
50863584	01/11/2017	GRAINGER	96-6387-4400-853-6110	1,896.87	
50863589	01/11/2017	HARRIS SCHOOL SOLUTIONS	96-0000-5801-860-6013	3,106.41	
50863594	01/11/2017	ICE SAFETY SOLUTIONS	96-6387-5801-860-6610	3,580.00	
50863603	01/11/2017	LCA ARCHITECTS INC	96-6387-6220-854-6703	843.75	
50863616	01/11/2017	MOORE MEDICAL LLC	96-6387-4300-860-6602	2,005.64	
			96-6387-4300-860-6603	250.00	
			96-6387-4300-860-6609		
50863618	01/11/2017	NASCO WEST	96-6387-4400-860-6603	520.13	
50863635	01/11/2017	R & S ERECTION OF SOUTHERN ALAMEDA CO INC.	96-0000-5640-860-6013	400.00	
50863639	01/11/2017	SAFEWAY INC	96-6387-4300-856-6621	46.14	
50863646	01/11/2017	SMART & FINAL	96-6387-4300-852-6621	82.07	
			96-6387-4300-854-6621	721.97	
			96-6387-4300-856-6621	357.09	
			96-6387-4300-864-6621	359.80	
			96-6387-4300-867-6621	232.89	
50863648	01/11/2017	SNAP ON INDUSTRIAL DIVISION OF IDSC HOLDINGS LLC	96-6387-4300-867-6703	423.71	
50863649	01/11/2017	STAPLES ADVANTAGE	96-0000-4300-860-6013	35.37	
			96-6387-4300-860-6998	52.11	
50863652	01/11/2017	SUPPLY WORKS	96-0000-4300-860-6013	442.03	
50864201	01/13/2017	ALLIED AUTO STORES	96-6387-4300-854-6703	53.60	

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

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Checks Dated 01/11/2017 through 02/05/2017

Board Meeting Date February 16, 2017

Check Number	Check Date	Pay to the Order of	Fund-Resource-Object-Location-Cost Center	Expensed Amount	Check Amount
50864209	01/13/2017	ARAMARK UNIFORM SERVICES	96-6387-5801-854-6703	68.61	
50864212	01/13/2017	AT&T	96-0000-5920-860-6013	218.62	
50864213	01/13/2017	AUTOBODY TOOLMART	96-6387-4300-860-6701	11,650.44	
			96-6387-4400-860-6701	3,358.63	
50864222	01/13/2017	CAMPBELL KELLER	96-6387-4400-854-6621	3,827.74	
50864223	01/13/2017	CAROLINA BIOLOGICAL SUPPLY CO	96-6387-4300-860-6506	45.25	
50864241	01/13/2017	SMART & FINAL	96-6387-4300-856-6621	92.87	
50864243	01/13/2017	US BANK CORPORATE PAYMENT SYS	96-0000-4300-860-6013	274.97	
50865631	01/18/2017	PEGGY NUTZ	96-0000-5220-860-6001	76.68	
50865641	01/18/2017	JACKLYNN R. SPRAGUE	96-0000-5220-860-6001	19.87	
50865655	01/18/2017	ALAMEDA CO WATER DISTRICT	96-0000-5530-860-6013	65.54	
50865662	01/18/2017	AT&T	96-0000-5920-860-6013	1,326.39	
50865665	01/18/2017	B.E PUBLISHING SALES DEPARTMENT	96-6387-4300-851-6503	1,735.03	
50865670	01/18/2017	CALIFORNIA LANDSCAPES	96-0000-5640-860-6013	795.00	
50865679	01/18/2017	D AND D COMPRESSOR INC	96-6387-5670-860-6701	2,924.44	
			96-6387-5670-860-6703	542.92	
50865685	01/18/2017	DICK BLICK ART MATERIALS	96-6387-4300-862-6507	64.79	
50865694	01/18/2017	FASTENAL COMPANY	96-6387-4300-854-6703	2,599.75	
50865696	01/18/2017	FISHER SCIENTIFIC COMPANY LLC ACCT# 282526-009	96-6387-4300-860-6506	375.94	
50865699	01/18/2017	SAVE MART SUPERMARKET FILE# 33486-01	96-0000-4300-860-6013	10.93	
			96-6387-4300-856-6621	42.92	
50865701	01/18/2017	FRYS ELECTRONICS ATTN JOAN ACCOUNTS RECEIVABLE	96-0000-4310-860-6005	90.66	
50865719	01/18/2017	MEDWASTE CALIFORNIA	96-0000-5560-860-6013	38.00	
50865723	01/18/2017	OFFICE DEPOT BUSINESS DIV-2	96-0000-4300-860-6013	475.11	
			96-6387-4300-860-6998	1,005.82	
50865725	01/18/2017	PACIFIC GAS & ELECTRIC CO	96-0000-5510-860-6013	10,954.90	
50865726	01/18/2017	PACIFIC GAS & ELECTRIC CO	96-0000-5510-860-6013	151.60	
50865735	01/18/2017	AMERICAN EXPRESS LOAD# 028230 FOR V REPUBLIC SVCS	96-0000-5550-860-6013	45.02	
			96-0000-5560-860-6013	1,217.89	
50865739	01/18/2017	SAFEWAY INC	96-6387-4300-868-6621	71.44	
50865752	01/18/2017	SMART & FINAL	96-6387-4300-851-6621	84.28	
			96-6387-4300-867-6621	93.33	
			96-6387-4300-868-6621	328.38	
50865755	01/18/2017	SNAP ON INDUSTRIAL DIVISION OF IDSC HOLDINGS LLC	96-6387-4300-867-6703	578.60	
50865762	01/18/2017	SPURR	96-0000-5520-860-6013	4,183.28	
50865763	01/18/2017	STAPLES ADVANTAGE	96-0000-4300-860-6013	18.59	
			96-6387-4300-860-6998	27.39	
50865764	01/18/2017	STATE OF CALIFORNIA JUSTICE ACCOUNTING SVCS	96-0000-5813-860-6013	32.00	
50865765	01/18/2017	BOARD OF EQUALIZATION SPECIAL TAXES AND FEES	96-0000-9507- -	842.08	

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

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Checks Dated 01/11/2017 through 02/05/2017

Board Meeting Date February 16, 2017

Check Number	Check Date	Pay to the Order of	Fund-Resource-Object-Location-Cost Center	Expensed Amount	Check Amount
50865776	01/18/2017	TRIMARK ECONOMY RESTAURANT FIX	96-6387-4300-864-6621	22.18	
50865777	01/18/2017	AMERICAN EXPRESS LOAD# 028230 FOR V TROXELL	96-6387-4410-851-6807	564.79	
			96-6387-4410-856-6807	741.57	
50865783	01/18/2017	US BANK EQUIPMENT FINANCE	96-0000-5670-860-6013	627.39	
50865791	01/18/2017	XEROX CORPORATION	96-0000-5670-860-6013	2,824.28	
50866449	01/25/2017	NGAN K. HA	96-6387-5210-860-6613	1,508.40	
50866513	01/25/2017	JOE S. SIMAS	96-0000-5921-860-6013	20.00	
50866533	01/25/2017	AAA FLAG & BANNER MFG CO INC	96-6387-4300-860-6602	170.71	
50866537	01/25/2017	AIRGAS USA LLC	96-6387-4300-860-6703	848.66	
50866540	01/25/2017	SYNCB/AMAZON #6045787810138129	96-0000-4300-860-6013	38.33	
			96-6387-4300-851-6506	494.35	
			96-6387-4300-860-6703	105.34	
			96-6387-4300-860-6706	1,615.03	
			96-6387-4300-860-6998	38.33	
			96-6387-4300-864-6621	762.15	
			96-6387-4310-860-6998	32.84	
			96-6387-4400-860-6706	2,317.03	
50866548	01/25/2017	ARAMARK UNIFORM SERVICES	96-0000-5801-860-6013	151.29	
50866561	01/25/2017	CAROLINA BIOLOGICAL SUPPLY CO	96-6387-4300-860-6506	59.48	
50866567	01/25/2017	COPWARE	96-6387-5816-860-6601	129.95	
50866569	01/25/2017	CRAIGS LIST	96-0000-5804-860-6013	150.00	
50866571	01/25/2017	DALE HARDWARE (DCIS)	96-0000-4300-860-6013	64.74	
50866572	01/25/2017	AMERICAN EXPRESS LOAD# 028230 FOR DELL MARKETING LP V003504	96-6387-4310-860-6106	11,441.97	
			96-6387-4410-860-6106	35,690.11	
50866588	01/25/2017	FOLGERGRAPHICS INC	96-0000-5802-860-6010	162.94	
50866593	01/25/2017	FREMONT RUBBER STAMP CO INC	96-0000-4300-860-6013	14.39	
50866603	01/25/2017	HARBOR FREIGHT TOOLS	96-6387-4300-867-6703	45.81	
50866605	01/25/2017	HILTON SACRAMENTO ARDEN WEST	96-0000-5210-860-6013	353.58	
50866606	01/25/2017	HOME DEPOT CREDIT SERVICES DEPT 32-2500091081	96-6387-4300-854-6703	965.37	
			96-6387-4300-860-6706	2,592.18	
50866611	01/25/2017	INDUCTION INNOVATIONS INC	96-6387-4300-860-6703	575.27	
50866623	01/25/2017	KLEINFELDER	96-6387-6203-854-6703	339.75	
50866651	01/25/2017	NAPA AUTO PARTS	96-6387-4300-860-6703	176.22	
50866680	01/25/2017	SAFETY KLEEN SYSTEMS INC	96-0000-5550-860-6013	156.60	
50866681	01/25/2017	SAFEWAY INC	96-6387-4300-851-6621	163.80	
			96-6387-4300-852-6621	38.33	
			96-6387-4300-868-6621	178.84	
50866694	01/25/2017	SMART & FINAL	96-6387-4300-851-6621	82.33	
			96-6387-4300-852-6621	756.35	
			96-6387-4300-854-6621	723.81	
			96-6387-4300-856-6621	517.26	

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

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Checks Dated 01/11/2017 through 02/05/2017

Board Meeting Date February 16, 2017

Check Number	Check Date	Pay to the Order of	Fund-Resource-Object-Location-Cost Center	Expensed Amount	Check Amount
50866694	01/25/2017	SMART & FINAL	96-6387-4300-864-6621	419.77	
			96-6387-4300-867-6621	123.68	
			96-6387-4300-868-6621	31.34	
50866695	01/25/2017	SONITROL	96-0000-5640-860-6013	134.00	
50866700	01/25/2017	STAPLES ADVANTAGE	96-6387-4300-860-6998	81.90	
50866703	01/25/2017	CalPERS	96-0000-3701-860-6019	5,565.24	
			96-0000-5801-860-6013	66.68	
Total Number of Checks			85	150,273.46	

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

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Information
 X Action
 Presentation

**MISSION VALLEY REGIONAL OCCUPATIONAL PROGRAM
BOARD OF EDUCATION**

AGENDA ITEM

B&F # 3

Date of Board Meeting: **February 16, 2017**

TITLE: **Approve Audit Agreement with Vavrinek, Trine, Day, & Co., LLP
to provide financial audit services for year ending June 30, 2017**

Background:

Education Code Section 41020 requires all school district governing boards to provide for an audit of the books and accounts of the district.

Current Status:

Vavrinek, Trine, Day & Co., LLP was selected to perform the financial audits for the year ending June 30, 2017. The annual fee will not exceed \$16,200.

Recommendation:

Approve audit agreement with Vavrinek, Trine, Day & Co., LLP to provide financial audit services as of and for the year ending June 30, 2017

Joyce Veasley	ROP Center	Business Services	Thomas Hanson
Staff/Contact Person	Location	Department	Superintendent



February 8, 2017

Mission Valley Regional Occupational Program
Attn: Joyce Veasley, Director of Fiscal Services
And Governing Board
5019 Stevenson Blvd
Fremont, CA 94538

We are pleased to confirm our understanding of the services we are to provide Mission Valley Regional Occupational Program (the "ROP") for the year ended June 30, 2017, with options to extend to 2018 and 2019. We will audit the financial statements of the governmental activities, the major fund, and the non-major fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of Mission Valley Regional Occupational Program as of and for the year ended June 30, 2017.

Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Mission Valley Regional Occupational Program's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Mission Valley Regional Occupational Program's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis
2. Budgetary Comparison Schedules
3. Schedule of Other Postemployment Benefits (OPEB) Funding Progress
4. Schedule of ROP's Proportionate Share of the Net Pension Liability
5. Schedule of ROP Contributions

We have also been engaged to report on supplementary information other than RSI that accompanies the ROP's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole:

- 1) Local Education Agency Organization Structure
- 2) Schedule of Average Daily Attendance, if required
- 3) Reconciliation of Annual Financial and Budget Report with Audited Financial Statements
- 4) Schedule of Financial Trends and Analysis
- 5) Note to Supplementary Information

Audit Objectives

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of Mission Valley Regional Occupational Program and other procedures we consider necessary to enable us to express such opinions. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The reports on internal control and compliance will each include a paragraph that states that the purpose of the report is solely to describe the scope of testing of internal control over financial reporting and compliance, and the result of that testing, and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance, and that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering internal control over financial reporting and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that Mission Valley Regional Occupational Program is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Mission Valley Regional Occupational Program's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Management Responsibilities

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. As part of the audit, we will assist with preparation of your financial statements and related notes. You will be required to acknowledge in the written representation letter our assistance with preparation of the financial statements and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for ensuring that management is reliable and financial information is reliable and properly recorded. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants for taking timely and appropriate steps to remedy any fraud, violations of contracts or grant agreements, or abuse that we may report.

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) that you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services and accept responsibility for them.

With regard to using the auditor's report, you understand that you must obtain our prior written consent to reproduce or use our report in bond offering official statements or other documents.

Engagement Administration, Fees, and Other

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to Mission Valley Regional Occupational Program; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Vavrinek, Trine, Day & Co., LLP and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to State of California, State Controller's Office, or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Vavrinek, Trine, Day & Co., LLP personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the State of California, State Controller's Office or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit on a mutually agreed upon date and to issue our reports in accordance with time requirements as specified in the *Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, unless delayed by circumstances beyond the control of the Auditors. Terri Montgomery is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for the audit service will be \$16,800 for the fiscal year ended June 30, 2017, and \$16,900 and \$17,000 for options to extend to June 30, 2018 and 2019. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Our invoices for these fees will be rendered in three installments throughout the year as work progresses for the annual amount. The final installment will represent the 10% withheld amount pursuant to Education code 14505 and will be presented for payment upon certification by the Controller that the audit report conforms to the reporting provisions of the Audit Guide. All billings for additional audit fees or services will be billed as these services are provided. In accordance with Education Code Section 14505 (b), the Agency shall withhold fifty percent (50%) of the audit fee for any subsequent year of multi-year contract if the prior year's audit report was not certified as conforming to reporting provisions of the audit guide. This contract shall be null and void if a firm or individual is declared ineligible pursuant to subdivision (c) of Section 41020.5. The withheld amount shall not be payable unless payment is ordered by the State Board of Accountancy or the audit report for that subsequent year is certified by the controller as conforming to reporting provisions of the audit guide.

Additional audit fees may be assessed if additional auditing services are provided for (1) any changes in reporting format and/or audit requirements as stated in *Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, issued by the California State Controller's Office or Governmental Accounting Standards Board, (2) any changes in the number of funds or accounts maintained by the Organization during the period under this contract, and (3) additional audit procedures required due to the lack of preparation for the audit on the part of the Organization. These fees shall be in addition to the above maximum fee for audit services.

In accordance with our firm policies, work may be suspended if your account becomes 90 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

If a dispute arises among the parties hereto, the parties agree first to try in good faith to settle the dispute by mediation administered by the American Arbitration Association under its Commercial Mediation Rules before resorting to litigation. The costs of any mediation proceedings shall be shared equally by all parties. The District and Auditors both agree that any dispute over fees charged by the accountant to the client will be submitted for resolution by arbitration in accordance with the rules of the American Arbitration Association. Such arbitration will be binding and final. IN AGREEING TO ARBITRATION, WE BOTH ACKNOWLEDGE THAT, IN THE EVENT OF DISPUTE OVER FEES, EACH OF US IS GIVING UP THE RIGHT TO HAVE THE DISPUTE DECIDED IN A COURT OF LAW BEFORE A JUDGE OR JURY AND INSTEAD WE ARE ACCEPTING THE USE OF ARBITRATION FOR RESOLUTION.

Annual Report—Form and Content, Delivery

The form and content of the annual audit shall be in conformity, to the extent practicable, with such form and content as may be prescribed by the State of California under Section 41020 of the Education Code, including the required compliance audit provisions of *Audits of State of Local Governments*, issued by the U.S. Office of Management and Budget.

The audit shall be completed and the audit report shall be delivered in accordance with time requirements as specified in the *Standards and Procedures for Audits of California Office*, unless delayed by circumstances beyond the control of the Auditors.

Non-Licensee Owners

Vavrinek, Trine, Day & Co., LLP has owners that are not licensed as certified public accountants as permitted under Section 5079 of the California Business and Professions Code. It is not anticipated that any of the non-licensee owners will be performing audit services for the agency.

Peer Review Report

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our current peer review report accompanies this letter.

We appreciate the opportunity to be of service to Mission Valley Regional Occupational Program and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,



Terri A. Montgomery
of VAVRINEK, TRINE, DAY & CO., LLP

RESPONSE:

This letter correctly sets forth the understanding of Mission Valley Regional Occupational Program.

Signature: 

Title: DIRECTOR OF BUSINESS SERVICE

Date: 2/9/17

YANARI WATSON MCGAUGHEY P.C.

DALE M. YANARI (1947-2004) ♦ RANDY S. WATSON ♦ G. LANCE MCGAUGHEY ♦ DON W. GRUENLER
FINANCIAL CONSULTANTS/CERTIFIED PUBLIC ACCOUNTANTS

System Review Report

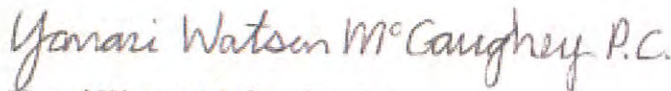
May 22, 2015

To the Partners of
Vavrinek, Trine, Day & Co., LLP
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Vavrinek, Trine, Day & Co., LLP (the firm) applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended December 31, 2014. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards*; audits of employee benefit plans and audits performed under FDICIA.

In our opinion, the system of quality control for the accounting and auditing practice of Vavrinek, Trine, Day & Co., LLP applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended December 31, 2014, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Vavrinek, Trine, Day & Co., LLP has received a peer review rating of *pass*.



Yanari Watson McGaughey P.C.

9250 EAST COSTILLA AVENUE, SUITE 450
GREENWOOD VILLAGE, COLORADO 80112-3647
(303) 792-3020
FAX (303) 792-5153

web site: www.ywmcpa.com



Curriculum & Instruction

X Information
 X Action

MISSION VALLEY REGIONAL OCCUPATIONAL CENTER/PROGRAM

AGENDA ITEM

C&I#1

Date of Board Meeting: **February 16, 2017**

TITLE: **Mission Valley ROP/ Nursing Assistant and HOSA
Cal-HOSA SLC Conference, Sacramento, CA
March 14- March 19, 2017**

Background:

Students who have joined HOSA (Health Occupations Student Association), are invited to pursue the Professional Development Program (employability skills) and compete at the HOSA SLC Conference. Students from other HOSA chapters throughout the state will be in attendance at this conference. While at the competition, students will be required to compete against other HOSA chapters. This year the HOSA state officer training will be held March 14-16, 2017 and the competition on March 16-19, 2017 at the Convention Center located in Sacramento, CA.

Current Status:

Two (2) students total from Mission San Jose High, nine (9) students total from Irvington High, two (2) students total from American High and two (2) students total from Kennedy High will attend this conference. Students will be chaperoned by two (2) certificated staff members and three (3) chaperones. Two (2) students, who will attend HOSA state officer training will depart on Tuesday, March 14, 2016 at 10:00 a.m. and will stay at the Hyatt Regency located in Sacramento, CA. Thirteen (13) students will depart on Thursday, March 16 at 7:00 a.m. to also stay at the Hyatt Regency in Sacramento, CA. All students will return by 2:00 p.m. on Sunday, April 10, 2016. Students will be transported by their parent to and from the hotel site, where the conference takes place. Two students will miss four (4) instructional days and another thirteen students will miss two (2) instructional days for this trip and are responsible for any missed assignments. There will be no swimming during this trip.

Recommendation:

Approve the trip.

Cliff Adams-Hart, 657-1865
Name/Phone # of
Staff Contact Person

MVROP
Department

Instruction
Division

Thomas Hanson
Superintendent



Employment & Personnel

**MISSION VALLEY REGIONAL OCCUPATIONAL CENTER/PROGRAM
GOVERNING COUNCIL**

AGENDA ITEM

_____ Information

Date: February 16, 2017

_____ **X** _____ Action

Title: REPORT OF CERTIFICATED PERSONNEL ACTIONS

Background:

The Governing Council has delegated authority to the ROP staff to take certain actions on its behalf related to Classified Personnel activities such as appointments, changes of status, resignations, requests for leaves, and retirements.

ROP staff are authorized to take personnel actions in the interest of operational necessity. Following those actions, staff reports to the Governing Council and recommends they approve prior actions.

Current Status:

A report of Certificated Personnel actions is submitted, recommending approval of prior actions taken by ROP staff.

Recommendation:

Approve Certificated Personnel recommendations for: *Change in Assignment.*

Cliff Adams-Hart
Staff Contact

ROP Center
Location

Administration
Division

Thomas Hanson
Superintendent

CONSENT ITEMS
MISSION VALLEY ROP

Certificated Personnel

Change in Assignment

NAME	FTE	6HR/7HR	DEPARTMENT	EFFECTIVE DATE	OTHER
Vivien Buhain	1.0	6 hour	Hospitality, Tourism and Recreation	January 30, 2017	Change from 60%

con8Feb16.17



End of Consent



Business and Finance



Business and Finance #1

X Information
 Action
 Presentation

**MISSION VALLEY REGIONAL OCCUPATIONAL PROGRAM
BOARD OF EDUCATION**

**AGENDA ITEM
Business & Finance #1**

DATE OF BOARD MEETING: **February 16, 2017**

TITLE: **Review MVROP Fiscal Update**

Background:

The Governor's revised State Budget for 2017-18 was released on January 10, 2017.

Highlights from the budget include:

- **Local Control Funding Formula:** \$744 million, bringing total formula implementation to 96%.
- **One-Time Discretionary Funding:** \$287 million in one-time discretionary block grants allocated on a per-pupil basis, and funding will offset any outstanding mandate reimbursement claims.
- **Career Technical Education:** \$200 million for the CTE Incentive Grant Program, the final installment of funding for this three-year program initiated in the 2015 Budget Act.

Because revenue collection fell short of the 2016 May Revision forecast through the summer and fall, it was not surprising that the Governor's Budget reflected a lower forecast of General Fund revenues. Over the three-year period, 2015-16, 2016-17, and 2017-18, total revenues and transfers were reduced by a combined \$5.8 billion from the amount forecast in May. Personal income tax collections, which represents almost 70% of total revenues, were reduced by \$2.1 billion over the three year-period.

Current Status:

The revised State Budget provided no significant changes affecting Mission Valley ROP. Although the 2013-14 maintenance of effort (MOE) is no longer mandated, JPA member districts will continue to fund MVROP at current levels based on their current budgets. All districts have formally voted to extend funding for the next three years, in line with the CTEIG (Career Technical Education Grant) funding: 2016-17, 2017-18, and 2018-19.

Mission Valley ROP received two installments of grant funds, one for 2015-16 and one for 2016-17. In anticipation of the award, MVROP incurred expenses for the 2015-16 school year and projected expenses in the 2016-17 and subsequent two school years as presented in the Adopted Budget and Multi-year projections.

Recommendation:

None

Joyce Veasley	Business Services	Thomas Hanson
Staff Contact	Division	Superintendent, Mission Valley ROP



Business and Finance #2

X Information
 Action
 Presentation

**MISSION VALLEY REGIONAL OCCUPATIONAL PROGRAM
BOARD OF EDUCATION**

**AGENDA ITEM
Business & Finance #2**

DATE OF BOARD MEETING: February 16, 2017

TITLE: Review CTEIG Financial Update

Background:

The California Career Technical Education Incentive Grant (CTEIG) program was established as a state education, economic, and workforce development initiative with the goal of providing pupils in kindergarten through grade twelve, inclusive, with the knowledge and skills necessary to transition to employment and postsecondary education. The purpose of this program is to encourage the development of new Career Technical Education (CTE) programs and enhance and maintain current CTE programs during implementation of the school district and charter school local control funding formula (LCFF) pursuant to California Education Code (EC) Section 42238.02. As the fiscal agent of the JPA representing the Fremont, New Haven, and Newark, Unified School Districts, MVROP received an initial grant award of \$3.5 Million to be expended over a three-year period, ending in 2018-19. Matching funds required by the grant will be provided by JPA pass through funds, currently at maintenance of effort levels through 2018-19.

Current status:

In addition to the original CTEIG allocation, MVROP recently received notification of an additional \$851,630 due to the reallocation of total grant funds that were not disbursed. The deadline for spending all CTEIG was extended through a fourth year. The total amount of the grant for MVROP has increased to \$4,248,866. The following is a summary of revenue and expenditures through 1/31/2017:

2015-16 Expenditures	\$ 856,000
2016-17 Expenditures to date (1/31/2017)	<u>1,230,377</u>
Total Expenditures:	\$ 2,086,377
Revenue from CTEIG	\$ 4,248,866
less 2015-16 and 2016-17 expenditures	<u>2,086,377</u>
Balance:	\$ 2,162,489

Recommendation:

None

Joyce Veasley

Business Services

Thomas Hanson

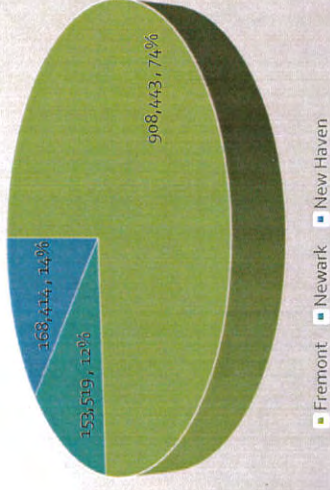
Staff Contact

Division

Superintendent, MVROP

2016-17 Expenditures by District

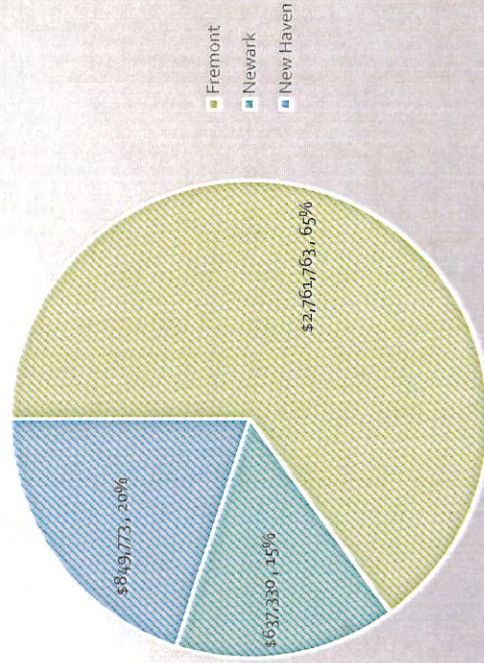
Current Expenditures 2016-17 (through 1/31/17)						
District	Amount	Allocated Expenditures	Total	Percentage	Target Percentage	Difference
Fremont	697,813	210,630	908,443	74%	65%	9%
Newark	104,913	48,607	153,519	12%	15%	-3%
New Haven	103,604	64,809	168,414	14%	20%	-6%
			1,230,377	100%		



■ Fremont ■ Newark ■ New Haven

Target Expenditures by District (includes allocated costs)

Expenditure Targets		
Total Grant		\$4,248,866
Targets (Includes Center Allocations)		
	%	Amount
Fremont	65%	\$2,761,763
Newark	15%	\$637,330
New Haven	20%	\$849,773



2016-17 Major Projects

District	Location	Estimated Cost	Status/Description	Approved Date	Projected Completion
ROP Center	Auto Spray Booth	\$1,250,000	Discussions with FUSD to reopen bid	16-17 Budget	2017-18
Fremont	Washington Auto Canopy	85,000	Near completion	16-17 Budget	2016-17
Fremont	Irvington Computer Support Culinary Arts	10,000	Near completion	16-17 Budget	2016-17
Fremont	• American	80,000	Planning	16-17 Budget	2017-18
Newark	• Bridgepoint	80,000	Discussions with NUSD	16-17 Budget	2018-19
New Haven	• Conley-Carbello	80,000	Planning	16-17 Budget	2016-17
New Haven	• James Logan	200,000	Discussions with NHUSD	16-17 Budget	2017-18
Fremont	• Kennedy	80,000	Planning	16-17 Budget	2016-17
Newark	• Newark Memorial	140,000	Phase 1 is complete	16-17 Budget	2016-17
Fremont	• Washington	40,000	Completed	16-17 Budget	2016-17
	Total	\$2,120,000			

District	Location	Estimated Cost	Status/Description	Approved Date	Projected Completion
FUSD	Washington Culinary Arts	\$ 7,900	In Progress - Standard Troxell Projector installation added ceiling document camera	16-17 Budget	2016-17
FUSD	Irvington Digital Imaging	15,000	In Progress - 31 ROP Video Production iMacs will be taken here, 6 new Macs to be purchased	16-17 Budget	2016-17
FUSD	Washington Auto Tech	10,000	Not Started - Replace old iMac computers will All in One computer that mounts on wall	16-17 Budget	2016-17
ROP Center	MVROP Technology	29,550	Completed - Replaced 3 existing Dell Servers	16-17 Budget	2016-17
ROP Center	MVROP Technology	13,000	Completed - Backup Storage Solution to replace tape backup	16-17 Budget	2016-17
ROP Center	MVROP Technology	4,500	Completed - VEEAM Backup Software	16-17 Budget	2016-17
ROP Center	MVROP Technology	9,700	Completed - VMWare Maintenance and Upgrade to current version	16-17 Budget	2016-17
ROP Center	MVROP Technology	2,250	Completed - Upgrade existing Firewall for enhanced security	16-17 Budget	2016-17
ROP Center	MVROP Technology	10,000	Completed - 3 Year Sophos Antivirus	16-17 Budget	2016-17
ROP Center	MVROP Technology	470	Completed - Affixa - Email attachment tool	16-17 Budget	2016-17
ROP Center	MVROP Technology	10,000	Completed - GroupWise to Google Email Migration	16-17 Budget	2016-17
ROP Center	Pharmacy	13,000	Completed - Dedicated laptop cart to replace a shared computer lab with the whole center	16-17 Budget	2016-17
ROP Center	Nursing/ Medical/Sports	23,000	Completed - Laptop cart for Medical Cluster classes in place of shred computer lab	16-17 Budget	2016-17
ROP Center		5,000	In Progress - mvrop.org website Template Upgrade	16-17 Budget	2016-17
ROP Center	Digital Video Arts	62,600	In Progress - New PC lab for Video Production to replace existing Mac lab	16-17 Budget	2016-17
ROP Center	Auto Tech	5,000	Not Started - Replace old iMac computers with All in One computer that mount on the wall	16-17 Budget	2016-17
ROP Center	Auto Tech	6,000	Not Started - Install 2 HD TV in Auto Shop area for students to engage in car repair	16-17 Budget	2016-17
ROP Center	Student Services	5,000	Not Started - Replace 9-10 year old Student Services PCs with updated PCs	16-17 Budget	2016-17
ROP Center	Motion Graphics/Digital Sound	54,000	Not Started - Upgrade Sound Design and Animation computer lab	16-17 Budget	2016-17
ROP Center	Civil Engineering	46,500	Not Started - PLTW Architecture and Revit computer lab upgraded	16-17 Budget	2016-17

ROP Center	Staff/Faculty Computers	15,000	Not Started - Upgrade oldest Staff computers to a new All in One Desktop	16-17 Budget	2016-17
ROP Center	Student Services	4,000	Not Started - Replace old 37" TV with new 60" TV from Samsung winnings	16-17 Budget	2016-17
ROP Center	Conference Room	5,000	Not Started - Add TV to conference room to allow Teachers and Staff to collaborate/skype	16-17 Budget	2016-17
NHUSD	James Logan Auto Tech	6,500	Not Started - Replace existing 10 year old PCs with new All in One computer	16-17 Budget	2016-17
NHUSD	James Logan Auto Tech	6,000	Not Started - Install 2 HD TV in Auto Shop area for students to engage in car repair	16-17 Budget	2016-17
NUSD	Newark Memorial Culinary Arts	2,300	Completed - Mobile Cart & Laptops from Samsung Solve for Tomorrow winnings	16-17 Budget	2016-17
NUSD	Newark Memorial Computer Application	6,000	In Progress - Standard Troxell Projector installation	16-17 Budget	2016-17
NUSD	Newark Memorial Law Enforcement	14,000	Not Started - New Mobile Cart, 7 Chromebooks for Police Program to assist with report writing, research, and Google Classroom	16-17 Budget	2016-17
	Total	\$ 391,270			

ROP Center	Business Services	6,000	Completed - Upgrade previous Staff computers to a new All in One Desktop	16-17 Budget	2016-17
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End of Board Packet