



**Mission Valley ROP**  
**Thursday, February 18, 2016**  
**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, January 18, 2016**  
**Regular Meeting (Open Session) – 4p.m.**  
**Closed Session to Follow Open Session**

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

**Pledge of Allegiance**

**Roll Call:**

\_\_\_\_\_ Jonas Dino, President  
\_\_\_\_\_ Larry Sweeney, Vice President  
\_\_\_\_\_ Nancy Thomas, Clerk  
\_\_\_\_\_ Other

**Approval of Agenda:**

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

**Communication:**

- a. Items from the Staff
- b. Oral Communication
  - *MVROP Automotive Technology Samsung Video Presentation*
- c. Written Communication
  - *Letter from League of Volunteers (LOV) re: Toy Drive Donations, January 29, 2016*
- 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 20, 2016.
- 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 Adopt Resolution Number 7-1516  
Accept Donations to Mission Valley ROP
  - B&F#4 Approve Audit Agreement with Vavrinek, Trine, Day, &  
Co. LLP to provide financial audit services for year ending  
June 30, 2016

**End of Consent Calendar:**

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

Board comments on Consent Calendar:

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**Business and Finance #1**

**Information/ Action**

Review and Approve Addendum to Mission Valley ROP JPA Agreement

**Business and Finance #2**

**Information/ Action**

Review and Approve Memorandum of Understanding for Mission Valley ROP and JPA Members for the 2015 Career Technical Education Incentive Grant (CTEIG)

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

**Board of Education #1**

**Information**

Review WASC Action Plan Draft

**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**



# League of Volunteers

*Serving Children – The Needy – Seniors  
in Fremont – Union City – Newark  
through your support*

President  
**Christina Gendreau**  
H.R. Technician  
City of Newark

Vice President  
**Betty Cole**  
Educator  
Fremont USD

Secretary/Treasurer  
**Norma McGee**  
Master Scheduler  
L3-ISO Tinsely

**Board Members**

**Rajesh Babu**  
Sr. Technical Support Engineer  
Cloudian, Inc.

**Maria Jenkins**  
Owner  
Bay Area Precision Machine LLC

**Eileen McDonald**  
Alameda County Board of Education

**Donna Sisk**  
Office Manager  
Orbex Group

**Associates**

**Richard Ahlbrandt**  
VA Business Services

**Elise Balgley**  
Attorney  
Bernard, Balgley & Bonacororsi LLC

**George Duarte**  
President  
Horizon Financial Associates

**Rick Geha**  
Mgr. Keller Williams Realty

**Paul Lyon**  
Lyon & Associates CPA

**Fran Meredith**  
Owner, F & M Productions

**Dick Modzeleski**  
Rainbow Funding

**Christine Montez**  
Fremont USD

**Ray J. Rodriguez**  
Trustee Newark USD

**Toni Souza**  
Global Data Business Manager  
Juniper Network

**Jan Vincent**  
JVA Business Services

**Shirley D. Sisk**  
Executive Director

January 29, 2016

ALLISON ALDINGER  
**MISSION VALLEY ROP**  
5019 STEVENSON BLVD  
FREMONT, CA 94538



DEAR ALLISON,

We are pleased to let you know that you collected a total of 324 toys for our annual Toy Drive this year. Thank you so much.

This holiday season we collected just over 3,800 toys. These toys make it possible for a lot of children in the cities of Fremont, Newark and Union City to have a wonderful Christmas.

Thank you for being a collection site this year. We hope we can work with you again next year. Your participation really helps make children's wishes come true during the holiday season. Please give my thanks to the teachers and the students who helped to collect food as well as toys. Thank you again, I look forward to next year and our partnership during the holiday season.

We appreciate your support.

Sincerely,

Harold Colon  
Assistant Executive Director

8440 Central Ave., Suite A/B Newark, CA 94560  
Phone: (510) 793-5683 \* Fax: (510) 793-5689 \* email: [lov@lov.org](mailto:lov@lov.org)  
Website: [www.lov.org](http://www.lov.org) \* Fed. ID # 94-2638329



## Consent Calendar



## Minutes



**Regular Meeting of the Governing Council  
Mission Valley Regional Occupational Center/ Program  
Wednesday, January 20, 2016**

**Member Sweeney called the meeting to order at 4:16 pm.**

Present:

Nancy Thomas, President  
Jonas Dino, Vice President  
Jan Crocker, NUSD Alternate

Member Thomas requested to move Board of Education #1, Election of Officers, as the last agenda item for the meeting.

**Approval of Agenda:**

*Member Dino made a motion to approve all items on the January agenda. Member Thomas made a second to approve the motion. Members voted 2-0 to approve all items on the January agenda.*

**Communication:**

**a. Items from Staff:**

Superintendent Hanson shared:

MVROP submitted its CTEIG application prior to the January 19, 2016 deadline. MVROP will wait to hear more from CDE following the March 9 State Board of Education meeting.

MVROP is currently in the process of preparing for the 2016-2017 school year registration. Several program promotions to take place on the JPA high school campuses for pre-registration. MVROP is also hosting its first Program Showcase event open to all interested students on January 28 at the MVROP Center Campus from 6:30 to 8 p.m.

Superintendent Hanson will be attending the Superintendents' Conference in Monterey next week. Following the evening's meeting, he will fly to attend the CAROCP meeting taking place in Southern California.

Interviews for the MVROP Program Coordinator vacancy are to be scheduled for January 29. MVROP has been doing its best to work with a lighter administrative staff. There are many projects taking place, including the WASC Review currently under way.

**b. Oral Communication:**

MVROP Instructor Johnny Cimino gave a presentation regarding the Auto Body Painting and Refinishing Program.

**c. Written Communication:**

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

- “James Logan Students Win California Title in Science Contest” *The Mercury News*, December 16, 2015
- *MVROP Fall 2015 Reflections Newsletter*
- “Automotive Technology Students Named State Winners” *The Tri-City Voice*, January 5, 2016

**d. Items from the Board:**

None

**d. Public Comment:**

None

**Consent Calendar:**

Member Thomas pulled B&F Item #4.

*Member Dino made a motion to approve all items in the Consent Calendar, excluding B&F #4-6. Member Sweeney made a second to approve the motion. Members voted 2-0 to approve all items in the Consent Calendar, excluding B&F#4-6.*

**Business and Finance #1**

**Review MVROP Fiscal Update**

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

*This item is information only.*

**Business and Finance #2**

**Review and Accept Audit Report from Vavrinek, Trine, Day & Co. for the Fiscal Year 2014/2015**

Xiupin Guillaume, an auditor from Vavrinek, Trine, Day & Co. presented her findings from the Final Audit Report for the Fiscal Year 2014/2015 for Mission Valley ROP.

*Member Dino made a motion to approve Business and Finance #2, Review and Approve Audit Report from Vavrinek, Trine, Day & Co. for the Fiscal Year 2014/2015. Member Thomas made a second to approve the motion. Members voted 2-0 to approve Business and Finance #2, Review and Approve Audit Report from Vavrinek, Trine, Day & Co. for the Fiscal Year 2014/2015.*

**Board of Education #1**

**Election of Officers**

Member Thomas made a motion to elect Jonas Dino, New Haven Unified School District, to the office of President of the MVROP Governing Council. Member Dino made a second to the motion. Members voted 2-0 to elect Jonas Dino as President of the MVROP Governing Council. Member Dino will serve in that office for the remainder of the school year through December of 2016.

Member Dino made a motion to elect Larry Sweeney, Fremont Unified School District, to the office of Vice President of the MVROP Governing Council. Member Thomas made a second to

the motion. Members voted 2-0 to elect Larry Sweeney to the office of Vice President of the MVROP Governing Council. Member Sweeney will serve in that office for the remainder of the school year through December of 2016.

Member Dino made a motion to elect Nancy Thomas, Newark Unified School District, to serve as Clerk of the MVROP Governing Council. Member Thomas made a second to the motion. Members voted 2-0 to elect Nancy Thomas as Clerk of the MVROP Governing Council. Member Thomas will serve in that office for the remainder of the school year through December of 2016.

Newly elected MVROP Board President, Jonas Dino, ran the remainder of the Governing Council meeting.

**Consent Calendar Continued:**

The following items were revisited:

- B&F Item #4, Annual Organizational Meeting and Authorized Signatures
- Adopt Resolution #05-1516 Signature Card- Board Members
- Adopt Resolution #06-1516 Signature Card- Authorized Agents Payroll Warrants & Disbursements

*Member Thomas made a motion to approve B&F Items #4-6 in the Consent Calendar. Member Dino made a second to approve the motion. Members voted 2-0 to approve B&F Items #4-6 in the Consent Calendar.*

**Board Requests:**

None

**The meeting was adjourned at 5:06 p.m.**

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Jonas Dino, President

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Larry Sweeney, Vice President

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Nancy Thomas, Clerk



## **Business and Finance**

# MISSION VALLEY ROP

**PURCHASE ORDER REPORT**  
**PURCHASE ORDERS OVER \$5,000**  
**BOARD MEETING - FEBRUARY 18, 2016**  
**PO PERIOD: JANUARY 13, 2016 - FEBRUARY 8, 2016**  
**AGENDA ITEM - B&F #1**

<b>PO</b>			
<b>NUMBER</b>	<b>VENDOR NAME &amp; ACCOUNT CODE</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
164068	Xerox Corporation 81-0635-0-6999-1001-5675-660-6013	Lease/Maintenance Copiers	\$ 18,184.32
164161	Harris Specialized 81-0635-0-0000-7701-5847-660-6013	Classmate Attendance System	\$ 27,155.00
164324	Adorama Inc 81-0635-0-6110-1001-4310-667-6998	Cameras Digital Photograpy JLHS	\$ 5,400.00
164332	B & H Photo-Video 81-0635-0-6106-1001-4410-660-6998 81-0635-0-6106-1001-4310-660-6998	Instructional Supplies/Equipment Digital Video Center	\$ 15,857.09
164454	Ohlone College Education 81-0635-0-6999-1001-5830-660-6998	Pathways Project - Tri Cities One Stop	\$ 60,000.00
164515	Tech Supply 81-0635-0-6703-1001-6410-654-6998	Bench Brake Lathe Auto Tech WHS	\$ 9,123.31
164558	CalSTRS 81-0635-0-0000-7701-3111-660-6005 81-0635-0-6999-2421-3111-660-6005	Excess Sick Leave Penalty - Subasa	\$ 10,857.59

**Mission Valley ROP**  
**Warrants \$5,000 and above**  
**From 1/13/16 to 2/8/16**  
**Fiscal Year 15/16**

B&F #2  
 February 18, 2016

Date	Warrant #	Vendor	Purpose	Amount	PO number
01/19/16	50661381	New Haven USD	Busing	\$ 7,779.11	160618
			13/14 and 14/15 prior year busing	\$ 37,262.08	163234
01/25/16	50661623	New Haven USD	Payroll reimbursement	\$ 26,165.20	160619
01/25/16	50661612	State of CA - PERS	Monthly Premiums	\$ 8,204.80	

<u>      </u>	Information
<u>  X  </u>	Action
<u>      </u>	Presentation

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

**A G E N D A    I T E M  
B&F #3**

**DATE OF BOARD MEETING:**    February 18, 2016

**TITLE:**        Adopt Resolution No. 7-1516  
                  Accept Donations to Mission Valley ROP

**Background:**

Education Code 635160 authorizes governing boards of any school district to initiate and carry on any program, activity or to act otherwise in any manner that is not in conflict with or inconsistent with or preempted by any law and that is not in conflict with the purpose for which school districts are established. Acceptance of gifts to the school district is within the permissive authority granted Boards of Education in the permissive code embodied in Education Code 35160.

**Current Status:**

<u>Donated to</u>	<u>Donated by</u>	<u>Item(s)</u>	<u>Value</u>
Auto Tech JLHS	Sequoia Brass	Copper Rod	34.43
Auto Tech JLHS	Gigavac	2 Coils, 3 red handles	400.00
Auto Tech JLHS	Clipper Creek	Connectors/Hangers	395.00
Fire Tech	Students	\$462	\$462.00
Law Enforce Ctr	Tri City Rock	Granite/Bender Board	481.34
Medical Assist	Students	\$576	\$576.00
Motion Graphics	Students	\$15	\$ 15.00

**Recommendation:**

Staff recommends acceptance of the aforementioned donations to Mission Valley Regional Occupational Program.

<u>Joyce Veasley, 657-1865</u>	<u>ROP Center</u>	<u>Bus. Svcs. Thomas Hanson</u>
<u>Staff Contact Person</u>	<u>Department</u>	<u>Division Superintendent</u>

**FOR MISSION VALLEY REGIONAL OCCUPATIONAL PROGRAM**

Karen Monroe  
County Superintendent of Schools  
313 West Winton Avenue  
Hayward, CA 94544-1198

Fremont, California

Date: February 18, 2016

Pursuant to the provision of the Education Code Section 42600, we, the undersigned, constituting a majority of the members of the governing board of the above-named district, do hereby transmit this resolution requesting an increase in income of said school district for the following reasons:

Local Income - Donations

INCOME APPROPRIATION	ACCOUNT NO.	AMOUNT
Local Income	81-0635-0-xxxx-0000-8699-660-0000	\$ 1,053
EXPENDITURE APPROPRIATION	ACCOUNT NO.	AMOUNT
Fire Science - Jacquez	81-0635-0-6602-1001-4310-660-6998	\$ 462
Graphics - McDonell	81-0635-0-6101-1001-4310-660-6998	\$ 15
Medical Assisting - Cimino	81-0635-0-6609-1001-4310-660-6998	\$ 576
		\$ 1,053

Respectfully submitted,

\_\_\_\_\_  
Clerk of the Governing Council  
Mission Valley ROP  
Alameda County, State of California

\_\_\_\_\_ Request Approved

\_\_\_\_\_ Not Approved

Posted by:\_\_\_\_\_



Information  
X Action  
Presentation

MISSION VALLEY REGIONAL OCCUPATIONAL  
PROGRAM BOARD OF EDUCATION

AGENDA  
ITEM B&F #4

DATE OF BOARD MEETING: February 18, 2016

TITLE: Approve Audit Agreement with Vavrinek, Trine, Day, & Co., LLP to  
provide financial audit services for year ending June 30, 2016

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Background:

Education Code Section 41020 required 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 year ending June 30, 2016. The annual fee will not exceed \$ 16,200

Recommendation:

Approve audit agreement with Vavrinek, Trine, Day & Co., LLP to provide financial audit services as of and for the year ending June 30, 2016

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



February 7, 2016

Mission Valley Regional Occupational Program  
Attn: Joyce Veasley, Director of Business 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, 2016. 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, 2016.

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 *Standards and Procedures for Audit of California Office*, 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 \$16,700 for the fiscal year ended June 30, 2016. 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 *Standards and Procedures for Audits of California K-12 Local Educational Agencies*, issued by the California State Controller's Office or Governmental Accounting Standards Board, (2) any changes in the number of funds or accounts maintained by the Organization during the period under this contract, and (3) additional audit procedures required due to the lack of preparation for the audit on the part of the Organization. These fees shall be in addition to the above maximum fee for audit services.

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

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

#### **Annual Report—Form and Content, Delivery**

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

Management and Budget.

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

#### **Non-Licensee Owners**

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

#### **Peer Review Report**

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

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


Sincerely,



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

#### **RESPONSE:**

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

Signature: 

Title: DIRECTOR OF BUSINESS SERVICES

Date: 2/8/16



# YANARI WATSON MCGAUGHEY P.C.

DALE M. YANARI (1947-2004) ♦ RANDY S. WATSON ♦ G. LANCE MCGAUGHEY ♦ DON W. GREENLEE  
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.

REPORT ON A SYSTEM OF QUALITY CONTROL  
PERFORMED BY THE PEER REVIEW BOARD OF THE  
AMERICAN INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS  
IN ACCORDANCE WITH THE STANDARDS FOR  
PERFORMING AND REPORTING ON PEER REVIEWS  
EFFECTIVE FOR THE YEAR ENDED DECEMBER 31, 2014



**End of Consent**



## **Business and Finance**



## **Business and Finance #1**

X Information  
X Action  
Presentation

**MISSION VALLEY REGIONAL OCCUPATIONAL CENTER/PROGRAM  
GOVERNING COUNCIL MEETING  
AGENDA ITEM**

**BUSINESS & FINANCE #1**

**Date of Board Meeting:** February 18, 2016

**TITLE:** Review and Approve Addendum to Mission Valley JPA Agreement

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**Background:**

The Governor signed the 2013-14 State Budget Act which established the Local Control Funding Formula (LCFF) as the new funding model for California public schools. The enacted budget included Regional Occupational Centers and Programs (ROCP) as part of the LCFF base funding. The budget included maintenance of effort (MOE) requirements for ROCPs, which require passing the funding to ROCPs at the same rate as the 2012-13 level. The same provision applied to the 2014-15 State Budget Act and the MOE expired on June 30, 2015.

The State Budget for 2015-16 included significant gains for K-12 school districts. JPA Members (Fremont, New Haven and Newark Unified School Districts) continued to pass its ROCP funding to Mission Valley ROP in 2015-16. Although the mandated MOE requirement for ROCP had expired, the Governor's 2015-16 budget outlined a new Career Technical Education Incentive Grant (CTEIG). This grant is intended to maintain current Career Technical Education (CTE) programs and encourage new CTE programs during the implementation of the school district LCFF. The program provides one-time funding in the amounts of \$400 million (grant term ending June 30, 2017), \$300 million (grant term ending June 30, 2018), and \$200 million (grant term ending June 30, 2019) through competitive grants at three levels based on the Average Daily Attendance (ADA) for grades 7-12. The program includes positive consideration for applicants who establish new programs and maintain programs that serve traditionally underserved populations as well as to "regional collaborations."

Each of the individual JPA Boards (FUSD, NUSD, and NHUSD) approved an MOU, which would allow Mission Valley ROP to submit an application for the CTEIG and use the District's ADA, together with other assurances necessary, and submit the application. Mission Valley ROP submitted its application and is currently awaiting response from the California Department of Education (CDE) to ascertain the level of funding.

**Current Status:**

The CTEIG requires that applicants must provide local matching funds as follows:

- First grant term will be \$1 local match for each \$1 grant funds
- Second grant term will be \$1.5 local match for each \$1 grant funds
- Third grant term will be \$2 local match for each \$1 grant funds

The matching funds will be obtained from the funds passed through to Mission Valley ROP from the JPA member districts (Fremont, Newark, and New Haven Unified School Districts). Thereafter, the applicants must be able to demonstrate that the programs will be sustained for three years after funding concludes, or through June 30, 2021.

The Mission Valley ROP Superintendent and Director of Business Services, JPA member district Superintendents and Chief Business Officers have entered into discussions related to funding and pass-thru for the 2016-17, 2017-18, and 2018-19 fiscal years and support this recommendation pending approval from each respective Governing Board.

**Recommendation:**

Staff recommends approval of the Addendum to the Mission Valley ROP Joint Powers Agreement for the 2016-17, 2017-18, and 2018-19 fiscal years funding and pass-through.

Joyce Veasley	ROP Center	Business Services	Thomas Hanson
<b>Staff/Contact Person</b>	<b>Location</b>	<b>Division</b>	<b>Superintendent</b>

ADDENDUM  
TO THE JOINT POWERS AGREEMENT  
OF MISSION VALLEY REGIONAL OCCUPATIONAL CENTER/PROGRAM

(3) Funding

For the 2016-17, 2017-18, and 2018-19 fiscal years, each participating school district of the Mission Valley Regional Occupational Center/Program (MVROP) agree to pass-thru and transfer general apportionment funds to the Regional Occupational Center/Program equal to the same level of funding as transferred in 2015-16.

To be approved in a public meeting at Mission Valley ROC/P on February 18, 2016.

Fremont Unified School District

\_\_\_\_\_  
Superintendent Date

\_\_\_\_\_  
Governing Board Member Date

New Haven Unified School District

\_\_\_\_\_  
Superintendent Date

\_\_\_\_\_  
Governing Board Member Date

Newark Unified School District

\_\_\_\_\_  
Superintendent Date

\_\_\_\_\_  
Governing Board Member Date



## **Business and Finance #2**

<u>X</u>	Information
<u>X</u>	Action

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

**AGENDA ITEM**

**Business & Finance #2**

**Date of Board Meeting:**      **February 18, 2016**

**TITLE:**                              **Review and Approve Memorandum of Understanding for  
Mission Valley ROP and JPA Members for the 2015 Career  
Technical Education Incentive Grant (CTEIG)**

**Background:**

The State Budget for 2015-16 included significant gains for K-12 school districts. Although the mandated maintenance of effort requirement for ROC/P's has expired, the Governor's 2015-16 budget outlined a new Career Technical Education Incentive Grant (CTEIG). Funds for this grant were increased from the January Preliminary Budget and the June 2015 Adopted State Budget. This grant is intended to maintain current CTE programs and encourage new CTE programs during the implementation of the school district local control funding formula (LCFF). The program provides one-time funding in the amounts of \$400 million (grant term ending June 30, 2017), \$300 million (grant term ending June 30, 2018), and \$200 million (grant term ending June 30, 2019) through competitive grants at three levels based on grades 7-12 ADA. The program includes positive consideration for applicants who establish new programs and maintain programs that serve traditionally underserved populations as well as to "regional collaborations." Part I of the application which determined the preliminary allocation dollar amounts, was submitted December, 2015.

**Budget Impact:**

Participating LEA/Consortiums must match funds as follows: 1:1 (first grant term) 1.5:1 (second grant term) 2:1 (third grant term). The matching funds will be obtained from the funds passed through to Mission Valley ROP from the JPA districts-Fremont, Newark, and New Haven Unified School Districts. Thereafter, the LEA/Consortium must be able to demonstrate that the programs will be sustained for three years after funding concludes, ending June 30, 2021.

**Current Status:**

Mission Valley ROP submitted Part II of the CTEIG application in January, 2016; and expects to receive information on the final allocation of funds in March, 2016.

**Recommendation:**

Approve the Memorandum of Understanding between FUSD, NUSD, NHUSD and Mission Valley ROP, acting as the fiscal agent.

<u>Joyce Veasley</u>	<u>Business Services</u>	<u>Thomas Hanson</u>
Staff Contact	Division	Superintendent, Mission Valley ROP



Memorandum of Understanding (MOU) for the Mission Valley ROC/P  
and Joint Powers Authority members for participation in the  
2015-16 Career Technical Education Incentive Grant (CTEIG)

Names of Participating Local Educational Agencies (LEAs):

Fremont Unified School District
Newark Unified School District
New Haven Unified School District
Mission Valley ROC/P

This MOU was established to assist multiple LEAs in their regional area to provide a more comprehensive Career Technical Education (CTE) program offering. The MOU is comprised of the LEAs listed above. This agreement will become effective upon receipt of this document with original signatures of the Superintendent or Authorized Designee from each of the participating LEAs and will extend through the duration of the state CTEIG funding, or until revised or disbanded by the participating LEAs.

For JPA's:

1. As the administrative agency for the JPA, **Mission Valley ROC/P** will receive and administer the JPA's allocated funds, and submit the necessary plans, applications, and all fiscal claims to the California Department of Education (CDE). Each of the LEAs participating in the JPA will cooperate in the development of these documents and will provide timely responses to the JPA fiscal agent's request for information and data.
2. Each member of the JPA will allocate the Average Daily Attendance (ADA) of their students in their district that will participate in the JPA's CTE programs to determine funding for this specific CTEIG funding structure. The JPA will report only those students' ADA that the member has allocated for the purpose of determining the grant allocation award. Each member and fiscal agent will submit data on CTE students according to what they are claiming or allocating of ADA for the grant funding structure of ADA, as outlined in Education Code (EC) Section 53071, (B), i-v.

Each member of the MOU and fiscal lead agency will sign all grant assurances and comply with all requirements as a grant recipient for the CTEIG funding, as outlined in EC Section 53071.

In accordance with the CTEIG program, EC Section 53070, (b) Of the amounts appropriated in paragraphs (1) through (3), inclusive, of subdivision (a), 4 percent is designated for applicants with average daily attendance of less than or equal to 140, 8 percent is designated for applicants with average daily attendance of more than 140 and less than or equal to 550, and 88 percent is designated for applicants with average daily attendance of more than 550. For purposes of this section, average daily attendance shall be those figures that are reported at the time of the second principal apportionment for the previous fiscal year for pupils in grades 7 to 12, inclusive. For any applicant consisting of more than one school district, county office of education, charter school, or regional occupational center or program operated by a joint powers authority, or of any combination of those entities, the sum of the average daily attendance for each of the constituent entities shall be used for purposes of this subdivision.

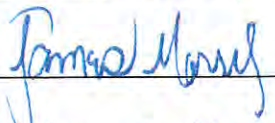
No funds will be redistributed to individual members of the JPA for purposes or programs that are not available to all members of the JPA.

Mission Valley ROC/P may claim indirect costs incurred based on the approved state rate.

As evidenced by the accompanying Superintendent or Authorized Designee signatures, each of the JPA's participating LEAs agrees to the conditions set forth in this Memorandum of Understanding:

**Fremont Unified School District  
Representative**

Title: SUPERINTENDENT

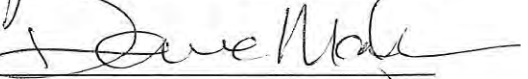
Signature: 

Print Name: JAMES MORRIS

Date Signed: 02/02/2016

**Newark Unified School District  
Representative**

Title: Superintendent

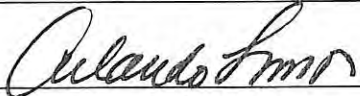
Signature: 

Print Name: DAVE MARKEW

Date Signed: 2/2/16

**New Haven Unified School District  
Representative**

Title: Co-Superintendent

Signature: 

Print Name: Arlando Smith

Date Signed: 2/2/16

**Mission Valley ROP Representative**

Title: Superintendent

Signature: 

Print Name: THOMAS HANSON

Date Signed: 2/2/16



## **Board of Education**



## **Board of Education #1**

**MISSION VALLEY REGIONAL OCCUPATIONAL PROGRAM**

**AGENDA ITEM**

**Board of Education #1**

**Date of Board Meeting: February 18, 2016**

**TITLE: Review WASC Action Plan Draft**

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**Background:**

Mission Valley ROP undergoes a WASC self-study process normally every 6 years with a midterm review visit. A major focus of the WASC self-study process outcome is the development an “Action Plan”. The Action Plan focus summarizes the goals and actions that will be undertaken by the school during the next accreditation period. The Action Plan also provides a system of checks and balances to ensure the educational institution is always working to provide high quality programs and instruction to the districts and students served.

**Current Status:**

Mission Valley ROP has been involved in the development of the WASC self-study since the fall of 2014, with the culmination of an Action Plan developed through the input of focus groups (consisting of MVROP faculty and staff), leadership team, and the administrative team. The Action Plan is a draft and will remain so until approval of the WASC visiting team in April. The WASC visiting team is scheduled to conduct a WASC visit April 25-27, 2016. In order to be transparent and keep the Governing Council informed of MVROP WASC visit preparations, the draft is included in this board packet.

**Recommendation:**

Information only.

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Cliff Adams-Hart  
Staff Contact

Educational Services  
Division

Thomas Hanson  
Superintendent, Mission Valley ROP



## C CHAPTER IV SCHOOLWIDE ACTION PLAN

### Goal #1 Key Issue Area: Instruction-Continue to improve classroom instruction.

**Rationale:** To give students a competitive edge as they enter employment or post secondary training by making sure that instructional practices and methodologies are current and meet the educational needs of our students.

**ESLRs addressed** All ESLRs are addressed

KEY ISSUE AREAS OF GROWTH/ACTIVITIES	*STATUS	PERSON RESPONSIBLE	RESOURCES	TIMELINE	WAYS OF ASSESSING PROGRESS	REPORT OF PROGRESS
<ul style="list-style-type: none"> <li>Continue to offer professional development opportunities for faculty that results in increased use of assessment tools, standards-based lessons and technology integration to ensure that learning occurs for all students and results in increased student achievement of all ESLRs</li> </ul>	IP	Instructional Team, Faculty, Leadership Team (Cluster leaders, Support staff, and Managers)	Professional Development funds, General funds, CTEIG Funds, Business and Industry partners in-kind donations, CTE Online, IISME participation	Ongoing	Faculty Surveys, Pre/Post Assessments on ESLR Attainment, Use of ESLRs Rubric, Student Organization Leadership Surveys, Student Body Surveys, Amount of funds spent on faculty professional development opportunities	Report out at staff meeting, Advisory meeting , website, Governing Council minutes, Faculty handbook, Student Organization meetings, Cluster meeting minutes, Leadership Team Meetings

<b>AREAS OF GROWTH/ACTIVITIES</b>	<b>*STATUS</b>	<b>PERSON RESPONSIBLE</b>	<b>RESOURCES</b>	<b>TIMELINE</b>	<b>WAYS OF ASSESSING PROGRESS</b>	<b>REPORT OF PROGRESS</b>
<ul style="list-style-type: none"> <li>Re-establish MVROP wide technology committee to ensure that MVROP is up-to-date in the technology trends and resources are available to meet the needs of the student population that translates to student achievement.</li> </ul>	NS	Administrative Team, Staff, Leadership Team (Cluster leaders, Support staff, and Managers)	General funds, Technology Funds, CTEIG Funds, Advisory committee input, Business and Industry partners in-kind donations	September 2016	Technology meeting roster and minutes and action items.	Leadership Team meetings, Staff meetings, Support staff meetings, Governing council meetings
<ul style="list-style-type: none"> <li>Each staff member to have a written professional development plan that addresses professional expectations               <ol style="list-style-type: none"> <li>Instructors</li> </ol> </li> </ul>	IP	Instructional Team	Yearly Evaluation Process	Ongoing	Curriculum changes to course outline, syllabus, lesson plans, formal/informal observations by Instructional Team, annual beginning, mid-year and ending goals and objectives meeting with Program Managers, column advancement on salary schedule	Advisory meeting minutes, formal evaluation, annual written goals and objectives statement from teachers with documentation of goal attainment and assessment criteria for file, Governing Council minutes
<ol style="list-style-type: none"> <li>Staff</li> </ol>	IP	Dir. of Business Services /Dir. of Ed Services	Yearly Evaluation Process	November 2016	Annual beginning, mid-year and ending evaluation meeting	Formal evaluation, Governing Council minutes

<b>AREAS OF GROWTH/ACTIVITIES</b>	<b>*STATUS</b>	<b>PERSON RESPONSIBLE</b>	<b>RESOURCES</b>	<b>TIMELINE</b>	<b>WAYS OF ASSESSING PROGRESS</b>	<b>REPORT OF PROGRESS</b>
<ul style="list-style-type: none"> <li>Establish a MVROP Cyber team to explore online classroom and blended learning opportunities. This may provide a way to expose students to different instructional models, thus enhancing student achievement.</li> </ul>	NS	Administrative and Leadership Teams, Technology Committee	General Funds, CTEIG funds, Professional development, Conferences and workshops	Explore options September 2016-June 2017, Pilot September 2017-June 2018, Possible Enact September 2018	Cyber team reports, Cyber team Pilot plan, One line/blended learning course outline/lesson plans, student enrollment and achievement data.	Cyber team Meeting Minutes, Staff meetings, leadership team meeting, Governing Council presentations





## PLAN

**Goal #2 Key Issue Area: Communication** Provide awareness and visibility of ROP programs among all stakeholders through effective communication

**Rationale:** Effective and transparent communication among all stakeholders bring value, awareness and credibility to MVROP and CTE. Effective communication also creates greater student achievement which leads to student success.

**ESLRs addressed** All ESLRs are addressed

AREAS OF GROWTH/ACTIVITIES	*STATUS	PERSON RESPONSIBLE	RESOURCES	TIMELINE	WAYS OF ASSESSING PROGRESS	REPORT OF PROGRESS
<ul style="list-style-type: none"> <li>The Mission statement will be reviewed annually and updated if needed to reflect the need to train students on the latest technology in CTE in alignment with MVROP stated ESLRs</li> </ul>	NS	WASC Leadership Team (Cluster Leaders, Support Staff, Management, Governing Board)	Staff Development, Advisory Committee Minutes, Cluster Meeting Minutes, Student Surveys	Ongoing	Submittal to Governing Board for approval	Superintendent via Board Minutes, Staff Meeting, website
<ul style="list-style-type: none"> <li>Improved communication to all stakeholders through increased use of multimedia</li> </ul>	IP	Web Designer, Information Technology	General fund, expertise of web designer and IT	Ongoing	Student surveys	Staff meetings, website, MVROP

AREAS OF GROWTH/ACTIVITIES	*STATUS	PERSON RESPONSIBLE	RESOURCES	TIMELINE	WAYS OF ASSESSING PROGRESS	REPORT OF PROGRESS
<ul style="list-style-type: none"> <li>Improve the development of MVROP website to communicate with all stakeholders</li> </ul>	NS	Technology committee, IT Manager, PR Administrator, Instructional Team	IT Manager	Ongoing	Surveys	newsletter, Cluster meetings minutes, Advisory meetings minutes
<ul style="list-style-type: none"> <li>Provide teachers time to update websites to be accessed by students, parents, and staff to provide consistency of information</li> </ul>	NS	Director of Business Services, Director of Educational Services, IT Manager, Web Designer, PR Administrator	General fund, budget planning procedures, advisory member solicitations	Ongoing	Parent/staff/student surveys on an annual basis	Staff meetings, cluster meetings, leadership team meetings

AREAS OF GROWTH/ACTIVITIES	*STATUS	PERSON RESPONSIBLE	RESOURCES	TIMELINE	WAYS OF ASSESSING PROGRESS	REPORT OF PROGRESS
<ul style="list-style-type: none"> <li>Using marketing strategies effectively to communicate student learning outcomes, projects, events, success and accomplishments to all stakeholders</li> </ul>	IP	All Staff	Website, electronic marquee, MVROP newsletter, College and Career Tech Specialists, General fund, Relationships with community and advisor	Ongoing	Student surveys on quarterly/ semester basis, community feedback via webpage survey, website pages, marquee display	Staff meetings quarterly, Board meetings, website, Teacher websites
<ul style="list-style-type: none"> <li>High school site career tech training and/or the training of a MVROP center career counselor/career tech that would help facilitate effective communication strategies to all stakeholders with emphasis on student communication</li> </ul>	NS	Administrative team	General funds, CTEIG funds	March 2017	New hire, conference/workshop attendance, training evaluations	Evaluations, Administration meeting, Governing Council meeting, Student achievement



## CHAPTER IV SCHOOLWIDE ACTION PLAN

**Goal #3 Key Issue Area: Curriculum-Increase student achievement by strengthening curriculum to meet or exceed high quality CTE programs.**

Rationale

High quality CTE curriculum that provides rigorous and relevant instruction creates a demand for higher expectations resulting in increased success for students and improved preparation to better compete for employment and higher educational opportunities.

ESLRs addressed

All ESLRs are addressed

AREAS OF GROWTH/ACTIVITIES	*STATUS	PERSON RESPONSIBLE	RESOURCES	TIMELINE	WAYS OF ASSESSING PROGRESS	REPORT OF PROGRESS
<ul style="list-style-type: none"> <li>Align current CTE programs and research future CTE programs that have UG a-g approval and that meet the CTE model curriculum standards</li> </ul>	IP	Leadership Team (Cluster leaders, Support staff, and Managers) Faculty and Staff	General fund, Information Technology Manager , Web Designer, CalPASS, CTEIG funds, UC a-g portal	Ongoing	Increase in UC a-g course offerings, CTE model curriculum standards alignment	Governing Council Minutes, website, Media outlets, high school course catalogs, UC a-g portal, School district course catalogs

AREAS OF GROWTH/ACTIVITIES	*STATUS	PERSON RESPONSIBLE	RESOURCES	TIMELINE	WAYS OF ASSESSING PROGRESS	REPORT OF PROGRESS
<ul style="list-style-type: none"> <li>Business and industry partnerships need to be stronger and more actively involved</li> </ul>	IP	Leadership team, Cluster members, Instructional Team, Administrators, Staff	Professional Associations, Advisory Community-Based Organizations	Ongoing	Increase in: donations-dollars or in-kind, internship opportunities, job shadows, guest speakers, more advisory committee members	Advisory Committee meeting, website, marquee, MVROP newsletter, local paper, Staff meeting, Governing Council Minutes
<ul style="list-style-type: none"> <li>Increased quality of the CTE curriculum/Staff training on the CTE standards and framework</li> </ul>	IP	Instructional Team, Faculty	CTEIG grant, Staff development funds, Trained teachers, CTE Online, CTE teach	Ongoing	Standards based lesson plans in substitute file, Creation and use of CTE Online lesson plans, CTE teach modules, formal and informal observations	Advisory Committee meeting, Leadership Tem meetings, Staff meeting, Governing Council Minutes, Evaluations
<ul style="list-style-type: none"> <li>Cross program collaboration to allow student a broader experience in working with stakeholders from other industry sectors</li> </ul>	NS	Leadership team, industry clusters, Program coordinators	CTEIG, General funds, Staff development,	Aug 2016 and ongoing	Collaboration Project reports, Leadership meeting minutes, staff meeting minutes, cluster meeting minutes.	Staff meetings, Cluster meetings, leadership meetings, Governing council meetings.



## CHAPTER IV SCHOOLWIDE ACTION PLAN

### Goal #4 Key Issue Area: Assessment-Research, develop and implement a plan to collect and analyze student achievement data.

Rationale Student achievement data will be instrumental in developing and maintaining high quality CTE programs, relevant curriculum, and current instructional strategies for all students at MVROP.

ESLRs addressed All ESLRs are addressed

AREAS OF GROWTH/ACTIVITIES	*STATUS	PERSON RESPONSIBLE	RESOURCES	TIMELINE	WAYS OF ASSESSING PROGRESS	REPORT OF PROGRESS
<ul style="list-style-type: none"> <li>Research available student data tracking programs or procedures to allow us to track student process after completing our program</li> </ul>	NS	Admin Team, Leadership Team (Cluster leaders, Support staff, and Managers) Faculty and Staff	General fund, CTEIG funds, Information Technology Manager , Web site	Plan in place by Jan 2017 then ongoing	Surveys, Data reports	Data report sharing, Admin team meeting minutes, Leadership team meeting minutes, Governing Council Minutes, website, Media outlets

<b>AREAS OF GROWTH/ACTIVITIES</b>	<b>*STATUS</b>	<b>PERSON RESPONSIBLE</b>	<b>RESOURCES</b>	<b>TIMELINE</b>	<b>WAYS OF ASSESSING PROGRESS</b>	<b>REPORT OF PROGRESS</b>
<ul style="list-style-type: none"> <li>Implement/finalize alumni data base program/ website page</li> </ul>	IP	Admin Team, Technology committee, IT staff	Technology Committee, IT staff, General Funds, CTEIG funds	Alumni web page by June 2017, then Ongoing	Website page, social media page, Populated data base	Advisory Committee meeting, website, marquee, MVROP newsletter, local paper, Staff meeting, Governing Council Minutes
<ul style="list-style-type: none"> <li>Research and create a formal evaluation process for all MVROP CTE courses or Programs</li> </ul>	NS	Admin Team, Leadership Team, Course/ Program evaluation creation committee (CPEC).	CPEC meetings, CGTIE funds, General Funds, Current and gathered evaluation documents	Evaluation Process created by Dec 2017 and implemented by August 2018	CPEC meeting minutes and created documents, Implementation timeline	Admin team meeting minutes, Leadership team meeting minutes, Cluster meeting minutes, Governing Council meeting minutes
<ul style="list-style-type: none"> <li>Regular review of the Action Plan</li> </ul>	NS	Admin Team, Leadership team, Clusters	Action Plan document, Set meeting agenda item	Ongoing	Admin, leadership and cluster meeting minutes	Admin, leadership and cluster meeting minutes, Governing Council Board meeting



**End of Board Packet**