



**Mission Valley ROP**  
**Thursday, February 15, 2018**  
**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 15, 2018**  
**Regular Meeting (Open Session) – 4 p.m.**  
**Closed Session: Following Open Session**

Call to order \_\_\_\_\_p.m.

**Pledge of Allegiance**

**Roll Call:** \_\_\_\_\_ Nancy Thomas, President  
\_\_\_\_\_ Sharan Kaur, Vice President  
\_\_\_\_\_ Larry Sweeney, Clerk  
\_\_\_\_\_ Other

**Approval of Agenda:**

Motion: \_\_\_\_\_  
Second: \_\_\_\_\_  
Vote: \_\_\_\_\_

**Communication:**

- a. Oral Communication
  - *MVROP Student PLTW Presentation*
- b. Items from the Staff
- c. Written Communication
  - *2018 MVROP Educators' Brunch Event Announcement*
  - *Letter from Alameda County Office of Education re: 2017-18 2017-18 First Interim Report, January 26, 2018*
  - *2018 MVROP CTE Program Showcase Announcement*
- 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 18, 2018.
- 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 & Company, LLP to provide financial audit services for year ending June 30, 2018
- c. **Employment and Personnel:**

**End of Consent Calendar:**

Motion: \_\_\_\_\_  
Second: \_\_\_\_\_  
Vote: \_\_\_\_\_

Board comments on Consent Calendar:

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**Business and Finance #1****Information**

Review MVROP Fiscal Update

**Business and Finance #2****Information**

Review CTEIG Financial Update

**Board of Education #1****Information/Action**

Review and Approve Revised Job Description for Senior Accounting Technician  
Classified Clerical Position

Motion: \_\_\_\_\_  
Second: \_\_\_\_\_  
Vote: \_\_\_\_\_

**Board of Education #2****Information/Action**

Review and Approve Revised Job Description for Grants Coordinator/Administrative  
Assistant Classified Clerical Position

Motion: \_\_\_\_\_  
Second: \_\_\_\_\_  
Vote: \_\_\_\_\_

**Board of Education #3****Information/Action**

Review and Approve Revised Job Description for Accounting Technician Classified  
Clerical Position

Motion: \_\_\_\_\_  
Second: \_\_\_\_\_  
Vote: \_\_\_\_\_

**Board of Education #4****Information/Action**

Review and Approve Revised Job Description for Personnel Technician Classified Clerical Position

Motion: \_\_\_\_\_  
Second: \_\_\_\_\_  
Vote: \_\_\_\_\_

**Board Requests**

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**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



**MVROP**

CORDIALLY INVITES YOU TO OUR



# 2018 EDUCATORS' BRUNCH

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EVENT DETAILS:

**THURSDAY, FEBRUARY 1, 2018**

**8 A.M. (CONTINENTAL BREAKFAST PROVIDED)**

MISSION VALLEY ROP CENTER CAMPUS  
5019 STEVENSON BLVD., FREMONT

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CONTACT ALLISON ALDINGER AT [AALDINGER@MVROP.ORG](mailto:AALDINGER@MVROP.ORG) FOR QUESTIONS OR MORE INFO



# Alameda County Office of Education

L. Karen Monroe  
Superintendent

January 26, 2018

Larry Sweeney, President  
Governing Board  
Mission Valley ROP  
5019 Stevenson Blvd.  
Fremont, CA 94538

RE: 2017-18 First Interim Report

Dear President Sweeney:

In accordance with Education Code Section 42127, we have examined the First Interim Report of Mission Valley ROP for fiscal year 2017-18 to determine if it complies with the Criteria and Standards adopted by the State Board of Education, and if it allows the LEA to meet its financial obligations during the current and subsequent two fiscal years.

Based on our review and analysis, we are satisfied that the First Interim Report approved by the ROP's Governing Board on December 13, 2017 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.

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

Sincerely,

L. Karen Monroe, Superintendent  
Alameda County Office of Education

## BOARD OF EDUCATION

Joaquin Rivera  
Trustee Area 1

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Trustee Area 2

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

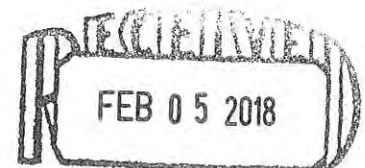
(510) 887-0152

[www.acoe.org](http://www.acoe.org)



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, Chief Business Officer, ACOE  
Shirene Moreira, Director, ACOE





**Join Mission Valley ROP for our**



# **CTE Program Showcase**

**Thursday, February 22, 2018**

**6:30 – 8 p.m.**

**MVROP Center Campus**

**5019 Stevenson Blvd., Fremont**

- ➡ ***Learn more about Career Technical Education (CTE) classes***
- ➡ ***Discover your goals in various program pathways***
- ➡ ***Visit the Center Campus and classrooms***
- ➡ ***Meet our talented teaching staff***

For more information visit [www.mvrop.org](http://www.mvrop.org)



## Consent Calendar



## Minutes

**Regular Meeting of the Governing Council  
Mission Valley Regional Occupational Center/ Program  
Thursday, January 19, 2018**

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

Present:

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

**Board of Education #1**

**Election of Officers**

Member Kaur made a motion to elect Nancy Thomas, Newark Unified School District, to the office of President of the MVROP Governing Council. Member Sweeney made a second to the motion. Members voted 3-0 to elect Nancy Thomas as President of the MVROP Governing Council. Member Thomas will serve in that office for the remainder of the school year through December of 2018.

Member Thomas made a motion to elect Sharan Kaur, New Haven 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 Sharan Kaur to the office of Vice President of the MVROP Governing Council. Member Kaur will serve in that office for the remainder of the school year through December of 2018.

Member Thomas made a motion to elect Larry Sweeney, Fremont Unified School District, to serve as Clerk of the MVROP Governing Council. Member Kaur made a second to the motion. Members voted 3-0 to elect Larry Sweeney as Clerk of the MVROP Governing Council. Member Sweeney will serve in that office for the remainder of the school year through December of 2018.

Newly elected MVROP Board President, Nancy Thomas, ran the remainder of the Governing Council meeting.

**Approval of Agenda:**

*Member Sweeney 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 has been reaching out to valued business leaders in the area for support with ongoing costs for the PLTW pathway. MVROP received a \$30,000 grant from Lam Research. MVROP recently met with Fremont Bank about potential grant opportunities for the PLTW program pathway. Cargill has also been approached.

- MVROP has conducted Board of Education Meeting presentations for two MVROP JPA Districts; New Haven and Newark Unified School Districts. A pending presentation date with FUSD should be solidified soon.
- A productive facilities meeting with JLHS took place regarding the Culinary Arts program classroom. A district-approved architect was present. The current and adjacent classroom have been designated for the project.
- The IHS Culinary Arts program instructor may be retiring at the conclusion of this school year. MVROP has plans to upgrade the existing classroom and support the replacement instructor.
- The MVROP spray booth is functioning smoothly and being utilized by our Auto Body Painting and Refinishing instructor. A final punch list meeting will be held on January 20<sup>th</sup>. MVROP plans to hold a ribbon cutting ceremony to commemorate the project's completion.
- MVROP will continue to meet with all high school principals over the next two weeks. The discussions are centered on program offerings and supporting CTE on their campuses.
- MVROP will host its annual Educators' Brunch on February 1<sup>st</sup> at 8 a.m.
- MVROP will host a CTE Program Showcase at the Center Campus on February 22<sup>nd</sup> from 6:30 to 8 p.m.
- MVROP will host an ELAC meeting for Newark parents on the evening of February 7<sup>th</sup>
- The regional Technical Assistance providers of the CTEIG grant will hold their workshop at the MVROP Center Campus on January 30<sup>th</sup>.
- FUSE Fellow, Parker Thomas, will be holding a brainstorming meeting at the MVROP Center Campus on February 2nd. The purpose of the meeting is to create an educational pipeline to manufacturing for students.

**b. Oral Communication:**

MVROP Superintendent Hanson presented the MVROP Legislative Update to the Governing Council.

**c. Written Communication:**

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

- *MVROP Winter 2017 Reflections Newsletter, December 19, 2017*

**d. Items from the Board:**

Member Thomas acknowledged MVROP for sharing the recent MVROP Reflections Newsletter. She also thanked MVROP Superintendent Hanson for the recent presentation at the NUSD Board of Education meeting.

**d. Public Comment:**

None

**Consent Calendar:**

*Member Thomas pulled C&I #1 for discussion.*

*Member Sweeney made a motion to approve all items in the Consent Calendar, excluding C&I #1. Member Kaur made a second to approve the motion. Members voted 3-0 to approve all items in the Consent Calendar, excluding C&I #1.*

*Member Kaur made a motion to approve C&I #1. Member Sweeney made a second to approve the motion. Members voted 3-0 to approve C&I #1.*

#### **Business and Finance #1**

#### **Review and Accept Audit Report from Vavrinek, Trine, Day & Co. for the Fiscal Year 2016/2017**

An auditor from Vavrinek, Trine, Day & Co. presented her findings from the Final Audit Report for the Fiscal Year 2016/2017 for Mission Valley ROP.

*Member Kaur made a motion to approve Business and Finance #1, Review and Approve Audit Report from Vavrinek, Trine, Day & Co. for the Fiscal Year 2016/2017. Member Sweeney made a second to approve the motion. Members voted 3-0 to approve Business and Finance #1, Review and Approve Audit Report from Vavrinek, Trine, Day & Co. for the Fiscal Year 2016/2017.*

#### **Business and Finance #2**

#### **Review MVROP Fiscal Update**

MVROP Business Services Director, Joyce Veasley, reviewed Business and Finance Item #2 and answered subsequent Board inquiries regarding the item.

*This item is information only.*

#### **Business and Finance #3**

#### **Review CTEIG Financial Update**

MVROP Business Services Director, Joyce Veasley, reviewed Business and Finance Item #3 and answered subsequent Board inquiries regarding the item.

*This item is information only.*

#### **Board Requests:**

Member Thomas requested the Governing Council be more involved in the audit process. This would include the options of having a meeting or interview call with the auditor, an audit plan, and a year-end Governing Council communication letter.

Member Kaur requested to have an update on the student presentation at the California State PLTW Conference.

**The meeting was adjourned at 5:23 p.m.**

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Nancy Thomas, President

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Sharan Kaur, Vice President

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Larry Sweeney, Clerk





## **Business and Finance**

Includes Purchase Orders dated 01/06/2018 - 02/02/2018 \*\*\*

Board Meeting Date February 15, 2018

PO Number	Vendor Name	Description	Location	Account Number	Account Amount
<b>PO Type PO</b>					
PO18-02317	LCA ARCHITECTS INC	Rooms 204 & 206, Facilities Improvements	ROP Center	96-6387-0-6000-8500-6220-860-800-6616	37,630.00
				96-6387-0-6000-8500-6226-860-800-6616	500.00
PO18-04102	SOFTWARE HOUSE INTERNATIONAL	Various Microsoft Licenses for school wide use		96-0000-0-0000-7700-5816-860-800-6005	5,245.60
PO18-04285	SNAP ON INCORPORATED	Meter Certification kit		96-6387-0-6000-1000-4300-860-800-6703	6,762.44
PO18-04318	DELL MARKETING L P	Computers		96-6387-0-6000-1000-4410-860-800-6101	34,012.07
PO18-04319		Computers for various programs/offices		96-6355-0-6000-1000-4410-860-800-6355	1,005.56
				96-6387-0-6000-1000-4410-860-800-6606	1,005.56
				96-6387-0-6000-1000-4410-860-800-6609	1,005.56
				96-6387-0-6000-1000-4410-860-800-6610	1,005.56
				96-6387-0-6000-1000-4410-860-800-6701	2,011.13
				96-6387-0-6000-1000-4410-860-800-6706	2,011.13
				96-6387-0-6000-1000-4410-860-800-6998	5,027.80
				96-6387-0-6000-1000-4410-862-800-6616	1,005.56
				96-6387-0-6000-2420-4410-860-800-6005	1,005.56
				96-6387-0-6000-8100-4410-860-800-6013	1,005.56
PO18-04469	HOME DEPOT INC. ATTN: PRO DESK	Open PO for instructional supplies		96-6387-0-6000-1000-4300-860-800-6706	7,000.00
PO18-04506	AMAZON.COM	Open PO for instructional supplies	ROP-Washington HS	96-6387-0-6000-1000-4300-854-800-6703	6,500.00
PO18-04518	NILES ELECTRIC CO. INC.	Electrical work	ROP Center	96-6387-0-6000-8100-5640-854-800-6703	5,500.00
PO18-04599	SUMMIT RACING	Instructional supplies	ROP-Washington HS	96-6387-0-6000-1000-4400-854-800-6703	5,218.57
PO18-04604	AUTOBODY TOOLMART	Curtains for lifts		96-6387-0-6000-1000-4300-854-800-6703	5,397.88
<b>Total Number of POs</b>		<b>10</b>		<b>Total for PO Type PO</b>	<b>129,855.54</b>

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.

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Checks Dated 01/06/2018 through 02/02/2018					Board Meeting Date February 15, 2018	
Check Number	Check Date	Pay to the Order of	Fund-Resource-Object-Location-Cost Center		Expensed Amount	Check Amount
51009895	01/17/2018	DELTA DENTAL CLIENT SERVICES	96-	-9560- -	4,434.32	
			96-	-9561- -	75.47	
			96-	-9562- -	922.39	
51009894	01/17/2018	DELTA DENTAL INS. COMPANY ACCOUNTS RECEIVABLE	96-	-9564- -	385.70	
51106944	01/24/2018	MISSION VALLEY ROP	96-0000-3701-860-6019		5,922.58	
51108851	01/26/2018	LEVY PROMOTIONAL PRODUCTS	96-0000-4300-860-6010		1,246.91	
51008831	01/10/2018	ALLIED AUTO STORES	96-0000-4300-860-6013		278.69	
51008865	01/10/2018	CENTERVILLE LOCKSMITH	96-0000-4300-860-6013		11.60	
51009948	01/17/2018	OFFICE DEPOT	96-0000-4300-860-6013		125.81	
51009990	01/17/2018	SUPPLY WORKS	96-0000-4300-860-6013		632.40	
51010378	01/19/2018	US BANK CORPORATE PAYMENT SYS	96-0000-4300-860-6013		421.08	
51108857	01/26/2018	MVROP REVOLVING FUND	96-0000-4300-860-6013		552.06	
51008874	01/10/2018	COMPUTER PRO	96-0000-4310-860-6005		174.79	
51008892	01/10/2018	FRYS ELECTRONICS ATTN JOAN ACCOUNTS RECEIVABLE	96-0000-4310-860-6005		415.63	
51106899	01/24/2018	FRYS ELECTRONICS ATTN JOAN ACCOUNTS RECEIVABLE	96-0000-4310-860-6005		40.09	
51108790	01/26/2018	SYNCB/AMAZON #6045787810138129	96-0000-4310-860-6005		570.86	
51108807	01/26/2018	CASBO	96-0000-5210-860-6013		300.00	
51106849	01/24/2018	BJ TRAVEL	96-0000-5210-860-6998		691.92	
51008811	01/10/2018	JACKLYNN R. SPRAGUE	96-0000-5220-860-6001		33.87	
51008813	01/10/2018	MONICA SUDDARTH	96-0000-5220-860-6013		16.85	
51108806	01/26/2018	CALIFORNIA CHAMBER OF COMMERCE	96-0000-5300-860-6013		849.00	
51009954	01/17/2018	PACIFIC GAS & ELECTRIC CO	96-0000-5510-860-6013		3,548.85	
51009955	01/17/2018	PACIFIC GAS & ELECTRIC CO	96-0000-5510-860-6013		205.31	
51108863	01/26/2018	PACIFIC GAS & ELECTRIC CO	96-0000-5510-860-6013		2,038.46	
51108864	01/26/2018	PACIFIC GAS & ELECTRIC CO	96-0000-5510-860-6013		11,319.41	
51106996	01/24/2018	SPURR	96-0000-5520-860-6013		3,161.01	
51106971	01/24/2018	AMERICAN EXPRESS FOR V REPUBLIC SERVICES	96-0000-5550-860-6013		45.82	
51009931	01/17/2018	MEDWASTE CALIFORNIA	96-0000-5560-860-6013		38.00	
51106971	01/24/2018	AMERICAN EXPRESS FOR V REPUBLIC SERVICES	96-0000-5560-860-6013		1,239.46	
51008938	01/10/2018	R & S ERECTION OF SOUTHERN ALAMEDA CO INC.	96-0000-5640-860-6013		265.00	
51106993	01/24/2018	SONITROL	96-0000-5640-860-6013		134.00	
51108861	01/26/2018	OPENING TECHNOLOGIES	96-0000-5640-860-6013		514.00	
51008823	01/10/2018	ABS ALARM	96-0000-5670-860-6013		198.00	
51010007	01/17/2018	XEROX CORPORATION	96-0000-5670-860-6013		2,671.52	
51107018	01/24/2018	US BANK EQUIPMENT FINANCE	96-0000-5670-860-6013		627.14	
51108832	01/26/2018	HARRIS SCHOOL SOLUTIONS DIV OF HARRIS COMPUTER CORP	96-0000-5670-860-6013		1,000.00	
51009933	01/17/2018	METROPOLITAN EDUCATION DISTR	96-0000-5801-860-6013		3,750.00	
51106944	01/24/2018	MISSION VALLEY ROP	96-0000-5801-860-6013		90.04	

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 01/06/2018 through 02/02/2018				Board Meeting Date February 15, 2018	
Check Number	Check Date	Pay to the Order of	Fund-Resource-Object-Location-Cost Center	Expensed Amount	Check Amount
51108797	01/26/2018	ARAMARK UNIFORM SERVICES	96-0000-5801-860-6013	299.98	
51008921	01/10/2018	MINUTEMAN PRESS	96-0000-5802-860-6013	548.11	
51108857	01/26/2018	MVROP REVOLVING FUND	96-0000-5805-860-6013	25.00	
51010003	01/17/2018	VAVRINEK TRINE DAY & CO LLP	96-0000-5809-860-6013	600.00	
51008849	01/10/2018	AWESOME GAPPS SARL	96-0000-5816-860-6005	1,500.00	
51106992	01/24/2018	SHI INTERNATIONAL CORP	96-0000-5816-860-6005	5,245.60	
51108855	01/26/2018	MRC SMART TECHNOLOGY SOLUTIONS	96-0000-5910-860-6013	7.98	
51009869	01/17/2018	AT&T	96-0000-5920-860-6013	750.76	
51106868	01/24/2018	AMERICAN EXPRESS FOR V COMCAST 3787 517063 11018	96-0000-5930-860-6005	746.11	
51008873	01/10/2018	COMCAST	96-0000-5940-860-6005	166.23	
51106867	01/24/2018	COMCAST	96-0000-5940-860-6005	166.23	
51008900	01/10/2018	HANSEL FORD, LINCOLN, MAZDA	96-0000-6400-860-6013	29,081.86	
51010003	01/17/2018	VAVRINEK TRINE DAY & CO LLP	96-0000-9501- -	1,080.00	
51009985	01/17/2018	BOARD OF EQUALIZATION SPECIAL TAXES AND FEES	96-0000-9507- -	1,547.34	
51009943	01/17/2018	NCS PEARSON INC	96-6387-4300-851-6503	194.36	
51009959	01/17/2018	PATON GROUP	96-6387-4300-851-6506	1,966.50	
51108790	01/26/2018	SYNCB/AMAZON #6045787810138129	96-6387-4300-851-6506	624.45	
51008942	01/10/2018	SAFEWAY INC	96-6387-4300-851-6621	25.44	
51008949	01/10/2018	SMART & FINAL	96-6387-4300-851-6621	37.59	
51009981	01/17/2018	SMART & FINAL	96-6387-4300-851-6621	147.74	
51106975	01/24/2018	SAFEWAY INC	96-6387-4300-851-6621	100.37	
51008942	01/10/2018	SAFEWAY INC	96-6387-4300-852-6621	16.95	
51008949	01/10/2018	SMART & FINAL	96-6387-4300-852-6621	48.91	
51106990	01/24/2018	SMART & FINAL	96-6387-4300-852-6621	202.04	
51009870	01/17/2018	B&H PHOTO VIDEO REMITTANCE PROCESSING CTR	96-6387-4300-853-6110	1,568.83	
51108857	01/26/2018	MVROP REVOLVING FUND	96-6387-4300-853-6110	145.74	
51008949	01/10/2018	SMART & FINAL	96-6387-4300-854-6621	283.42	
51106975	01/24/2018	SAFEWAY INC	96-6387-4300-854-6621	2.50	
51106990	01/24/2018	SMART & FINAL	96-6387-4300-854-6621	380.05	
51108790	01/26/2018	SYNCB/AMAZON #6045787810138129	96-6387-4300-854-6621	484.37	
51108884	01/26/2018	SMART & FINAL	96-6387-4300-854-6621	181.03	
51008942	01/10/2018	SAFEWAY INC	96-6387-4300-856-6621	70.35	
51008949	01/10/2018	SMART & FINAL	96-6387-4300-856-6621	311.89	
51008961	01/10/2018	TRIMARK ECONOMY RESTAURANT FIX	96-6387-4300-856-6621	71.32	
51106990	01/24/2018	SMART & FINAL	96-6387-4300-856-6621	726.79	
51108877	01/26/2018	SAFEWAY INC	96-6387-4300-856-6621	18.16	
51108857	01/26/2018	MVROP REVOLVING FUND	96-6387-4300-860-6013	2,188.28	
51106842	01/24/2018	BACKYARD BRAINS	96-6387-4300-860-6506	300.43	
51108857	01/26/2018	MVROP REVOLVING FUND	96-6387-4300-860-6506	13.09	
51108870	01/26/2018	PROJECT LEAD THE WAY INC	96-6387-4300-860-6506	136.89	

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 01/06/2018 through 02/02/2018				Board Meeting Date February 15, 2018	
Check Number	Check Date	Pay to the Order of	Fund-Resource-Object-Location-Cost Center	Expensed Amount	Check Amount
51008944	01/10/2018	SCBA SAFETY CHECK INC.	96-6387-4300-860-6602	97.94	
51009970	01/17/2018	SCBA SAFETY CHECK INC.	96-6387-4300-860-6602	185.73	
51106979	01/24/2018	SCBA SAFETY CHECK INC.	96-6387-4300-860-6602	185.73	
51008910	01/10/2018	JUNKIN SAFETY APPLIANCE CO INC	96-6387-4300-860-6603	217.15	
51108857	01/26/2018	MVROP REVOLVING FUND	96-6387-4300-860-6606	102.90	
51008932	01/10/2018	POCKET NURSE ENTERPRISES INC	96-6387-4300-860-6613	597.13	
51108790	01/26/2018	SYNCB/AMAZON #6045787810138129	96-6387-4300-860-6613	466.42	
51008831	01/10/2018	ALLIED AUTO STORES	96-6387-4300-860-6703	21.39-	
51108790	01/26/2018	SYNCB/AMAZON #6045787810138129	96-6387-4300-860-6703	983.30	
51108885	01/26/2018	SNAP ON INDUSTRIAL DIVISION OF IDSC HOLDINGS LLC	96-6387-4300-860-6703	41.87	
51108790	01/26/2018	SYNCB/AMAZON #6045787810138129	96-6387-4300-860-6706	142.54	
51108836	01/26/2018	HOME DEPOT CREDIT SERVICES DEPT 32-2500091081	96-6387-4300-860-6706	1,433.72	
51009937	01/17/2018	MOORE MEDICAL LLC	96-6387-4300-860-6998	396.93	
51009948	01/17/2018	OFFICE DEPOT	96-6387-4300-860-6998	873.96	
51009995	01/17/2018	TRAFFIC SAFETY WAREHOUSE	96-6387-4300-860-6998	359.48	
51106946	01/24/2018	MOORE MEDICAL LLC	96-6387-4300-860-6998	51.35	
51108790	01/26/2018	SYNCB/AMAZON #6045787810138129	96-6387-4300-860-6998	82.98	
51108857	01/26/2018	MVROP REVOLVING FUND	96-6387-4300-862-6507	191.62	
51008934	01/10/2018	PROFESSIONAL KITCHEN SVCS INC	96-6387-4300-864-6621	355.74	
51009981	01/17/2018	SMART & FINAL	96-6387-4300-864-6621	254.19	
51108790	01/26/2018	SYNCB/AMAZON #6045787810138129	96-6387-4300-864-6621	419.64	
51108857	01/26/2018	MVROP REVOLVING FUND	96-6387-4300-864-6621	244.58	
51106975	01/24/2018	SAFEWAY INC	96-6387-4300-865-6621	30.44	
51108790	01/26/2018	SYNCB/AMAZON #6045787810138129	96-6387-4300-865-6621	399.27	
51108857	01/26/2018	MVROP REVOLVING FUND	96-6387-4300-865-6621	17.80	
			96-6387-4300-867-6507	83.19	
51008949	01/10/2018	SMART & FINAL	96-6387-4300-867-6621	383.84	
51106990	01/24/2018	SMART & FINAL	96-6387-4300-867-6621	444.30	
51008928	01/10/2018	OREILLY AUTO PARTS	96-6387-4300-867-6703	11.46	
51108790	01/26/2018	SYNCB/AMAZON #6045787810138129	96-6387-4300-867-6703	143.63	
51108830	01/26/2018	HARBOR FREIGHT TOOLS	96-6387-4300-867-6703	262.28	
51108836	01/26/2018	HOME DEPOT CREDIT SERVICES DEPT 32-2500091081	96-6387-4300-867-6703	268.40	
51008942	01/10/2018	SAFEWAY INC	96-6387-4300-868-6621	33.93	
51008949	01/10/2018	SMART & FINAL	96-6387-4300-868-6621	58.96	
51009968	01/17/2018	SAFEWAY INC	96-6387-4300-868-6621	47.30	
51106990	01/24/2018	SMART & FINAL	96-6387-4300-868-6621	165.82	
51009996	01/17/2018	AMERICAN EXPRESS FOR V TROXELL ACCT# 378751706311000	96-6387-4310-851-6503	182.47	

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 01/06/2018 through 02/02/2018				Board Meeting Date February 15, 2018	
Check Number	Check Date	Pay to the Order of	Fund-Resource-Object-Location-Cost Center	Expensed Amount	Check Amount
51108790	01/26/2018	SYNCB/AMAZON #6045787810138129	96-6387-4310-851-6503	1,111.71	
51106820	01/24/2018	ADVANCED MANUFACTURING TECH	96-6387-4400-851-6506	3,261.11	
51009976	01/17/2018	SEARS COMMERCIAL ONE DEPT 53 2001872938	96-6387-4400-860-6013	1,229.26	
51008910	01/10/2018	JUNKIN SAFETY APPLIANCE CO INC	96-6387-4400-860-6603	826.55	
51008934	01/10/2018	PROFESSIONAL KITCHEN SVCS INC	96-6387-4400-864-6621	645.90	
51010376	01/19/2018	US BANK CORPORATE PAYMENT SYS FOR V LOWE'S	96-6387-4400-865-6621	1,408.72	
51008950	01/10/2018	SHI INTERNATIONAL CORP	96-6387-4410-867-6110	1,961.25	
51009982	01/17/2018	SHI INTERNATIONAL CORP	96-6387-4410-867-6110	329.00	
51106838	01/24/2018	ASSOCIATION FOR CAREER-ACTE COLORADO COMM COLLEGE SYSTEM	96-6387-5210-860-6001	425.00	
51106849	01/24/2018	BJ TRAVEL	96-6387-5210-860-6001	325.99	
51106938	01/24/2018	MARRIOTT CRYSTAL GATEWAY	96-6387-5210-860-6001	879.95	
51108799	01/26/2018	ASSOCIATION FOR CAREER-ACTE COLORADO COMM COLLEGE SYSTEM	96-6387-5210-860-6001	425.00	
51108857	01/26/2018	MVROP REVOLVING FUND	96-6387-5210-860-6623	30.00	
51008810	01/10/2018	JANAY SHEPHERD	96-6387-5220-865-6202	155.15	
51009843	01/17/2018	MIMI VAN KIRK	96-6387-5220-867-6507	47.45	
51008948	01/10/2018	SKILLS USA CA TREASURER	96-6387-5300-864-6621	180.00	
51106957	01/24/2018	PAC INTEGRATIONS INC	96-6387-5640-860-6706	3,556.00	
51108872	01/26/2018	RAY WEAVER GENERAL CONTRACTING	96-6387-5640-865-6621	1,097.00	
51008844	01/10/2018	ARAMARK UNIFORM SERVICES	96-6387-5801-854-6703	39.54	
51108797	01/26/2018	ARAMARK UNIFORM SERVICES	96-6387-5801-854-6703	79.08	
			96-6387-5801-860-6701	81.42	
51008927	01/10/2018	OHLONE COMMUNITY COLLEGE DISTRICT	96-6387-5801-860-6998	7,525.00	
51106955	01/24/2018	OHLONE COMMUNITY COLLEGE DISTRICT	96-6387-5801-860-6998	8,050.00	
51008934	01/10/2018	PROFESSIONAL KITCHEN SVCS INC	96-6387-5801-864-6621	200.00	
51108797	01/26/2018	ARAMARK UNIFORM SERVICES	96-6387-5801-867-6703	232.40	
51106855	01/24/2018	CASTLE BRANCH INC	96-6387-5813-860-6610	2,436.75	
51108868	01/26/2018	PRECISION EXAMS LLC	96-6387-5816-860-6998	7,200.00	
51106930	01/24/2018	LCA ARCHITECTS INC	96-6387-6220-860-6616	8,073.80	
			96-6387-6220-860-6701	500.00	
			96-6387-6226-860-6616	145.37	
			96-6387-6226-860-6701	81.96	
51106956	01/24/2018	PAC INTEGRATIONS INC	96-6387-6240-860-6701	3,826.40	
51009912	01/17/2018	INSPECTACON CORPORATION	96-6387-6244-860-6701	8,000.00	
Total Number of Checks			95	175,524.09	

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 15, 2018

**TITLE:**                               **Approve Audit Agreement with Vavrinek, Trine, Day &  
Company, LLP to provide financial audit services for  
year ending June 30, 2018**

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**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, 2018. The annual fee will not exceed \$16,800.

**Recommendation:**

Approve audit agreement with Vavrinek, Trine, Day & Co., LLP to provide financial audit services as of and for the year ending June 30, 2018.

Joyce Veasley  
Staff Contact

Business Services  
Department

Thomas Hanson  
Superintendent





February 7, 2018

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, 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, 2018, and 2019.

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 \$16,900 for the fiscal year ended June 30, 2018, and \$17,000 for options for the year ended June 30, 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 60 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: \_\_\_\_\_

Date: \_\_\_\_\_



# YANARI WATSON MCGAUGHEY P.C.

DALE M. YANARI (1947-2004) ♦ RANDY S. WATSON ♦ G. LANCE MCGAUGHEY ♦ DON W. GRUESLER  
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](http://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.*

Yanari Watson McGaughey P.C.

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## **Employment & Personnel**



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

**AGENDA ITEM**

\_\_\_\_\_ Information

**Date: February 15, 2018**

\_\_\_\_\_ **X** \_\_\_\_\_ Action

**Title: REPORT OF CLASSIFIED PERSONNEL ACTIONS**

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**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 Classified Personnel actions is submitted, recommending approval of prior actions taken by ROP staff.

**Recommendation:**

Approve Classified Personnel recommendations for: *Resignation.*

**Joyce Veasley  
Staff Contact**

**ROP Center  
Location**

**Administration  
Division**

**Thomas Hanson  
Superintendent**

CONSENT ITEMS  
MISSION VALLEY ROP

Classified Personnel

**Resignation**

NAME	POSITION	HOURS	SUPERVISOR	EFFECTIVE DATE	OTHER
Monica Suddarth	Accounting Technician	8 hrs/day	Joyce Veasley	2/1/18	

(con3Feb17.18)



**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 15, 2018**

**TITLE: Review MVROP Fiscal Update**

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**Background:**

The Governor's 2018-19 budget proposal was released in January and there are aspects that could impact both MVROP and JPA member districts. MVROP is continuing to work on program improvements and major projects as well as considering new projects made possible by CTEIG funding.

**Current Status:**

MVROP JPA member districts will continue to fund MVROP at the current level through June 30, 2019. Funding commitments have not been established for the 2019-20 school year. MVROP will initiate discussions next fall with JPA districts in order to address plans for 2019-20 funding.

MVROP has received installments of CTEIG funds for 2015-16, and 2016-17. Included in the installments was an increase to the award due to the reallocation of funds from California Department of Education (CDE) in the 2015-16 year. MVROP submitted both required reports this past fall for year 2 of the CTE Incentive Grant on financial activity and indicators of high quality CTE. Mission Valley is currently in the third year of funding.

**The following are the highlights from the 2018-19 Proposed Budget:**

- Despite revenue volatility and fiscal concerns in 2017-18, economic forecast for continued strong revenue growth in 2018-19 and out-years
- Among states, California ranks 45<sup>th</sup> in the percentage of taxable income spent on education
- California ranks 41<sup>st</sup> in per-pupil spending
- California schools serve the largest percentage of English learner students (22.7%), and a high percentage of low-income students (58.6% free/reduced lunch eligible)

**Career Technical Education**

- \$200 million to expand Strong Workforce program to K-12 local education agencies
  - Funds appropriated to Community College Chancellor
  - May blend elements of CTE Incentive Grant
- \$12 million to fund local industry experts to provide technical assistance to K-12 CTE programs

**CalSTRS & CalPERS: Employer Contribution Rates**

Fiscal Year	CalSTRS	CalPERS
Current Year	14.43	15.531
2018–19	16.28	17.7*
2019–20	18.13	20.0*
2020–21	19.10	22.7*
2021–22	18.10*	23.7*
2022–23	18.10*	24.3*
2023–24	18.10*	24.8*
2024–25	18.10*	25.1*

**\* Projected**

**What's Next**

- January through May:
  - Budget subcommittees review
  - LAO issues detailed review of Governor's plan – expect support for spending restraint and slightly higher revenue forecast
- May Revision
- On-time budget by June 15
- Budget Perspectives Workshops in May & July

The Auto Spray Booth is now being used here at the center. The next major project is the Culinary Classroom at Logan High School, NHUSD. MVROP is waiting for a follow-up meeting with District and School site administrators, a consultant, and the architect to frame a vision for the room.

**Recommendation:**

None

Joyce Veasley  
**Staff Contact**

Business Services  
**Division**

Thomas Hanson  
**Superintendent**



## **Business and Finance #2**



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

**AGENDA ITEM  
Business & Finance #2**

**DATE OF BOARD MEETING: February 15, 2018**

**TITLE: Review CTEIG Financial Update**

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**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 \$7,312,595 Million to be expended over a three-year period, ending in 2017-18 with the opportunity to fully expend funds by the end of 2018-19. Matching funds required by the grant will be provided by JPA pass through funds, currently at maintenance of effort levels through 2017-18.

**Current status:**

In addition to the original CTEIG allocation, MVROP in 2016-17 received 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 CTEIG award for 2017-18 is \$3,063,729. The following is a summary of revenue and expenditures through 01/31/2018:

2015-16 Expenditures	\$ 856,000
2016-17 Expenditures	1,878,644
2017-18 Expenditures to date (01/31/2018)	<u>2,541,183</u>
<b>Total Expenditures:</b>	<b>\$ 5,275,827</b>
Revenue from CTEIG	\$ 4,248,866
2017-18 Projected	<u>3,063,729</u>
<b>Total Revenue</b>	<b>\$ 7,312,595</b>
Revenue from CTEIG	\$ 7,312,595
less 2015-16, 2016-17, and 2017-18 expenditures	<u>5,275,827</u>
<b>Balance:</b>	<b>\$ 2,036,768</b>

**Recommendation:**

None

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Joyce Veasley	Business Services	Thomas Hanson
<b>Staff Contact</b>	<b>Division</b>	<b>Superintendent</b>

CTEIG Target  
Expenditures by District  
(includes allocated costs)

Expenditure Targets		
Total Grant	\$7,312,595	
	Targets (Includes Center Allocations)	
	%	Amount
Fremont	65%	\$4,753,187
Newark	15%	\$1,096,889
New Haven	20%	\$1,462,519

## 2017-18 Major Projects By Program

		Board Approval	Budget Approval
<b>Status: Completed</b>			
Auto Spray Booth-Center	1,182,563.00	2016-17	2016-17
Auto Trainer System-NHUSD, FUSD, Center	32,829.00	6/1/2017	6/15/2017
Culinary-AHS FUSD	70,000.00	6/1/2017	6/15/2017
Culinary-KHS FUSD	65,000.00	6/1/2017	6/15/2017
Culinary-WHS-FUSD	60,000.00	6/1/2017	6/15/2017
<b>Total CTEIG Completed Projects</b>	<b>\$ 1,410,392.00</b>		
<b>Status: In Progress</b>			
Engineering Ergonomic Upgrade	45,000.00	6/1/2017	6/15/2017
Business and Prof Ergonomic Upgrade-NUSD	55,000.00	10/9/2017	10/19/2017
Sports Therapy Double Door-Center	35,000.00	10/9/2017	10/19/2017
<b>Total CTEIG in Progress Projects</b>	<b>\$ 135,000.00</b>		
<b>Status: Future Consideration</b>			
Portable-Public Safety-Center	250,000.00	10/9/2017	10/19/2017
K-1 Conversion-Center	450,000.00	10/9/2017	10/19/2017
Culinary Arts Classroom technology upgrade-NHUSD	255,000.00	<b>Pending</b>	<b>Pending</b>
Culinary Arts Classroom technology upgrade-NHUSD	40,000.00	6/1/2017	6/15/2017
<b>Total CTEIG Future Consideration Projects</b>	<b>\$ 995,000.00</b>		
<b>Total Major Projects</b>	<b>\$ 2,540,392.00</b>		

## January 2018

District	Location	Estimated Cost	Status/Description	Approved Date	Projected Completion
MVROP	ROP Center	\$ 16,000	Not Started - Backup Battery Replacements for switches and servers	17-18 Budget	2017-18
MVROP	ROP Center	1,500	Not Started - New switch for Backup services	17-18 Budget	2017-18
MVROP	ROP Center	13,000	Not Started - K1 Networking Equipment and Fiber Installation Project	17-18 Budget	2017-18
MVROP	ROP Center	3,000	Not Started - Secondary Firewall for redundancy, failover and emergency backup of main internet line	17-18 Budget	2017-18
MVROP	ROP Center	1,000	In Progress - Website training for newly designed website and continued learning	17-18 Budget	2017-18
MVROP	ROP Center/ Room 101	45,000	In Progress - Replace computers in Room 101	17-18 Budget	2017-18
NUSD	Newark Memorial - Jonathan Sabangan	50,000	Not Started - Replace computers in Room 301 with touch screen desktops	17-18 Budget	2017-18
MVROP	ROP Center/ Room 401	45,000	Not Started - Replace computers in Room 401 with 30 new desktops.	17-18 Budget	2017-18
FUSD	Irvington High School - Hector Albizo	49,000	Completed - Replace computers in computer lab with 36 Dell All-in-One Desktops	17-18 Budget	2017-18
MVROP	ROP Center - Teacher/Admin Upgrade	15,000	In Progress - Replace 15 teacher and staff computers with Dell All-in One Desktops	17-18 Budget	2017-18
MVROP	ROP Center	24,000	In Progress - Wireless site survey and replacement of existing wireless access points in order to support more wireless devices in classrooms	17-18 Budget	2017-18
ROP Center	Student Services	5,000	In Progress - Replace 9-10 year old Student Services PCs with updated PCs	16-17 Budget Carryover	2016-17
ROP Center	MVROP Technology	75,000	Not Started - Telephone system upgrade	17-18 Budget	2017-18
FUSD	Irvington Internet Engineering	59,876	Not Started - Fiber optic cabling which is essential component of network infrastructure, intended to bolster the program network support, data management, and cyber security. CCNA router bundles are upgrades from the older models are more in line and support by Cisco Networking Academy program	17-18 Budget	2017-18
FUSD	ROP/Irvington Animation/Game Design	85,200	Not Started - Upgrade to Cintiq 22" HD monitors, GeForce 1080 graphics cards upgrade to industry standard	17-18 Budget	2017-18

## January 2018

District	Location	Estimated Cost	Status/Description	Approved Date	Projected Completion
NHUSD	James Logan Digital Photo/2D Animation	11,000	Completed - Upgrade old iMacs with 6 new iMacs	16-17 Budget Carryover	2017-18
FUSD	Mission Digital Imaging & Photography	19,171	Not Started - 5 - Dell OptiPlex 7040 mini tower desktop computer will improved processing capability, high-pixel images, and provide accurate color rendition. MacBook Pro Laptop for studio capture.	17-18 Budget	2017-18
	<b>Total</b>	<b>\$ 517,747</b>			



## **Board of Education**



## **Board of Education #1**

X Information  
X Action

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

**AGENDA ITEM  
Board of Education #1**

**DATE OF BOARD MEETING:** February 15, 2018

**TITLE:** Review and Approve Revised Job Description for Senior  
Accounting Technician Classified Clerical Position

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**Background:**

With the resignation of the Accounting Technician came the opportunity to realign the position to reflect actual duties.

**Current Status:**

The work year for the Senior Accounting Technician will remain the same, 261 days per year. The Classified Clerical Salary Schedule Step remains 3. The range has been updated to reflect the current range of \$23.56 - \$27.88 per hour.

**Recommendation:**

Staff recommends approving the revised Senior Accounting Technician job description.

Joyce Veasley  
**Staff Contact**

Business Services  
**Division**

Thomas Hanson  
**Superintendent**





## **SENIOR ACCOUNTING TECHNICIAN**

### **DEFINITION**

Under general supervision of the Director of Business Services maintains financial records for Mission Valley ROP; processes invoices; prepares disbursements and receives payments; prepares and makes bank deposits; prepares and processes requisitions and purchase orders; monitors budgeted accounts; follows up on orders not received; receives, checks and delivers goods; and performs related duties as required.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Receives requisitions and prepares and processes purchase orders
- Extends pricing, totals and codes purchase orders
- Checks available fund balances before authorizing expenditures
- Apprises administrators of fund balances
- Contacts vendors to place orders, follows-up on orders and resolves problems
- Contacts vendor or shipper to resolve overages, shortages, or breakages
- Returns damages or unwanted goods
- Tallies and verifies totals of all money received, prepares and makes bank deposits
- Processes petty cash requests, verifying that approval for expenditures has been received and receipts submitted
- Prepares checks for approved expenditures
- Receives payments and prepares refunds of fees for classes, books and materials
- Distributes funds to appropriate accounts and monitors all expenditures
- Sets up and assigns budget codes to new programs
- With Administrative authorization, transfers funds between accounts
- Verifies and processes invoices
- Prepares and distributes invoices for goods and services provided by MVROP
- Monitors payments received and attempts collection on past-due invoices and insufficient payments
- Collects fees and maintains course registrations for designated programs
- Reconciles bank statements, resolving any discrepancies
- Prepares or assists with preparation of financial statements and spreadsheets
- Operates a personal computer utilizing a variety of software.
- Responds to inquiries regarding programs and services available through MVROP
- Maintains the student body accounting for MVROP campus
- Distributes staff budget reports
- Maintains key inventory, electronic key access control system, security monitoring system and vehicle log
- Prepares year-end closing and staff check out
- Assists with annual budget development and financial audit process
- Prepares mileage and conference reimbursement for staff
- Processes and submits maintenance work orders
- Other duties as assigned

### **QUALIFICATIONS**

#### **Education:**

- Equivalent to completion of high school required; some career technical education, college or post-secondary education with an emphasis on training in the areas of business and accounting preferred

**Job Description**

## Senior Accounting Technician

## Experience:

- Required: Two years of increasingly responsible experience in accounting, purchasing, business services and/or financial record keeping
- Desirable: Experience in dealing with the public; related work experience in school business

## Knowledge of:

- Principles and practices of accounting, accounts payable and accounts receivable.
- Appropriate and acceptable costs of goods and services.
- Personal computers; adaptations and uses of financial software programs.

## Skills:

- Operate a personal computer and utilize a variety of software.
- Conduct debtors with tact and courtesy an effect payment of past-due accounts.
- Understand and follow oral and written instructions
- Utilize software programs to enter, retrieve, and manipulate data
- Operate a variety of office equipment including personal computers, 10-key adding machine, calculator, copy machines, fax machines, scanners, printers, security monitoring system, two-way radios, and telephones
- Read and comprehend rules, regulations and complex technical documents
- Prepare materials and make presentations to small, large groups and individuals
- Use appropriate telephone etiquette and business communication techniques

## Ability to:

- Communicate effectively both orally and in writing
- Maintain complex financial records
- Perform difficult arithmetic calculations with speed and accuracy
- Make independent decisions using good judgment
- Maintain a high degree of accuracy and diplomacy when working in situations where there are many interruptions and distractions
- Proofread and recognize errors in complex financial documents
- Maintain cooperative working relationships with those encountered during the course of work
- Respond to questions and inquiries with patience, empathy, tact, and diplomacy
- Drive a motor vehicle

## Physical Requirements:

- Performs work which is primarily in an office and warehouse setting
- Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects (keyboard, telephone, and common office machines)
- Requires vision (which may be corrected) to read small print
- May require working at a computer screen for prolonged periods
- Requires the mobility to stand, stoop, reach, and bend
- Requires lifting, pushing and/or pulling office supplies, mail and packages which do not exceed 30 pounds

**LICENSES AND CERTIFICATES**

Possession of a California Driver's License and an acceptable driving record is an on-going requirement.

**OTHER CONDITIONS OF EMPLOYMENT**

In accordance with California law and the Education Code, position incumbents must maintain a conviction free Department of Justice background record, which is relevant to the position.

**SALARY SCHEDULE**

Classified Clerical

**SALARY RANGE**

Step 3: \$23.56 - \$27.88/per hour

**WORK HOURS/WORK YEAR**

8 hours per day

12 months per year

261 work days per year including 15 paid holidays and 13 paid vacation days

**BENEFITS**

Retirement: California Public Employees Retirement System (PERS) (amount varies)

Medical: 100% paid by employee less employer contribution for those enrolled in MVROP plans

Dental: 100% paid by employer for full time employees (Employer pays for employee only;  
Dependents may be added at employee's expense)

Vision: 100% paid by employee

# PREVIOUS JOB DESCRIPTION

## SENIOR ACCOUNTING TECHNICIAN

3/26/12



## **SENIOR ACCOUNTING TECHNICIAN**

### **DEFINITION**

Under general supervision of the Director of Business Services to maintain financial records for Mission Valley ROP; to process invoices; to prepare disbursements and receive payments; to prepare and make bank deposits; to prepare and process requisitions and purchase orders; to monitor budgeted accounts; to follow up on orders not received; to receive, check and deliver goods; and perform related duties as required.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Receives requisitions and prepares and processes purchase orders.
- Extends pricing, totals and codes purchase orders.
- Checks available fund balances before authorizing expenditures.
- Apprises administrators of fund balances altering to any near or exceeding limits.
- Contacts vendors to place orders, follows-up on orders and resolves problems.
- Contacts vendor or shipper to resolve overages, shortages, or breakages.
- Returns damages or unwanted goods.
- Examines and verifies time cards, checking leave requests against time taken.
- Verifies hours for substitutes, checking against absences for regular personnel.
- Tallies and verifies totals of all moneys received, prepares and makes bank deposits.
- Processes petty cash requests, verifying that approval for expenditures has been received and receipts submitted.
- Prepares checks for approved expenditures.
- Receives payments and prepares refunds of feed for classes, books and materials.
- Distributes moneys to appropriate accounts and monitors all expenditures.
- Sets up and assigns budget codes to new programs.
- With Administrative authorization, transfers funds between accounts.
- Verifies and processes invoices.
- Prepares and distributes invoices for good and services provided by MVROP.
- Monitors payments received and attempts collection on past-due invoices and insufficient payments.
- Collects fees and maintains course registrations for designated programs.
- Reconciles bank statements, resolving any discrepancies.
- Prepares or assists with preparation of financial statements and spreadsheets.
- Attends meetings, seminars, and conferences.
- Operates a personal computer utilizing a variety of software.
- Responds to inquiries regarding programs and services available through MVROP.

## **QUALIFICATIONS**

### **Education:**

Equivalent to the completion of high school with addition of several related post-secondary courses in the field of accounting and financial records management.

### **Experience:**

One year of experience in accounting, bookkeeping or a related field

### **Knowledge of:**

- Principles and practices of accounting, accounts payable and accounts receivable.
- Appropriate and acceptable costs of goods and services.
- Personal computers; adaptations and uses of financial software programs.

### **Skills:**

- Operate a personal computer and utilize a variety of software.
- Conduct debtors with tact and courtesy an effect payment of past-due accounts.

### **Ability to:**

- Communicate effectively both orally and in writing.
- Maintain complex financial records
- Perform difficult arithmetic calculations with speed and accuracy.
- Make independent decisions using good judgment.
- Maintain a high degree of accuracy and diplomacy when working in situations where there are many interruptions and distractions.
- Proofread and recognize errors in complex financial documents.
- Maintain cooperative working relationships with those encountered during the course of work.
- Respond to questions and inquiries with patience, empathy, tact and diplomacy.
- Drive a motor vehicle.

## **LICENSES AND CERTIFICATES**

Possession of a California Driver's License and an acceptable driving record is an on-going requirement.

## **OTHER CONDITIONS OF EMPLOYMENT**

In accordance with California law and the Education Code, position incumbents must maintain a conviction free Department of Justice background record, which is relevant to the position.

## **SALARY SCHEDULE**

Classified Clerical

## **SALARY RANGE**

Step 3: \$21.34-25.25/per hour

**WORK HOURS/WORK YEAR**

8 hours per day/261 days per year including 15 paid holidays

**BENEFITS**

Retirement: Public Employees Retirement System (PERS), 7% employee contribution for full time employees

Medical: 100% employee paid

Dental: 100% employer paid for full time employees

Vision: 100% employee paid

(mdc 3/26/12)



## **Board of Education #2**



X Information  
X Action

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

**AGENDA ITEM  
Board of Education #2**

**DATE OF BOARD MEETING:** February 15, 2018

**TITLE:** Review and Approve Revised Job Description for  
Grants Coordinator/Administrative Assistant Classified  
Clerical Position

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**Background:**

With the resignation of the Accounting Technician came the opportunity to align duties to this position that were more administrative.

**Current Status:**

The work year for the Grants Coordinator/Administrative Assistant will remain the same, 261 days per year. The Classified Clerical Salary Schedule Step remains 4. The range has been updated to reflect the current range of \$26.35 - \$31.43 per hour.

**Recommendation:**

Staff recommends approving the revised Grants Coordinator/Administrative Assistant job description.

Joyce Veasley  
**Staff Contact**

Business Services  
**Division**

Thomas Hanson  
**Superintendent**



## **GRANTS COORDINATOR/ADMINISTRATIVE ASSISTANT**

### **DEFINITION**

Under the general supervision of the Director of Business Services, provides primary operational and support in the area of grant and general administration. The Grants Coordinator performs a variety of clerical and operational support duties that require the ability to learn MVROP and grant policies and procedures.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Maintain grant calendar to keep track of accountability reporting deadlines
- Assist the Director of Business Services in the monitoring, reconciliation, and general maintenance of grant budgets
- Schedule appointments, process travel arrangements and other logistical arrangements as requested
- Prepare agendas and record meeting minutes as required. Maintain department calendar to track activities, events, and meetings
- Support the instructional budgeting process
- Receives payments of fees for classes, books, and materials
- Prepares cash deposits and cash transmittals
- Reconciles bank statements
- Prepare a variety of materials such as correspondence, reports, forms and other materials
- Open, sort, prioritize, and process incoming and outgoing mail
- Maintains office supplies inventory for Business Services Department
- Maintains fixed assets inventory records and perform physical inventory
- Maintains Material Safety Data Sheet (MSDS) files and inventory
- Maintains key inventory, electronic key access control system, security monitoring system and vehicle log
- Process and maintain schedule for use of facilities
- Other duties as assigned

### **QUALIFICATIONS**

#### **Education:**

- Equivalent to the completion of high school with 1-2 years of post-secondary courses related to business, accounting and finance.

#### **Experience:**

- One year of experience in accounting, bookkeeping or related field

#### **Knowledge of:**

- General administrative principles
- Accounting and bookkeeping principles
- Computer systems operation

#### **Skills:**

- Microsoft Office, spreadsheets, databases

**Job Description**

Grants Coordinator/Administrative Assistant

**Ability to:**

- Communicate effectively both verbally and in writing
- Maintain complex financial records
- Maintain a high degree of accuracy
- Provide excellent customer service

**Physical Requirements:**

- Performs work which is primarily in an office and warehouse setting
- Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects (keyboard, telephone, and common office machines)
- Requires vision (which may be corrected) to read small print
- May require working at a computer screen for prolonged periods
- Requires the mobility to stand, stoop, reach, and bend
- Requires lifting, pushing and/or pulling office supplies, mail and packages which do not exceed 30 pounds

**LICENSES AND CERTIFICATES**

Possession of a California Driver's License and an acceptable driving record (ongoing requirement)

**OTHER CONDITIONS OF EMPLOYMENT:**

In accordance with the California Education Code, position incumbents must maintain a conviction free Department of Justice background record.

**SALARY SCHEDULE**

Classified Clerical

**SALARY RANGE**

Step 4: \$26.35 - \$31.43/per hour

**WORK HOURS/WORK YEAR**

8 hours per day

12 months per year

261 work days per year including 15 paid holidays and 13 paid vacation days

**BENEFITS**

Retirement: California Public Employees Retirement System (PERS) (amount varies)

Medical: 100% paid by employee less employer contribution for those enrolled in MVROP plans

Dental: 100% paid by employer for full time employees (Employer pays for employee only; Dependents may be added at employee's expense)

Vision: 100% paid by employee

PREVIOUS JOB DESCRIPTION

GRANTS COORDINATOR/

ADMINISTRATIVE ASSISTANT

3/17/16

**Job Description**

Grants Coordinator/Administrative Assistant

*Mission Valley ROP**Classified Job Description**Clerical*

## GRANTS COORDINATOR/ADMINISTRATIVE ASSISTANT

**DEFINITION**

Under the general supervision of the Director of Business Services, provides primary operational and support in the area of grant and general administration. The Grants Coordinator performs a variety of clerical and operational support duties that require the ability to learn MVROP and grant policies and procedures.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Maintain grant calendar to keep track of accountability reporting deadlines
- Assist the Director of Business Services in the monitoring, reconciliation, and general maintenance of grant budgets
- Schedule appointments, process travel arrangements and other logistical arrangements as requested
- Prepare agendas and record meeting minutes as required. Maintain department calendar to track of activities, events, and meetings
- Support the instructional budgeting process
- Prepare a variety of materials such as correspondence, reports, forms and other materials
- Open, sort, prioritize, and process incoming and outgoing mail
- Maintain office supplies inventory for Business Services Department
- Other duties as assigned

**QUALIFICATIONS****Education:**

- Equivalent to the completion of high school with 1-2 years of post-secondary courses related to business, accounting and finance.

**Experience:**

- One year of experience in accounting, bookkeeping or related field

**Knowledge of:**

- General administrative principles
- Accounting and bookkeeping principles
- Computer systems operation

**Skills:**

- Microsoft Office, spreadsheets, databases



**Job Description**

Grants Coordinator/Administrative Assistant

**Ability to:**

- Communicate effectively both verbally and in writing
- Maintain complex financial records
- Maintain a high degree of accuracy
- Provide excellent customer service

**LICENSES AND CERTIFICATES**

Possession of a California Driver's License and an acceptable driving record (ongoing requirement)

**OTHER CONDITIONS OF EMPLOYMENT:**

In accordance with the California Education Code, position incumbents must maintain a conviction free Department of Justice background record.

**SALARY SCHEDULE**

Classified Clerical

**SALARY RANGE**

Step 4: \$24.84-34.35

**WORK HOURS/WORK YEAR**

8 hours per day/261 days per year



## **Board of Education #3**

X Information  
X Action

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

**AGENDA ITEM  
Board of Education #3**

**DATE OF BOARD MEETING: February 15, 2018**

**TITLE: Review and Approve Revised Job Description for  
Accounting Technician Classified Clerical Position**

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**Background:**

With the resignation of the Accounting Technician came the opportunity to shift administrative duties to the Grants Coordinator/Administrative Assistant position.

**Current Status:**

The work year for the Accounting Technician would be 231 days per year. The Classified Clerical Salary Schedule Step remains 2. The range has been updated to reflect the current range of \$21.49 - \$25.59 per hour.

Interviews for this position will be held in February 2018.

**Recommendation:**

Staff recommends approving the revised Accounting Technician job description.

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Joyce Veasley  
**Staff Contact**

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Business Services  
**Division**

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Thomas Hanson  
**Superintendent**





*Mission Valley ROP  
Classified Job Description  
Clerical*

## ACCOUNTING TECHNICIAN

### DEFINITION

Under the general supervision of the Director of Business Services, acts as the Accounting Technician for Mission Valley ROP (MVROP), maintains accounting and financial records; monitors budgeted accounts and expenditures; codes financial activities to the correct accounts; monitors and distributes financial reports; prepares and makes bank deposits; reconciles bank statements; processes and maintains purchase requisitions; receives and checks materials and goods against purchase orders and packing slips; follows up on orders not received; processes invoices and receipts for payment; supports maintenance, facilities and operations.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Prepares periodic expenditures reports
- Prepares and processes invoices and receipts for payment
- Prepares and codes purchase requisitions and other expenses
- Maintains financial records, preparing financial spreadsheets for projects within the scope of responsibility
- Prepares year-end closing and staff checkout
- Assists with annual budget development and financial audit process
- Responds to inquiries regarding programs and services available throughout the MVROP
- Performs general clerical duties including composing and producing electronic mail correspondence
- Prepares purchase and mileage reimbursement requests
- Monitors expenditures on open purchase orders, notifying appropriate administrator when approaching budgetary limits
- Maintains files, both electronically and hard copy
- Performs data input to maintain multiple data bases
- Receives payments of fees for classes, books, and materials
- Processes and submits maintenance work orders
- Receives, check-in, and distributes purchase order and warehouse order deliveries
- Processes returns, exchanges, and/or credits to vendors
- Contacts vendors, follow-up on outstanding orders, and resolves problems
- Maintains office equipment including copiers, scantron, telephones and fax machines
- Maintains office supplies inventory including office equipment supplies and toner recycling
- Prepares and mails out documents using US Mail, District mail, and County mail procedures
- Other duties as assigned

### QUALIFICATIONS

#### Education:

- Equivalent to completion of high school required; some career technical education, college or post-secondary education with an emphasis on training in the areas of business and accounting preferred

#### Experience:

- Required: Two years of increasingly responsible experience in accounting, purchasing, business services and/or financial record keeping
- Desirable: Experience in dealing with the public; related work experience in school business

**Job Description**

## Accounting Technician

## Knowledge of:

- Basic accounting and bookkeeping practices and procedures
- School business and general office practices
- A variety of financial and other software programs, including MS-Word, MS-Excel, MS-PowerPoint, MS-Access, Adobe and Escape
- Modern office methods, procedures, and terminology; including, use of office equipment, filing, and recordkeeping
- Correct English usage, grammar, spelling, punctuation, and vocabulary

## Skills:

- Understand and follow oral and written instructions
- Utilize software programs to enter, retrieve, and manipulate data
- Operate a variety of office equipment including personal computers, 10-key adding machine, calculator, copy machines, fax machines, scanners, printers, security monitoring system, two-way radios, and telephones
- Read and comprehend rules, regulations and complex technical documents
- Prepare materials and make presentations to small, large groups and individuals
- Use appropriate telephone etiquette and business communication techniques

## Ability to:

- Establish and maintain an effective working relationship with colleagues
- Perform arithmetical calculations with speed and accuracy
- Compile and prepare financial and inventory reports, analyzing data and extrapolation pertinent information
- Operate personal computer and a variety of software
- Communicate well with others both orally and in writing
- Work independently with minimal supervision
- Maintain composure and work efficiently with frequent interruptions
- Be flexible and adaptable in a fast-paced work environment
- Work under the pressure of meeting frequent deadlines
- Maintain a variety of records, both electronically and in hard copy
- Be punctual, reliable and detail-oriented
- Communicate effectively with diverse groups including staff, students, administrators, vendors, contractors, parents, business partners and the general public
- Drive a motor vehicle

## Physical Requirements:

- Performs work which is primarily in an office and warehouse setting
- Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects (keyboard, telephone, and common office machines)
- Requires vision (which may be corrected) to read small print
- May require working at a computer screen for prolonged periods
- Requires the mobility to stand, stoop, reach, and bend
- Requires lifting, pushing and/or pulling office supplies, mail, and packages which do not exceed 30 pounds

**LICENSES AND CERTIFICATES**

Possession of a California Driver's License and an acceptable driving record is an on-going requirement.

**OTHER CONDITIONS OF EMPLOYMENT:**

In accordance with California law and the Education Code, position incumbents must maintain a conviction free Department of Justice background record, which is relevant to the position.

**SALARY SCHEDULE**

Classified Clerical

**SALARY RANGE**

Step 2: \$21.49 - \$25.59 per hour

**WORK HOURS/WORK YEAR**

8 hours per day

11 months per year

231 work days per year including 14 paid holidays and 11 paid vacation days

**BENEFITS**

Retirement: California Public Employees Retirement System (PERS) (amount varies)

Medical: 100% paid by employee less employer contribution for those enrolled in MVROP plans

Dental: 100% paid by employer for full time employees (Employer pays for employee only;  
Dependents may be added at employee's expense)

Vision: 100% paid by employee

# PREVIOUS JOB DESCRIPTION

## ACCOUNTING TECHNICIAN

5/16/12



## **ACCOUNTING TECHNICIAN**

### **DEFINITION**

Under the general supervision of the Director of Business Services, to act as the Accounting Technician for Mission Valley ROP, to maintain accounting and financial records; to monitor income and expenditures; to code financial activities to the correct accounts; to monitor financial reports; to process and maintain purchase requisitions; to support maintenance and operations; and to perform related duties as required.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Monitors program expenditures ensuring legality and compliance with contracts
- Prepares periodic expenditures reports and submits them to the appropriate authority
- Prepares and codes monthly invoices ensuring budgetary compliance
- Prepares and codes purchase requisitions and other expenses
- Maintains financial records, preparing financial spreadsheets for projects within the scope of responsibility
- Prepares year-end closing and staff checkout
- Assists with annual budget development and financial audit process
- Maintains fixed assets inventory records
- Responds to inquiries regarding programs and services available throughout the MVROP
- Performs general clerical duties including composing and producing electronic mail correspondence
- Prepares purchase and mileage reimbursement requests
- Monitors expenditures on open purchase orders, notifying appropriate administrator when approaching budgetary limits
- Maintains files, both electronically and hard copy
- Maintains Material Safety Data Sheet (MSDS) files and inventory
- Performs data input to maintain multiple data bases
- Maintains key inventory, electronic key access control system and security monitoring system
- Prepares cash deposits and cash transmittals
- Reconciles bank statements
- Process and submit maintenance work orders
- Receive, check-in, and distribute purchase order and warehouse order deliveries
- Process returns, exchanges, and/or credits to vendors
- Maintains office equipment including copiers, scantron, telephones and fax machines
- Maintain office supplies inventory including office equipment supplies and toner recycling
- Prepares and mails out documents using US Mail, District mail, and County mail procedures
- Other duties as assigned



**Job Description  
Accounting Technician****QUALIFICATIONS****Education:**

- Equivalent to completion of high school with an emphasis on training in the areas of business and accounting

**Experience:**

- Two years of increasingly responsible experience in the accounting, or financial record keeping field

**Knowledge of:**

- Basic accounting and bookkeeping practices and procedures
- School business and general office practices
- A variety of financial and other software programs, including MS-Word, MS-Excel, MS-Powerpoint, MS-Access, Adobe and QSS (Quintessential School Systems)
- Modern office methods, procedures, and terminology; including, use of office equipment, filing, and recordkeeping
- Correct English usage, grammar, spelling, punctuation and vocabulary

**Skills:**

- Understand and follow oral and written instructions
- Utilize software programs to enter, retrieve, and manipulate data
- Operate a variety of office equipment including personal computers, 10-key adding machine, calculator, copy machines, fax machines, scanners, printers, security monitoring system, two-way radios, and telephones
- Read and comprehend rules, regulations and complex technical documents
- Prepare materials and make presentations to small, large groups and individuals
- Use appropriate telephone etiquette and business communication techniques
- Type at a rate of 35 WPM with accuracy

**Ability to:**

- Establish and maintain an effective working relationship with colleagues
- Perform arithmetical calculations with speed and accuracy
- Compile and prepare financial and inventory reports, analyzing data and extrapolation pertinent information
- Operate personal computer and a variety of software
- Communicate well with others both orally and in writing
- Work independently with minimal supervision
- Maintain composure and work efficiently with frequent interruptions
- Be flexible and adaptable in a fast-paced work environment
- Work under the pressure of meeting frequent deadlines
- Maintain a variety of records, both electronically and in hard copy
- Be punctual, reliable and detail-oriented
- Communicate effectively with diverse groups including staff, students, administrators, vendors, contractors, parents, business partners and the general public

**Job Description**  
**Accounting Technician**

- Drive a motor vehicle

**Physical Requirements:**

- Performs work which is primarily in an office setting
- Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects (keyboard, telephone, and common office machines)
- Requires vision (which may be corrected) to read small print
- May require working at a computer screen for prolonged periods
- Requires the mobility to stand, stoop, reach, and bend
- Requires lifting, pushing and/or pulling office supplies, mail and packages which do not exceed 30 pounds

**LICENSES AND CERTIFICATES**

Possession of a California Driver's License and an acceptable driving record is an on-going requirement.

**OTHER CONDITIONS OF EMPLOYMENT:**

In accordance with California law and the Education Code, position incumbents must maintain a conviction free Department of Justice background record, which is relevant to the position.

**SALARY SCHEDULE**

Classified Clerical

**SALARY RANGE**

Step 2: \$19.47-\$23.19/per hour (\$40,653 - \$48,421 per year)

**WORK HOURS/WORK YEAR**

8 hours per day

12 months per year

261 work days per year including 15 paid holidays and 13 paid vacation days

**BENEFITS**

Retirement: Public Employees Retirement System (PERS), 7% employee contribution for full time employees

Medical: 100% paid by employee

Dental: 100% paid by employer for full time employees (Employer pays for employee only; Dependents may be added at employee's expense)

Vision: 100% paid by employee



## **Board of Education #4**



X Information  
X Action

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

**AGENDA ITEM  
Board of Education #4**

**DATE OF BOARD MEETING:** February 15, 2018

**TITLE:** Review and Approve Revised Job Description for  
Personnel Technician Classified Clerical Position

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**Background:**

Job descriptions are periodically revised to reflect actual duties. The Personnel Technician job description was last revised June 6, 2012.

**Current Status:**

The work year for the Personnel Technician will remain the same, 261 days per year. The Classified Clerical Salary Schedule Step remains 3. The range has been updated to reflect the current range of \$23.56 - \$27.88 per hour.

**Recommendation:**

Staff recommends approving the revised Personnel Technician job description.

Joyce Veasley  
**Staff Contact**

Business Services  
**Division**

Thomas Hanson  
**Superintendent**



## **PERSONNEL TECHNICIAN**

### **DEFINITION**

Under general supervision of the Director of the Business Services, schedules interviews for prospective Mission Valley ROP employees; processes employment documents for all new hires; verifies teachers/administrators credentials; assists in providing orientation to all new hires; maintains personnel and program records; and performs related duties as required.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Prepares and processes advertisements and position vacancy announcements for distribution/posting.
- Schedules interviews for prospective employees and arranges for interview panels.
- Maintains records of perspective applicants and their qualifications; reviews documents to identify qualified candidates for vacancies.
- Processes all paperwork for new employees. Checks employment documents for accuracy, acceptability and completeness.
- Explains salary and fringe benefits, and the rights and responsibilities of employment with MVROP.
- Assists in providing orientation to new employees.
- Processes credential applications and waivers; maintains credential files, notifying teachers regarding renewal requirements.
- Prepares personnel related agenda items for ROP Governing Council.
- Maintains staff attendance records and ensures that leave forms are completed and processed
- Processes certificated and classified timecards; audits leave reports from the district.
- Prepares open enrollment information; processes employee enrollment in medical and dental plans; acts as liaison with insurance carriers.
- Responds to requests for verification of employment.
- Arrange substitutes for teacher absences.
- Audits medical and dental billing and prepares invoices for payment; processes on-line payment for monthly medical invoice; receives retiree payments for health benefits.
- Audits monthly payroll
- Orders and receives Office Depot supplies, codes invoices, and prepares expenditure transfers.
- Assists with audit process.
- Prepares a variety of reports, memos, forms, letters, contracts and other documents.
- Performs a variety of general office duties including composing and preparing correspondence.
- Inputs and updates data to maintain a variety of records.
- Maintains files both on database and in hard copy.
- Other duties as assigned.

### **QUALIFICATIONS**

#### **Education:**

- Equivalent to completion of high school with an emphasis on business training.

#### **Experience:**

- Two years of increasingly responsible related general clerical experience.

Knowledge of:

- Processes required to employ new staff, both classified and certificated. Electronic records management.
- Personal computers.
- A variety of software programs and their uses.

Skills:

- Operate a personal computer utilizing a variety of software. Use a keyboard with speed and accuracy.
- Operate a variety of office equipment.

Ability to:

- Read and comprehend rules, regulations and complex technical documents.
- Use and manipulate a variety of electronic office equipment and software.
- Communicate effectively, both orally and in writing.
- Relate to persons of many differing ethnic, cultural, and socioeconomic backgrounds.
- Perform arithmetical computations with speed and accuracy.
- Organize and maintain complex data and records.
- Deal with people with patience, confidentiality, tact and empathy.
- Work with constant interruptions.

Physical Requirements:

- Performs work which is primarily in an office and warehouse setting.
- Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects (keyboard, telephone, and common office machines).
- Requires vision (which may be corrected) to read small print.
- May require working at a computer screen for prolonged periods.
- Requires the mobility to stand, stoop, reach, and bend.
- Requires lifting, pushing and/or pulling office supplies, mail and packages which do not exceed 30 pounds.

**LICENSES AND CERTIFICATES**

Possession of a California Driver's License and an acceptable driving record is an on-going requirement.

**OTHER CONDITIONS OF EMPLOYMENT:**

In accordance with California law and the Education Code, position incumbents must maintain a conviction free Department of Justice background record, which is relevant to the position.

**SALARY SCHEDULE**

Classified Clerical

**SALARY RANGE**

Step 3: \$23.56 - \$27.88/per hour

**WORK HOURS/WORK YEAR**

8 hours per day

12 months per year

261 work days per year including 15 paid holidays and 13 paid vacation days

**BENEFITS**

Retirement: California Public Employees Retirement System (PERS) (amount varies)  
Medical: 100% paid by employee less employer contribution for those enrolled in MVROP plans  
Dental: 100% paid by employer for full time employees (Employer pays for employee only;  
Dependents may be added at employee's expense)  
Vision: 100% paid by employee

PREVIOUS JOB

DESCRIPTION

PERSONNEL TECHNICIAN

6/28/12



## **PERSONNEL TECHNICIAN**

### **DEFINITION**

Under general supervision, to schedule interviews for prospective Mission Valley ROP employees; to process employment documents for all new hire; to verify teachers' credentials; to assist in providing orientation to all new hires; to maintain personnel and program records; and to perform related duties as required.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Schedules interviews for prospective employees and arranges for interview panels. Processes all paperwork for new employees. Checks employment documents for accuracy, acceptability and completeness.
- Processes credential applications and maintains credential files, notifying teachers regarding renewal requirements.
- Assists in providing orientation to new employees.
- Explains salary and fringe benefits, and the rights and responsibilities of employment with MVROP.
- Inputs and updates data to maintain a variety of records.
- Maintains files both on data base and in hard copy.
- Prepares a variety of reports, memos, forms, letters, contracts and other documents.
- Processes a variety of forms.
- Prepares personnel related agenda items for ROP Council.
- Maintains records of interested applicants and their qualifications.
- Reviews documents on record to identify qualified candidates for vacancies. Prepares and processes advertisements and position vacancy announcements for newspapers and other distribution.
- Performs a variety of general office duties including composing and preparing correspondence.
- Maintains staff attendance records and ensures that leave forms are completed and processed.
- Responds to requests for verification of employment.
- Schedules appointments for teachers and administrators.
- Maintains employee evaluation schedules and processes records.
- Processes mail, both incoming, outgoing and bulk mailings.
- Orders and receives supplies, coding invoices and checking receipts.
- Maintains facilities use records.
- Maintains records of incoming checks and distributes reimbursement checks to staff.
- Reconciles bank statements for several cash accounts.
- Responds to inquiries regarding programs and services available through MVROP.

### **QUALIFICATIONS**



Education:

- Equivalent to completion of high school with an emphasis on business training.

Experience:

- Two years of increasingly responsible related general clerical experience.

Knowledge of:

- Process required to employ new staff, both classified and certificated. Electronic records management.
- Personal computers.
- A variety of software programs and their uses.

Skills:

- Operate a personal computer utilizing a variety of software. Use a keyboard with speed and accuracy.
- Operate a variety of office equipment.
- Drive a motor vehicle. Possession of a California Drivers License and an acceptable driving record is an on-going requirement.

Ability to:

- Read and comprehend rules, regulations and complex technical documents. Type at a rate of not less than 45 words per minute.
- Use and manipulate a variety of electronic office equipment and software. Communicate effectively, both orally and in writing.
- Relate to persons of many differing ethnic, cultural, and socioeconomic backgrounds. Perform arithmetical computations with speed and accuracy.
- Organize and maintain complex data and records.
- Deal with people with patience, confidentiality, tact and empathy.
- Work with constant interruptions.

Physical Requirements:

**LICENSES AND CERTIFICATES**

**OTHER CONDITIONS OF EMPLOYMENT:**

**SALARY SCHEDULE**

Classified Clerical

**SALARY RANGE**

**WORK HOURS/WORK YEAR**

**BENEFITS**



**End of Board Packet**