



**Mission Valley ROP**  
**Wednesday, November 19, 2014**  
**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  
Wednesday, November 19, 2014  
Regular Meeting (Open Session) – 4p.m.**

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

**Pledge of Allegiance**

**Roll Call:** \_\_\_\_\_ Larry Sweeney, President  
\_\_\_\_\_ Nancy Thomas, Vice President  
\_\_\_\_\_ Jonas Dino, Clerk  
\_\_\_\_\_ Other

**Approval of Agenda:**

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

**Communication:**

- a. Items from the Staff
- b. Oral Communication
  - *MVROP EMR Program Presentation*
- c. Written Communication
  - *“Elba Rios Named 2014 MVROP Teacher of the Year”, MVROP Press Release, October 16, 2014*
  - *“Rios Named Teacher of Year”, The Tri-City Voice, October 21, 2014*
  - *“Join Mission Valley ROP for the 2014 Open House”, MVROP Press Release, October 22, 2014*
- 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 October 16, 2014.
- 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 #3-1415
  - Accept Donations to Mission Valley ROP
  - B&F#4 Approve Memorandum of Understanding between MVROP and The Tri-Cities One-Stop Career Center

- B&F#5 Approve Memorandum of Understanding between MVROP and Washington, American, Mission San Jose High Schools of Fremont Unified School District (FUSD)
- B&F#6 Adopt Resolution #4-1415  
Project Lead the Way Carryover
- B&F#7 Approve Resolution #5-1415  
Intra-Budget Transfer from Fund Balance/ Reserves to the Reserve Allocation Plan
- c. Employment and Personnel:**  
E&P#1 Approve Report of Classified Personnel Action

**End of Consent Calendar:**

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

Board comments on Consent Calendar:

\_\_\_\_\_  
\_\_\_\_\_

**Business and Finance #1**

**Information**

Review Budget Modification Plan

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

**Board of Education #1**

**Information/ Action**

First Reading of Updated Language for MVROP AR 4141 Salary Advancement Guidelines

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

**Board Requests**

\_\_\_\_\_  
\_\_\_\_\_

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





## Communication



# Mission Valley ROP

## CAREER TECHNICAL TRAINING CENTER

5019 Stevenson Blvd • Fremont, CA 94538-2449

(510) 657-1865 • Fax (510) 438-0378 • [www.mvrop.org](http://www.mvrop.org)

### FOR IMMEDIATE RELEASE

Date: October 16, 2014

## ELBA RIOS NAMED 2014 MVROP TEACHER OF THE YEAR

**FREMONT, CA-** The very first lesson each school year for MVROP Digital Photography and 2D Animation instructor Elba Rios begins with, “you will learn how to *see*” and “you will *never* see the same way again.” Ms. Rios firmly believes in honing students’ ability to observe the world around them and capturing their unique point of view through photography. Ninety percent of the students start her classes with no art or art technical skills. However, by the end of the year, students in her James Logan High CTE courses effectively demonstrate their application of technical and critical thinking skills through photographs that tell stories and move their peers. Ms. Rios states, “When their work is displayed or on exhibit, their self-esteem and world has new meaning. I am touched and inspired daily by the potential, creativity and imagination of students.”

This passion for sharing the visual and technical arts is one of many reasons Ms. Elba Rios has been selected as the 2014 MVROP Teacher of the Year. Ms. Rios’ pride when submitting her students’ work to the annual Alameda County Fair each year is unrivaled. It took her “one day to fall in love with students and the concept of teaching” after she witnessed that the visual and technical arts have no language or disabilities barrier. English learners or students with learning disabilities, including dyslexia and autism, equally succeed in her Digital Photography and 2D Animation courses. Ms. Rios finds comfort and a sense of accomplishment in the classroom connecting CTE and the digital arts as a powerful education tool that opens doors for many students.

MVROP Superintendent Hanson shares, “Ms. Rios’ commitment to her content area and students is highly inspirational to her colleagues at Mission Valley ROP and James Logan High School. Elba’s ability to positively connect with students is simply remarkable, and we are proud to have Ms. Rios as MVROP’s Teacher of the Year for 2014.” MVROP is honored to celebrate Elba Rios when she is awarded at the MVROP Governing Council meeting, today, October 16 at 4 p.m. at the Mission Valley ROP Center Campus located at 5019 Stevenson Blvd., in Fremont.

### About Mission Valley ROP

Mission Valley ROP (MVROP) is the regional occupational program for the Tri-City area. Established in 1969, MVROP has been instrumental in preparing students for successful business, medical, and technical careers. Through a partnership with Fremont, New Haven, and Newark Unified School Districts, Career Technical Education is provided to 4,000 students (high school and adult) each year. For the latest news and information about MVROP, visit us on the web at [www.mvrop.org](http://www.mvrop.org).

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### Press Contact:

Allison Aldinger, PR Administrator  
(510) 492-5141  
[aaldinger@mvrop.org](mailto:aaldinger@mvrop.org)

# Rios named Teacher of Year

SUBMITTED BY  
ALLISON ALDINGER

In the very first lesson each school year for MVROP (Mission Valley Regional Occupational Program) Digital Photography and 2D Animation, instructor Elba Rios begins with, "You will learn how to see" and "You will never see the same way again." Ms. Rios firmly believes in honing students' ability to observe the world around them and capture their unique point of view through photography. Ninety percent of the students start her classes with no art or art technical skills. However, by the end of the year, students in her James Logan High Career Technical Education (CTE) courses effectively demonstrate their application of technical and critical thinking skills through photographs that tell stories and move their peers. Ms. Rios states, "When their work is displayed or on exhibit, their self-esteem and world has new meaning. I am touched and inspired daily by the potential, creativity and imagination of students."

This passion for sharing the visual and technical arts is one of many reasons Ms. Elba Rios has been selected as the 2014 MVROP Teacher of the Year. Ms. Rios' pride when submitting her students' work to the annual Alameda County Fair each year is unrivaled. She knows that visual and technical arts have no language or disabilities barrier; English learners or students with learning disabilities, including



dyslexia and autism, succeed equally in her Digital Photography and 2D Animation courses. Ms. Rios finds comfort and a sense of accomplishment in the classroom connecting CTE and the digital arts as a powerful education tool that opens doors for many students.

MVROP Superintendent Hanson applauds the choice of Elba Rios as Teacher of the Year; "Ms. Rios' commitment to her content area and students is highly inspirational to her colleagues at Mission Valley ROP and James Logan High School. Elba's ability to positively connect with students is simply remarkable, and we are proud to have Ms. Rios as MVROP's Teacher of the Year for 2014."

MVROP was honored to celebrate Elba Rios when she was awarded at the MVROP Governing Council meeting on October 16 at the Mission Valley ROP Center Campus in Fremont.

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



# Mission Valley ROP

## CAREER TECHNICAL TRAINING CENTER

5019 Stevenson Blvd · Fremont, CA 94538-2449

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### FOR IMMEDIATE RELEASE

Date: October 22, 2014

### JOIN MISSION VALLEY ROP FOR THE 2014 OPEN HOUSE

**FREMONT, CA-** Not sure what to do on the Giants' World Series travel day? Doors to the Mission Valley ROP (MVROP) Center Campus will be open to the community on the evening of Thursday, October 23 from 6:30 to 8 p.m. for the 2014 MVROP Open House. Instructors from the Career Technical Education (CTE) programs offered by MVROP will be present to share key information to visitors during this popular annual event. MVROP encourages the public to gain an understanding of the available career pathways by learning more about our current and future CTE course offerings. Additional opportunities available during the evening will include: speaking with alumni from various MVROP programs, visiting classrooms and connecting with CTE instructors while enjoying enticing appetizers created by the MVROP Culinary Arts Programs from American H.S., James Logan H.S., Kennedy H.S., and Newark Memorial H.S.

#### Event Details

Event: 2014 MVROP Open House  
Date: Thursday, October 23, 2014  
Time: 6:30 to 8 p.m.  
Location: MVROP Main Center Campus  
5019 Stevenson Blvd., Fremont  
Website: [www.mvrop.org](http://www.mvrop.org)  
Who: Everyone is welcome!

#### **About Mission Valley ROP**

Mission Valley ROP (MVROP) is the regional occupational program for the Tri-City area. Established in 1969, MVROP has been instrumental in preparing students for successful business, medical, and technical careers. Through a partnership with Fremont, New Haven, and Newark Unified School Districts, Career Technical Education is provided to 4,000 students (high school and adult) each year. For the latest news and information about MVROP, visit us on the web at [www.mvrop.org](http://www.mvrop.org).

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#### **Press Contact:**

Allison Aldinger, PR Administrator  
(510) 492-5141  
[aaldinger@mvrop.org](mailto:aaldinger@mvrop.org)



## Consent Calendar



## Minutes

**Regular Meeting of the Governing Council  
Mission Valley Regional Occupational Center/ Program  
Thursday, October 16, 2014**

**Member Thomas called the meeting to order at 4:02 p.m.**

Present:

Nancy Thomas, Vice President  
Jonas Dino, Clerk

**Approval of Agenda:**

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

**Communication:**

**a. Items from Staff:**

*MVROP Updates:*

Superintendent Hanson shared he had recently been appointed to serve on the Alameda County workforce investment board. He is now in the process of receiving training to fulfil this new position.

MVROP has been participating with adult schools and Ohlone College staff as part of the AB86 Consortium. The consortium will receive funding, but since MVROP has a very small adult population, it will be allocated a smaller amount than the other members.

Superintendent Hanson will travel to Orange County to meet with fellow Superintendents who run JPA based ROC's within the CAROCP organization. The meeting goal is to solidify a proposal for a new funding model for JPA ROC's past the 2014-2015 school year. For some time now, the County-run ROC's have been at odds with the JPA-run ROC's when determining future funding models and priorities for representation at the state level. Another meeting will be taking place in December.

Several members of the MVROP and JLHS staff came together to support Elba Rios at the 2014 ACOE Teacher of the Year Ceremony. It was a heartwarming event that celebrated our talented educators.

**c. Items from the Board:**

Member Dino announced NASA would be holding its anniversary event on Saturday, October 18, 2014 at its Moffett Field location.

**d. Public Comment:**

None

**Consent Calendar:**

*Member Dino made a motion to approve all items in the Consent Calendar. Member Thomas made a second to approve the motion. Members voted 2-0 to approve all items in the Consent Calendar.*

**Communication Continued.**

**b. Oral Communication:**

Superintendent Hanson presented MVROP Instructor Elba Rios with the 2014 MVROP Teacher of the Year Award.

Member Sweeney arrived at 4:20 p.m.

**Business and Finance #1**

**Budget Plan and ROP Funding**

Superintendent Hanson and Marie dela Cruz, MVROP Business Services Director, reviewed Business and Finance Item #1 and answered subsequent Board inquiries regarding the Budget Plan and ROP Funding.

*Member Thomas made a motion to approve Business and Finance #1, Budget Plan and ROP Funding and to agendize a future ROP funding discussion at each JPA District Board of Education meeting. Member Sweeney made a second to approve the motion. Members voted 3-0 to approve Business and Finance #1, Budget Plan and ROP Funding and to agendize a future ROP funding discussion at each JPA District Board of Education meeting.*

**Business and Finance #2**

**Review Information Regarding the Services and Other Operating Expenditures in the 2013-14 Unaudited Actuals and 2014-15 Adopted Budget**

MVROP Director of Business Services, Marie dela Cruz, reviewed Business and Finance #2 and answered subsequent Board inquiries regarding the Services and Other Operating Expenditures in the 2013-14 Unaudited Actuals and 2014-15 Adopted Budget.

*This item is information only.*

**Business and Finance #3**

**Review and Approve Lease and Services Agreement between Fremont Unified School District (FUSD) and Mission Valley ROP (MVROP)**

MVROP Director of Business Services, Marie dela Cruz, reviewed Business and Finance Item #3 and answered subsequent Board inquiries regarding the Lease and Services Agreement between Fremont Unified School District (FUSD) and Mission Valley ROP (MVROP).

Member Thomas left the meeting at 5:10 p.m.

Member Dino to run remainder of meeting.

*Member Sweeney made a motion to approve Business and Finance #3, Review and Approve the Lease and Services Agreement between Fremont Unified School District (FUSD) and Mission Valley ROP (MVROP). Member Dino made a second to approve the motion. Members voted 2-0 to approve Business and Finance #3, Review and Approve the Lease and Services Agreement between Fremont Unified School District (FUSD) and Mission Valley ROP (MVROP).*



**Board Requests:**

None

**The meeting was adjourned at 5:17 p.m.**

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Larry Sweeney, President

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Nancy Thomas, Vice President

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Jonas Dino, Clerk



## **Business and Finance**

# MISSION VALLEY ROP

## PURCHASE ORDER REPORT

### PURCHASE ORDERS OVER \$5,000

#### BOARD MEETING - NOVEMBER 19, 2014

PO PERIOD: OCTOBER 7, 2014 - NOVEMBER 11, 2014

#### AGENDA ITEM - B&F #1

PO NUMBER	VENDOR NAME & ACCOUNT CODE	DESCRIPTION	AMOUNT
152814	Jones-Campbell 81-0635-0-6703-1001-4310-660-6012 81-0635-0-6601-1001-4310-660-6012 81-0635-0-6613-1001-4310-660-6012 81-0635-0-6609-1001-4310-660-6012 81-0635-0-6621-1001-4310-656-6012 81-0635-0-6999-1001-5830-660-6012	Furniture for Law Enforcement, Medical, Auto Tech and Culinary Programs	\$ 35,353.86
152836	Niles Electric 81-0635-0-6999-1001-5671-660-6012 81-0635-0-6703-1001-5671-660-6012 81-0635-0-6202-1001-5671-668-6012	Electrical Work for Audio-Visual System Projects	\$ 9,010.00
152843	Troxell Communications 81-0635-0-6106-1001-4430-660-6012 81-0635-0-6106-1001-4315-660-6012 81-0635-0-6106-1001-5830-660-6012	Projector System for Digital Video Program	\$ 6,593.98
152844	Troxell Communications 81-0635-0-6999-1001-4430-660-6012 81-0635-0-6999-1001-4315-660-6012 81-0635-0-6999-1001-5830-660-6012 81-6355-0-6999-1001-4430-660-6355 81-6355-0-6999-1001-4315-660-6355 81-6355-0-6999-1001-5830-660-6355	Projector System for Health Science and Medical Program	\$ 21,683.33
153013	Troxell Communications 81-0635-0-6101-1001-4430-660-6012 81-0635-0-6101-1001-4315-660-6012 81-0635-0-6101-1001-5830-660-6012	Projector System for Graphic Design Program	\$ 5,465.83

**Mission Valley ROP**  
**Warrants \$5,000 and above**  
**From 10/7/14 - 11/11/14**  
**Fiscal Year 14/15**

B&F #2  
November 19, 2014

Date	Warrant #	Vendor	Purpose	Amount	PO number
10/7/2014	50410592	Acorn Media	Portable steel bench cabinets, WHS Auto	\$ 15,363.41	150710
			Wall cabinet, WHS Auto	\$ 424.34	151525
10/7/2014	50410713	Ray Weaver Contracting	Map strips and tack boards, ROP Center	\$ 6,767.68	151315
			Furnish and install blinds, Auto WHS	\$ 3,400.00	151424
			Furnish and install blinds, Culinary AHS	\$ 850.00	151819
			Remove/Replace air reel, WHS Auto	\$ 795.00	152310
10/7/2014	50410729	School Specialty	Misc Furniture-AHS, Conley, MSJHS, WHS	\$ 33,856.35	146586
			Tables for BPD class at Conley	\$ 2,037.21	147045
10/14/2014	50410881	PG&E	Monthly Electricity	\$ 14,564.18	
10/14/2014	50410874	Troxell	Ceiling Projector WHS Room 65, PLTW	\$ 5,521.75	150110
			Ceiling Projector MSJ Room E6, PLTW	\$ 4,336.42	150113
			Ceiling Projector MSJ Room E7, Dig Photo	\$ 4,360.40	150114
			Ceiling Projector AHS Room 601, Culinary	\$ 4,316.40	150115
			Ceiling Projector AHS Room 711, Dig Photo	\$ 3,431.34	150116
			Ceiling Projector Bridgepoint Room 6, BPD	\$ 4,388.90	150130
			Ceiling Projector NMHS, Culinary	\$ 7,741.36	150131
10/21/2014	50463683	State of CA - PERS	Monthly Premiums	\$ 8,760.86	
10/27/2014	50463919	New Haven USD	Payroll reimbursement	\$ 9,990.49	150239

<input type="checkbox"/>	Information
<input checked="" type="checkbox"/>	Action
<input type="checkbox"/>	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:**    November 19, 2014

**TITLE:**            Adopt Resolution No. 3-1415  
                  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</u>
Culinary AHS	Students	\$235.00
Culinary Conley	Students	\$35.00
Culinary JLHS	Students	\$1380.00
Culinary KHS	Students	\$60.00
Fire Science	Students	\$200.00
Graphics	Students	\$35.00
ICT IHS	Students	\$100.00
Medical Assist	Students	\$892.60

**Recommendation:**

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

<b>Marie dela Cruz, 657-1865</b>	<b>ROP Center</b>	<b>Bus. Svcs. Thomas Hanson</b>
<b>Staff Contact Person</b>	<b>Department</b>	<b>Division Superintendent</b>

**FOR MISSION VALLEY REGIONAL OCCUPATIONAL PROGRAM**

Sheila Jordan  
County Superintendent of Schools  
313 West Winton Avenue  
Hayward, CA 94544-1198

Fremont, California

Date: November 19, 2014

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

Local Income

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INCOME APPROPRIATION	ACCOUNT NO.	AMOUNT
Local Income	81-0635-0-xxxx-0000-8699-xxx-0000	2,937.60

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EXPENDITURE APPROPRIATION	ACCOUNT NO.	AMOUNT
Culinary American - Rosen	81-0635-0-6621-1001-4310-656-6998	235.00
Culinary Conley - Nelson	81-0635-0-6621-1001-4310-668-6998	35.00
Culinary James Logan - LeBiavant	81-0635-0-6621-1001-4310-667-6998	1,380.00
Culinary Kennedy - Moschetti	81-0635-0-6621-1001-4310-652-6998	60.00
Fire Science - Jacquez	81-0635-0-6602-1001-4310-660-6998	200.00
Graphics - McDonell	81-0635-0-6101-1001-4310-660-6998	35.00
ICT - Albizo	81-0635-0-6503-1001-4310-651-6998	100.00
Medical Assisting - Adams-Hart	81-0635-0-6609-1001-4310-660-6998	892.60
		<hr/> 2,937.60

Respectfully submitted,

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

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

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

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

X Information  
X Action

## MISSION VALLEY REGIONAL OCCUPATIONAL PROGRAM

### AGENDA ITEM

#### B&F #4

**Date of Board Meeting:** November 19, 2014

**TITLE:** Memorandum of Understanding between the Tri-Cities One-Stop Career Center and Mission Valley ROP

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#### **Background:**

Mission Valley ROP is a mandated partner of the Tri-Cities One-Stop Career Center in accordance with Workforce Investment Act (WIA) Section 121C(1). As partners Mission Valley ROP and the Tri-Cities One-Stop Career Center agree to continue to help integrate resources for workforce development services.

#### **Current Status:**

Mission Valley ROP and the Tri-Cities One Stop Career Center have created a Memorandum of Understanding specifying the partnering services that are mutually agreeable and feasible for the period of August 25, 2014 through June 11, 2015. Cost of services will not exceed \$85,000.

#### **Recommendation:**

MVROP recommends approval of the Memorandum of Understanding between the Tri-Cities One-Stop Career Center and Mission Valley ROP.

Thomas Hanson  
Staff Contact

Administration  
Division

Thomas Hanson  
Superintendent, Mission Valley ROP

Memorandum of Understanding  
(MOU)

By this agreement made and entered into the 5<sup>th</sup> day of October, 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 Investment Act 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 and staff training and resources about Ohlone College's Certificate and Degree programs. 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 School will receive regular, tailored attention to bolster community college information and updated career pathways implementation. 3) Identified MVROP classes will receive in-class tutorials on Job Readiness workshop series, which covers 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 \$85,000. A description of the typical month of fees for service are as follows. Services may include any of the following:

***Job Readiness Workshop Series:***

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.

***I. Choosing Your Lifestyle***

**Objective:** Students will have an understanding and information of their own marketable skills.

**Outcomes:** Students will complete the self-assessment skills worksheet and occupational awareness.

***II. Getting Your Career Started***

**Objective:** Student will have an understanding of networking and career pathways.

**Outcomes:** Students will complete activities from direct sources.

***III. Finding Your Job Leads***

**Objective:** Students will have an understanding about Labor Market Information and available resources to prepare for job search.

**Outcomes:** Students will know where to access job openings.

***IV. Creating Your Resume***

**Objective:** Students will have an understanding and information of their qualification for the basic outline of resume development.

**Outcomes:** Students will complete activities of job search and assess their qualification for their career. Complete the template for resume development.

***V. Perfecting Your Interview***

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

**Outcome:** Demonstrate at least one method of researching for an interview and ability to respond to interview questions.

***VI. Funding for Your Future***

**Objective:** Student will learn about different financial resources for colleges and other vocational opportunities.

**Outcome:** Student will complete at least one application for scholarship/financial assistant in preparation for college in the fall.

***Career Centers Technical Assistance Sessions:***

One Stop is committed to provide expert knowledge on career information and provide students with resources pertaining to 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.

Estimate below is an anticipated costs on monthly invoice:

<b>Billing Period: SAMPLE 2014</b>	
<b>Tri-Cities One-Stop Career Center</b>	
<b>Monthly Service Invoice</b>	
<b>Name of Course/Date:</b>	
<b>Location:</b>	
Total Instruction Hours (\$150 per hour)	26
<b>Consultation Sites/Date:</b>	
Number of Consultation Hours (\$150 per hour)	2
Total Course Prep Hours (\$150 per hours)	7.8
<b>Contracted Amount</b>	
<b>Expenses</b>	
Monthly Lecture Instruction	\$3,900.00
Monthly Consultation	\$500.00
Coordination/Prep Hours	\$1,170.00
Benefits (20%)	\$1,114.00
Instructional Supplies	\$200.00
Non-Instructional Supplies	\$0.00
Advertising/Publicity	\$0.00
Printing	\$50.00
Travel	\$300.00
<b>Total Program Expenses</b>	<b>\$7,234.00</b>
Direct and Indirect Adm. Services Expenses (25% of Monthly Program Expenses)	\$1,808.50
<b>Total Program Expenses</b>	<b>\$9,042.50</b>
<b>Additional Notes:</b>	

- 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, 2014 through June 11, 2015 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  
Ohlone College  
39399 Cherry Street, Room 1211  
Newark, CA 94560

Thomas Hanson  
Superintendent  
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. FUSD 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: Binh

Signature: Margie Trujillo

Print Name: Binh Q. Nguyen

Print Name: Margie Trujillo

Date Signed: 10/14/14

Date Signed: 10/16/14

2. CBO

Director, Business Services

Signature: n/a

Signature: Marie de la Cruz

Print Name: \_\_\_\_\_

Print Name: Marie de la Cruz

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

Date Signed: 10/16/14

3.

Superintendent

Signature: n/a

Signature: Thomas Hanson

Print Name: \_\_\_\_\_

Print Name: Thomas Hanson

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

Date Signed: 10/14/14

X Information  
X Action

## MISSION VALLEY REGIONAL OCCUPATIONAL PROGRAM

### AGENDA ITEM

#### B&F #5

**Date of Board Meeting:** November 19, 2014

**TITLE:** Memorandum of Understanding between Washington,  
American and Mission San Jose High Schools at Fremont  
Unified School District and Mission Valley ROP

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#### **Background:**

Mission Valley ROP has offered Project Lead The Way courses since 2012-13. In order to produce a continuous stream of third year students that would be coming to the MVROP Center, the foundational courses such as Introduction to Engineering Design and Principles of Engineering must be supported and maintained at the high school sites.

#### **Current Status:**

Mission Valley ROP and Washington, American, and Mission San Jose High Schools at Fremont Unified School District have created Memorandum of Understandings to outline the joint efforts in maintaining foundational Project Lead The Way (PLTW) coursework for the period of August 25, 2014 through June 11, 2015. Estimated costs associated with the MOU's should not exceed \$12,000 for each high school for a total of \$36,000.

#### **Recommendation:**

Staff recommends approval of the Memorandum of Understandings between Washington, American and Mission San Jose High Schools at Fremont Unified School District and Mission Valley ROP.

Thomas Hanson  
Staff Contact

Administration  
Division

Thomas Hanson  
Superintendent, Mission Valley ROP

Memorandum of Understanding  
(MOU)

By this agreement made and entered into the 5<sup>th</sup> day of October, between Mission Valley Regional Occupational Program (hereinafter referred to as MVROP) and Washington High School (hereinafter referred to as WHS) at Fremont Unified School District (hereinafter referred to as FUSD), 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 Washington High School (WHS) and MVROP in maintaining foundational Project Lead The Way (PLTW) coursework.
- B. **DESCRIPTION OF SERVICES:** MVROP and WHS have agreed to support foundational PLTW engineering courses Introduction to Engineering Design (IED), and Principles of Engineering (POE) with the following effort:
- C. **WHS OBLIGATIONS:** WHS will provide the teacher to teach IED out of school staffing in the 2014-2015 school year, and plan to staff POE after this year.
- D. **MVROP OBLIGATIONS:** MVROP will provide the major items of expense required by PLTW to implement the program outside of employing the teacher.
  - 1. In the 2014-2015 school year, MVROP will pay the PLTW school membership, summer teacher training costs, provide a teacher stipend for summer training, and provide a MVROP-tagged teacher laptop in addition to \$600 classroom teaching materials budget. To avoid reimbursements, MVROP will require PLTW teachers to submit requisitions to the MVROP business office.
  - 2. These levels of support are consistent with that of MVROP's PLTW consortium member schools.
  - 3. In the 2014-2015 school year, MVROP estimates support for WHS will equal an amount not to exceed \$12,000 for expenditure items described in D1 above.
- E. **WHS AND MVROP VISION:** It is conceptually agreed to by WHS and MVROP that as the PLTW program grows to more sections in future years, MVROP would continue to provide PLTW membership, teacher summer training costs, related training stipend/s, classroom instructional material support, required VEX kits for POE, and computer lab refreshing when necessary. Our joint vision is to cooperatively support up to 2 sections of IED and 1 section of POE at WHS in order to produce a continuous stream of third year students that would be coming to the MVROP center site for other PLTW courses such as Digital Electronics and Computer Science.



- F. **PERIOD OF MOU:** This MOU will be in effect for 180 instructional days during the period August 25, 2014 through June 11, 2015 as required by the FUSD instructional calendar for teachers.

**GENERAL TERMS AND CONDITIONS:**

- G. **INDEMNIFICATION:** FUSD 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 FUSD or MVROP in the performance of this agreement.
- H. **INSURANCE:** FUSD 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 FUSD 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.

James Morris  
Superintendent  
Fremont Unified School District  
4210 Technology Drive  
Fremont, CA 94536

Thomas Hanson  
Superintendent  
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. FUSD and MVROP signatures below signify both an understanding and acceptance of the contract provisions.

P. **FUSD REPRESENTATIVE**

**MVROP REPRESENTATIVE**

1. Principal, WHS

Director, Educational Services

Signature: [Signature]

Signature: Margie Trujillo

Print Name: Robert B Moran

Print Name: Margie Trujillo

Date Signed: 10/9/14

Date Signed: 10/7/14

2. Associate Superintendent, Business

Director, Business Services

Signature: [Signature]

Signature: [Signature]

Print Name: RAUL A. STREINER

Print Name: Marie dela cruz

Date Signed: 10/22/14

Date Signed: 10/7/14

3. Superintendent

Superintendent

Signature: [Signature]

Signature: [Signature]

Print Name: JAMES MORRIS

Print Name: Thomas Hanson

Date Signed: 10/23/2014

Date Signed: 10/5/14



Memorandum of Understanding  
(MOU)

By this agreement made and entered into the 5<sup>th</sup> day of October, between Mission Valley Regional Occupational Program (hereinafter referred to as MVROP) and American High School (hereinafter referred to as AHS) at Fremont Unified School District (hereinafter referred to as FUSD), 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 American High School (AHS) and MVROP in maintaining foundational Project Lead The Way (PLTW) coursework.
- B. **DESCRIPTION OF SERVICES:** MVROP and AHS have agreed to support foundational PLTW engineering courses Introduction to Engineering Design (IED), and Principles of Engineering (POE) with the following effort:
- C. **AHS OBLIGATIONS:** AHS will provide the teacher to teach IED, and POE out of school staffing.
- D. **MVROP OBLIGATIONS:** MVROP will provide the major items of expense required by PLTW to implement the program and classes, outside of employing a teacher.
  - 1. In the 2014-2015 school year, MVROP will pay the PLTW school membership, summer teacher training costs, provide a teacher stipend for summer training, in addition to \$600 classroom teaching materials budget. To avoid reimbursements, MVROP will require PLTW teachers to submit requisitions to the MVROP business office.
  - 2. These levels of support are consistent with that of MVROP's PLTW consortium member schools.
  - 3. In the 2014-2015 school year, MVROP estimates support for AHS will equal an amount not to exceed \$12,000 for expenditure items described in D1 above.
- E. **AHS AND MVROP VISION:** It is conceptually agreed to by AHS and MVROP that as the PLTW program grows to more sections in future years, MVROP would continue to provide PLTW membership, teacher summer training costs, related training stipend/s, classroom instructional material support, required VEX kits for POE, and computer lab refreshing when necessary. Our joint vision is to cooperatively support up to 2 sections of IED and 1 section of POE at AHS in order to produce a continuous stream of third year students that would be coming to the MVROP center site for other PLTW courses such as Digital Electronics and Computer Science.
- F. **PERIOD OF MOU:** This MOU will be in effect for 180 instructional days during the period August 25, 2014 through June 11, 2015 as required by the FUSD instructional calendar for teachers.

## **GENERAL TERMS AND CONDITIONS:**

- G. **INDEMNIFICATION:** FUSD 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 FUSD or MVROP in the performance of this agreement.
- H. **INSURANCE:** FUSD 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 FUSD 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.

James Morris  
Superintendent  
Fremont Unified School District  
4210 Technology Drive  
Fremont, CA 94536

Thomas Hanson  
Superintendent  
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. FUSD and MVROP signatures below signify both an understanding and acceptance of the contract provisions.

P. **FUSD REPRESENTATIVE**

**MVROP REPRESENTATIVE**

1. Principal, AHS

Director, Educational Services

Signature: [Signature]

Signature: Margie Trujillo

Print Name: Steven Musto

Print Name: Margie Trujillo

Date Signed: 10/9/14

Date Signed: 10/7/14

2. Associate Superintendent, Business

Director, Business Services

Signature: [Signature]

Signature: [Signature]

Print Name: RAUL A. PARUNGA

Print Name: Marie dela Cruz

Date Signed: 10/22/14

Date Signed: 10/7/14

3. Superintendent

Superintendent

Signature: [Signature]

Signature: [Signature]

Print Name: JAMES MORRIS

Print Name: Thomas Hanson

Date Signed: 10/23/2014

Date Signed: 10/23/14



Memorandum of Understanding  
(MOU)

By this agreement made and entered into the 5<sup>th</sup> day of October, between Mission Valley Regional Occupational Program (hereinafter referred to as MVROP) and Mission San Jose High School (hereinafter referred to as MSJHS) at Fremont Unified School District (hereinafter referred to as FUSD), 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 Mission San Jose High School (MSJHS) and MVROP in maintaining foundational Project Lead The Way (PLTW) coursework.
- B. **DESCRIPTION OF SERVICES:** MVROP and MSJHS have agreed to support foundational PLTW engineering courses Introduction to Engineering Design (IED), and Principles of Engineering (POE) with the following effort:
- C. **MSJHS OBLIGATIONS:** MSJHS will provide the teacher to teach IED out of school staffing in the 2014-2015 school year, and plan to staff POE after this year.
- D. **MVROP OBLIGATIONS:** MVROP will provide the major items of expense required by PLTW to implement the program and classes, outside of employing a teacher.
  - 1. In the 2014-2015 school year, MVROP will pay the PLTW school membership, summer teacher training costs, provide a teacher stipend for summer training, and provide a MVROP-tagged teacher laptop in addition to \$600 classroom teaching materials budget. To avoid reimbursements, MVROP will require PLTW teachers to submit requisitions to the MVROP business office.
  - 2. These levels of support are consistent with that of MVROP's PLTW consortium member schools.
  - 3. In the 2014-2015 school year, MVROP estimates support for MSJHS will equal an amount not to exceed \$12,000 for expenditure items described in D1 above.
- E. **MSJHS AND MVROP VISION:** It is conceptually agreed to by MSJHS and MVROP that as the PLTW program grows to more sections in future years, MVROP would continue to provide PLTW membership, teacher summer training costs, related training stipend/s, classroom instructional material support, required VEX kits for POE, and computer lab refreshing when necessary. Our joint vision is to cooperatively support up to 2 sections of IED and 1 section of POE at MSJHS in order to produce a continuous stream of third year students that would be coming to the MVROP center site for other PLTW courses such as Digital Electronics and Computer Science.
- F. **PERIOD OF MOU:** This MOU will be in effect for 180 instructional days during the period August 25, 2014 through June 11, 2015 as required by the FUSD instructional calendar for teachers.

## **GENERAL TERMS AND CONDITIONS:**

- G. **INDEMNIFICATION:** FUSD 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 FUSD or MVROP in the performance of this agreement.
- H. **INSURANCE:** FUSD 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.
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- K. **FINGERPRINTING AND CRIMINAL RECORDS CHECK:** MVROP and FUSD 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.

James Morris  
Superintendent  
Fremont Unified School District  
4210 Technology Drive  
Fremont, CA 94536

Thomas Hanson  
Superintendent  
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. FUSD and MVROP signatures below signify both an understanding and acceptance of the contract provisions.

P. **FUSD REPRESENTATIVE**

**MVROP REPRESENTATIVE**

1. Principal, MSJHS

Director, Educational Services

Signature: 

Signature: 

Print Name: Zack Larsen

Print Name: Margie Trujillo

Date Signed: 10/9/14

Date Signed: 10/7/14

2. Associate Superintendent, Business

Director, Business Services

Signature: 

Signature:  

Print Name: RAUL A - PARVIZO

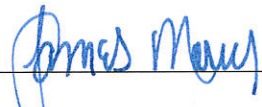
Print Name: Marie dela Cruz

Date Signed: 10/22/14

Date Signed: 10/7/14

3. Superintendent

Superintendent

Signature: 

Signature: 

Print Name: JAMES MORRIS

Print Name: Thomas Hanson

Date Signed: 10/23/2014

Date Signed: 10/5/14

<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 #6

**DATE OF BOARD MEETING:**    November 19, 2014

**TITLE:**            Adopt Resolution No. 4-1415  
                      Project Lead the Way Carryover

#### Current Status:

Mission Valley ROP has received donation checks from Lam Research Foundation Fund and Fremont Bank in the amount of \$20,000 each for the Project Lead the Way Program for the 2013/2014 and 2014/2015 school years.

The donation may be used for training, stipends, travel, conference, supplies, materials, and equipment needed for the Project Lead the Way Program.

#### Recommendation:

Staff recommends adoption of Resolution 4-1415 authorizing the transfer of Lam Research Foundation and Fremont Bank carryover to the 2014/15 Project Lead the Way Program.

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

**FOR MISSION VALLEY REGIONAL OCCUPATIONAL PROGRAM**

Sheila Jordan  
County Superintendent of Schools  
313 West Winton Avenue  
Hayward, CA 94544-1198

Fremont, California

Date: November 19, 2014

Pursuant to the provision of the Education Code Section 42602, we, the undersigned, Constituting a majority of the members of the governing board of the above-named district, do hereby transmit this resolution requesting a transfer in the amount and between the classifications of the budget of said school district indicated herein for the following reasons:

PLTW Carryover

TRANSFER FROM	AMOUNT	TRANSFER TO	AMOUNT
81-9601-0-0000-0000-9790-000-0000	24,987		
81-9601-0-6506-1001-1140-664-6998	2,000		
81-9601-0-6506-1001-3111-664-6998	190		
81-9601-0-6506-1001-3311-664-6998	29		
81-9601-0-6506-1001-3511-664-6998	1		
81-9601-0-6506-1001-3611-664-6998	52		
81-9601-0-6506-1001-3711-664-6998	33		
	<u>27,292</u>		
		81-9601-0-6506-1001-4310-658-6998	9,683
		81-9601-0-6506-1001-5210-654-6998	3,526
		81-9601-0-6506-1001-5830-664-6998	2,300
		81-9601-0-6506-1001-5850-658-6998	750
		81-9601-0-6506-1001-5830-660-6998	<u>11,033</u>
			27,292

Respectfully submitted,

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

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

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



☒ Information  
☒ Action  
☐ Presentation

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

**AGENDA ITEM  
B&F #7**

**DATE OF BOARD MEETING:** November 19, 2014

**TITLE:** Resolution #5-1415 Intra-Budget Transfer from Fund Balance/Reserves  
to the Reserve Allocation Plan

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**Current Status:**

Mission Valley ROP is transferring \$607,600 from the Fund Balance/Reserves to the operating budget as part of the Reserve Allocation Plan developed in 2013-14.

**Recommendation:**

Staff recommends approval of Resolution #5-1415 to transfer \$607,600 from the fund balance/reserves to the Reserve Allocation Plan.

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

**FOR MISSION VALLEY REGIONAL OCCUPATIONAL PROGRAM**

Sheila Jordan  
County Superintendent of Schools  
313 West Winton Avenue  
Hayward, CA 94544-1198

Fremont, California

Date: November 19, 2014

Pursuant to the provision of the Education Code Section 42602, we, the undersigned, Constituting a majority of the members of the governing board of the above-named district, do hereby transmit this resolution requesting a transfer in the amount and between the classifications of the budget of said school district indicated herein for the following reasons:

Reserves

TRANSFER FROM	AMOUNT	TRANSFER TO	AMOUNT
81-0635-0-0000-0000-9790-000-0000	607,600		
81-0635-0-6701-8501-6211-660-6012	<u>179,500</u>		
	787,100		
		81-0635-0-6999-1001-4310-671-6012	145,600
		81-0635-0-6999-1001-5830-660-6012	327,000
		81-0635-0-6999-1001-5830-660-6013	<u>314,500</u>
			787,100

Respectfully submitted,

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

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

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

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



## **Employment & Personnel**

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

**AGENDA ITEM**

\_\_\_\_\_ Information

**Date: November 19, 2014**

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

**Title: REPORT OF CLASSIFIED PERSONNEL ACTIONS**

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**Background:**

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

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

**Current Status:**

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

**Recommendation:**

Approve Classified Personnel recommendations for: *Return from Leave of Absence.*

**Marie dela Cruz  
Staff Contact**

**ROP Center  
Location**

**Administration  
Division**

**Thomas Hanson  
Superintendent**

CONSENT ITEMS  
MISSION VALLEY ROP

Classified Personnel

**Return from Leave of Absence**

NAME	POSITION	HOURS	SUPERVISOR	EFFECTIVE DATE	OTHER
Luke Robertson	Computer Repair Technician	8 hrs/day	Phil Subasa	11/3/14	

(con5nov14.15)



**End of Consent**



## **Business and Finance**



## **Business and Finance #1**



**MISSION VALLEY ROP  
BOARD OF EDUCATION**

☒ Information  
☐ Action  
☐ Presentation

**AGENDA ITEM  
BUSINESS & FINANCE #1**

**Date of Board Meeting: November 19, 2014**

**TITLE: Budget Modification Plan**

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**Background:**

The budget act in February 2009 included two budget years (2008-09 and 2009-10). MVROP received a 15.4% midyear cut to 2008-09 revenues and an additional 4.5% cut to 2009-10 revenues. The cost of living adjustment was not funded in either year (a loss of 5.66% for 2008-09 and another 4.25% for 2009-10), and due to declining enrollment statewide, ROC/Ps had a negative adjustment of .63% in 2008-09. In addition to these tremendous cuts, ROC/Ps became part of the flexibility provisions in categorical program funding effective 2008-09 through 2014-15.

The Governor signed the 2013-14 State Budget Act (AB 110) on June 27, 2013 and on July 1, he signed education trailer bill AB 97 (and clean-up bill SB 91) which establishes the Local Control Funding Formula (LCFF) as the new funding model for public schools. The enacted budget includes ROC/P as part of the LCFF base for districts that received the Tier III funding directly from the state. However, the budget included maintenance of effort requirements for ROC/P's.

The maintenance of effort (MOE) requirement for ROC/P JPA's, such as Mission Valley ROP, requires participating districts to pass through funds to the JPA for the 2013-14 and 2014-15 fiscal years, based upon funds received or provided in 2012-13.

**Current Status:**

The status of ROP funding remains unchanged; however, the Governor's 2015-16 Budget release in January may provide new information to support ongoing funding for Career Technical Education and ROP's.

**Recommendation:**

Information only. No action recommended.

---

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



## **Board of Education**



## **Board of Education #1**

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

## MISSION VALLEY REGIONAL OCCUPATIONAL PROGRAM

### AGENDA ITEM

#### Board of Education #1

**Date of Board Meeting:** November 19, 2014

**TITLE:** MVROP Salary Advancement Guidelines – AR 4141

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#### **Background:**

Certificated personnel salary advancement guidelines (AR 4141) have not been updated since 1996. Units for salary advancement required official proof of course completion from and accredited college, university, or MVROP. In 2011, MetroED was approved by the California Commission on Teacher Credentialing to offer the Career Technical Education three-year credential classes to candidates who filed for their (CTE) credential after August 31, 2010.

#### **Current Status:**

Mission Valley ROP's AR 4141 needs to be revised to include any CTC-approved professional preparation program such as MetroEd. This will enable our instructors to obtain units for salary advancement while taking courses to complete the CTE credential requirements after August 31, 2010.

#### **Recommendation:**

MVROP staff recommends approval of the first reading of the revised AR 4141 to include CTC-approved professional preparation programs for salary advancement.

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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 credential or instructional area, or to advance to a college or university degree (A.A./A.S., B.A./B.S., M.A./M.S.). 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 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.

Regulation Established:	November 5, 1992
Regulation Revised:	December 5, 1996
Regulation Adopted:	December 5, 1996
Revision, First Reading:	November 19, 2014



**End of Board Packet**