



**Mission Valley ROP**  
**Thursday, May 18, 2017**  
**4 p.m. Governing Council Meeting**  
**MVROP Board Room**  
**(510) 657-1865 Ext. 15141**



## Agenda

**Regular Meeting of the Governing Council**  
**Mission Valley Regional Occupational Center/ Program**  
**ROP Board Room**  
**Thursday, May 18, 2017**  
**Regular Meeting (Open Session) – 4p.m.**  
**Closed Session: Following Open Session**

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

**Pledge of Allegiance**

**Roll Call:**

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

**Approval of Agenda:**

Motion:	_____
Second:	_____
Vote:	_____

**Communication:**

- a. Items from the Staff
- b. Oral Communication
  - *MVROP Preparation for Education Code 8087 Compliance Presentation*
- c. Written Communication
  - *Letter from Alameda County Office of Education re: 2016-17 Second Interim Report, May 1, 2017*
  - *“Mission Valley ROP Presents the 14<sup>th</sup> Annual WHS Car Show”, MVROP Event Announcement, May 6, 2017*
  - *“Mission Valley ROP the 2017 Student of the Year Ceremony”, MVROP Event Announcement, May 23, 2017*
- 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 meetings on April 13, 2017.
- b. **Business and Finance:**

B&F#1	Approve Purchase Orders over \$5,000
B&F#2	Approve Warrants \$5,000 and above
B&F#3	Adopt Resolution Number 4-1617
	Accept Donations to Mission Valley ROP
B&F#4	Approve Telephone System Project for 2017-18

B&F#5 Approve Vehicle Purchase 2017-18  
B&F#6 Approve CTEIG Projects for 2017-18

**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**

Review CTEIG Financial Update

**Business and Finance #3**

**Information/ Action**

Review and Approve Second and Final Reading of Updated Language for MVROP AR  
4141 Salary Advancement Guidelines

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

**Business and Finance #4**

**Information**

Review and Receive Preliminary Budget 2017-18

**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 Larry Sweeney  
Unrepresented Employee: Superintendent  
(Government Code Section 54957)*

**Reconvene to Open Session:\_\_\_\_\_p.m.**

**Meeting adjourned: \_\_\_\_\_pm**



## Communication



# Alameda County Office of Education

L. Karen Monroe  
Superintendent

May 1, 2017

## BOARD OF EDUCATION

Joaquin Rivera  
Trustee Area 1

Amber Childress  
Trustee Area 2

Ken Berrick  
Trustee Area 3

Aisha Knowles  
Trustee Area 4

Fred Sims  
Trustee Area 5

Eileen McDonald  
Trustee Area 6

Yvonne Cerrato  
Trustee Area 7

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

RE: 2016-17 Second Interim Report

Dear President Sweeney:

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

Based on our review and analysis, we are satisfied that the Second Interim Report approved by the ROP's Governing Board on March 16, 2017 accurately reflects the financial status of the ROP and is consistent with the State's Criteria and Standards. We therefore concur with the ROP's positive certification with our comments/concerns outlined below.

### Deficit Spending

The ROP is projecting to deficit spend \$534K in 2016-17, \$882K in 2017-18, and \$1.3M in 2018-19. The ROP should continue to plan for expenditure reductions and/or revenue enhancements in future years that will allow the ROP to live within its revenue stream and to fully support expenditures.

### Importance of Maintaining Adequate Reserves

Adequate reserves are a critical safeguard against future financial challenges. As the ROP prepares the budget for 2017-18, we strongly encourage the ongoing maintenance and growth of a healthy reserve balance.

313 W. Winton Ave.  
Hayward, California  
94544 1136

(510) 887 0152

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

As pension costs continue to rise, and as the state considers a partial deferral of June's apportionment, sufficient reserves will continue to play an important role in the fiscal stability of all LEAs. Accordingly, we recommend careful and cautious planning for the upcoming year, especially considering the various state and national economic uncertainties.

### **Other Issues**

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

### **Conclusion**

We want to acknowledge and express our appreciation to Joyce Veasley and the ROP staff, the Governing Board, and the community for their continued diligence and hard work. If you have any questions or concerns regarding our review process, please feel free to call me at (510) 670-4140.

Sincerely,



L. Karen Monroe, Superintendent  
Alameda County Office of Education

LKM:slm

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



# WASHINGTON HIGH SCHOOL



M.V.R.O.P. PRESENTS  
THE 14TH ANNUAL



# CAR SHOW

May 6th, 2017

Registration:  
6:30 AM

Show Starts:  
8:00-3:00

Canned Food Drive

Live Entertainment

Food/BBQ

Raffles

Contact

Mr. Nahale:

(510) 505-7300

Ext.67361

[dnahale@mvrop.org](mailto:dnahale@mvrop.org)



Entry Fee: \$20 + 2 canned food items

-Trophies for the best of their class

-Spectators Free

Washington High School's Main Parking Lot

38442 Fremont Blvd.

Fremont, CA 94536



  
**FARMERS**  
INSURANCE  
Jennifer  
Spriggs

 **ALLIED AUTO**  
STORES  
**AMSOIL**

 **ragoneon**  
SIGN & GRAPHIC SOLUTIONS



# MVROP 2017

## Student of the Year Awards Ceremony Celebrating Student Success

**Tuesday, May 23 at 7 p.m.**

**Fremont Marriott Silicon Valley Hotel**

46100 Landing Parkway Fremont, CA 94538

**Grand Ballroom**

For More Information Visit [www.mvrop.org](http://www.mvrop.org)



## Consent Calendar



## Minutes



**Regular Meeting of the Governing Council  
Mission Valley Regional Occupational Center/ Program  
Thursday, April 13, 2017**

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

Present:

Larry Sweeney, President  
Sharan Kaur, Clerk

**Approval of Agenda:**

*Member Kaur made a motion to approve all items on the April agenda. Member Sweeney made a second to approve the motion. Members voted 2-0 to approve all items on the April agenda.*

**Communication:**

**a. Items from Staff:**

- Superintendent Hanson shared:
  - MVROP has hired a Culinary Arts instructor position for the BHS campus. The new instructor conducted the first class on April 12 with 17-20 students enrolled in the program. More may be added in the next few days.
  - MVROP Coordinator Ms. Nutz hosted the DLAC/ELAC NUSD meeting at the ROP Center Campus. Around 30 parents attended the meeting and were given a tour of the campus. MVROP instructor Mr. Cruz helped to serve as a translator.
  - MVROP continues to collaborate with NUSD to ensure that they utilize all program seats available to their students during enrollment.
  - MVROP is in the process of collecting enrollment information from the JPA high school campuses for the 2017-18 school year.
  - Planning for the 2017 MVROP Student of the Year Ceremony are underway. The ceremony will take place on Tuesday, May 23 at 7p.m. in the grand ballroom of the Fremont Marriott Silicon Valley Hotel. Ms. Aldinger has worked hard to connect with businesses to offer four scholarships for students. These small scholarships will be available for students nominated for an award and will be presented at the ceremony.

**b. Oral Communication:**

MVROP Superintendent Hanson gave a presentation focusing on the CAROCP CTE College and Career Indicator Dashboard to the Governing Council.

**c. Items from the Board:**

Member Kaur shared NHUSD is conducting its search for their next superintendent. Candidates are being interviewed in the coming days.

Member Sweeney shared Superintendent Morris had announced his plans to retire. The FUSD Director of Instruction will serve as the new appointed Superintendent.

**e. Public Comment:**

None

## **Consent Calendar:**

*Member Kaur made a motion to approve all items on the Consent Calendar. Member Sweeney made a second to approve the motion. Members voted 2-0 to approve all items on 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 item.

*This item is information only.*

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

### **Review CTEIG Financial Update**

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

*This item is information only.*

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

### **Review and Approve Salary Increase–All Staff–Effective July 1, 2017**

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

*Member Kaur made a motion to approve Business and Finance #3, Review and Approve Salary Increase–All Staff–Effective July 1, 2017. Member Sweeney made a second to approve the motion. Members voted 2-0 to approve Business and Finance #3, Review and Approve Salary Increase–All Staff–Effective July 1, 2017.*

### **Business and Finance #4**

### **Review and Approve First Reading of Updated Language for MVROP AR 4141 Salary Advancement Guidelines**

Director of Business Services, Joyce Veasley, reviewed Business and Finance Item #4, and with Superintendent Hanson, answered subsequent Board inquiries regarding the item.

The Governing Council approved the item to move toward the second and final reading for the May meeting.

*Member Kaur made a motion to approve Business and Finance #4, Review and Approve First Reading of Updated Language for MVROP AR 4141 Salary Advancement Guidelines. Member Sweeney made a second to approve the motion. Members voted 2-0 to approve Business and Finance #4, Review and Approve First Reading of Updated Language for MVROP AR 4141 Salary Advancement Guidelines.*

**Business and Finance #5****Review and Approve Bid for Auto Spray Booth**

Director of Business Services, Joyce Veasley, reviewed Business and Finance Item #5 and answered subsequent Board inquiries regarding the item.

Member Sweeney requested for any future bids for MVROP have PLA agreements included in the contract language. This is in line with the JPA district bids and contracts.

*Member Kaur made a motion to approve Business and Finance #5, Review and Approve Bid for Auto Spray Booth. Member Sweeney made a second to approve the motion. Members voted 2-0 to approve Business and Finance #5, Review and Approve Bid for Auto Spray Booth.*

**Business and Finance #6****Review and Approve Continuing the Auto Spray Booth Project**

Director of Business Services, Joyce Veasley, reviewed Business and Finance Item #6 and answered subsequent Board inquiries regarding the item.

*Member Kaur made a motion to approve Business and Finance #6, Review and Approve Continuing the Auto Spray Booth Project. Member Sweeney made a second to approve the motion. Members voted 2-0 to approve Business and Finance #6, Review and Approve Continuing the Auto Spray Booth Project.*

**Board Requests:**

None

**The meeting was adjourned at 5:14 p.m.**

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Larry Sweeney, President

not present  
Nancy Thomas, Vice President

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Sharan Kaur, Clerk



## **Business and Finance**

Includes Purchase Orders dated 04/01/2017 - 04/25/2017 \*\*\*

Board Meeting Date May 18, 2017

PO Number	Vendor Name	Description	Location	Account Number	Account Amount
<b>PO Type PO</b>					
PO17-01499	SMART & FINAL	Open PO for instructional supplies	ROP Center	96-6387-0-6000-1000-4300-864-800-6621	9,121.00
PO17-06402	AMAZON.COM	Open PO for instructional supplies		96-6387-0-6000-1000-4300-860-800-6507	5,000.00
PO17-06732	APPLE COMPUTER INC	iMacs	ROP-Logan HS	96-6387-0-6000-1000-4410-867-800-6110	45,545.05
PO17-06744	EDWARDS AND SONS AUTOMOTIVE EQ	PO for Instructional Supplies	ROP Center	96-6387-0-6000-1000-4400-860-800-6701	5,338.39
PO17-06747	HOME DEPOT INC. ATTN: PRO DESK	Open PO for Instructional supplies		96-6387-0-6000-1000-4300-860-800-6706	7,400.00
PO17-06821	LEVY PROMOTIONAL PRODUCTS INC	Open PO for Promotional supplies		96-0000-0-6000-7100-4300-860-800-6010	12,000.00
PO17-06825	LA MARZOCO INTL LLC	Espresso machine and grinder		96-6387-0-6000-1000-4400-856-800-6621	5,981.44
PO17-06899	TRIMARK ECONOMY RESTAURANT FIX	Open PO for instructional supplies		96-6387-0-6000-1000-4300-856-800-6621	15,000.00
PO17-06901		Refrigerator/Freezer	ROP-American HS	96-6387-0-6000-1000-6400-856-800-6621	15,786.63
PO17-06902		Instructional supplies and equipment	ROP-Conley-Caraballo	96-6387-0-6000-1000-4300-868-800-6621	5,946.33
PO17-06920	AUTOMOTIVE ELECTRONICS SERVICE	PO for supplies	ROP Center	96-6387-0-6000-1000-4400-868-800-6621	18,518.74
				96-6387-0-6000-1000-4300-854-800-6703	360.52
PO17-06927	AUTOBODY TOOLMART	PO for instructional supplies		96-6387-0-6000-1000-4400-854-800-6703	8,301.91
PO17-06949	ELB US INC	IT upgrades		96-6387-0-6000-1000-4300-860-800-6701	9,348.80
				96-0000-0-0000-7200-4410-860-800-6013	1,020.40
				96-6387-0-6000-1000-4410-860-800-6998	3,047.46
				96-0000-0-6000-8100-5640-860-800-6013	5,045.94
				96-6387-0-6000-8100-5640-860-800-6101	2,518.70
				96-6387-0-6000-8100-5640-860-800-6115	2,055.09
PO17-06952	JD SQUARED INC	PO for instructional supplies		96-6387-0-6000-8100-5640-860-800-6998	2,871.01
				96-6387-0-6000-1000-4300-854-800-6703	431.53
PO17-06967	RAY WEAVER GENERAL CONTRACTING	Culinary Classroom 601 remodel		96-6387-0-6000-1000-4400-854-800-6703	4,887.85
PO17-06973	SNAP ON INCORPORATED	PO for instructional supplies		96-6387-0-6000-8100-5640-856-800-6621	38,600.00
				96-6387-0-6000-1000-4300-854-800-6703	5,294.06
Total Number of POs 16					
Information is further limited to: (Minimum Amount = 5,000.00, Department = MVROP)					
Total for PO Type PO					229,420.85

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

Checks Dated 04/01/2017 through 04/25/2017					Board Meeting Date May 18, 2017	
Check Number	Check Date	Pay to the Order of	Fund-Resource-Object-Location-Cost Center		Expensed Amount	Check Amount
50921962	04/12/2017	DELTA DENTAL CLIENT SERVICES	96-	-9560- -	3,812.43	
			96-	-9561- -	75.47	
			96-	-9562- -	922.39	
50921961	04/12/2017	DELTA DENTAL INS. COMPANY ACCOUNTS RECEIVABLE	96-	-9564- -	385.70	
50924124	04/25/2017	CalPERS	96-0000-3701-860-6019		5,764.18	
50922864	04/19/2017	SAVE MART SUPERMARKET FILE# 33486-01	96-0000-4300-860-6010		27.42	
50924047	04/25/2017	SYNCB/AMAZON #6045787810138129	96-0000-4300-860-6010		127.05	
50924096	04/25/2017	LEVY PROMOTIONAL PRODUCTS	96-0000-4300-860-6010		844.38	
50921008	04/05/2017	ALLIED AUTO STORES	96-0000-4300-860-6013		103.35	
50921204	04/05/2017	SUPPLY WORKS	96-0000-4300-860-6013		136.84	
50921909	04/12/2017	SYNCB/AMAZON #6045787810138129	96-0000-4300-860-6013		9.55	
50922015	04/12/2017	MISSION VALLEY ROP REVOLVING CASH	96-0000-4300-860-6013		134.34	
50922027	04/12/2017	OFFICE DEPOT BUSINESS DIV-2	96-0000-4300-860-6013		130.83	
50922811	04/19/2017	ALLIED AUTO STORES	96-0000-4300-860-6013		98.33	
50922833	04/19/2017	CENTERVILLE LOCKSMITH	96-0000-4300-860-6013		8.67	
50922864	04/19/2017	SAVE MART SUPERMARKET FILE# 33486-01	96-0000-4300-860-6013		6.98	
50922909	04/19/2017	OFFICE DEPOT BUSINESS DIV-2	96-0000-4300-860-6013		51.51	
50922934	04/19/2017	SETON IDENTIFICATION PRO.	96-0000-4300-860-6013		924.63	
50924047	04/25/2017	SYNCB/AMAZON #6045787810138129	96-0000-4300-860-6013		184.59	
50924082	04/25/2017	FREMONT RUBBER STAMP CO INC	96-0000-4300-860-6013		295.33	
50924108	04/25/2017	OFFICE DEPOT BUSINESS DIV-2	96-0000-4300-860-6013		823.75	
50924132	04/25/2017	US BANK CORPORATE PAYMENT SYS	96-0000-4300-860-6013		486.65	
50921045	04/05/2017	COMPUTER PRO	96-0000-4310-860-6005		5,626.38	
50921909	04/12/2017	SYNCB/AMAZON #6045787810138129	96-0000-4310-860-6005		33.98	
50924047	04/25/2017	SYNCB/AMAZON #6045787810138129	96-0000-4310-860-6005		281.13	
50921054	04/05/2017	AMERICAN EXPRESS LOAD# 028230 FOR DELL MARKETING LP V003504	96-0000-4310-860-6010		151.34	
			96-0000-4310-860-6013		605.32	
			96-0000-4410-860-6010		272.79	
			96-0000-4410-860-6013		1,338.51	
50920868	04/05/2017	CLIFFORD ADAMS HART	96-0000-5210-860-6001		839.17	
50920896	04/05/2017	MINLING CHUNG	96-0000-5210-860-6013		131.84	
50922832	04/19/2017	CASBO	96-0000-5210-860-6013		666.60	
50924132	04/25/2017	US BANK CORPORATE PAYMENT SYS	96-0000-5210-860-6013		250.00	
50921871	04/12/2017	JACKLYNN R. SPRAGUE	96-0000-5220-860-6001		44.08	
50921875	04/12/2017	MICHAEL TRAN	96-0000-5220-860-6005		21.45	
50921954	04/12/2017	COSTCO	96-0000-5300-860-6010		9.16	

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

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Checks Dated 04/01/2017 through 04/25/2017				Board Meeting Date May 18, 2017	
Check Number	Check Date	Pay to the Order of	Fund-Resource-Object-Location-Cost Center	Expensed Amount	Check Amount
50921954	04/12/2017	COSTCO	96-0000-5300-860-6013	9.16	
50921135	04/05/2017	NATIONAL TECHNICAL HONOR SOCIETY	96-0000-5300-860-6610	190.00	
50921147	04/05/2017	PACIFIC GAS & ELECTRIC CO	96-0000-5510-860-6013	10,848.61	
50922033	04/12/2017	PACIFIC GAS & ELECTRIC CO	96-0000-5510-860-6013	139.02	
50922942	04/19/2017	SPURR	96-0000-5520-860-6013	2,087.75	
50922038	04/12/2017	AMERICAN EXPRESS LOAD# 028230 FOR V REPUBLIC SVCS	96-0000-5550-860-6013	45.02	
50922925	04/19/2017	SAFETY KLEEN SYSTEMS INC	96-0000-5550-860-6013	919.70	
50921124	04/05/2017	MEDWASTE CALIFORNIA	96-0000-5560-860-6013	38.00	
50922038	04/12/2017	AMERICAN EXPRESS LOAD# 028230 FOR V REPUBLIC SVCS	96-0000-5560-860-6013	1,217.89	
50922065	04/12/2017	SONITROL	96-0000-5640-860-6013	134.00	
50922829	04/19/2017	CALIFORNIA LANDSCAPES	96-0000-5640-860-6013	795.00	
50922886	04/19/2017	KRATOS PUBLIC SAFETY & SECURITY SOLUTIONS INC	96-0000-5640-860-6013	1,890.00	
50922092	04/12/2017	US BANK EQUIPMENT FINANCE	96-0000-5670-860-6013	627.14	
50924136	04/25/2017	XEROX CORPORATION	96-0000-5670-860-6013	5,413.62	
50924093	04/25/2017	KEEP IT SIMPLE COMPUTER CTR	96-0000-5801-860-6005	1,711.25	
50921117	04/05/2017	MARRIOTT FREMONT	96-0000-5801-860-6010	3,000.00	
50921017	04/05/2017	ARAMARK UNIFORM SERVICES	96-0000-5801-860-6013	166.21	
50922816	04/19/2017	ARAMARK UNIFORM SERVICES	96-0000-5801-860-6013	166.21	
50924124	04/25/2017	CalPERS	96-0000-5801-860-6013	69.57	
50924103	04/25/2017	NEW HAVEN UNIFIED SCHOOL DISTRICT	96-0000-5810-867-6007	7,729.61	
50922943	04/19/2017	STATE OF CALIFORNIA JUSTICE ACCOUNTING SVCS	96-0000-5813-860-6013	32.00	
50924137	04/25/2017	ZOHO CORPORATION	96-0000-5816-860-6005	1,787.00	
50921129	04/05/2017	MRC SMART TECHNOLOGY SOLUTIONS	96-0000-5910-860-6013	7.98	
50921020	04/05/2017	AT&T	96-0000-5920-860-6013	72.21	
50924053	04/25/2017	AT&T	96-0000-5920-860-6013	650.94	
50921875	04/12/2017	MICHAEL TRAN	96-0000-5921-860-6013	20.00	
50924031	04/25/2017	JOE S. SIMAS	96-0000-5921-860-6013	20.00	
50921043	04/05/2017	AMERICAN EXPRESS LOAD# 028230 FOR VENDOR 001125	96-0000-5930-860-6005	746.11	
50922846	04/19/2017	AMERICAN EXPRESS LOAD# 028230 FOR VENDOR 001125	96-0000-5930-860-6005	746.11	
50924068	04/25/2017	COMCAST	96-0000-5940-860-6005	166.23	
50921954	04/12/2017	COSTCO	96-0000-9330- -	91.68	
50922832	04/19/2017	CASBO	96-0000-9330- -	333.40	
50922070	04/12/2017	BOARD OF EQUALIZATION SPECIAL TAXES AND FEES	96-0000-9507- -	2,094.32	
50921909	04/12/2017	SYNCB/AMAZON #6045787810138129	96-6387-4300-851-6503	150.66	
50921194	04/05/2017	SMART & FINAL	96-6387-4300-851-6621	36.50	
50922047	04/12/2017	SAFEWAY INC	96-6387-4300-851-6621	111.63	
50922063	04/12/2017	SMART & FINAL	96-6387-4300-851-6621	255.68	

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

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Checks Dated 04/01/2017 through 04/25/2017				Board Meeting Date May 18, 2017	
Check Number	Check Date	Pay to the Order of	Fund-Resource-Object-Location-Cost Center	Expensed Amount	Check Amount
50924112	04/25/2017	SAFEWAY INC	96-6387-4300-851-6621	111.41	
50924118	04/25/2017	SMART & FINAL	96-6387-4300-851-6621	397.51	
50924047	04/25/2017	SYNCB/AMAZON #6045787810138129	96-6387-4300-852-6110	774.56	
50921194	04/05/2017	SMART & FINAL	96-6387-4300-852-6621	579.88	
50922938	04/19/2017	SMART & FINAL	96-6387-4300-852-6621	31.07	
50924112	04/25/2017	SAFEWAY INC	96-6387-4300-852-6621	25.17	
50924118	04/25/2017	SMART & FINAL	96-6387-4300-852-6621	189.85	
50922015	04/12/2017	MISSION VALLEY ROP REVOLVING CASH	96-6387-4300-853-6110	116.80	
50924055	04/25/2017	B&H PHOTO VIDEO REMITTANCE PROCESSING CTR	96-6387-4300-853-6110	10,474.56	
50921194	04/05/2017	SMART & FINAL	96-6387-4300-854-6621	602.70	
50922938	04/19/2017	SMART & FINAL	96-6387-4300-854-6621	275.23	
50924118	04/25/2017	SMART & FINAL	96-6387-4300-854-6621	196.70	
50921008	04/05/2017	ALLIED AUTO STORES	96-6387-4300-854-6703	130.34	
50921904	04/12/2017	ALLIED AUTO STORES	96-6387-4300-854-6703	231.83	
50921991	04/12/2017	GRAINGER	96-6387-4300-854-6703	203.18	
50924047	04/25/2017	SYNCB/AMAZON #6045787810138129	96-6387-4300-854-6703	436.36	
50921970	04/12/2017	EAST BAY RESTAURANT SUPPLY INC	96-6387-4300-856-6621	1,138.01	
50922047	04/12/2017	SAFEWAY INC	96-6387-4300-856-6621	107.08	
50922063	04/12/2017	SMART & FINAL	96-6387-4300-856-6621	476.37	
50924112	04/25/2017	SAFEWAY INC	96-6387-4300-856-6621	135.83	
50924118	04/25/2017	SMART & FINAL	96-6387-4300-856-6621	119.46	
50921116	04/05/2017	MARKERTEK	96-6387-4300-860-6101	151.17	
50922086	04/12/2017	TREW AUDIO INC	96-6387-4300-860-6101	234.49	
50924047	04/25/2017	SYNCB/AMAZON #6045787810138129	96-6387-4300-860-6101	218.49	
50921979	04/12/2017	FISHER SCIENTIFIC COMPANY LLC ACCT# 282526-021	96-6387-4300-860-6506	26.77	
50922959	04/19/2017	VERNIER SOFTWARE & TECHNOLOGY	96-6387-4300-860-6506	216.53	
50924096	04/25/2017	LEVY PROMOTIONAL PRODUCTS	96-6387-4300-860-6506	548.48	
50921909	04/12/2017	SYNCB/AMAZON #6045787810138129	96-6387-4300-860-6507	684.85	
50924047	04/25/2017	SYNCB/AMAZON #6045787810138129	96-6387-4300-860-6507	464.19	
50924113	04/25/2017	SCHOOL OUTFITTERS	96-6387-4300-860-6507	457.66	
50921113	04/05/2017	MACHO PRODUCTS INC	96-6387-4300-860-6601	48.52	
50921909	04/12/2017	SYNCB/AMAZON #6045787810138129	96-6387-4300-860-6601	636.00	
50924047	04/25/2017	SYNCB/AMAZON #6045787810138129	96-6387-4300-860-6601	819.34	
50921209	04/05/2017	TELE-LITE INC	96-6387-4300-860-6602	52.07	
50922015	04/12/2017	MISSION VALLEY ROP REVOLVING CASH	96-6387-4300-860-6602	270.10	

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Checks Dated 04/01/2017 through 04/25/2017				Board Meeting Date May 18, 2017	
Check Number	Check Date	Pay to the Order of	Fund-Resource-Object-Location-Cost Center	Expensed Amount	Check Amount
50924058	04/25/2017	BURTON'S FIRE INC	96-6387-4300-860-6602	38.48	
50921179	04/05/2017	SCBA SAFETY CHECK INC.	96-6387-4300-860-6603	106.48	
50922017	04/12/2017	MOORE MEDICAL LLC	96-6387-4300-860-6603	44.25	
50924100	04/25/2017	MOORE MEDICAL LLC	96-6387-4300-860-6603	441.16	
50924047	04/25/2017	SYNCB/AMAZON #6045787810138129	96-6387-4300-860-6606	131.05	
50921909	04/12/2017	SYNCB/AMAZON #6045787810138129	96-6387-4300-860-6610	43.87	
50921918	04/12/2017	AWARDS UNLIMITED INC	96-6387-4300-860-6610	2,357.59	
50921892	04/12/2017	AB SUPPLY	96-6387-4300-860-6701	278.16	
50921897	04/12/2017	AIRGAS USA LLC	96-6387-4300-860-6701	752.71	
50922845	04/19/2017	COLOR FACTORY	96-6387-4300-860-6701	133.00	
50921008	04/05/2017	ALLIED AUTO STORES	96-6387-4300-860-6703	205.64	
50921904	04/12/2017	ALLIED AUTO STORES	96-6387-4300-860-6703	13.58	
50921909	04/12/2017	SYNCB/AMAZON #6045787810138129	96-6387-4300-860-6703	919.02	
50921991	04/12/2017	GRAINGER	96-6387-4300-860-6703	203.18	
50921995	04/12/2017	HOME DEPOT CREDIT SERVICES DEPT 32-2500091081	96-6387-4300-860-6703	289.50	
50922811	04/19/2017	ALLIED AUTO STORES	96-6387-4300-860-6703	5.78	
50921091	04/05/2017	HULBERT LUMBER AND SUPPLY COMPANY	96-6387-4300-860-6706	1,435.06	
50921909	04/12/2017	SYNCB/AMAZON #6045787810138129	96-6387-4300-860-6706	737.91	
50921995	04/12/2017	HOME DEPOT CREDIT SERVICES DEPT 32-2500091081	96-6387-4300-860-6706	2,118.51	
50924047	04/25/2017	SYNCB/AMAZON #6045787810138129	96-6387-4300-860-6706	59.11	
50921142	04/05/2017	OFFICE DEPOT BUSINESS DIV-2	96-6387-4300-860-6998	106.57	
50921909	04/12/2017	SYNCB/AMAZON #6045787810138129	96-6387-4300-860-6998	9.55	
50922909	04/19/2017	OFFICE DEPOT BUSINESS DIV-2	96-6387-4300-860-6998	110.36	
50924047	04/25/2017	SYNCB/AMAZON #6045787810138129	96-6387-4300-860-6998	117.35	
50922803	04/19/2017	3D UNIVERSE	96-6387-4300-862-6115	655.14	
50921964	04/12/2017	DICK BLICK ART MATERIALS	96-6387-4300-862-6507	514.60	
50921919	04/12/2017	B&H PHOTO VIDEO REMITTANCE PROCESSING CTR	96-6387-4300-864-6101	995.53	
50922086	04/12/2017	TREW AUDIO INC	96-6387-4300-864-6101	234.48	
50921113	04/05/2017	MACHO PRODUCTS INC	96-6387-4300-864-6601	353.20	
50922099	04/12/2017	DOLLAMUR SPORT SURFACES ATTN: DAVID TORRES	96-6387-4300-864-6601	3,361.08	
50924097	04/25/2017	MACHO PRODUCTS INC	96-6387-4300-864-6601	48.52	
50921194	04/05/2017	SMART & FINAL	96-6387-4300-864-6621	179.00	
50922938	04/19/2017	SMART & FINAL	96-6387-4300-864-6621	238.53	
50924047	04/25/2017	SYNCB/AMAZON #6045787810138129	96-6387-4300-864-6621	916.89	
			96-6387-4300-865-6621	1,377.71	

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Checks Dated 04/01/2017 through 04/25/2017				Board Meeting Date May 18, 2017	
Check Number	Check Date	Pay to the Order of	Fund-Resource-Object-Location-Cost Center	Expensed Amount	Check Amount
50924047	04/25/2017	SYNCB/AMAZON #6045787810138129	96-6387-4300-867-6106	244.42	
50921127	04/05/2017	MOORE MEDICAL LLC	96-6387-4300-867-6608	1,086.77	
50921909	04/12/2017	SYNCB/AMAZON #6045787810138129	96-6387-4300-867-6608	1,448.06	
50921965	04/12/2017	DISCOUNT CARDIOLOGY	96-6387-4300-867-6608	738.15	
50922017	04/12/2017	MOORE MEDICAL LLC	96-6387-4300-867-6608	604.94	
50921909	04/12/2017	SYNCB/AMAZON #6045787810138129	96-6387-4300-867-6621	292.60	
50922063	04/12/2017	SMART & FINAL	96-6387-4300-867-6621	695.42	
50924047	04/25/2017	SYNCB/AMAZON #6045787810138129	96-6387-4300-867-6621	1,734.28	
50924118	04/25/2017	SMART & FINAL	96-6387-4300-867-6621	364.20	
50921049	04/05/2017	DALE HARDWARE (DCIS)	96-6387-4300-867-6703	68.32	
50921909	04/12/2017	SYNCB/AMAZON #6045787810138129	96-6387-4300-867-6703	10.70	
50921991	04/12/2017	GRAINGER	96-6387-4300-867-6703	203.19	
50924047	04/25/2017	SYNCB/AMAZON #6045787810138129	96-6387-4300-867-6703	576.32	
50921175	04/05/2017	SAFEWAY INC	96-6387-4300-868-6621	52.74	
50921194	04/05/2017	SMART & FINAL	96-6387-4300-868-6621	186.08	
50921909	04/12/2017	SYNCB/AMAZON #6045787810138129	96-6387-4300-868-6621	351.78	
50922926	04/19/2017	SAFEWAY INC	96-6387-4300-868-6621	109.53	
50922938	04/19/2017	SMART & FINAL	96-6387-4300-868-6621	75.40	
50924047	04/25/2017	SYNCB/AMAZON #6045787810138129	96-6387-4300-868-6621	2,427.32	
50921909	04/12/2017	SYNCB/AMAZON #6045787810138129	96-6387-4310-851-6503	1,973.33	
50924047	04/25/2017	SYNCB/AMAZON #6045787810138129	96-6387-4310-851-6503	3,497.40	
50921212	04/05/2017	AMERICAN EXPRESS LOAD# 028230 FOR V TROXELL	96-6387-4310-854-6621	284.05	
50921054	04/05/2017	AMERICAN EXPRESS LOAD# 028230 FOR DELL MARKETING LP V003504	96-6387-4310-854-6703	981.53	
			96-6387-4310-860-6703	368.07	
50921909	04/12/2017	SYNCB/AMAZON #6045787810138129	96-6387-4310-860-6998	8.18	
50924047	04/25/2017	SYNCB/AMAZON #6045787810138129	96-6387-4310-860-6998	48.94	
50921212	04/05/2017	AMERICAN EXPRESS LOAD# 028230 FOR V TROXELL	96-6387-4310-864-6202	299.35	
50921909	04/12/2017	SYNCB/AMAZON #6045787810138129	96-6387-4310-867-6106	130.19	
50921054	04/05/2017	AMERICAN EXPRESS LOAD# 028230 FOR DELL MARKETING LP V003504	96-6387-4310-867-6703	47.75	
50921919	04/12/2017	B&H PHOTO VIDEO REMITTANCE PROCESSING CTR	96-6387-4400-853-6110	8,043.89	

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Checks Dated 04/01/2017 through 04/25/2017				Board Meeting Date May 18, 2017	
Check Number	Check Date	Pay to the Order of	Fund-Resource-Object-Location-Cost Center	Expensed Amount	Check Amount
50921909	04/12/2017	SYNCB/AMAZON #6045787810138129	96-6387-4400-854-6621	32.76	
50921008	04/05/2017	ALLIED AUTO STORES	96-6387-4400-854-6703	4,047.07	
			96-6387-4400-860-6703	4,046.02	
50921919	04/12/2017	B&H PHOTO VIDEO REMITTANCE PROCESSING CTR	96-6387-4400-864-6101	791.29	
50921965	04/12/2017	DISCOUNT CARDIOLOGY	96-6387-4400-867-6608	2,386.22	
50922017	04/12/2017	MOORE MEDICAL LLC	96-6387-4400-867-6608	520.56	
50921909	04/12/2017	SYNCB/AMAZON #6045787810138129	96-6387-4400-867-6621	510.20	
50924047	04/25/2017	SYNCB/AMAZON #6045787810138129	96-6387-4400-867-6703	1,438.41	
50921909	04/12/2017	SYNCB/AMAZON #6045787810138129	96-6387-4410-851-6503	1,935.99	
50924047	04/25/2017	SYNCB/AMAZON #6045787810138129	96-6387-4410-851-6503	998.03	
50921054	04/05/2017	AMERICAN EXPRESS LOAD# 028230 FOR DELL MARKETING LP V003504	96-6387-4410-854-6703	1,940.27	
			96-6387-4410-860-6601	272.79	
			96-6387-4410-860-6602	545.57	
			96-6387-4410-860-6613	272.79	
			96-6387-4410-860-6703	646.76	
50922803	04/19/2017	3D UNIVERSE	96-6387-4410-862-6115	3,818.10	
50922815	04/19/2017	AMERICAN EXPRESS LOAD# 028230 FOR VENDOR APPLE # 000491	96-6387-4410-864-6621	1,543.24	
50921054	04/05/2017	AMERICAN EXPRESS LOAD# 028230 FOR DELL MARKETING LP V003504	96-6387-4410-867-6703	1,293.51	
50922049	04/12/2017	SANTA CLARA COUNTY OFFICE OF EDUCATION	96-6387-5210-854-6621	200.00	
50923998	04/25/2017	KARIN CORNILS	96-6387-5210-860-6507	76.36	
50922015	04/12/2017	MISSION VALLEY ROP REVOLVING CASH	96-6387-5210-860-6623	1,444.80	
50922915	04/19/2017	POSITIVE DISCIPLINE ASSOC	96-6387-5210-867-6703	375.00	
50922858	04/19/2017	EXTENDED STAY AMERICA SAN DIEGO SORRENTO MESA	96-6387-5210-868-6621	189.28	
50921867	04/12/2017	JANAY SHEPHERD	96-6387-5220-860-6606	141.78	
50921861	04/12/2017	JONATHAN J. SABANGAN	96-6387-5220-864-6202	38.20	
50920987	04/05/2017	MIMI VAN KIRK	96-6387-5220-867-6507	219.69	
50921882	04/12/2017	MIMI VAN KIRK	96-6387-5220-867-6507	82.02	
50921878	04/12/2017	DHANA L. UPPULA	96-6387-5220-867-6608	284.09	
50921913	04/12/2017	ARAMARK UNIFORM SERVICES	96-6387-5801-854-6703	68.61	
50921193	04/05/2017	SKILLS USA CA TREASURER	96-6387-5803-851-6503	480.00	
50924059	04/25/2017	CALIFORNIA ACADEMY OF SCIENCE TRAVEL INDUSTRY SALES	96-6387-5803-862-6507	119.25	
50924094	04/25/2017	KODIAK SOFTWARE SYSTEMS	96-6387-5816-860-6601	3,150.00	
50921967	04/12/2017	DODGE DATA & ANALYTICS	96-6387-6226-860-6701	2,049.00	
50924095	04/25/2017	LCA ARCHITECTS INC	96-6387-6226-860-6701	24.61	
50922097	04/12/2017	WILLIAMS COLLISION EQPT INC	96-6387-6400-860-6701	8,111.14	

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Checks Dated 04/01/2017 through 04/25/2017				Board Meeting Date May 18, 2017	
Check Number	Check Date	Pay to the Order of	Fund-Resource-Object-Location-Cost Center	Expensed Amount	Check Amount
50922950	04/19/2017	TECH SUPPLY	96-6387-6400-867-6703	8,981.99	
			96-6387-6410-867-6703	5,773.82	
50921917	04/12/2017	AVID CENTER SI-PAYMENT	96-6387-9330- -	760.00	
			96-6387-9330-000-0000	760.00	
50923998	04/25/2017	KARIN CORNILS	96-9601-5210-860-6507	260.23	
50921882	04/12/2017	MIMI VAN KIRK	96-9601-5210-862-6507	94.31	
			<b>Total Number of Checks</b>	<b>111</b>	<b>198,938.10</b>

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Information  
  X   Action  
       Presentation

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

**AGENDA ITEM  
B&F # 3**

**DATE OF BOARD MEETING: May 18, 2017**

**TITLE: Adopt Resolution No. 4-1617  
Accept Donation to Mission Valley ROP**

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**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:**

Donated to	Donated by	Item (s)	Value
Teacher Appreciation	MOD Pizza	\$20.00 gift card	\$ 20.00
Teacher Appreciation	Starbucks	4 travelers	\$ 51.80
Teacher Appreciation	Texas Roadhouse	5 free entrée coupons	\$ 100.00
Teacher Appreciation	Noah's Bagel	180 bagels	\$ 60.00
Teacher Appreciation	Nothing Bundt Cake	2 dozen bundtini's	\$ 41.00

**Recommendation:**

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

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

X   Information  
  X   Action  
      Presentation

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

**AGENDA ITEM  
B&F #4**

**DATE OF BOARD MEETING: May 18, 2017**

**TITLE: Approve Telephone System Project for 2017-18**

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**Background:**

The current telephone system was installed 10 years ago when the building was constructed. The MVROP telephone system connects with the Fremont Unified School District (FUSD) system. MVROP has experienced issues similar to FUSD with limited expandability of the current system, poor cabling standard, and an aging infrastructure.

**Current Status:**

FUSD recently presented a proposal to replace the telephone, clock, bell, and PA systems at the FUSD February 8, 2017 board meeting. Once the project is approved, MVROP would obtain the same basic telephone system with some modifications to the current PA system.

**Fiscal Impact:**

Upon acceptance by the FUSD Board, a competitive bidding process will commence. Actual pricing will be determined by the results of that process and the options that MVROP selects. The cost is estimated to be \$75,000 including installation. Annual costs for maintaining the system is not expected to increase.

**Recommendation:**

Staff recommends approving the Telephone system project for 2017-18, pending the outcome of the FUSD Board approval and subsequent competitive bidding process.

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Joyce Veasley, 657-1865 X15145	ROP Center	Business Services	Thomas Hanson
<b>Staff/Contact Person</b>	<b>Location</b>	<b>Division</b>	<b>Superintendent</b>





## Agenda Item Details

Meeting	Feb 08, 2017 - Regular Meeting of the Board of Education
Category	14. REGULAR AGENDA ITEMS
Subject	14.6 Telephone, Clock, Bell and Public Address (PA) System Update
Type	Information

### **Background**

The District relies on an internal telephone system as a primary method to communicate directly with staff at each of its sites, including the District Office, Transportation, Maintenance, and Operations and Grounds. The District's current telephone system is using cabling that is 17 or more years old. Some of this cabling is shared, or of a similar type, by clock, bell, and PA systems at some of the schools in the District.

The Information Technology (IT) Infrastructure Upgrade Projects are addressing cabling and equipment for data transmission, but does not include cabling and equipment for telephone system, clock, bell, and/or PA system.

### **Current Status**

#### **Telephone Systems**

IT Department is charged with managing and maintaining the District's telephone and voicemail systems. Due to the age of the underlying cabling and equipment, the district has suffered several catastrophic system failures of its telephone and voicemail systems, which resulted in a complete loss of communications to one or more of its school sites. As equipment failures occur more frequently, it is a challenge to maintain system uptime. This poses a safety risk in the event of an emergency. In an emergency, it is imperative that staff can rely on District communication systems, such as telephone and PA systems, to be able to quickly communicate instructions and updates to everyone at the school site.

Since late 2013, the district has encountered 34 issues that affected the availability of the District's telephone system. These issues, spanning a 26-month period, average to 1.3 outages every month. This equates to poor system reliability and causes disruption in communications between staff and the community. The IT Department staff responded to these issues as quickly as possible and to effect repairs when it was fiscally feasible. The District is fortunate that these outages have not yet affected staff and/or student safety. Furthermore, the existing telephone system has weak points in its design. Each high school is the primary telephone hub for its attendance area; all schools in an attendance area are linked to the high school. If there is an issue such as a power outage or other type of malfunction at the high school, all other schools in the attendance area are affected and lose telephone connectivity.

#### **Clock, Bell, and Public Address (PA) Systems**

It is essential for every school site to have a clock, bell, and PA system. The current clock, bell, and PA systems are managed and maintained by the Maintenance Department. Most of the District's schools each have a clock and bell system that is made up of a network of speakers in each room that emit a bell or buzzing noise to alert staff and students at that site of the school class time, recess, and lunch schedules. These speakers and clocks are connected to a control unit that is generally located in the administration office. Some schools have all of the three components, but comprised of different brands, which could result in systems that are not synchronized. Other schools do not have a PA system at all, such as Glankler, Glenmoor, Grimmer, Hirsch, and Durham Elementary Schools, and Fremont Adult School.

The Parkmont Elementary School PA system is in need of major service and is quoted at approximately \$46,000 to repair and add outdoor speakers. This cost to replace using a new integrated Internet Protocol (IP)-based system is less than the cost of repairing the existing system.

### **Current Construction**

During construction of each school's IT Infrastructure Upgrade projects, it is necessary to retain the old telephone, clock, bell, and PA system cabling. This cabling is usually intertwined with the old data cabling, which requires contractors to expend additional time and labor to leave old cabling for these four (4) devices in place. There is a potential cost savings if contractors are able to demolish all the old cabling at the same time, without having to avoid the cabling for the telephone, clock, bell, and PA system.



New constructions also require separate new cabling to tie back to the existing telephone, clock, bell, and PA systems. The IT Infrastructure Upgrade Projects are addressing data cabling with allowance for future IP-based devices implementation. If the District were to migrate to IP-based telephone, clock, bell, and PA systems, the District would be able to use the new data cabling network and save money on the installation costs to tie back to old existing systems.

### **Proposal**

District staff have been researching new systems to replace the District's existing telephone, clock, bell, and PA systems. Since the District's IT Infrastructure Upgrade Projects are underway and will address the data cabling, the District will also be able to leverage this new network to install a new Voice over Internet Protocol (VoIP) telephone system and a centralized clock, bell, PA systems for all school sites.

Staff propose to install a new VoIP telephone and centralized clock, bell, PA system that will utilize the new data network infrastructure. This will improve reliability, efficiency, consistency, equity, safety, and will provide additional features such as voicemail sent to email in-boxes, the ability to display messages and alerts via the clock display, and improved information for emergency responders.

Furthermore, to improve system reliability, staff plan to redesign the system in such a way that an outage at one school will not affect service to another school. Building even further redundancy into the new system, staff will put power backups in place so that in the event of an extended power outage or unplanned network outage, any site will still have phone service.

### **Why are we looking at putting new systems in now?**

There are three factors that caused the District to explore new solutions to these issues:

1. System Failures - The existing systems are frequently failing and can be a potential safety issue in the event of an emergency. The current systems are quickly becoming inadequate to serve growing population of student and staff.
2. Timing - There is a cost savings to install these systems now while the District is currently under construction at many of the school sites as well as new buildings that are in the design phase. There will also be a cost savings to remove all the old cabling at the same time.
3. Federal Funding - Up until this year the District received approximately 45% discount from Federal E-Rate for telephone (often referred to as voice service) costs each year. Changes to the E-Rate program eliminated the discount for voice services. The proposed IP-based solution may keep the District's cost at the discounted rate, despite the elimination of discount from the E-Rate program.

During the January 23rd meeting of the Technology Advisory Committee (TAC), the Chief Technology Officer gave an overview of the District's existing systems, challenges, and potential solutions. TAC was supportive of staff's proposed solution and will receive an overview of the potential costs at the next meeting.

The estimated cost for installing a VoIP telephone system, a centralized clock, bell, PA system is approximately \$4.8M including all clocks, indoor and outdoor speakers, control units, software, licensing, and labor to install hardware, and configure the system. Some of the funding for these projects is currently identified in Measure E. Staff is currently doing further analysis of the ongoing costs, the funding available in Measure E, and the general fund cost of phone service now that E-Rate is no longer applicable.

A future Board presentation will include a detailed funding analysis.

### **Policy Implications**

None

**Prepared by: Joseph Siam**

FUSD - IT Department - Voice and PA Systems - 02.2017 - REVISED.pdf (6,987 KB)



X   Information  
  X   Action  
      Presentation

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

**AGENDA ITEM  
B&F #5**

**DATE OF BOARD MEETING: May 18, 2017**

**TITLE: Approve Vehicle Purchase 2017-18**

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**Background:**

MVROP uses vans to transport staff, students and equipment between the ROP Center and school sites.

**Current Status:**

MVROP currently has three vans that are often in various states of disrepair. If approved, this van would replace the oldest of the vans, a 1994 seven passenger van that was donated to the district in 2005.

Fremont USD recently participated in a competitive bidding process to obtain bids for replacing vans. This process resulted in a successful bid of by Hansel Ford in the amount of \$28,470 for a seven passenger van. Because FUSD Purchasing Department is contracted to assist MVROP, the district would incur the same cost.

**Fiscal Impact:**

Purchase price of \$28,470 plus annual insurance and maintenance costs estimated at \$2,500 per year.

**Recommendation:**

Staff recommends approving vehicle purchase for 2017-18.

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Joyce Veasley, 657-1865 X15145	ROP Center	Business Services	Thomas Hanson
<b>Staff/Contact Person</b>	<b>Location</b>	<b>Division</b>	<b>Superintendent</b>

Vehicle #	Yr	Make	Model	Veh ID	License	Type	In service	Capacity	Cost
R45	95	FORD	E350 Van	1FTJS4HXSB25284	906052	VAN, white cargo	REC'D 1/30/05	2	\$ 6,000
R46	94	PLYMOUTH	CARAVAN, passenger van	1P4GH2433RX103887	906054	VAN, passenger, white (was blue)	REC'D 1/30/05	7	\$ 2,500
R48	94	FORD	Cargo VAN	1FTJE34H9RHC09405	887588	VAN, RED, cargo	registered 8/27/07	2	donated



## Agenda Item Details

Meeting	Apr 26, 2017 - Regular Meeting of the Board of Education
Category	10. CONSENT CALENDAR - FINANCE/FACILITIES
Subject	10.9 Approve District Van Bid to Hansel Ford and Approve Purchase of a Van for the Fremont Adult School
Access	Public
Type	Action (Consent)
Preferred Date	Apr 26, 2017
Absolute Date	Apr 26, 2017
Fiscal Impact	Yes
Dollar Amount	29,082.00
Budgeted	Yes
Budget Source	Fremont Education Foundation Grant
Recommended Action	Award District van bid to Hansel Ford and approve the purchase of a van for the Fremont Adult School Adults with Disabilities program.

## Public Content

### Background

The District uses multiple types of vehicles to transport students; many of the District's special education students are transported by third-party providers. Based on a request from Fremont Adult School to add an additional van, and with the possibility of the District providing in-house transportation for special education students who are currently served by third-party providers, staff researched either leasing or purchasing additional vans.

Working in conjunction with the Director, Transportation, the District put together a bid for two types of vans; a mini/compact passenger van (7 passenger capacity) and a full-size passenger van (8 passenger capacity).

### Current Status

The District requested bids from vendors to provide both mini/compact passenger vans (7 passenger capacity) and full-size passenger vans (8 passenger capacity). On March 17, 2017, the bid was publicly announced. On April 6, 2017, at 2:00 PM, two (2) sealed bids were submitted to the District which are summarized below. Bid documents can be accessed by clicking [here](#).

Vendor	Van #1 - Mini/Compact Passenger Van (7 passenger capacity)	Van #1 Price	Van #2 - Full-Size Passenger Van (8 passenger capacity)	Van #2 Price
Hansel Ford	2018 Ford Transit Connect	\$28,470.06	2017 Ford Transit	\$29,081.86
Downtown Ford Sales	No Bid	No Bid	2017 Ford Transit	\$29,758.87

The low bid for both vans was submitted by Hansel Ford. The price includes taxes and all other fees. Awarding the bid to Hansel Ford does not obligate the District into future van purchases, it merely allows the District to take advantage of competitively bid pricing should future needs arise. Downtown Ford Sales is the current provider for the competitive state bid.

### Fremont Adult School Adults with Disabilities Program

The Fremont Adult School has provided an excellent life skills training program for the Adults with Disabilities (AWD) program for over thirty (30) years. The AWD program currently serves 60 adult students with collaborative funding from the District and the Regional Center of the East Bay. The AWD program is an instruction process that teaches skills to enable individuals with diverse abilities to function independently in our community. The AWD program offers life skills development in many

areas; some of these include: exercise, kitchen skills, computer lab, math skills, gardening, conflict management, and survival skills. In 2016, the Fremont Adult School initiated a job skills program to assist adult students in finding, acquiring, and keeping a job. The AWD program maintains volunteering agreements with external organizations, and partners with businesses and agencies that help adult students learn job skills.

The AWD program currently has three vans with enough seating to transport 22 students at one time. Adult student participation in the AWD program has doubled in the past three years; acquisition of a new van will allow the AWD program to pursue more volunteer job opportunities for adult students.

The Fremont Adult School partnered with the Fremont Education Foundation (FEF) to raise funds specifically to purchase an additional van. With the generous support of FEF, the Fremont Adult School would like to purchase a full-size passenger van (8 passenger capacity) for the AWD program using the District van bid.

The Fremont Education Foundation will pay the entire cost for the purchase of a new van for the for the AWD program/Fremont Adult School.

#### **Policy Implications**

Board Policy 3301 - Delegation of Authority, Contracts

Public Contract Code Section 20111 - Bidding Requirements, School Districts

**Prepared by: Bryan Wakefield/Dr. Carol Halbe**

#### **Administrative Content**

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#### **Motion & Voting**

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Take action to approve the Consent Calendar

Motion by Larry Sweeney, second by Desrie Campbell.

Final Resolution: Motion Carries

Yea: Michele Berke, Desrie Campbell, Ann Crosbie, Yang Shao, Larry Sweeney

X   Information  
  X   Action  
      Presentation

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

**AGENDA ITEM  
B&F #6**

**DATE OF BOARD MEETING: May 18, 2017**

**TITLE: Approve CTEIG Projects for 2017-18**

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**Background:**

MVROP was awarded the Career Technical Education Grant (CTEIG) with payments commencing in 2015-16. The purpose of the grant is to provide high quality new and enhance existing programs. Through communication with districts, teachers, and administrators, priorities have been established as to the types of projects and students served.

**Current Status:**

In keeping with our commitment to allocate funds in the same percentages as they are received from JPA member districts, several projects representing various districts are being proposed for 2017-18. These projects will benefit students in multiple programs, districts and at the center.

**Fiscal Impact:**

Major projects (with some carryover from 2016-17 budget):	\$1,496,592
Technology projects with some carryover from 2016-17 budget):	<u>507,747</u>

**Total Projected Major and Technology Projects: \$2,004,339**

**Recommendation:**

Staff recommends approving CTEIG Projects for 2017-18.

Joyce Veasley, 657-1865 X15145	ROP Center	Business Services	Thomas Hanson
<b>Staff/Contact Person</b>	<b>Location</b>	<b>Division</b>	<b>Superintendent</b>



## 2017-18 Major Projects

District	Location	Estimated Cost	Status/Description	Approved Date	Projected Completion
ROP Center	Auto Spray Booth	\$1,182,563	Bid accepted and approved 4/2017	16-17 Budget	2017-18
	<b>Auto Tech</b>				
ROP Center	• Center	\$10,943	Auto Shop Trainer	Pending 17-18 Budget	2017-18
New Haven	• James Logan	\$10,943	Auto Shop Trainer	Pending 17-18 Budget	2017-18
Fremont	• Washington	\$10,943	Auto Shop Trainer	Pending 17-18 Budget	2017-18
	<b>Culinary Arts</b>				
Fremont	• American	\$70,000	Culinary Arts Classroom	16-17 Budget Carryover	2017-18
Fremont	• Kennedy	\$65,000	Culinary Arts Classroom	Pending 17-18 Budget	2017-18
New Haven	• Conley-Carbello	\$40,000	Culinary Arts Classroom	16-17 Budget Carryover	2017-18
Fremont	• Washington	\$60,000	Culinary Arts Classroom	Pending 17-18 Budget	2017-18
Fremont	• Center	\$20,000	Engineering Laser Engraver	Pending 17-18 Budget	2017-18
New Haven	• James Logan	\$26,200	Photography Darkroom	Pending 17-18 Budget	2017-18
	<b>Total</b>	<b>\$1,496,592</b>			

# 2017-18 IT Projects

District	Location	Estimated Cost	Status/Description	Approved Date	Projected Completion
MV/ROP	ROP Center	\$ 16,000	Not Started - Backup Battery Replacements for switches and servers	Pending Approval	2017-18
MV/ROP	ROP Center	\$ 1,500	Not Started - New switch for Backup services	Pending Approval	2017-18
MV/ROP	ROP Center	13,000	Not Started - K1 Networking Equipment and Fiber Installation Project	Pending Approval	2017-18
MV/ROP	ROP Center	3,000	Not Started - Secondary Firewall for redundancy, failover and emergency backup of main internet line	Pending Approval	2017-18
MV/ROP	ROP Center	1,000	Not Started - Website training for newly designed website and continued learning	Pending Approval	2017-18
MV/ROP	ROP Center/ Room 101	45,000	Not Started - Replace computers in Room 101	Pending Approval	2017-18
MV/ROP	ROP Center/ Room 204	45,000	Not Started - Replace computers in Room 204 with laptops	Pending Approval	2017-18
MV/ROP	ROP Center/ Room 401	45,000	Not Started - Replace computers in Room 401 with 30 new desktops.	Pending Approval	2017-18
FUSD	Irvington High School - Hector Albizo	49,000	Not Started - Replace computers in computer lab with 36 Dell All-in-One Desktops	Pending Approval	2017-18
MV/ROP	ROP Center - Teacher/Admin Upgrade	15,000	Not Started - Replace 15 teacher and staff computers with Dell All-in One Desktops	Pending Approval	2017-18
MV/ROP	ROP Center	24,000	Not Started - Wireless site survey and replacement of existing wireless access points in order to support more wireless devices in classrooms	Pending Approval	2017-18
ROP Center	MVROP Technology	75,000	Not Started - Telephone system upgrade	Pending Approval	2017-18
FUSD	Irvington Internet Engineering	59,876	Not Started - Fiber optic cabling which is essential component of network infrastructure, intended to bolster the program network support, data management, and cyber security. CCNA router bundles are upgrades from the older models are more in line and support by Cisco Networking Academy program	Pending Approval	2017-18



District	Location	Estimated Cost	Status/Description	Approved Date	Projected Completion
FUSD	ROP/Irvington Animation/Game Design	85,200	Not Started - Upgrade to Cintiq 22" HD monitors, GeForce 1080 graphics cards upgrade to industry standard	Pending Approval	2017-18
NHUSD	James Logan Digital Photo/2D Animation	11,000	In Progress - Upgrade old iMacs with 6 new iMacs	16-17 Budget Carryover	2017-18
FUSD	Digital Imaging & Photography	19,171	Not Started - 5 - Dell OptiPlex 7040 mini tower desktop computer will improve processing capability, high-pixel images, and provide accurate color rendition. MacBook Pro Laptop for studio capture.	Pending Approval	2017-18
	<b>TOTAL</b>	<b>507,747</b>			





## **Employment & Personnel**

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

**AGENDA ITEM**

\_\_\_\_\_ Information

Date: May 18, 2017

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

Title: REPORT OF CERTIFICATED PERSONNEL ACTIONS

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**Background:**

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

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

**Current Status:**

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

**Recommendation:**

Approve Certificated Personnel recommendations for: *Employment.*

**Cliff Adams-Hart**  
Staff Contact

**ROP Center**  
Location

**Administration**  
Division

**Thomas Hanson**  
Superintendent

CONSENT ITEMS  
MISSION VALLEY ROP

Certificated Personnel

**Hourly**

NAME	POSITION	HOURS	EFFECTIVE DATE	OTHER
Jo Roberts	Substitute	Varies	4/19/17	

(con10May16.17)



**End of Consent**



## **Business and Finance**



## **Business and Finance #1**



☒ Information  
☐ Action  
☐ Presentation

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

**AGENDA ITEM  
Business & Finance #1**

**DATE OF BOARD MEETING:** May 18, 2017

**TITLE:** Review MVROP Fiscal Update

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**Background:**

The Governor's May Revision to the 2017-18 State Budget was released on May 11, 2017. Highlights of the budget changes include:

- Increased funding for the Local Control Funding Formula (LCFF) by providing an additional \$661 million more than the governor's January Budget.
- Despite recent reports indicating the state's revenues were trailing projections, the May Revision reflects higher revenue estimates of \$2.5 billion.
- New resources in the May Revision are sufficient to eliminate the \$859 million deferral proposed in January.

MVROP's preliminary and final budget will be presented during the May and June Governing Council meetings. The final MVROP budget will incorporate the fiscal impact of items approved by the Governing Council during the April and May meetings.

**Current Status:**

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

Mission Valley ROP has received installments of grant funds for 2015-16 and 2016-17. Included in the installments was an increase to the award due to the reallocation of funds from the California Department of Education (CDE).

**Recommendation:**

None

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Joyce Veasley  
**Staff Contact**

Business Services  
**Division**

Thomas Hanson  
**Superintendent, Mission Valley ROP**



## **Business and Finance #2**

X   Information  
      Action  
      Presentation

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

**AGENDA ITEM  
Business & Finance #2**

**DATE OF BOARD MEETING: May 18, 2017**

**TITLE: Review CTEIG Financial Update**

---

**Background:**

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

**Current status:**

In addition to the original CTEIG allocation, MVROP recently received notification of an additional \$851,630 due to the reallocation of total grant funds that were not disbursed. The deadline for spending all CTEIG was extended through a fourth year. The total amount of the grant for MVROP has increased to \$4,248,866. The following is a summary of revenue and expenditures through 4/30/2017:

2015-16 Expenditures	\$ 856,000
2016-17 Expenditures to date (04/30/2017)	<u>1,636,851</u>
<b>Total Expenditures:</b>	<b>\$ 2,492,851</b>
 Revenue from CTEIG	 \$ 4,248,866
less 2015-16 and 2016-17 expenditures	<u>2,492,851</u>
<b>Balance:</b>	<b>\$ 1,756,015</b>

**Recommendation:**

None

Joyce Veasley

Business Services

Thomas Hanson

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**Staff Contact**

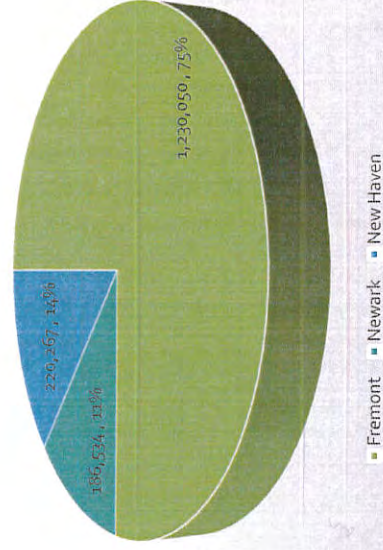
**Division**

**Superintendent, MVROP**

# 2016-17 Expenditures by District

Current Expenditures 2016-17 (through 4/30/2017)					
District	Amount	Allocated Expenditures	Total	Percentage	Target Percentage Difference
Fremont	882,632	347,418	1,230,050	75%	65% 10%
Newark	106,361	80,173	186,534	11%	15% -4%
New Haven	113,369	106,898	220,267	13%	20% -7%
			1,636,851	100%	

Current Expenditures-YTD





# Target Expenditures by District (includes allocated costs)

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





# 2016-17 Major Projects

District	Location	Estimated Cost	Status/Description	Approved Date	Projected Completion
ROP Center	Auto Spray Booth	\$1,182,563	Bid Accepted and Board Approved 4/2017	16-17 Budget	2017-18
Fremont	Washington Auto Canopy	85,000	Completed	16-17 Budget	2016-17
Fremont	Irvington Computer Support	15,000	Completed	16-17 Budget	2016-17
Fremont	Culinary Arts	20,000	Class started 8/2016	16-17 Budget	2016-17
Newark	• American	80,000	Work to begin in summer	16-17 Budget	2017-18
New Haven	• Bridgepoint	80,000	Class started 4/3	16-17 Budget	2018-19
	• Conley-Carbello	80,000	Carryover to 17-18	16-17 Budget	2016-17
			Discussions with NHUSD- modifications to original plan will carryover to 17-18		
New Haven	• James Logan	200,000		16-17 Budget	2017-18
Fremont	• Kennedy	80,000	Work to begin in summer	16-17 Budget	2016-17
Newark	• Newark Memorial	140,000	To be completed during summer	16-17 Budget	2016-17
Fremont	• Washington	40,000	Completed	16-17 Budget	2016-17
	<b>Total</b>	<b>\$2,002,563</b>			



District	Location	Estimated Cost	Status/Description	Approved Date	Projected Completion
FUSD	Washington Culinary Arts	\$ 7,900	Completed - Standard Troxell Projector installation added ceiling document camera	16-17 Budget	2016-17
FUSD	Irvington Digital Imaging	15,000	Completed - 31 ROP Video Production iMacs will be taken here, 6 new Macs to be purchased	16-17 Budget	2016-17
FUSD	Washington Auto Tech	10,000	In Progress - Replace old iMac computers will All in One computer that mounts on wall	16-17 Budget	2016-17
ROP Center	MVROP Technology	29,550	Completed - Replaced 3 existing Dell Servers	16-17 Budget	2016-17
ROP Center	MVROP Technology	13,000	Completed - Backup Storage Solution to replace tape backup	16-17 Budget	2016-17
ROP Center	MVROP Technology	4,500	Completed - VEEAM Backup Software	16-17 Budget	2016-17
ROP Center	MVROP Technology	9,700	Completed - VMWare Maintenance and Upgrade to current version	16-17 Budget	2016-17
ROP Center	MVROP Technology	2,250	Completed - Upgrade existing Firewall for enhanced security	16-17 Budget	2016-17
ROP Center	MVROP Technology	10,000	Completed - 3 Year Sophos Antivirus	16-17 Budget	2016-17
ROP Center	MVROP Technology	470	Completed - Affixa - Email attachment tool	16-17 Budget	2016-17
ROP Center	MVROP Technology	10,000	Completed - GroupWise to Google Email Migration	16-17 Budget	2016-17
ROP Center	Pharmacy	20,600	In Progress - Additional dedicated laptop/tablet carts to replace a shared computer lab with the whole center	16-17 Budget	2016-17
ROP Center	Nursing/ Medical/Sports	23,000	Completed - Laptop cart for Medical Cluster classes in place of shred computer lab	16-17 Budget	2016-17
ROP Center	MVROP Technology	6,000	In Progress - mvrop.org website Template Upgrade and additional training	16-17 Budget	2016-17
ROP Center	Digital Video Arts	62,600	Completed - New PC lab for Video Production to replace existing Mac lab	16-17 Budget	2016-17
ROP Center	Auto Tech	5,000	Completed - Replace old iMac computers with All in One computer that mount on the wall	16-17 Budget	2016-17
ROP Center	Auto Tech	6,000	In Progress - Install 2 HD TV in Auto Shop area for students to engage in car repair	16-17 Budget	2016-17
ROP Center	Student Services	5,000	Not Started - Replace 9-10 year old Student Services PCs with updated PCs	16-17 Budget	2016-17
NHUSD	James Logan Digital Photo/2D Animation	46,000	In Progress - Upgrade old iMacs with 26 new iMacs	16-17 Budget	2016-17



District	Location	Estimated Cost	Status/Description	Approved Date	Projected Completion
ROP Center	Faculty Computers	15,000	Completed - Upgrade oldest Staff computers to a new All in One Desktop	16-17 Budget	2016-17
ROP Center	Student Services	4,000	In Progress - Replace old 37" TV with new 60" TV from Samsung winnings	16-17 Budget	2016-17
ROP Center	Conference Room	5,000	In Progress - Add TV to conference room to allow Teachers and Staff to collaborate/skype	16-17 Budget	2016-17
NHUSD	James Logan Auto Tech	6,500	In Progress - Replace existing 10 year old PCs with new All in One computer	16-17 Budget	2016-17
NHUSD	James Logan Auto Tech	6,000	In Progress - Install 2 HD TV in Auto Shop area for students to engage in car repair	16-17 Budget	2016-17
NUSD	Newark Memorial Culinary Arts	2,300	Completed - Mobile Cart & Laptops from Samsung Solve for Tomorrow winnings	16-17 Budget	2016-17
NUSD	Newark Memorial Computer Application	6,000	Completed - Standard Troxell Projector installation	16-17 Budget	2016-17
NHUSD	James Logan Law Enforcement	3,400	In Progress - Install TV in the closet for Law Enforcement Class	16-17 Budget	2016-17
ROP Center	Motion Graphics/Digital Sound	3,000	In Progress - Install Samsung TV	16-17 Budget	2016-17
ROP Center	Animation/Game Design	2,500	In Progress - Install Samsung TV	16-17 Budget	2016-17
	<b>Total</b>	<b>\$ 340,270</b>			



## **Business and Finance #3**

X   Information  
  X   Action  
      Presentation

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

**AGENDA ITEM  
Business & Finance #3**

**DATE OF BOARD MEETING:**   **May 18, 2017**

**TITLE:**                               **Review and Approve Second and Final Reading of  
Updated Language for MVROP AR 4141 Salary  
Advancement Guidelines**

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**Background:**

As an educational institution, MVROP would like to offer some incentive for classified non-management employees to pursue continuing education including degree programs related to their current job assignment. The proposed guidelines (attached) for this program are in line with the program for certificated non-management employees.

The proposed language was presented at the March 16, 2017 Governing Board Meeting, as agenda item Business & Finance #6. The first reading was presented at the April 13, 2017 Governing Board meeting, agenda item Business & Finance #4.

**Current Status:**

Currently, salary advancement on the step and column for continuing education is only offered to certificated non-management employees.

**Fiscal Impact:**

The First Unit Advancement occurs when employees complete 30 units. The deadline for submitting verification would be 8/30/2017. Therefore, it is most likely that initial unit advance would occur in 2018-2019. The Fiscal Impact would be approximately \$5,000.

**Recommendation:**

Staff recommends approval of the advancement on Step and Column for continuing education including degree programs related to the classified non-management staff members' current job assignment. The change will be incorporated into the 2017-18 budget, multiyear projections, and subsequent budgets.

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



MISSION VALLEY REGIONAL OCCUPATIONAL PROGRAM/CENTER  
 Certificated Personnel  
 Salary Advancement Guidelines

A contracted certificated instructor may advance on the salary schedule by receiving college units after their hire date. All units received/completed prior to hire will count only for original placement on the salary schedule. All courses taken for unit advancement must be preapproved by the program manager.

Units for salary advancement may be acquired in the following ways:

1. Official proof of completion in a course, within one year of completion, from an accredited college, university, Commission on Teacher Credentialing (CTC)-approved professional preparation program, or MVROP. The course must be in an area related to the ~~teachers~~ teacher's credential or instructional area. ~~or to~~ Units used to advance to a college or university degree (A.A./A.S., B.A./B.S., M.A./M.S., PhD/Ed.D.) must also be related to the teacher's credential or instructional area. The course may not be paid for by the ROP. Courses taken at MVROP will be awarded one unit per 16 hours of attendance.
2. Participation on an officially approved Mission Valley ROP committee. Every 8 hours will equal .5 units of credit (or every 16 hours equals one unit of credit) with a maximum of 2 units per year count towards salary advancement. A form requesting unit credit for committee participation must be submitted within the year of participation and approved by the director of Educational Services. Only the hours for which the instructor was not paid may count for advancement. Regularly required job responsibilities, such as Advisory Committees, will not count for advancement. Some officially approved ROP committees are:
  - Teacher Evaluation Committee
  - Student-of-the-Year Awards Committee
  - ~~Budget Liaison~~ Leadership/Budget Committee
  - Safety Committee

For salary advancement to be effective 7/1 (only for 7/1 to 6/30 contracted instructors) verification of units must be received by 6/30.

For salary advancement to be effective 9/1, official verification must be received by 8/30. While the effective date of the salary increase may be 9/1, salary may not be paid until the 11/30 paycheck (but will still be retroactive to 9/1).

3. Courses required for the Designated Subjects Teaching Credential for which units are not awarded  
 Example: CPR. The course may not be paid for by the ROP and must be taken on unpaid time. To receive credit in this area, complete the form "Request for Units from Committee Participation". Proof of completion must be attached to that form.

## MISSION VALLEY REGIONAL OCCUPATIONAL PROGRAM/CENTER

### Non-management Classified Personnel

#### Salary Advancement Guidelines

A classified non-management staff member may advance on the salary schedule by receiving college units after their hire date. All courses taken for unit advancement must be preapproved by the Director of Business Services.

Units for salary advancement may be acquired in the following ways:

1. Official proof of completion in a course, within one year of completion, from an accredited college, university, or MVROP or conference that offers continuing education units. The continuing education units must be in an area related to the staff member's current job assignment. Units used to advance to a college or university degree (A.A./A.S., B.A./B.S., M.A./M.S., PhD/Ed.D) must also be related to the staff member's current job assignment. In order to receive credit towards salary advancement, the course may not be paid for by MVROP. Courses taken at MVROP or through conferences will be awarded one unit per 16 hours of attendance.
2. Participation on an officially approved Mission Valley ROP committee. Every 8 hours will equal .5 units of credit (or every 16 hours equals one unit of credit) with a maximum of 2 units per year count towards salary advancement. A form requesting unit credit for committee participation must be submitted within the year of participation and approved by the Director of Business Services. Only the hours for which the staff member was not paid may count for advancement. Some officially approved ROP committees are:
  - Leadership/Budget Committee
  - Safety Committee

For salary advancement to be effective 7/1 verification of units must be received by 6/30.

For salary advancement to be effective 9/1, official verification must be received by 8/30. While the effective date of the salary increase may be 9/1, salary may not be paid until the 11/30 paycheck (but will still be retroactive to 9/1).

Regulation Established:	November 5, 1992
Regulation Revised:	December 5, 1996
Regulation Adopted:	December 5, 1996
Revision, First Reading:	November 19, 2014
Revision, Second Reading:	December 18, 2014
Regulation Adopted:	December 18, 2014
Revision, First Reading:	April 13, 2017
Revision, Second and Final Reading:	May 18, 2017



## **Business and Finance #4**

☒ Information  
☐ Action  
☐ Presentation

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

**AGENDA ITEM  
Business & Finance #4**

**DATE OF BOARD MEETING:** May 18, 2017

**TITLE:** Review and Receive Preliminary Budget 2017-18

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**Background:**

Mission Valley Regional Occupational Program submits a preliminary budget to the Governing Council in May of each year.

**Current Status:**

Estimates of Revenues and Expenditures for 2017-18 and multi-year projections are based upon the 2017-18 Governor's State Budget proposal. Expenditures are based upon projected salary adjustments and basic program needs.

**Recommendation:**

Staff recommends that the Governing Council review and receive the 2017-18 preliminary budget report.

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Joyce Veasley, 657-1865 x15145	ROP Center	Business Services	Thomas Hanson
<b>Staff/Contact Person</b>	<b>Location</b>	<b>Division</b>	<b>Superintendent</b>

Mission Valley ROP  
2017-18 Preliminary Budget

Projections						Notes/Assumptions
	Year -End 2016-17	2017-18 Preliminary Budget	Difference 2016-17 to 2017-18	Subsequent Year 2018-19	2019-20	
<b>Revenue</b>						
CTEIG	3,500,000	3,063,729	436,271	2,354,750		
Other Local	95,000	105,000	(10,000)	110,250	125,000	
Transfer from JPA	6,675,467	6,675,467	-	6,675,467	6,675,467	
Total Revenue	10,270,467	9,844,196	426,271	9,140,467	6,800,467	Based on 16-17 actuals to date
<b>Expenditures</b>						
Salaries and Benefits	4,708,316	4,866,585	(158,269)	4,871,265	4,871,772	3% Step & Column Increase and 3% all staff increase STRS/PERS Increase
Books and Supplies	1,886,508	1,000,148	886,360	1,000,148	750,111	
Services and other Operating Expenditures	1,907,388	1,950,000	(42,612)	1,950,000	1,950,000	
Capital Outlay	2,209,258	1,500,000	709,258	500,000	100,000	Includes carryover projects from 2016-17
Total Expenditures	10,711,470	9,316,733	1,394,737	8,321,413	7,671,883	
Revenues less expenditures	(441,003)	527,463	(968,466)	819,054	(871,416)	

<b>RESERVES</b>	
Beginning Balance	8,463,428
Surplus/Deficit	(441,003)
Ending Balance	8,022,425

	8,022,425
	527,463
	8,549,888



# MVROP

## 2017-18 Preliminary Budget

Mission Valley ROP Governing Council Meeting

5/18/2017

MVROP Boardroom



# Highlights of 2017-18 Preliminary Budget-Projected Revenue

- Decreasing from 2016-17 due to reduction in

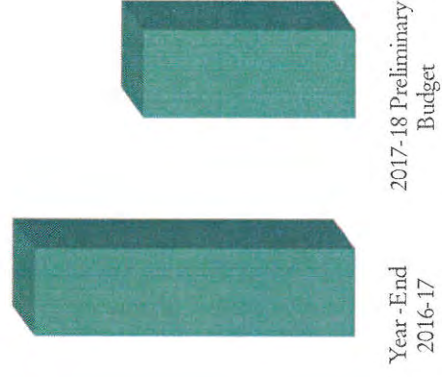
CTEIG grant

2017-18	
Year -End	Preliminary
2016-17	Budget
10,270,467	9,844,196

11,000,000

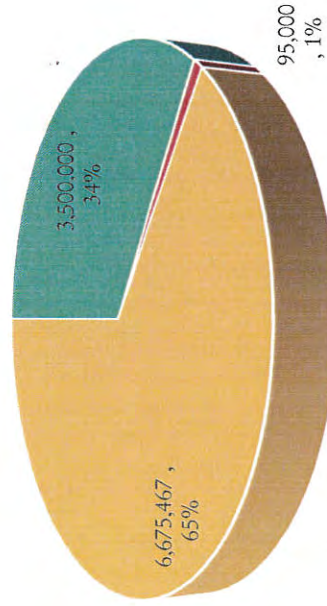
10,000,000

9,000,000



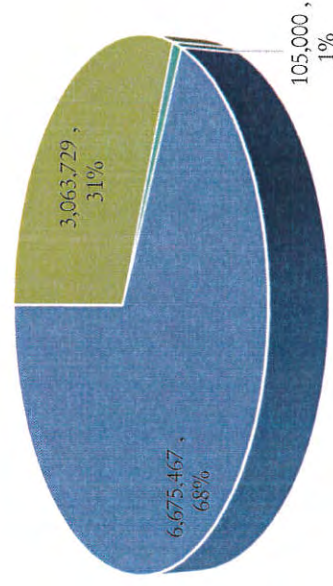
# Revenue Distribution

2016-17



CTEIG ■ Other Local ■ Transfer from JPA

2017-18



CTEIG ■ Other Local ■ Transfer from JPA

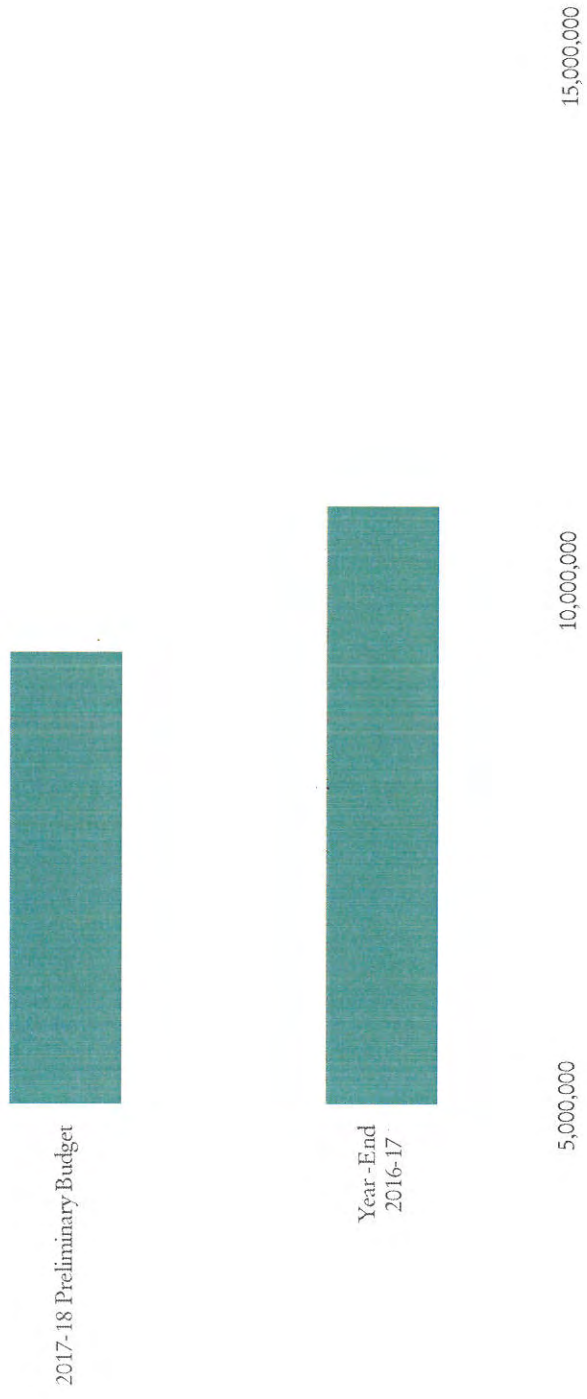


# Highlights of 2017-18 Preliminary Budget-Projected Expenditures

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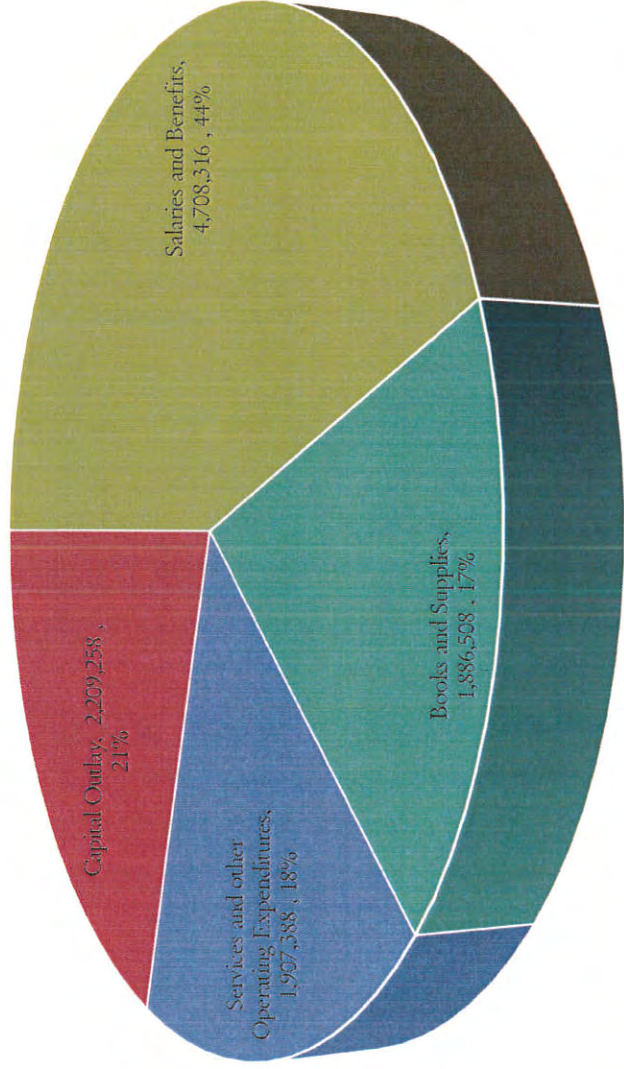
- Decreasing from 2016-17
- Increase in Salaries and Benefits
  - STRS/PERS rate increases
  - Step and column increase
  - 3% salary increase
- Decrease in Books and Supplies
- Increase in Salaries and other Operating
- Decrease in Capital Outlay

# Expenditures





# 2017-18 Expenditure Distribution



# Balance: Revenues Less Expenditures

600,000

400,000

200,000

-

(200,000)

(400,000)

(600,000)



2017-18 Preliminary Budget



Year-End  
2016, 17





**End of Board Packet**