



Mission Valley ROP
Thursday, June 16, 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, June 16, 2016
Regular Meeting (Open Session) – 4p.m.
Closed Session: Following 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
 - *Retirement Presentation for MVROP Staff Members Herve Le Biavant and Scott Emmett*
- c. Written Communication
 - *“MVROP Spring 2016 Reflections Newsletter” June 8, 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 May 25, 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 Approve Resolution Number 10-1516
 - Accept Donations to Mission Valley ROP
 - B&F#4 Adopt Resolution Number 11-1516
 - Surplus Inventory
 - B&F#5 Adopt Resolution Number 12-1516
 - Authorizing the Director of Business Services to Approve
 - Year-End Budget Transfers

B&F#6 Approve Memorandum of Understanding between MVROP and the Tri-Cities One-Stop Career Center

c. Employment and Personnel:

E&P#1 Approve Report of Certificated Personnel Actions

End of Consent Calendar:

Motion: _____
Second: _____
Vote: _____

Board comments on Consent Calendar:

Business and Finance #1

Information

Review MVROP Fiscal Update

Business and Finance #2

Information/Action

Review and Approve MVROP Salary Schedule for 2016-2017

Motion: _____
Second: _____
Vote: _____

Business and Finance #3

Information/Action

Approve Superintendent's Contract Addendum #4

Motion: _____
Second: _____
Vote: _____

Board of Education #1

Information/Action

Review and Approve Revised Job Description for Receptionist/
Administrative Services Specialist Classified Clerical Position

Motion: _____
Second: _____
Vote: _____

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

Review and Discuss Proposed MVROP Expenditure Threshold Policy

Motion: _____
Second: _____
Vote: _____

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

Review and Approve Fall 2016 Governing Council Meeting Dates

Motion: _____
Second: _____
Vote: _____

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

Review and Approve Revised Job Description for Custodian I (Night)
Classified Operations Position

Motion: _____
Second: _____
Vote: _____

Board Requests

Adjourn to Closed Session: _____ p.m.

Agenda _Closed Session

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

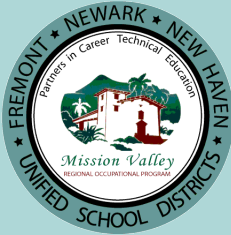
- *Public Employment: Superintendent
Superintendent Performance Evaluation
(Government Code Section 54957)*
- *Conference with Labor Negotiator – Board President Jonas Dino
Unrepresented Employee: Superintendent
(Government Code Section 54957)*

Reconvene to Open Session: _____ p.m.

Meeting adjourned: _____ pm



Communication



MISSION VALLEY ROP
5019 STEVENSON BLVD.
FREMONT, CA 94538

MVROP Reflections

VOLUME 11, ISSUE 2

SPRING/SUMMER 2016

SPECIAL POINTS OF INTEREST:

- ROP provides career exploration
- ROP provides increased opportunities
- ROP provides employability skills
- ROP connects academics to the real world
- ROP is for everyone

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Student Innovation Takes the Nation by Storm

On April 13th, student representatives from the MVROP Automotive Technology program on the James Logan High School campus, participated in President Obama's sixth and final White House Science Fair impressing the nation's best and brightest leaders. At this event, more than 100 top science, technology, engineering and math students from across the country demonstrated their projects in a hands-on showcase of student innovation. For months MVROP instructor Eba Mohamed and his students applied Science, Technology, Engineering, and Math (STEM) education in the Samsung "Solve for Tomorrow" contest to design and build the first student-built electric vehicle solar charging station, demonstrating their ability to solve practical, real-world issues affecting their community. In April they joined the ranks of America's most talented next generation of scientists as they exhibited their one-of-a-kind design, which allows EV's and PHEV's to be charged from a 100% renewable and sustainable energy source, in this annual fair which took place in the White House.



This once in a lifetime opportunity followed the announcement that after months of hard work and dedication, out of 4,100 contest entries, these talented students were named the national winners of the Samsung "Solve for Tomorrow" STEM Contest Community Choice Award. As a national winner of the contest, MVROP instructor Eba Mohamed and students were the recipients of \$120,000 in Samsung technology benefitting their program (including the \$20,000 for state winners,) \$9,720 of Adobe Software, and a Samsung laptop and Galaxy Camera. During the last week of April, students traveled to Washington D.C. and were honored for demonstrating excellence in applying STEM in the classroom.

To accomplish such a notable feat, a lot of support was needed from concept to implementation of the contest. Unwavering support via generous donations from the following companies ensured this student project came to life: MK Battery (eight Deka Solar Batteries), Clipper Creek, Inc. (EVSE PCS-15), Gigavac (three HBD41AA Disconnect Switches), and Sequoia Barss (10 feet of brass copper bar). These companies, including Lockheed Martin, where Eba Mohamed's vision for the project stemmed during his IISME Summer Fellowship, are to be held as examples of what is possible when industry supports Career Technical Education (CTE) and the potential of students applying STEM in the classroom. The process could not have been accomplished without them. A special round of thanks is also noted for the thousands of voters who rallied on social media to ensure the student project was ultimately triumphant in not only representing the Bay Area and California for their ingenuity, but the nation as well.

Students Flourish in Career Technical Education



MVROP CTE students in our programs have been working hard throughout the year to accomplish achievements in many career pathways. Join MVROP as we applaud these talented students. Aamna Haa, (top left) will start her summer internship at the Stanford Institute of Medical Research (SIMR). Her CTE skills in BioMedical Science will serve her well when she works in the area of Stem Cell research. NA students (top middle) are all smiles as they pass their California state certifications allowing them to actively work as Nursing Assistants as a result of their MVROP CTE studies. Vanessa Cornejo (top right) has been hired at the medical offices of Dr. Paz after her MVROP Medical Assistant externship.



Leonardo Miranda (top left) is smiling because he just received the Ohlone Promise Scholarship. Which means he scored a two year full-ride scholarship as he starts college at Ohlone. Students from the adult MVROP Pharmacy technology course graduate and move on to pursuing their careers in the medical field. MVROP BioMedical student Nicholas Chen (middle right) secured a paid internship with Biocentury in Redwood City as a Data Specialist Intern in the company's Business Intelligence Team for the summer. ICT students (bottom left and right) wowed their fellow competitors with their CTE skills at the SkillsUSA and Cyber Patriot competitions. Digna Manzano, (bottom center) a student from the adult Pharmacy Technology program, the 2016 MVROP Student of the Year Award at the May MVROP Governing Council Meeting.



MVROP Programs Showcase Their Skills

MVROP can prove that time flies when you are having fun. Classrooms are beehives of activity as CTE skills are put into motion and months of studying are applied. Below you can see that not only have staff and students worked hard to showcase their hands-on know how, but have succeeded in an impressive fashion.



MVROP hosted the 13th annual WHS Car Show on Saturday, May 7 despite the somewhat wet conditions at the start of the day. Crowds gathered to see the vast display of show cars and hot rods alike. Raffle prizes such as the coveted Yoenis Cespedes (Oakland A's) autographed baseball were crowd favorites.

Conley Carballo High Culinary Arts students treated school administrators and MVROP staff to a stellar lunch that could have easily competed with a five star quality restaurant. They were all smiles as they were congratulated on their masterpiece of a meal.

Public Service Program students conducted a special ceremony to honor those who have served to protect others in the line of duty. Law Enforcement Program students on the NMHS campus marched to the MVROP Center Campus to join their fellow Public Service Program classmates for the memorial ceremony. Members of the military, local law enforcement, and veterans highlighted the honor of serving to protect and ensure the well-being others.

MVROP Wishes Veteran Staffers A Happy Retirement



MVROP celebrates the well-earned retirements of some veteran staff members as we near the close of the 2015-2016 school year. Linda Kimmel and Sally Holguin (left) both have been long-time advocates for CTE as College and Career Specialists on the high school campuses, while MVROP instructor and 2015 Teacher of the Year, Hervé le Biavant, (right) has shared his many years of experience and skills in the Culinary Arts with students. Their many years of valued service within CTE helping guide students through career pathway options will undoubtedly be missed on the Irvington, Newark Memorial, and James Logan High School campuses. We wish them much happiness on the next chapter of their journey.



Remember to...



Mark Your Calendars!

ADULT PHARMACY TECHNOLOGY

PROGRAM BEGINS IN FALL 2016

REGISTRATION OPENS IN AUGUST

FOR MORE INFORMATION GO TO

WWW.MVROP.ORG

Mission Valley ROP

5019 Stevenson Blvd.

Fremont, CA 94538

Phone: 510-657-1865

Fax: 510-438-0378

Website: www.mvrop.org

Leader in Career Technical Education!

MVROP Thanks Valued Community Supporters



MVROP is grateful for the support it receives from our community benefitting the students of the Tri-Cities. Please give the following businesses and individuals a round of applause for their generosity: Novato Fire Department ensured the students of the Fire Technology program have the correct gear and equipment by donating \$20,000 worth of these expensive, yet crucial public safety supplies. The program also received another notable donation of \$1,000 from Judy Marovich, mother of the fallen firefighter and MVROP Fire Technology program alumni, Thomas Marovich.

Seagate Technologies donated \$25,000 to Mission Valley ROP and its CTE programs this month. In addition to their generous financial commitment to the school, plans for employees to conduct classroom presentations on the MVROP Center Campus have been established, in addition to field trips to their brand new corporate facility in Fremont.

MVROP could not host and honor the achievements of students in the Tri-City community without the ongoing support of the following Student of the Year Ceremony sponsors: the Fremont Chamber of Commerce, Minuteman Press, and Scott Emmett.



SCOTT EMMETT





Consent Calendar



Minutes

**Regular Meeting of the Governing Council
Mission Valley Regional Occupational Center/ Program
Wednesday, May 25, 2016**

Member Dino called the meeting to order at 4:03 pm.

Present:

Jonas Dino, President
Larry Sweeney, Vice President
Nancy Thomas, Clerk

Approval of Agenda:

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

Communication:

a. Items from Staff:

Superintendent Hanson shared:

- The MVROP WASC visit is over and was very successful. Thank you cards were recently received from the Visiting Committee Chairperson for the high level of support, comfort, and collaboration that was provided by MVROP.
- Hector Albizo was selected to be the MVROP 2016 Teacher of the Year. It was announced and celebrated at the last staff meeting for the school year.
- MVROP mailed the CTEIG grand award notification acceptance letter to CDE. There had been a delay in receiving the notification letter from CDE because it was sent to the former Laolo school address.
- On Tuesday, May 17 MVROP conducted the 2016 Student of the Year Ceremony at the Fremont Marriott Hotel in the Grand Ballroom. It was a celebratory evening that was well received by all in attendance. It is easily the largest ceremony of its kind in the area.
- MVROP Automotive Technology students from the James Logan High campus were joined by Superintendent Hanson and Ms. Sprague as they were honored by Supervisor Valle and fellow Alameda County Board of Supervisors for their recent achievements in the Samsung Solve for Tomorrow Contest and 2016 White House Science Fair.
- MVROP is collecting applications for the ROP Coordinator vacancy and will finalize the interview list shortly.
- Students and instructors from the Public Services career pathway held a memorial ceremony on Wednesday, May 18 to honor those who serve- past and present.

b. Oral Communication:

- Superintendent Hanson presented the 2016 MVROP Adult Student of the Year Award to Pharmacy Technology student Digna Manzano.

c. Written Communication:

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

- *Letter from Asm. Quirk re: National Samsung “Solve for Tomorrow” Contest Award, April 16, 2016*
- *“Mission Valley ROP Presents the 13th Annual WHS Car Show”, MVROP Press Release, May 5, 2016*
- *Letter from Alameda County Office of Education re: 2015-16 Second Interim Report, May 10, 2016*

d. Items from the Board:

Member Dino shared the Automotive Technology program presentation at the last NHUSD BOE meeting was the best they have had all year. It is apparent the students have worked hard and are tired after all of their success. He went on to also praise the CCHS Culinary Arts students who hosted the recent luncheon in their classroom. It was an impressive menu that could rival any local restaurant.

Member Thomas Shared NUSD has hired a new Superintendent. He officially starts July 1 and will be relocating from Colorado. He will be looking to hire both a new Human Resources Manager and Principal. Phil Morales, the current Newark Memorial High principal, will be moving on to Milpitas Unified School District.

e. Public Comment:

None

Consent Calendar:

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

Business and Finance #1

Review MVROP Fiscal Update

MVROP Director of Business Services, Joyce Veasley, reviewed Business and Finance Item #1 and answered subsequent Board inquiries regarding the Mission Valley ROP Fiscal Update.

This item is information only.

Business and Finance #2

Review and Receive Preliminary Budget 2016-17

MVROP Director of Business Services, Joyce Veasley, reviewed Business and Finance Item #2 and answered subsequent Board inquiries regarding the MVROP Preliminary Budget for 2016-17.

This item is information only.

Business and Finance #3

Review and Approve Salary Increase for 2016-17

MVROP Director of Business Services, Joyce Veasley, reviewed Business and Finance Item #3 and answered subsequent Board inquiries regarding the MVROP Salary Increase for 2016-17.

Member Sweeney recommended that MVROP from this date on no longer tie its salary schedule increases to FUSD to ensure MVROP remains attractive to potential employees, regardless of FUSD's current labor negotiations and salary schedules.

Member Sweeney made a motion to approve Business and Finance #3, Review and Approve Salary Increase for 2016-17. Member Thomas made a second to approve the motion. Members voted 3-0 to approve Business and Finance #3, Review and Approve Salary Increase for 2016-17.

Board Requests:

Member Thomas requested to research how other local school districts and ROP's handle threshold spending policies. The item should be added to the June meeting agenda for discussion. In addition, summer meeting dates should be scheduled as placeholders to prevent any budgetary timelines that are crucial to MVROP and the work being completed in connection to the CTEIG Grant from being affected. An overall grant budget with specific breakdowns for spending was requested by the Governing Council.

Adjourn to Closed Session: 5:06 p.m.

Reconvene to Open Session: 5:34 p.m.

No action was taken.

The meeting was adjourned at 5:34 p.m.

Jonas Dino, President

Larry Sweeney, Vice President

Nancy Thomas, Clerk



Business and Finance

MISSION VALLEY ROP

PURCHASE ORDER REPORT

ALL PURCHASE ORDERS

BOARD MEETING - JUNE 16, 2016

PO PERIOD: MAY 11, 2016 - JUNE 6, 2016

AGENDA ITEM - B&F #1

PO NUMBER	VENDOR NAME & ACCOUNT CODE	DESCRIPTION	AMOUNT
166971	Palace Office Furniture 81-0635-0-6999-2701-4310-660-6013	Furniture for Business Dept	\$ 4,974.68
167275	American Color Imaging Inc 81-0635-0-6110-1001-4310-653-6998	Background Cloth Digital Photography - MSJHS	\$ 190.53
167289	Daily Pacific Builder 81-0635-0-6701-8501-6271-660-6012	Advertising for paint booth	\$ 1,946.55
167327	Bay Area News Group 81-0635-0-6701-8501-6271-660-6012	Advertising for paint booth	\$ 1,249.56
167328	CASBO 81-0635-0-6999-2701-5310-660-6013 81-0635-0-0000-0000-9330-000-0000	Access membership dues, Veasley	\$ 168.75
167329	BJ Travel 81-0635-0-6999-2101-5210-660-6001	Airfare for Adams-Hart	\$ 264.96
167330	BJ Travel 81-0635-0-6999-7150-5210-660-6001	Airfare for Hanson	\$ 274.95

Mission Valley ROP
Warrants \$5,000 and above
From 5/11/16 to 6/6/16
Fiscal Year 15/16

B&F #2
June 16, 2016

Date	Warrant #	Vendor	Purpose	Amount	PO number
05/17/16	50771584	B & H Photo-Video	Digital Cameras - Digital Photography AHS	\$ 3,084.04	166014
			Supplies & Equipment for Video Production	\$ 4,015.44	166015
			Supplies & Equipment for Photography MSJ	\$ 3,027.72	166027
05/24/16	50771932	State of CA - PERS	Monthly Premimns	\$ 7,756.51	

<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: June 16, 2016

TITLE: Adopt Resolution No. 10-1516
 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>
PLTW	Seagate	Check (for 16/17)	\$25,000
SOTY ceremony	Scott Emmett	Check	\$ 100
ROP Staff	Semifreddis	60 pastries	\$ 200

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>

Information
 X Action
 Presentation

MISSION VALLEY REGIONAL OCCUPATIONAL PROGRAM
BOARD OF EDUCATION

A G E N D A I T E M

B&F #4

DATE OF BOARD MEETING: June 16, 2016

TITLE: Adopt Resolution No. 11-1516
 Surplus Inventory

Background:

Education Code, Section 17546 states that if the Governing Board, by unanimous vote of those members present, finds that the property, whether one or more items, does not exceed in the value of two thousand, five hundred dollars (\$2500), it may be sold at a private sale without advertising, by a District employee empowered for that purpose by the Board; the property may be donated to a charitable organization, or it may be disposed of in the local public dump.

Current Status:

Mission Valley ROP recently completed an inventory of equipment. We would like to remove these items from the inventory list as noted in the attached report. These items are surplus, broken and/or the cost of repairs would exceed the value of the equipment.

Exhibits: List of Surplus items.

Recommendation:

Approve Resolution No. 11-1516 authorizing disposition of obsolete property and removal of items from inventory.

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

Items to be removed from MVROP's Capital Inventory 2015-2016

<u>Asset #</u>	<u>Description</u>	<u>Reason</u>	<u>Asset #</u>	<u>Description</u>	<u>Reason</u>
R1246	CPU	surplus	R3206	CPU	surplus
R2351	CPU	surplus	R3212	CPU	surplus
R2389	CPU	surplus	R3275	CPU	surplus
R2403	CPU	surplus	R3277	CPU	surplus
R2701	CPU	surplus	R3279	CPU	surplus
R2895	CPU	surplus	R3282	CPU	surplus
R2896	CPU	surplus	R3288	CPU	surplus
R2901	CPU	surplus	R3306	CPU	surplus
R2902	CPU	surplus	R3335	CPU	surplus
R2903	CPU	surplus	R3336	CPU	surplus
R2905	CPU	surplus	R3337	CPU	surplus
R2907	CPU	surplus	R3338	CPU	surplus
R2910	CPU	surplus	R3339	CPU	surplus
R2914	CPU	surplus	R3340	CPU	surplus
R2916	CPU	surplus	R3341	CPU	surplus
R2918	CPU	surplus	R3342	CPU	surplus
R2920	CPU	surplus	R3343	CPU	surplus
R2922	CPU	surplus	R3344	CPU	surplus
R2925	CPU	surplus	R3346	CPU	surplus
R2926	CPU	surplus	R3347	CPU	surplus
R2927	CPU	surplus	R3348	CPU	surplus
R2929	CPU	surplus	R3349	CPU	surplus
R2960	CPU	surplus	R3350	CPU	surplus
R2965	CPU	surplus	R3351	CPU	surplus
R2966	CPU	surplus	R3352	CPU	surplus
R2968	CPU	surplus	R3353	CPU	surplus
R2969	CPU	surplus	R3354	CPU	surplus
R2970	CPU	surplus	R3355	CPU	surplus
R2971	CPU	surplus	R3357	CPU	surplus
R2972	CPU	surplus	R3358	CPU	surplus
R2975	CPU	surplus	R3359	CPU	surplus
R2976	CPU	surplus	R3360	CPU	surplus
R2980	CPU	surplus	R3361	CPU	surplus
R2981	CPU	surplus	R3362	CPU	surplus
R2983	CPU	surplus	R3363	CPU	surplus
R2984	CPU	surplus	R3365	CPU	surplus
R2989	CPU	surplus	R3366	CPU	surplus
R2990	CPU	surplus	R3369	CPU	surplus
R2992	CPU	surplus	R3371	CPU	surplus
R3081	CPU	surplus	R3375	CPU	surplus
R3125	CPU	surplus	R3376	CPU	surplus
R3134	CPU	surplus	R3378	CPU	surplus
R3195	CPU	surplus	R3382	CPU	surplus
R3196	CPU	surplus	R3383	CPU	surplus

<u>Asset #</u>	<u>Description</u>	<u>Reason</u>	<u>Asset #</u>	<u>Description</u>	<u>Reason</u>
R3384	CPU	surplus	R3184	Laptop	surplus
R3385	CPU	surplus	R3185	Laptop	surplus
R3386	CPU	surplus	R3186	Laptop	surplus
R3388	CPU	surplus	R3188	Laptop	surplus
R3408	CPU	surplus	R3189	Laptop	surplus
R3409	CPU	surplus	R3190	Laptop	surplus
R3414	CPU	surplus	R3191	Laptop	surplus
R3415	CPU	surplus	R3192	Laptop	surplus
R3416	CPU	surplus	R3193	Laptop	surplus
R3417	CPU	surplus	R5671	Laptop	stolen
R3418	CPU	surplus	R5775	Laptop	stolen
R3419	CPU	surplus			
R3420	CPU	surplus	R1839	Printer	surplus
R3428	CPU	surplus	R1912	Printer	surplus
R3447	CPU	surplus	R2154	Printer	surplus
R3452	CPU	surplus	R2354	Printer	surplus
R3463	CPU	surplus	R2734	Printer	surplus
R3467	CPU	surplus	R3044	Printer	surplus
R3483	CPU	surplus	R3136	Printer	surplus
R3491	CPU	surplus	R3319	Printer	surplus
R3492	CPU	surplus	R3374	Printer	surplus
R3493	CPU	surplus	R3379	Printer	surplus
R3496	CPU	surplus	R3380	Printer	surplus
R3498	CPU	surplus	R3443	Printer	surplus
R3516	CPU	surplus	R3501	Printer	surplus
R3657	CPU	surplus	R3787	Printer	surplus
R3666	CPU	surplus			
R3828	CPU	surplus	R2677	Projector	surplus
R3833	CPU	surplus	R3034	Projector	surplus
R3840	CPU	surplus	R3217	Projector	surplus
R3842	CPU	surplus	R3894	Projector	surplus
R3844	CPU	surplus			
R3892	CPU	surplus	R2727	Refrigerator	surplus
R5422	AF-S Micro Nikkor 60mm lens	lost	R2375	Switches	surplus
			R2376	Switches	surplus
R3326	Camera	surplus	R2619	Switches	surplus
			R2720	Switches	surplus
R1882	Monitor	surplus			
			R3868	Vacuum	surplus
R3041	PC Viewer	surplus			
			R1234	VCR	surplus

	Information
X	Action
	Presentation

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

**A G E N D A I T E M
B&F #5**

DATE OF BOARD MEETING: June 16, 2016

TITLE: Adopt Resolution No. 12-1516
 Authorizing the Director of Business Services
 To Approve Year-End Budget Transfers

Background:

Education Code Section 42601 provided for the transfer of funds between major accounts and funds by the County Superintendent of Schools to permit payment of year-end obligations.

This Education Code Section has been modified, eliminating authorization for year-end blanket transfers. This could create a problem with the District meeting its year-end obligations.

Current Status:

Education Code Section 35161 gives the board of Education the authority to delegate its authority for approving year-end transfers. Staff recommends the Board of Education delegate its authority to make these transfers to the Director of Business Services, Mission Valley ROP. A report will be made to the Board of Education by September 2014, showing the final adjusted budget and final actual expenditures.

Rationale:

This action will ensure the District will be able to meet its year-end obligations.

Recommendation:

Staff recommends adoption of Resolution 12-1516 authorizing the Director of Business Services, Mission Valley ROP, the authority to approve year-end budget transfers.

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

$$\frac{X}{X}$$

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

**AGENDA ITEM
B&F#6**

DATE OF BOARD MEETING: June 16, 2016

TITLE: Memorandum of Understanding between MVROP and the Tri-Cities One-Stop Career Center at Ohlone College

Background:

Mission Valley ROP is a mandated partner of the Tri-Cities One-Stop Career Center at Ohlone College in accordance with Workforce Investment Act (WIA) Section 121C(l). As partners MVROP and the Tri-Cities One-Stop Career Center at Ohlone College agree to continue to provide access for MVROP students and teachers to One-Stop resources.

Current Status:

Mission Valley ROP and The Tri-Cities One Stop Career Center at Ohlone College have created a Memorandum of Understanding specifying the services to be provided during the period of July 1, 2016 through June 30, 2017.

Recommendation:

MVROP recommends approval of the Memorandum of Understanding with The Tri-Cities One-Stop Career Center at Ohlone College.

Joyce Veasley
Staff Contact

Business Services Division

Thomas Hanson
Superintendent, Mission Valley ROP

Memorandum of Understanding (MOU)
for the 2016-2017 school year

By this agreement made and entered into between Mission Valley Regional Occupational Program (hereinafter referred to as MVROP) and the Tri-Cities One Stop Career Center (hereinafter referred to as One-Stop) at Ohlone College (hereinafter referred to as Ohlone), in consideration of mutual covenants, the parties hereto agree as follows:

- A. **PURPOSE OF MOU:** The purpose of this MOU is to outline the joint efforts between the One-Stop and MVROP to provide access for MVROP students and teachers to One-Stop resources. Workforce Innovation and Opportunity Act (WIOA) funding only provides One-Stop access to adult clients, therefore, if MVROP wishes to gain access to One-Stop resources for juveniles while enrolled in CTE programs at MVROP, a fee for services agreement is needed.
- B. **DESCRIPTION OF SERVICES:** One Stop staff will provide teacher, staff training, and resources about Ohlone College's Certificate and Degree programs, and provide instruction to MVROP students in areas of career readiness workshop series in classrooms and at designated centers within the Tri-Cities Areas. This effort will target three specific areas for MVROP student and staff. 1) Provide career expert knowledge and consultation to Career Centers at each of the five high schools in Fremont, one high school in Newark and one high school in Union City. One Stop staff will provide onsite supports to these schools. 2) Each High Schools will receive regular, tailored attention to bolster community college information and updated career pathways implementation. 3) Identified MVROP classes will received in-class tutorials on Job Readiness workshop series, which cover a variety of labor market information and job search strategies. Specifically, Business and Professional Development teachers at each of the JPA's continuation high schools will receive regular programming on Job Readiness workshop modules, prepared and presented by the One Stop.

Specialized calendars of activities/event will be created to implement the successful and effective effort between teachers and staff at each site.

- C. **One-Stop OBLIGATIONS:** One-Stop will provide the supervision and preparation time for staff to implement programming in each of the three areas of MVROP programming described above.
- D. **MVROP OBLIGATIONS:** MVROP will pay for services as they are provided on a monthly basis not to exceed \$70,000. A description of the typical month of fees for service are as follows. Services may include any of the following:

Job Readiness Workshop Series:

The curriculum is set to highlight the foundation of students understanding of the process of obtaining employment when students are ready for the professional world of work. By participating in the Job Readiness Workshop Series, students will have an understanding and information about planning for career pathways. In addition, students will learn to

access available career resources both in-person and online. Students will complete a Portfolio for career pathways including Self-Assessment, Qualifications, Resume, Labor Market Research, Interview Preparation and Job Search knowledge. Direct connection between high school and the One-Stop system is an emphasis to inform students of the resources available beyond high school years.

1. Choosing Your Lifestyle

- a. Introduction (Set)
- b. California Career Zone: <https://www.cacareerzone.org/budget/>
- c. Assessing Your Job Skills
- d. Home Work: Complete the California Career zone on your own, choose 5 Occupations that Match with your interest and skills.

Objective: Students will identify their own marketable skills.

Outcomes:

- 1- Students will complete the self-assessment skills worksheet and occupational awareness.

2. Starting Your Career

- a. Intro and Reflect
- b. Career Pathways Ideas: <http://cacareercafe.com/explore/>
- c. Draw My Life Demo
- d. Activity: Student Draw My Life
- e. Sharing Lives: Validation of life experiences
- f. Reflection and Lesson Learned

Objective: Student will define their own career paths based on their own interest and life experiences.

Outcomes:

- 1- Students will pull from their own experiences interest and values to make career decisions.

3. Finding Your Job Leads

- a. Intro and Reflection
- b. Virtual Recruiters: <https://Facebook.com/mvrop.wrp>
<https://www.facebook.com/trisha.tran9887>
 - i. Connect with us
- c. Social Media impact on employment:
<http://theundercoverrecruiter.com/infographic-how-recruiters-use-social-media-screen-applicants/>
- d. Resources online and offline.
 - i. Networking in their circle and beyond.

Objective: Students will be exposed to resources for Labor Market Information and the use of social media in effective and safe manner.

Outcomes:

1- Students will know how to utilized job boards effectively.

4. Creating Your Resume

- a. Intro and Reflection
- b. Resume trends: Past Versus Present
- c. Activity: Breaking down the Job Description
 - i. Circle skills already have
 - ii. Underline Skills need to develop
- d. Breaking down the Resume Structures
 - i. Headers: Voicemail, email address, Linked In
 - ii. Developing Skill section
- e. Develop a Professional Statement
- f. Homework: Put your Resume together.

Objective: Students will learn about resume and begin to develop their resume.

Outcomes:

- 1- Students will assess their qualification for their chosen career.
- 2- Student will complete the first part of the resume development.

5. Perfecting Your Interview

- a. Intro and Reflect
- b. Activity: Candidate Selection
- c. Interview 101
- d. Demonstration of effective interviewee

Objective: Students will discover effective strategies/techniques to prepare interview.

Outcome:

- 1- Demonstrate at least one method of researching for an interview and ability to respond to interview questions.

6. Funding for Your Future

- a. Financial Aid Resources
- b. Additional Scholarship Information
- c. Completing application

Career Centers Technical Assistance Sessions:

One Stop is committed to provide expert knowledge on career information and provide students with resources pertaining career choices and labor market information. Beyond direct job readiness instruction to students, One Stop is to collaborate with the Career Technician at each of the local high schools to provide technical assistance. The technical assistance sessions are designed to support and share information with Career Technicians on current labor market information, CTE programs at Ohlone, and current job readiness techniques. Below are a list of career readiness workshops available to local high school career technicians to select for their students. One-stop staff will

coordinate with interested career technician to provide selected workshops on-site at local high schools.

1. Job Search Trends for Youth

- Learning Objective: Students will determine best practice accordant to general trends of labor market and job search strategies.
- Outcomes: Student will identify resources they may utilized for career development.

2. Career Interest Exploration & Decoding Your Result

- Learning Objective: Students will compare their own career interest versus career assessment inventories.
- Outcomes: Student will be able to identify their career interests based on self-assessment inventories.

3. Exploring Career Outlook

- Learning Objective: Students will be able to define 2 sites to explore career outlook.
- Outcomes: Student will identify career pathways according to outlook research.

4. Building a Professional Resume

- Learning Objective: Students will understand the trends and effective resume template.
- Outcomes: Student will begin creating and designing their own resume.

5. Resume Critique

- Learning Objective: Students will apply the trends and template to their resume
- Outcomes: Student will improve their resume.

6. Delivering a Captivating Interview

- Learning Objective: Students will gain resources and trends for effectively formulate interview answers.
- Outcomes: Student will practiced interview.

7. Virtual Interview Practice

- Learning Objective: Students will learn about the trends of Virtual Interview Practice and utilized appropriate tools and online resources for this. .
- Outcomes: Student will practiced virtual interview.

8. Mock Interview

- Learning Objective: Students will practice effective interview.
- Outcomes: Student will practiced interview skill as a group.

9. Professionalism 101

- Learning Objective: Students will define in discussion the definition of professionalism.
- Outcomes: In group discussion, students share their definition of professionalism in the work place.

10. Finance Your Future

- Learning Objective: Students will understand more about resources to pay for colleges and different options to finance higher education
- Outcomes: Student will know resources to access federal aids for college.

11. Using Social Network for Job Search

- Learning Objective: Students will utilized social media to enhance their job search.
- Outcomes: Student will practice connecting with each other and interested job sites online effectively.

12. Linked In Now!

- Learning Objective: Students will learn about LinkedIn and it role in building a professional social network on and off line.
- Outcomes: Students will create an account on LinkedIn and start connecting with each other's.

Open House Event:

To further bridge the gap, the One-Stop will host an annual Ohlone College open house event for students from all three continuation high schools; Robertson, Conley-Caraballo, and Bridgepoint, during spring 2017. The Open House Event aims at providing students with information pertaining to Ohlone College academic programs and student support services. Students will participate in a peer-mentor led campus tour of Ohlone College Newark Center and made aware of Ohlone College counseling services, financial aid programs, and admissions process. Students will also learn about other student support programs to include but not limited to; Extended Opportunity Programs and Services (EOP&S), Ohlone College Puente Project, and the Career Center.

Representatives at Ohlone College will provide students an overview of the following academic programs: (subject to change)

- Science, Engineering, and Mathematics Division
- Information Communication Technology
- Multimedia
- Radio Broadcasting
- Registered Nurse

The goal is to have approximately 150-200 students from Robertson High School, Conley-Caraballo High School, and Bridgepoint High School attend the Open House Event. For many students, this event provides the first opportunity to be on a college campus.

Estimate below is an anticipated costs on monthly invoice:

Billing Period: SAMPLE 2016	
Tri-Cities One-Stop Career Center	
Monthly Service Invoice	
Name of Course/Date:	
Location:	
Total Instruction Hours	20
Total Course Prep Hours	6
Consultations, Meetings, Special Events/Date:	
Total Consultation/Meeting/Special Event Hours	3
Contracted Amount	
Expenses	
Monthly Lecture Instruction	\$3,000.00
Monthly Consultations/Meetings/Special Events	\$450.00
Coordination/Prep Hours	\$900.00
Benefits (20%)	\$870.00
Instructional Supplies	\$100.00
Non-Instructional Supplies	\$0.00
Other Operating Expenses	\$0.00
Monthly Program Expenses	\$5,320.00
Direct and Indirect Adm. Services Expenses (20% of Monthly Program Expenses)	\$1,064.00
Total Monthly Expenses	\$6,384.00

- E. **One-Stop AND MVROP VISION:** The collaborative effort between One Stop and MVROP is to raise students' awareness about continuing education and career pathways as well as the additional resources beyond the academic setting of the high school (i.e. Community Colleges and University).

- F. **PERIOD OF MOU:** This MOU will be in effect for 180 instructional days during the period August 25, 2016 through June 11, 2017 as required by the One-Stop instructional calendar for teachers.

GENERAL TERMS AND CONDITIONS:

- G. **INDEMNIFICATION:** One-Stop and MVROP agree to indemnify, defend, and save harmless the other local education agency's officers, agents, employees, and volunteers from any and all claims and losses accruing or resulting to any and all persons, firms, or corporations furnishing or supplying work, services, materials, or supplies in connection with the performance of this agreement and from any and all claims and licenses resulting to any person, firm, or corporation who may be injured or damaged by One-Stop or MVROP in the performance of this agreement.
- H. **INSURANCE:** One-Stop and MVROP will maintain general liability insurance, automobile coverage, and workers compensation coverage in such an amount as may be reasonably necessary to assure compliance with the indemnification provision, herein above.
- I. **NON-DISCRIMINATION:** No discrimination shall be made in the employment of persons under this agreement because of race, religion, sex, age, national origin, ancestry, political affiliations, disability, medical condition, marital status, or sexual orientation.
- J. **SUCCESSORS AND ASSIGNS:** This agreement shall be binding on the administrators, successors, and assigns of the respective parties.
- K. **FINGERPRINTING AND CRIMINAL RECORDS CHECK:** MVROP and One-Stop shall comply with the provisions of Education code section 45125.1 regarding the submission of employee fingerprints with the California Department of Justice and the completion of criminal background investigations of its employees.
- L. **HEALTH EXAMINATIONS:** No person shall be initially allowed to interact with students unless he/she has placed on file with the appropriate local education agency a certificate from a licensed physician indicating that a tuberculosis examination in accordance with education Code 49406.
- M. **CHANGES OR ALTERATIONS:** No changes, alterations, or variations of any kind to this agreement are authorized without the written consent of both local education agencies.
- N. **COMMUNICATIONS:** Communications between the parties to this Agreement may be sent to the appropriate local education agency's main office addressed to the following.

Binh Nguyen
Director, Tri-Cities One-Stop

Thomas Hanson
Superintendent

Ohlone College
39399 Cherry Street, Room 1211
Newark, CA 94560

Mission Valley ROP
5019 Stevenson Boulevard
Fremont, CA 94538

- O. **UNDERSTANDING AND ACCEPTANCE OF THE PARTIES:** this Agreement constitutes the entire understanding of the parties. One-Stop and MVROP signatures below signify both an understanding and acceptance of the contract provisions.

P. **ONE-STOP REPRESENTATIVE**

MVROP REPRESENTATIVE

1. Director, One-Stop

Director, Educational Services

Signature: _____

Signature: _____

Print Name: _____

Print Name: _____

Date Signed: _____

Date Signed: _____

2.

Director, Business Services

Signature: _____

Signature: _____

Print Name: _____

Print Name: _____

Date Signed: _____

Date Signed: _____

3.

Superintendent

Signature: _____

Signature: _____

Print Name: _____

Print Name: _____

Date Signed: _____

Date Signed: _____

$$\frac{X}{X}$$

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

**AGENDA ITEM
B&F#6**

DATE OF BOARD MEETING: June 16, 2016

TITLE: Memorandum of Understanding between MVROP and the Tri-Cities One-Stop Career Center at Ohlone College

Background:

Mission Valley ROP is a mandated partner of the Tri-Cities One-Stop Career Center at Ohlone College in accordance with Workforce Investment Act (WIA) Section 121C(l). As partners MVROP and the Tri-Cities One-Stop Career Center at Ohlone College agree to continue to provide access for MVROP students and teachers to One-Stop resources.

Current Status:

Mission Valley ROP and The Tri-Cities One Stop Career Center at Ohlone College have created a Memorandum of Understanding specifying the services to be provided during the period of July 1, 2016 through June 30, 2017.

Recommendation:

MVROP recommends approval of the Memorandum of Understanding with The Tri-Cities One-Stop Career Center at Ohlone College.

Joyce Veasley
Staff Contact

Business Services Division

Thomas Hanson
Superintendent, Mission Valley ROP



End of Consent



Business and Finance



Business and Finance #1

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

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

**AGENDA ITEM
Business & Finance #1**

DATE OF BOARD MEETING: June 16, 2016

TITLE: Review MVROP Fiscal Update

Background:

The Governor's revised State Budget for 2016-17 was released on May 13, 2016. Changes to the budget included: Reduction in revenue projections due to lower than projected April collections, a reemphasis on adequate state reserves and slightly increased Prop 98 funding. The Director of Business Services attended the workshop provided by Capitol Advisors and consulted with School Services of California to receive in-depth analysis of the budget revisions.

Current Status:

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

Mission Valley ROP submitted a fully executed Memorandum of Understanding (MOU) to the California Department of Education (CDE), signed by representatives of MVROP, Fremont Unified School District (FUSD), New Haven Unified School District (NHUSD), and Newark Unified School District (NUSD) enabling MVROP to act as the fiscal agent for CTEIG. Along with the MOU, MVROP submitted paperwork that provided a summary of anticipated CTEIG expenditures for the grant period. MVROP has received the Grant Award Notification (GAN) from the CDE, returned the signed copy, and expect a first payment for year 1 within the year. In anticipation of the award, MVROP has incurred expenses for the 2015-16 school year and projected expenses in the 2016-17 and subsequent 2 school years as presented in the proposed Adopted Budget and Multi-year projections.

Recommendation:

None

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



Business and Finance #2

☐ Information
☒ Action
☐ Presentation

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

**AGENDA ITEM
Business and Finance #2**

DATE OF BOARD MEETING: June 16, 2016

Title: Approve Salary Schedules for 2016-17

Background

A 3% ongoing salary increase for all Mission Valley ROP employees was approved by the Governing Council on May 25, 2016.

Current Status

Salary schedules for all employee groups including Certificated Teachers, Classified Employees, and Management have been adjusted to reflect a 3% increase.

Recommendation

Staff recommends approval of the Salary Schedules for 2016-17 reflecting a 3% salary increase for all Mission Valley ROP employees, including Certificated Teachers, Classified Employees and Management.

MISSION VALLEY ROP
5019 Stevenson Blvd
Fremont, CA 94538



2016-17 CERTIFICATED INSTRUCTORS SALARY SCHEDULE
6 HOURS
(5 HOURS INSTRUCTION + 1 HOUR PREP)

STEP	A Credential*				B +30 UNITS				C +45 UNITS				D +60 UNITS				E +75 UNITS			
	ANNUAL	MONTHLY	DAILY	HRLY	ANNUAL	MONTHLY	DAILY	HRLY	ANNUAL	MONTHLY	DAILY	HRLY	ANNUAL	MONTHLY	DAILY	HRLY	ANNUAL	MONTHLY	DAILY	HRLY
1	54,628	4,552.35	293.70	48.95	56,559	4,713.24	304.08	50.68	58,501	4,875.06	314.52	52.42	60,431	5,035.95	324.90	54.15	62,373	5,197.77	335.34	55.89
2	56,559	4,713.24	304.08	50.68	58,501	4,875.06	314.52	52.42	60,431	5,035.95	324.90	54.15	62,373	5,197.77	335.34	55.89	64,304	5,358.66	345.72	57.62
3	58,501	4,875.06	314.52	52.42	60,431	5,035.95	324.90	54.15	62,373	5,197.77	335.34	55.89	64,304	5,358.66	345.72	57.62	66,246	5,520.48	356.16	59.36
4	60,431	5,035.95	324.90	54.15	62,373	5,197.77	335.34	55.89	64,304	5,358.66	345.72	57.62	66,246	5,520.48	356.16	59.36	68,176	5,681.37	366.54	61.09
5	62,373	5,197.77	335.34	55.89	64,304	5,358.66	345.72	57.62	66,246	5,520.48	356.16	59.36	68,176	5,681.37	366.54	61.09	70,118	5,843.19	376.98	62.83
6	64,304	5,358.66	345.72	57.62	66,246	5,520.48	356.16	59.36	68,176	5,681.37	366.54	61.09	70,118	5,843.19	376.98	62.83	72,049	6,004.08	387.36	64.56
7	66,246	5,520.48	356.16	59.36	68,176	5,681.37	366.54	61.09	70,118	5,843.19	376.98	62.83	72,049	6,004.08	387.36	64.56	73,991	6,165.90	397.80	66.30
8	68,176	5,681.37	366.54	61.09	70,118	5,843.19	376.98	62.83	72,049	6,004.08	387.36	64.56	73,991	6,165.90	397.80	66.30	75,933	6,327.72	408.24	68.04
9	70,118	5,843.19	376.98	62.83	72,049	6,004.08	387.36	64.56	73,991	6,165.90	397.80	66.30	75,933	6,327.72	408.24	68.04	77,863	6,488.61	418.62	69.77
10	72,049	6,004.08	387.36	64.56	73,991	6,165.90	397.80	66.30	75,933	6,327.72	4,008.24	68.04	77,863	6,488.61	418.62	69.77	79,794	6,649.50	429.00	71.50
11	73,991	6,165.90	397.80	66.30	75,933	6,327.72	408.24	68.04	77,863	6,488.61	418.62	69.77	79,794	6,649.50	429.00	71.50	81,736	6,811.32	439.44	73.24
12	75,933	6,327.72	408.24	68.04	77,863	6,488.61	418.62	69.77	79,794	6,649.50	429.00	71.50	81,736	6,811.32	439.44	73.24	83,678	6,973.14	449.88	74.98
13					79,794	6,649.50	429.00	71.50	81,736	6,811.32	439.44	73.24	83,678	6,973.14	449.88	74.98	85,787	7,134.03	460.26	76.71
14									83,678	6,973.14	449.88	74.98	85,787	7,148.91	451.22	76.87	87,550	7,295.85	470.70	78.45
15													87,550	7,295.85	470.70	78.45	89,481	7,456.74	481.08	80.18
16																	91,412	7,617.63	491.46	81.91

*Credential means credential held at the time of hire

Initial placement on salary schedule is determined by Administration based upon factors including, but not limited to, level of education and teaching experience

Advancement to Column B, C, D, and E is made upon verification of approved units since date of hire

Stipends:

Bachelors Degree	800
Masters Degree	1,300
Doctorate Degree	1,800

Employees will receive the highest educational stipend only

Education Degrees must be from acceptable colleges and universities accredited by agencies such as WASC

Education stipends shall be pro-rated based on contracted teaching assignment and percentage and daily rate

Hourly pay for teachers starting classes after 3:30 PM are paid on the 6 hour or 7 hour salary schedule as appropriate. Adequate preparation is expected without

All hourly assignments are for instructional hours only. Pay for prep is included in hourly rate.

MVRP does not provide a separate allocation for medical insurance fringe benefits.

Rates shown on this schedule are not necessarily the exact figures contained in the automated payroll system due to rounding. Rates shown are for general Salary Schedule is based upon 186 workdays including 4 professional development days. These professional development days are subject to reduction in

last update 6/1/2016 (2016-17 approved adjustments 5/25/16)



2016-17 CERTIFICATED INSTRUCTORS SALARY SCHEDULE
7 HOURS
(6 HOURS INSTRUCTION + 1 HOUR PREP)

STEP	A Credentialed*			B +30 UNITS			C +45 UNITS			D +60 UNITS			E +75 UNITS		
	ANNUAL	MONTHLY	DAILY	ANNUAL	MONTHLY	DAILY	ANNUAL	MONTHLY	DAILY	ANNUAL	MONTHLY	DAILY	ANNUAL	MONTHLY	DAILY
1	61,975	5,164.60	333.20	47.60	64,241	5,353.39	345.38	49.34	66,493	5,541.10	357.49	51.07	68,759	5,729.89	369.67
2	64,241	5,353.39	345.38	49.34	66,493	5,541.10	357.49	51.07	68,759	5,729.89	369.67	52.81	71,011	5,917.59	381.78
3	66,493	5,541.10	357.49	51.07	68,759	5,729.89	369.67	52.81	71,011	5,917.59	381.78	54.54	73,277	6,106.38	393.96
4	68,759	5,729.89	369.67	52.81	71,011	5,917.59	381.78	54.54	73,277	6,106.38	393.96	56.28	75,529	6,294.09	406.07
5	71,011	5,917.59	381.78	54.54	73,277	6,106.38	393.96	56.28	75,529	6,294.09	406.07	58.01	77,795	6,482.88	418.25
6	73,277	6,106.38	393.96	56.28	75,529	6,294.09	406.07	58.01	77,795	6,482.88	418.25	59.75	80,047	6,670.58	430.36
7	75,529	6,294.09	406.07	58.01	77,795	6,482.88	418.25	59.75	80,047	6,670.58	430.36	61.48	82,312	6,859.37	442.54
8	77,795	6,482.88	418.25	59.75	80,047	6,670.58	430.36	61.48	82,312	6,859.37	442.54	63.22	84,578	7,048.16	454.72
9	80,047	6,670.58	430.36	61.48	82,312	6,859.37	442.54	63.22	84,578	7,048.16	454.72	64.96	86,830	7,235.87	466.83
10	82,312	6,859.37	442.54	63.22	84,578	7,048.16	454.72	64.96	86,830	7,235.87	466.83	66.69	89,083	7,423.57	478.94
11	84,565	7,047.08	454.65	64.95	86,830	7,235.87	466.83	66.69	89,083	7,423.57	478.94	68.42	91,348	7,612.36	491.12
12	86,830	7,235.87	466.83	66.69	89,083	7,423.57	478.94	68.42	91,348	7,612.36	491.12	70.16	93,601	7,800.07	503.23
13					91,348	7,612.36	491.12	70.16	93,601	7,800.07	503.23	71.89	95,866	7,988.86	515.41
14									95,866	7,988.86	515.41	73.63	98,132	8,177.65	527.59
15													100,384	8,365.35	539.70
16													102,650	8,554.14	551.88
													104,902	8,741.85	563.99

* Credentialed means credential held at the time of hire

Initial placement on salary schedule is determined by Administration based upon factors including, but not limited to, level of education and teaching experience
Advancement to Column B, C, D, and E is made upon verification of approved units since date of hire

Stipends:

- Bachelors Degree 800
- Masters Degree 1,300
- Doctorate Degree 1,800

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Education Degrees must be from acceptable colleges and universities accredited by agencies such as WASC

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All hourly assignments are for instructional hours only. Pay for prep is included in hourly rate.

MVRP does not provide a separate allocation for medical insurance fringe benefits.

Rates shown on this schedule are not necessarily the exact figures contained in the automated payroll system due to rounding. Rates shown are for general information, not for precise pay purposes.

Salary Schedule is based upon 186 workdays including 4 professional development days. These professional development days are subject to reduction in subsequent years

last update 6/1/2016

(2016-17 approved adjustments 5/25/16)

MISSION VALLEY ROP
5019 STEVENSON BLVD
FREMONT, CA 94538



2016-17 MANAGEMENT SALARY SCHEDULE

WOR K DAYS			COLUMN										
STEP	POSITION		C	D	E	F	G	H	I	J	K	L	
1	Admin. Assistant/Public Relations Administrator Information Technology Manager* Manager* (Classified)	261 Annual	78,412.33	81,423.23	84,434.13	86,950.38	89,574.16	92,262.46	94,563.64	96,929.34	99,338.06	101,832.80	
		Monthly	6,534.36	6,785.27	7,036.18	7,245.87	7,464.51	7,688.54	7,880.30	8,077.45	8,278.17	8,486.07	
		Daily	300.43	311.97	323.50	333.14	343.20	353.50	362.31	371.38	380.61	390.17	
		Hourly	37.56	39.00	40.44	41.64	42.90	44.19	45.29	46.42	47.58	48.78	
2	ROP Coordinator (Certificated)	226 Annual	105,162.93	110,240.74	115,318.57	118,778.12	122,234.46	126,011.71	129,162.00	132,391.05	135,700.84	139,093.36	
		Monthly	8,763.58	9,186.73	9,609.88	9,898.18	10,195.12	10,500.98	10,763.50	11,032.59	11,308.41	11,591.12	
		Daily	465.33	487.79	510.26	525.61	541.33	557.58	571.52	585.81	600.45	615.46	
		Hourly	58.17	60.98	63.79	65.70	67.67	69.70	71.44	73.23	75.06	76.94	
3	Director of Educational Services (Certificated)	226 Annual	117,495.68	122,348.81	127,201.96	131,018.01	134,948.55	138,997.01	142,471.93	146,033.73	149,684.58	153,426.68	
		Monthly	9,791.31	10,195.74	10,600.17	10,918.17	11,245.72	11,583.09	11,872.66	12,169.48	12,473.72	12,785.56	
		Daily	519.90	541.37	562.84	579.73	597.12	615.04	630.41	646.17	662.33	678.88	
		Hourly	64.99	67.68	70.36	72.47	74.64	76.88	78.81	80.78	82.80	84.86	
3	Director of Business Services (Classified)	261 Annual	117,489.47	122,349.91	127,210.36	131,016.99	134,952.66	138,995.87	142,479.90	146,028.46	149,684.55	153,426.66	
		Monthly	9,790.79	10,195.83	10,600.87	10,918.09	11,246.06	11,582.99	11,873.33	12,169.04	12,473.72	12,785.56	
		Daily	450.16	468.78	487.40	501.98	517.06	532.56	545.90	559.50	573.51	587.85	
		Hourly	56.27	58.60	60.93	62.75	64.64	66.57	68.24	69.94	71.69	73.49	

Monthly amount based on 12 months per year

Stipends:
Bachelors Degree 800
Masters Degree 1,300
Doctorate Degree 1,800

Employees will receive the highest educational stipend only

Education Degrees must be from acceptable colleges and universities accredited by agencies such as WASC

Education stipends shall be pro-rated based on employee FTE and daily rate for Certificated Management or hourly rate for Classified Management

2.5% increase at the beginning of 8, 11, 14, and 17 years of service (Board approved 11/8/06)

Certificated Management Work Days do not include vacation days and holidays

Rates shown on this schedule are not necessarily the exact figures contained in the automated payroll system due to rounding. Rates shown are for general information, not for precise pay purposes.

MVRP does not provide a separate allocation for medical insurance fringe benefits.

last update 6/1/2016

(2016-17 Approved adjustment-5/25/16)



2016-17 CLASSIFIED CLERICAL SALARY SCHEDULE

		COLUMN										8 yrs	11 yrs	14 yrs	17 yrs	20 yrs	23 yrs
1	Attendance Clerk	Hourly	18.29	19.06	19.80	20.59	21.45	21.98	22.53	23.09	23.67	24.26	24.86				
		Daily	146.34	152.44	158.37	164.72	171.56	175.84	180.21	184.74	189.36	194.05	198.91				
		Monthly	3,182.95	3,315.57	3,444.61	3,582.61	3,731.36	3,824.56	3,919.54	4,018.11	4,118.48	4,220.63	4,326.37				
		Annual	38,195.37	39,786.84	41,335.30	42,991.29	44,776.32	45,894.66	47,034.50	48,217.35	49,421.71	50,647.57	51,916.45				
2	Accounting Technician Receptionist/Administrative Services Specialist	Hourly	20.87	21.86	22.88	23.87	24.85	25.47	26.12	26.76	27.43	28.12	28.82				
		Daily	166.95	174.86	183.01	190.92	198.75	203.70	208.89	214.08	219.44	224.96	230.56				
		Monthly	3,631.00	3,803.05	3,980.48	4,152.53	4,322.79	4,430.32	4,543.23	4,656.14	4,772.63	4,892.71	5,014.58				
		Annual	43,571.97	45,636.58	47,765.72	49,830.33	51,873.44	53,163.82	54,518.73	55,873.63	57,271.55	58,712.48	60,174.91				
3	Senior Accounting Technician Secretary/Personnel Technician	Hourly	22.88	23.92	24.96	26.03	27.07	27.74	28.43	29.14	29.87	30.61	31.38				
		Daily	183.01	191.33	199.66	208.22	216.55	221.90	227.42	233.11	238.96	244.89	251.07				
		Monthly	3,980.48	4,161.49	4,342.50	4,528.89	4,709.90	4,826.40	4,946.47	5,070.13	5,197.38	5,326.42	5,460.83				
		Annual	47,765.71	49,937.86	52,110.01	54,346.67	56,518.82	57,916.74	59,357.66	60,841.61	62,368.56	63,917.02	65,530.00				
3.10	Attendance Specialist	Hourly	24.73	25.85	27.01	28.24	29.51	30.25	31.00	31.79	32.58	33.40	34.23				
		Daily	197.84	206.82	216.05	225.94	236.08	242.01	248.02	254.29	260.63	267.22	273.82				
		Monthly	4,303.07	4,498.42	4,699.15	4,914.21	5,134.65	5,263.69	5,394.52	5,530.73	5,668.73	5,812.11	5,955.48				
		Annual	51,636.87	53,981.06	56,389.78	58,970.55	61,615.84	63,164.30	64,734.26	66,368.75	68,024.74	69,745.26	71,465.77				
4	Administrative Secretary Grants Coordinator/ Admin Assistant	Hourly	25.59	26.73	27.94	29.22	30.52	31.30	32.07	32.87	33.69	34.53	35.39				
		Daily	204.69	213.83	223.47	233.69	244.16	250.34	256.52	262.94	269.45	276.21	283.05				
		Monthly	4,451.83	4,650.76	4,860.45	5,082.68	5,310.29	5,444.71	5,579.12	5,718.91	5,860.50	6,007.46	6,156.21				
		Annual	53,421.90	55,809.11	58,325.36	60,992.15	63,723.47	65,336.45	66,949.43	68,626.93	70,325.93	72,089.46	73,874.49				

Annual and Monthly Rates are based on a full time schedule, 8 hours per day, 261 days per year, 12 months per year

Work year is based on 12 months for each range

Work year is 12 months for each full time position (261 days per year, 8 hours per day)

Classified Annual salaries are calculated based on hourly rates (hourly rate x 8 hours/day x 261 days/year)

Monthly rate based on Annual divided by 12 (months/year)

One year (from anniversary date) between each step.

2.5% is added to the beginning of steps 8, 11, 14, 17, 20 & 23 years of service (20 & 23 years approved 3/19/08)

(If Classified employees move from one step to another, the 2.5% increase applies to the new step & column)

Stipends:

Bachelors	800
Masters Degree	1,300
Doctorate Degree	1,800

Employees will receive the highest educational stipend only

Education Degrees must be from acceptable colleges and universities accredited by agencies such as WASC

Education stipends shall be pro-rated based on employee FTE and hourly rate

MVRP does not provide a separate allocation for medical insurance fringe benefits.

last update 6/1/2016

(2016-17 Approved adjustment 5/25/16)

MISSION VALLEY ROP
5019 Stevenson Blvd
Fremont, CA 94538



2016-17 CLASSIFIED OPERATIONS SALARY SCHEDULE

STEP	POSITION	COLUMN										
		A	B	C	D	E	F	G	H	I	J	K
1	Custodian I	19.53	20.37	21.24	22.10	23.02	23.59	24.18	24.79	25.40	26.04	26.69
	ROP Campus Supervis Daily	156.23	162.91	169.91	176.75	184.09	188.70	193.40	198.26	203.20	208.31	213.50
	Monthly	3,398.02	3,543.18	3,695.52	3,844.27	4,003.78	4,104.14	4,206.30	4,312.04	4,419.57	4,530.69	4,643.59
	Annual	40,776.14	42,518.16	44,346.20	46,131.23	48,045.30	49,249.66	50,475.52	51,744.40	53,034.79	54,368.18	55,723.09
2	Custodian I	20.51	21.38	22.29	23.21	24.15	24.75	25.37	26.01	26.66	27.32	28.00
	(Night)	164.06	171.06	178.31	185.65	193.23	198.01	202.95	208.06	213.25	218.52	223.96
	Monthly	3,568.27	3,720.61	3,878.32	4,037.83	4,202.71	4,306.66	4,414.19	4,525.31	4,638.21	4,752.91	4,871.20
	Annual	42,819.24	44,647.29	46,539.85	48,453.92	50,432.51	51,679.88	52,970.26	54,303.66	55,658.56	57,034.97	58,454.40
3	Custodian II	21.95	23.04	24.19	25.39	26.68	27.34	28.02	28.73	29.44	30.17	30.93
	Daily	175.59	184.33	193.48	203.12	213.42	218.69	224.13	229.81	235.50	241.35	247.45
	Monthly	3,819.18	4,009.15	4,208.09	4,417.77	4,641.80	4,756.50	4,874.78	4,998.45	5,122.11	5,249.35	5,381.98
	Annual	45,830.14	48,109.82	50,497.03	53,013.28	55,701.58	57,077.99	58,497.41	59,981.35	61,465.29	62,992.25	64,583.72

Clothing Allowance for Custodians:

\$240/year based on full time 12 mos./year

Annual and Monthly Rates are based on a full time schedule, 8 hrs per day, 261 days per year, 12 months per year
Work year is based on 12 months for each range
Work year is 12 months for each full time position (261 days per year, 8 hours per day)
Classified Annual salaries are calculated based on hourly rates (hourly rate x 8 hours/day x 261 days/year)
Monthly rate based on Annual divided by 12 (months/year)
One year (from anniversary date) between each step.
2.5% is added to the beginning of steps 8, 11, 14, 17, 20 & 23 years of service (20 & 23 years approved 3/19/08)
(If Classified employees move from one step to another, the 2.5% increase applies to the new step & column)

Rates shown on this schedule are not necessarily the exact figures contained in the automated payroll system due to rounding. Rates shown are for general information, not for precise pay purposes.

MVROP does not provide a separate allocation for medical insurance fringe benefits.

last update 6/1/2016 (2016-17-Approved adjustment-5/25/16)

Stipends:

Bachelors 800
Masters Degree 1,300
Doctorate Degree 1,800

Employees will receive the highest educational stipend only

Education Degrees must be from acceptable colleges and universities accredited by agencies such as WASC

Education stipends shall be pro-rated based on employee FTE and hourly rate

2007-08 5.53% Salary Increase Board Approved 3/19/08

2008-09 7% added to schedule in lieu of employer paying employee's 7% share of PERS contribution (Approved 11/12/08)

2009-10 No Salary Increase

2010-11 2% Work Year Reduction

2011-12 No Salary Adjustments

2012-13 One-Time Salary Payment for All Employees equal to 5.48% of Base Salary

2013-14 2% Salary Increase on Salary Schedules Board Approved 12/18/13

2015-16 2% Salary Increase on Salary Schedules Board Approved 9/25/2015

MISSION VALLEY ROP
5019 Stevenson Blvd
Fremont, CA 94538



2016-17 CLASSIFIED TECHNICAL SALARY SCHEDULE

STEP	POSITION	COLUMN							8 Yrs	11 Yrs	14 Yrs	17 Yrs	20 Yrs	23 Yrs
		A	B	C	D	E								
1	Technology Aide	20.86	21.86	22.88	23.87	24.84			25.46	26.11	26.76	27.43	28.12	28.82
	Computer Repair Technici	166.86	174.85	183.01	190.92	198.75			203.69	208.88	214.08	219.43	224.95	230.56
	Monthly	3,629.21	3,803.05	3,980.48	4,152.53	4,322.79			4,430.32	4,543.23	4,656.14	4,772.63	4,892.71	5,014.58
	Annual	43,550.46	45,636.58	47,765.71	49,830.33	51,873.44			53,163.82	54,518.72	55,873.63	57,271.54	58,712.47	60,174.91
2	Technology Specialist	27.22	27.39	29.76	31.10	32.54			33.35	34.18	35.04	35.90	36.80	37.72
	Computer Repair Speciali	217.70	219.11	238.06	248.77	260.31			266.73	273.41	280.25	287.17	294.34	301.75
	Monthly	4,735.00	4,765.46	5,177.67	5,410.66	5,661.56			5,801.36	5,946.52	6,095.28	6,245.82	6,401.74	6,563.04
	Annual	56,819.91	57,185.52	62,131.99	64,927.83	67,938.72			69,616.22	71,358.24	73,143.27	74,949.81	76,820.86	78,756.44

Annual and Monthly Rates are based on a full time schedule, 8 hours per day, 261 days per year, 12 months per year
Work year is based on 12 months for each range
Work year is 12 months for each full time position (261 days per year, 8 hours per day)
Classified Annual salaries are calculated based on hourly rates (hourly rate x 8 hours/day x 261 days/year)
Monthly rate based on Annual divided by 12 (months/year)
One year (from anniversary date) between each step.
2.5% is added to the beginning of steps 8, 11, 14, 17, 20 & 23 years of service (20 & 23 years approved 3/19/08)
(If Classified employees move from one step to another, the 2.5% increase applies to the new step & column)

Stipends:
Bachelors 800
Masters Degree 1,300
Doctorate Degree 1,800
Employees will receive the highest educational stipend only
Education Degrees must be from acceptable colleges and universities accredited by agencies such as WASC
Education stipends shall be pro-rated based on employee FTE and hourly rate

Rates shown on this schedule are not necessarily the exact figures contained in the automated payroll system due to rounding. Rates shown are for general information, not for precise pay purposes.
MVROP does not provide a separate allocation for medical insurance fringe benefits.
last update 6/1/2016 (2016-17-Approved adjustment-5/25/16)

MISSION VALLEY ROP
5019 Stevenson Blvd
Fremont, CA 94538



2016-17 Classified Clerical Aide Administration Office - Hourly Salary Schedule

Year	Hourly Rate
2016-17	11.34

Part Time -Temporary Position

Rates shown on this schedule are not necessarily the exact figures contained in the automated payroll system due to rounding. Rates shown are for general information, not for precise pay purposes.

last update 6/1/2016

(2016-17-Approved adjustment-5/25/16)

MISSION VALLEY ROP
5019 Stevenson Blvd
Fremont, CA 94538



2016-17 Clinical Supervisor Salary Schedule

Year	Hourly Rate
2016-17	42.33

Rates shown on this schedule are not necessarily the exact figures contained in the automated payroll system due to rounding. Rates shown are for general information, not for precise pay purposes.

last update 6/1/2016

(2016-17-Approved adjustment-5/25/16)



Business and Finance #3

X **Information**

 X **Action**

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

**AGENDA ITEM
Business and Finance #3**

DATE OF BOARD MEETING: June 16, 2016

TITLE: Superintendent Contract Addendum #4

Background:

The employment agreement with the Superintendent has traditionally aligned salary adjustments with the certificated teaching staff stating in part that the Superintendent shall receive not less than any salary adjustments received by members of the certificated teaching staff.

In addition, upon consensus of the Governing Council, the Superintendent's contract may be extended.

Current status:

A 3% salary increase was approved by the Governing Council on May 25, 2016 for all Mission Valley ROP employees effective July 1, 2016. The Superintendent's current salary is \$177,928. The annual cost of a 3% salary increase for the Superintendent is \$5,337. The new salary will be \$183,265.

A one-year extension of the Superintendent's contract was approved by the Governing Council in closed session on May 25, 2016.

Recommendation:

Mission Valley ROP recommends approval of the new salary and one year extension for the Superintendent as presented in Addendum #4 of the Superintendent's contract.

Joyce Veasley
(510) 657-1865

Business Services
Division

Thomas Hanson
Superintendent

ADDENDUM #1 TO THE
EMPLOYMENT CONTRACT BETWEEN
THOMAS HARRIS HANSON
AND THE
GOVERNING COUNCIL OF THE
MISSION VALLEY REGIONAL OCCUPATIONAL CENTER/PROGRAM

The parties hereto, Thomas Harris Hanson (Superintendent) and the Governing Council of the Mission Valley ROC/P, agree to the following modifications to the Contract effective for the 2016-17 school year:

Contract Extension

The Superintendent's contract shall be extended one additional year extended through 2017-18, ending June 30, 2018.

8. Compensation

The Superintendent shall receive an annual salary increase and/or payment which shall not be less than the increase and/or payment received by the members of the certificated teaching staff. The Superintendent shall receive a 3% salary increase. The new salary will be \$183,265 effective July 1, 2016.

Approved in a closed session of the Governing Council at Mission Valley ROC/P on May 25, 2016.

Jonas Dino, President
Governing Council, Mission Valley ROC/P

Thomas Harris Hanson
Superintendent

Larry Sweeney, Vice-President
Governing Council, Mission Valley ROC/P

Nancy Thomas, Clerk
Governing Council, Mission Valley ROC/P



Board of Education



Board of Education #1

X **Information**

 X **Action**

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

**AGENDA ITEM
Board of Education #1**

DATE OF BOARD MEETING: June 16, 2016

TITLE: Approve revised job description for Receptionist/Administrative Services
Specialist classified clerical position

Background:

The Receptionist/Administrative Services Specialist position has been vacant since April 2016 when the incumbent was promoted to the Administrative Secretary position.

Current Status:

The Receptionist/Administrative Services Specialist job description has been updated. The work year will remain the same, 231 days per year. The Classified Clerical Salary Schedule Step remains 2. The range has been updated to reflect the current range of \$20.26-24.12 per hour.

The position will be posted June-July 2016 with an anticipated start date of August 1, 2016, allowing for training prior to the beginning of the 2016-17 school year. Recommendation to hire will be presented to the Governing Board in September 2016.

Recommendation:

Staff recommends approving the updated Receptionist/Administrative Services Specialist job description, opening the position with an anticipated start date of 8/1/2016.

Joyce Veasley
Staff Contact

ROP Center
Location

Business Services
Division

Thomas Hanson
MVROP Superintendent



*Mission Valley ROP
Classified Job Description
Clerical*

RECEPTIONIST/ADMINISTRATIVE SERVICES SPECIALIST

DEFINITION

Under the direction of the Director of Educational Services, the Receptionist/Administrative Services Specialist for Mission Valley ROP: assists in the building of positive public relations for the ROP by providing efficient, courteous, and personalized service to the public; disseminates information by telephone or personal contact and directs and controls the flow of visitors to their destination.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Greets all visitors courteously with a professional demeanor, determines their needs, checks appointments, and directs or escorts them to the proper location. Frequent and first-person contact with students, teachers, staff, and the public.
- Answers and transfers calls, take messages as required.
- Responds to telephone and in-person inquiries by providing information about ROP class offerings, services, and programs.
- Performs a variety of clerical work
- Operates office equipment
- Be observant of surroundings, work with campus supervisor to monitor and inform administrative staff regarding safety and security of campus.
- Assists with the coordination of classes for Adult students
- Liaison to faculty and administrators regarding student issues.
- Other duties as assigned.

QUALIFICATIONS

Education:

- Equivalent to the completion of high school with 1-2 years of post-secondary courses related to business and office skills.

Experience:

- Five years of broad and varied secretarial experience, preferably at least two years working in a high school or school district office.

Knowledge of:

- Professional Business English usage, spelling, grammar, punctuation, report writing and composition.
- Rules and regulations governing the operation of programs with a school district.
- Microsoft Office, databases and spreadsheets

- Professional office methods and practices

Skills:

- Excellent written and verbal communication
- High level of reading comprehension

Ability to:

- Establish and maintain an effective working relationship with colleagues
- Maintain composure and work efficiently and accurately with frequent interruptions.
- Be flexible and adaptable in a fast-paced work environment.
- Be punctual, reliable and detail-oriented
- Work independently, with minimal supervision.
- Manage sensitive and complex issues pertaining to people with patience, confidentiality, tact and empathy.
- Effectively communicate verbally and in writing with internal and external stakeholders
- Communicate effectively with diverse populations

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 2: \$20.26-24.12

WORK HOURS/WORK YEAR

8 hours per day/231 days per year



Board of Education #2

X **Information**

 X **Action**

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

**AGENDA ITEM
Board of Education #2**

DATE OF BOARD MEETING: June 16, 2016

TITLE: Proposed MVROP Expenditure Threshold Policy

Background:

During the May 25, 2016 Governing Council members requested a review of policies related to purchasing thresholds at MVROP as compared to JPA member and other school districts. This information is provided for discussion and determine if changes are to be made to existing policy.

Current Status:

Research was conducted with surrounding districts and ROP's on how spending requests that exceed certain thresholds are handled, and if this approval process by the BOE's affects the regular purchasing process. Findings indicate that there are thresholds in some districts for contracts, and that no district has a policy that prevents purchases from being processed made prior to board meetings, even when the purchase exceeds the approval threshold for transparency reasons.

MVROP currently has a threshold for contracts that exceed \$10,000. Those above that threshold require Board approval prior to entering into contract and prior to making payment. This policy is consistent with FUSD and other districts.

With regard to transparency, as part of the monthly Board Packet, MVROP presents a monthly list of warrants and purchase orders that exceed \$5,000. In addition, for major long-term spending plans outside of the normal range, such as the reserve spending allocation introduced in 2014-15, detailed plans are presented. These plans identify direct cost to the districts as well as allocated costs from MVROP center-related expenditures.

Recommendation:

Staff recommends discussion and determination if changes are to be made to purchasing thresholds at MVROP.

Joyce Veasley
(510) 657-1865 x15145

Business Services
Division

Thomas Hanson
Superintendent



Board of Education #3

Mission Valley ROP
Governing Council Meeting Schedule
2016/2017 School Year

The Governing Council meets at 4 p.m. on the third Thursday of the month (when not conflicting with a school holiday) in the MVROP Board Room. Dates to be considered for the beginning of the 2016/2017 school year are as follows:

- **Monday, July 25, 2016 (Tentative)**
- **Thursday, August 25, 2016 (Tentative)**
- **Thursday, September 15, 2016**
- **Thursday, October 20, 2016**
- **Wednesday, November 16, 2016**
- **Wednesday, December 14, 2016**

MVROP Governing Council
Fremont Unified School District
New Haven Unified School District
Newark Unified School District

3rd Thursday
2nd, 4th Wednesday
1st, 3rd Tuesday
1st, 3rd Tuesday



Board of Education #4

X **Information**

 X **Action**

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

**AGENDA ITEM
Board of Education #4**

DATE OF BOARD MEETING: June 16, 2016

TITLE: Approve revised job description for Custodian I (night) classified operations position

Background:

The Custodian I (night) position will become vacant when the incumbent retires, effective 7/30/2016.

Current Status:

The Custodian I job description has been updated. The work year will remain the same, 261 days per year. The Classified Operations Salary Schedule remains 2. The range has been updated to reflect the current range of \$19.91-23.45 per hour.

The position will be posted June-July 2016 with an anticipated start date of August 1, 2016. Recommendation to hire will be presented to the Governing Board in September 2016.

Recommendation:

Staff recommends approving the updated Custodian I job description and opening the position with an anticipated start date of 8/1/2016.

Joyce Veasley
(510) 657-1865 x15145

Business Services
Division

Thomas Hanson
Superintendent



CUSTODIAN I

DEFINITION

Under supervision of the Director of Business Services and the Custodian II (lead Custodian), the Custodian I performs a variety of general cleaning tasks and other job-related duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties may include but are not limited to the following:

- Works from a prepared work schedule
- Ensures the cleanliness of assigned areas including floors, walls, furniture, woodwork, equipment, grounds, walkways, entrances, windows, door glass, drinking fountains, metal work, door panels, hand railings and other areas as directed by the Custodian II and/or Director of Business Services
- Washes, scrubs, and disinfects restrooms
- Empties and cleans waste containers
- Assists in moving and/or rearranging chairs, tables, desks, furniture, and other equipment
- Maintains various classroom and restroom supplies
- Sets up, opens and closes classrooms and other school facilities for events and various community activities and services
- Drives MVROP vehicles as needed including hauling trash to large garbage containers for disposal
- Uses heavy-duty carpet and floor cleaning equipment
- Maintains equipment used in the course of work and performs minor repairs to desks, chairs, etc.
- Checks and locks doors and windows and reports safety, sanitary, and fire hazards.
- Reports and assists in graffiti removal of buildings and property
- Lowers the flags
- With training, sprays large garbage containers to control odors and insects
- Performs routine grounds maintenance such as watering lawns and plants and makes minor adjustments to sprinkler systems, if needed
- Measures and mixes chemicals used in course of work according to directions
- Replaces light bulbs and fluorescent tubes

QUALIFICATIONS

Education:

- Equivalent to completion of high school. Additional qualifying experience may be substituted for the required education on a year for year basis up to a maximum of four years

Experience:

- Six months of custodial and general building maintenance experience

Knowledge of:

- Safe work practices including OSHA regulations, as they relate to the position
- Modern cleaning methods and the use and care of cleaning materials and equipment
- The safe operation of the tools and basic practices and procedures of custodial and building maintenance work

Ability to:

- Safely use cleaning materials and equipment
- Perform heavy physical labor including but not limited to the ability to lift up to 50 lbs.
- Read and speak English at a level sufficient to successfully perform the duties associated with the position
- Identify and report workplace hazards and/or unsafe conditions and take appropriate action to correct
- Safely drive MVROP vehicles during the course of work
- Understand oral and written directions to effectively complete tasks
- Establish and maintain cooperative working relationships with staff, students, contractors, and other MVROP stakeholders

LICENSES AND CERTIFICATES

Possession of a valid California driver's license with no restrictions, which would preclude driving on the job, is a continuous 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 Operations

SALARY RANGE

\$19.91-23.45 per hour

WORK HOURS/WORK YEAR 261



End of Board Packet