



**Mission Valley ROP**  
**Thursday, October 15, 2015**  
**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, October 15, 2015**  
**Regular Meeting (Open Session) \_\_4p.m.**

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

**Pledge of Allegiance**

**Roll Call:**

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

**Approval of Agenda:**

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

**Communication:**

- a. Items from the Staff
- b. Oral Communication
  - *MVROP 2015 Teacher of the Year Presentation for Hervé Le Biavant*
  - *MVROP WASC Update*
- c. Written Communication
  - *Letter from Alameda County Office of Education re: 2015-2016 Adopted Budget*
  - *PLTW flyers*
- 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 September 17, 2015.
- b. **Business and Finance:**
  - B&F#1 Approve Purchase Orders over \$5,000
  - B&F#2 Approve Warrants \$5,000 and above
  - B&F#3 Approve Memorandum of Understanding between MVROP and DSP Trainers
  - B&F#4 Adopt Resolution 2-1516  
Declaring Salaries Indefinite to Authorize Retroactive Pay
  - B&F#5 Approve Salary Schedules for 2015-16

c. **Curriculum and Instruction**

C&I#1 Approve/name Official Designee to act as MVROP  
representative of the Southern Alameda Consortia for AB104

d. **Employment and Personnel:**

E&P#1 Approve Report of Certificated Personnel Actions

**End of Consent Calendar:**

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

Board comments on Consent Calendar:

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

**Business and Finance #1**

**Information**

Review MVROP Fiscal Update

**Business and Finance #2**

**Information/ Action**

Review and Approve Superintendent Contract Addendum #1

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

**Business and Finance #3**

**Information**

Review request for additional Board Policy

**Board Requests**

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

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



## Communication





# Alameda County Office of Education

L. Karen Monroe  
Superintendent

September 28, 2015

## BOARD OF EDUCATION

Joaquin Rivera  
Trustee Area 1

Marlon L. McWilson  
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: 2015-16 Adopted Budget

Dear President Sweeney:

In accordance with Education Code Section 42127, we have examined the Adopted Budget of Mission Valley ROP (the ROP) for fiscal year 2015-16 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 upcoming fiscal year. By statute, this review must be completed on or before September 15 of each fiscal year.

Based on our review and analysis, we are satisfied that the Adopted Budget approved by the ROP's Governing Board on June 18, 2015 accurately reflects the financial status of the ROP and is consistent with the State's Criteria and Standards. We therefore **approve** the Adopted Budget with the comments outlined below.

### Cash Flow Concerns

We continue to encourage the ROP to closely monitor their cash flow throughout the fiscal year. Consider maintaining reserve levels greater than the required minimum to adequately meet cash flow needs for payroll and other obligations. Preparations should be made in advance if the ROP needs to avail itself of temporary borrowing options such as a loan from the member districts.

### ROP Issues

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

We want to 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, or contact Gary Jones at (510) 670-4270.

Sincerely,



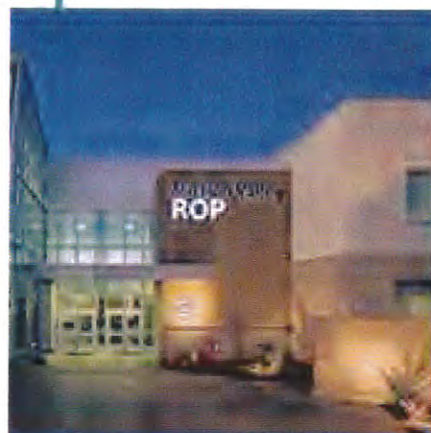
L. Karen Monroe, Superintendent  
Alameda County Office of Education

cc: Board of Education, Mission Valley ROP  
Thomas Hanson, Superintendent, Mission Valley ROP  
Joyce Veasley, Director of Business Services, Mission Valley ROP  
Gary Jones, Associate Superintendent, ACOE  
Jeffrey B. Potter, Executive Director, ACOE  
Shirene Moreira, Director, ACOE



# MISSION VALLEY ROP

Providing relevant Career Technical Education by preparing students for employment and college through industry standard tools, training, and experience.



## What's Trending in CTE

↑ September 2015

"As an electrical engineer by background, I am extremely proud that Project Lead the Way is expanding at Newark Memorial High School. This rigorous and relevant STEM curriculum engages students in designing, modifying, researching, and all the other facets of engineering. PLTW has a proven track record of preparing students for college engineering programs. Thank you Mission Valley ROP!"  
-Nancy Thomas, NUSD Board of Education Member



To see what's #trending  
in MVROP CTE go to:  
[www.mvrop.org](http://www.mvrop.org)  
or follow us on  
Instagram | Facebook

## Newark Memorial STEM Courses Shine

Newark Memorial High School (NMHS) has been focused on adding robust courses and curriculum which will allow students to take advantage of various trends in the professional world. When they were approached by Mission Valley ROP (MVROP), to join their STEM Project Lead The Way (PLTW) Consortium, they agreed. The end result has been the introduction of engineering technology PLTW courses which allow NMHS students to flourish in state of the art curriculum and instruction within a booming local and national career field.

PLTW is a nation-wide program which brings (STEM) science, technology, engineering, and math related focused curriculum to students in an approachable and exciting format. Within this career pathway, students receive Career Technical Education (CTE) hands on lessons which teach through activity, project, and problem-based curriculum challenging students to apply what they know, identify problems, and lead their own learning.

Under the direction of Principal, Phillip Morales, Newark Memorial High put in place the Introduction to Engineering and Design (IED) course as of the 2014-2015 school year. NMHS shared strong results and high degrees of interest for the upcoming second year of enrollment, which now includes the launch of the second PLTW class at their campus, Principles of Engineering (POE). Prior to the start of the 2015-2016 school year, MVROP installed a new computer lab at the school specifically to support PLTW course offerings, Principles of Engineering.

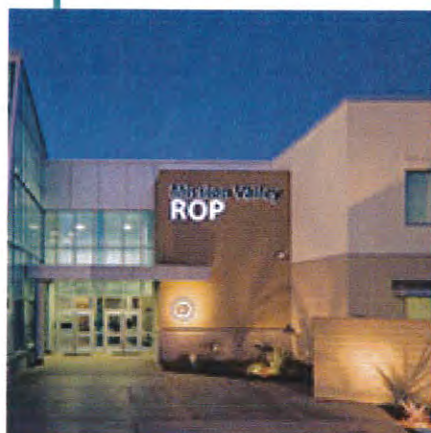
The MVROP PLTW career pathway model is built for students to take the two foundational courses at their home schools, and later, travel on the ROP bus to level three (specialized) courses taught at the Mission Valley ROP Center Campus. MVROP currently offers Civil Engineering and Architecture (CEA), as well as Digital Electronics/Computer Science and Software Engineering (CSSE).

It is an exciting time for students at Newark Memorial High school as new and on-trend programming such as these are made available to any student who has a curiosity for science, math, and technology.



# MISSION VALLEY ROP

Providing relevant Career Technical Education by preparing students for employment and college through industry standard tools, training, and experience.



## What's Trending in CTE

↑ September 2015

"We learn by doing; and we best serve students when we provide an outlet for their curiosity and natural thirst for knowledge. This is why we are so excited about the PLTW Engineering Pathway at Washington. Students in PLTW classes master engineering concepts through engaging hands-on labs and projects, and leave the program with an enthusiasm to further understand the engineering principles that make our modern world possible."

-Bob Moran, WHS Principal



To see what's #trending  
in MVROP CTE go to:  
[www.mvrop.org](http://www.mvrop.org)  
or follow us on  
Instagram | Facebook

## Washington High STEM Courses Shine

Washington High School (WHS) has been focused on adding robust courses and curriculum which will allow students to take advantage of various trends in the professional world. When they were approached by Mission Valley ROP (MVROP), to join their STEM Project Lead The Way (PLTW) Consortium, they agreed. The end result has been the introduction of engineering technology PLTW courses which allow WHS students to flourish in state of the art curriculum and instruction within a booming local and national career field.

PLTW is a nation-wide program which brings (STEM) science, technology, engineering, and math related focused curriculum to students in an approachable and exciting format. Within this career pathway, students receive Career Technical Education (CTE) hands on lessons which teach through activity, project, and problem-based curriculum challenging students to apply what they know, identify problems, and lead their own learning.

Under the direction of Principal, Bob Moran, Washington High put in place the Introduction to Engineering and Design (IED) course as of the 2014-2015 school year. WHS shared strong results and high degrees of interest for the upcoming second year of enrollment, which now includes the launch of the second PLTW class at their campus, Principles of Engineering (POE). Prior to the start of the 2015-2016 school year, MVROP installed a new computer lab at the school specifically to support PLTW course offerings, Principles of Engineering.

The MVROP PLTW career pathway model is built for students to take the two foundational courses at their home schools, and later, travel on the ROP bus to level three (specialized) courses taught at the Mission Valley ROP Center Campus. MVROP currently offers Civil Engineering and Architecture (CEA), as well as Digital Electronics/Computer Science and Software Engineering (CSSE).

It is an exciting time for students at Washington High School as new and on-trend programming such as these are made available to any student who has a curiosity for science, math, and technology.





## Consent Calendar



## Minutes



**Regular Meeting of the Governing Council  
Mission Valley Regional Occupational Center/ Program  
Thursday, September 17, 2015**

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

Present:

Nancy Thomas, President  
Larry Sweeney, Clerk

**Approval of Agenda:**

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

Member Dino arrived at 4:06 p.m.

**Communication:**

**a. Items from Staff:**

Superintendent Hanson shared:

- MVROP had a healthy start to the school year with full classes at sites as well as at the Center and have increased teaching at the Center. We experienced some enrollment difficulty with our new SIS as well as a new system in FUSD. We completed our lab projects at Newark Memorial High School and James Logan High School. We have several new teachers in place and who are doing well so far, as well as new administrators in Dr. Sprague and Dr. Adams-Hart. James Briano has submitted a letter of resignation and will work his last day on September 23<sup>rd</sup>. He has accepted a position in South San Francisco as an Assistant Principal at a high school. Instructors Eba Mohamed and Jonathan Sabangan were introduced and welcomed to the meeting. Staff Development went well and focused mainly on the school's WASC assignment for the year. We are on schedule and moving forward with the self-study.

**b. Oral Communication:**

- MVROP Director of Educational Services Dr. Adams-Hart introduced Mr. Mohamad and Mr. Sabangan to the Council and gave a background on 8 week IISME summer program. ROP.
- Jonathan Sabangan gave a powerpoint presentation to the Governing Council describing his experiences and accomplishments interning for Coherent writing training documents for software.
- Eba Mohamad gave a powerpoint presentation to the Governing Council describing his experiences and accomplishments while interning for Lockheed Martin. Students are planning to build a solar array to charge an Acura RSX.

**c. Written Communication:**

MVROP PR Administrator, Allison Aldinger, did not have any written communications to share with the Board.

c. **Items from the Board:**

None

d. **Public Comment:**

None

**Consent Calendar:**

*Member Sweeney requested that B&F#9 be pulled from the consent items for discussion. Member Sweeney moved to approve items 1-8 and 10. Member Dino made a second to approve the motion. The motion carried with a 3-0 vote.*

*Discussion included the concern of salary increases being approved in consent rather than in a separate vote for the sake of transparency. Member Thomas raised the legal question of how unrepresented employees can get a retroactive pay increase. Member Thomas wanted to make sure the increase was allowable. Staff agreed to research on the issue.*

*Superintendent Hanson agreed to establish the pay increase to be legal and if retroactive pay increase is allowable.*

*Member Sweeney moved to approve the pay increase (B&F#9) effective today at minimum, with further research into retroactive pay for unrepresented employees. Member Dino made a second to approve the motion. The motion carried with a 3-0 vote.*

**Business and Finance #1**

**Review MVROP Fiscal Update**

MVROP Director of Business Services, Joyce Veasley, reviewed Business and Finance Item #1 that included the discontinued Maintenance of Effort to MVROP and that we have a funding commitment for 2015-16 in place. MVROP plans to start discussions with JPA members in the fall to prepare for next year. Member Sweeney requested to know when these meetings with district leadership would take place. Superintendent Hanson expected that we would request to have funding level meetings in November or December knowing districts will most likely wait until January to decide on a funding agreement for 2016-17. Both Members Dino and Thomas suggested that our IISME teachers from Logan and Newark present at the district board meeting when we make our presentation in their district.

*This item is information only.*

**Business and Finance #2**

**Public Hearing and Action on the  
Report of Fiscal Year 2014-2015  
Unaudited Actuals**

The Public Hearing opened at 4:54 p.m.

MVROP Director of Business Services, Joyce Veasley, reviewed Business and Finance #2 and answered subsequent Board inquiries regarding the 2014-2015 Unaudited Actuals.

There was no public comment.

The Public Hearing closed at 5:12 pm.

Member Sweeney commented on the value of having reserves and finding creative ways to invest in programming to increase value to member districts and supported the concept of growing programs.

*Member Sweeney made a motion to approve Business and Finance #2, Public Hearing and Action on the Report of Fiscal Year 2014-2015 Unaudited Actuals. Member Dino made a second to approve the motion. Members voted 3-0 to approve Business and Finance #2, Public Hearing and Action on the Report of Fiscal Year 2014-2015 Unaudited Actuals.*

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

### **Public Hearing and Action on the Lease and Services Agreement between Fremont Unified School District (FUSD) and Valley ROP (MVROP)**

#### **Mission**

The Public Hearing opened at 5:16 p.m.

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

*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 3-0 to approve Business and Finance #3, the Lease and Services Agreement between Fremont Unified School District (FUSD) and Mission Valley ROP (MVROP).*

#### **Board Requests:**

Member Sweeney commended Ms. Veasley on her presentations. Member Thomas inquired about the approval of a consultant agreement that was approved in the June meeting. Member Thomas also requested that staff prepare a policy for the Board to consider at a future meeting regarding limits on consultant agreements.

**The meeting was adjourned at 5:25 p.m.**

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Nancy Thomas, President

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Jonas Dino, Vice President

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Larry Sweeney, Clerk





## **Business and Finance**

# MISSION VALLEY ROP

## PURCHASE ORDER REPORT

PURCHASE ORDERS OVER \$5,000

BOARD MEETING - OCTOBER 15, 2015

PO PERIOD: SEPTEMBER 4, 2015 - SEPTEMBER 22, 2015

AGENDA ITEM - B&F #1

PO			
NUMBER	VENDOR NAME & ACCOUNT CODE	DESCRIPTION	AMOUNT
161787	Comcast 81-0635-0-0000-7601-5940-660-6005	Ethernet Services	\$ 8,953.32

Mission Valley ROP  
Warrants \$5,000 and above  
From 9/4/15 to 9/22/15  
Fiscal Year 15/16

B&F #2  
October 15, 2015

Date	Warrant #	Vendor	Purpose	Amount	PO number
09/08/15	50601841	PG&E	Monthly Electricity	\$ 13,120.39	
09/08/15	50601832	Project Lead the Way	Participation fees for Thornton	\$ 750.00	161584
			Participation fees for Mission San Jose HS	\$ 3,000.00	161585
			Participation fees for Washington HS	\$ 3,000.00	161586
			Participation fees for American HS	\$ 3,000.00	161587
			Participation fees for Irvington HS	\$ 3,000.00	161588
09/22/15	50602272	Newark USD	14/15 Payroll	\$ 35,724.69	160620
09/22/15	50602264	State of CA - PERS	Monthly Premiums	\$ 7,221.12	



X Information  
X Action

## MISSION VALLEY REGIONAL OCCUPATIONAL PROGRAM

### AGENDA ITEM B & F #3

**Date of Board Meeting:**      **October 15, 2015**

**TITLE:**                              **Memorandum of Understanding between Direct Support Professional Trainers and MVROP**

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#### **Background:**

Mission Valley ROP is an established provider of Direct Support Professional Training administered by the California Department of Education and Department of Developmental Services. Direct Support Professionals work with and support people with developmental disabilities where they live and work.

#### **Current Status:**

Mission Valley ROP and Jamie Rivera-Vallestero have created a Memorandum of Understanding specifying the agreement for contracting training services for Direct Support Professional Training.

#### **Recommendation:**

MVROP recommends approval of the Memorandum of Understanding with Direct Support Professional Trainer, Jamie Rivera-Vallestero.

Joyce Veasley  
Staff Contact

Business Services  
Division

Thomas Hanson  
Superintendent, Mission Valley ROP



## Memorandum of Understanding (MOU)

By this agreement made and entered into the 1st day of July 2015, between Mission Valley Regional Occupational Program (MVROP) (hereinafter referred to as MVROP), and Jamie Rivera-Vallesterio (hereinafter referred to as Provider), in consideration of mutual covenants, the parties hereto agree as follows:

- A. **PURPOSE OF MOU:** The purpose of this MOU is to outline the consultant services provided by Provider for the Direct Support Professional (DSP) training program for the MVROP.
- B. **DESCRIPTION OF SERVICES:** MVROP agrees to engage Provider as a DSP trainer of services for MVROP to fulfill its commitment as a DSP training provider recognized by the California Department of Education (CDE) and Department of Developmental Services (DDS).
- C. **PROVIDER OBLIGATIONS:** For the period of this agreement Provider agrees to provide the following services, materials, and/or products:
  - 1. Provider will prepare for the delivery of quality testing and training practices and procedures outside of scheduled training times.
  - 2. Provider will deliver completed, accurate records and documentation to include all registration, testing and/or training materials as defined in the DSP training manual to the ROP Coordinator within one week after completing a testing cycle or training and testing (written and skills check) cycle.
  - 3. Provider agrees to review and resubmit within three (3) days of written notification registration, testing and training materials if records and documentation are missing, incomplete or inaccurate as determined by East San Gabriel Valley Regional Occupational Program and Technical Center.
  - 4. Provider will inform DSP Coordinator when testing and/or training supplies need to be ordered at least one (1) month before a scheduled testing or training.
  - 5. Provider will submit to the ROP Coordinator a calendar of dates for testing and training one (1) or more months prior to the first scheduled session to allow sufficient time to prepare advertisements and distribute to stakeholders.
  - 6. Provider will teach the Direct Support Professional training curriculum as determined by the California Department of Education and Department of Developmental Services, without deviation.
- D. **MVROP OBLIGATIONS:** For the period of this agreement:
  - 1. MVROP shall provide a training/testing room and storage space in the Mission Valley ROP

Career Technical Training Center and/or appropriate facility.

2. MVROP shall provide and maintain equipment that is deemed necessary by the DSP training manual guidelines to effectively train Direct Support Professionals by the DSP trainer.
3. MVROP shall provide the instructional materials deemed necessary by the DSP training manual guidelines to effectively train Direct Support Professionals by the DSP trainer.
4. MVROP will order testing and training supplies when informed by Provider.
5. MVROP will prepare advertisements and distribute to appropriate stakeholders once a schedule has been determined and communicated to the DSP Coordinator by Provider.
6. MVROP will coordinate registration of participants for testing and training.
7. MVROP will inform Provider of registered participants before scheduled day of testing or training.

E. COMPENSATION:

1. Provider will administer the Challenge tests and be paid \$50 per student tested;
2. Participants in Challenge testing may be claimed by 1 trainer and 1 proctor, if necessary.
3. Provider will teach each 35-hour training session (including testing) and will be paid \$125 per student for each participant. Each session shall have a minimum of 6 students and a maximum of 30 students. Participants in Year 1 or Year 2 training may only be claimed by one trainer.
4. Provider will receive \$75 for teacher preparation per 35-hour training session she teaches.
5. Provider must submit an itemized invoice to the ROP Coordinator before the 5<sup>th</sup> of the month which includes: dates of testing or training, type of training or testing, and number of students per testing or training. Itemized invoice must be received in the Business Office by the 5th of the month following a testing or training cycle to be paid the last work day of the month by MVROP.

F. PERIOD OF MOU: The remaining terms of the agreement shall be in force July 1, 2015 through June 30, 2016 and may continue on a year-to-year basis. Either party may terminate the agreement with at least 30 days written notification.

G. INSURANCE: Reference General Terms and Conditions, H.2. The insurance requirement of this contract is waived.

H. GENERAL TERMS AND CONDITIONS:

1. INDEMNIFICATION: MVROP and Provider 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 MVROP or Provider in the performance of this agreement.
2. INSURANCE: MVROP shall maintain general liability insurance, automobile coverage, and

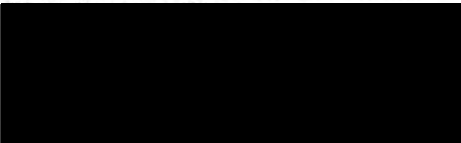


workers compensation coverage in such an amount as may be reasonably necessary to assure compliance with the Indemnification provision, herein above.

3. 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.
  4. SUCCESSORS AND ASSIGNS: This agreement shall be binding on the administrators, successors, and assigns of the respective parties.
  5. FINGERPRINTING AND CRIMINAL RECORDS CHECK: MVROP and Provider 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.
  6. 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 has taken place in accordance with Education Code 49406.
  7. CHANGES OR ALTERATIONS: No changes, alterations, or variations of any kind to this agreement are authorized without the written consent of both parties.
- I. COMMUNICATIONS: Communications between the parties to this Agreement may be sent to the appropriate individual as outlined below.

PROVIDER

Jamie Rivera-Vallesterio  
Direct Support Professional Trainer



MVROP

Cliff Adams-Hart  
Mission Valley ROP  
5019 Stevenson Boulevard  
Fremont, CA 94538  
Phone: 510-657-1865 x15138  
Fax: 510-438-0378  
Email: cadams-hart@mvrop.org

- J. UNDERSTANDING AND ACCEPTANCE OF THE PARTIES: This MOU constitutes the entire understanding of the parties. Signatures of Provider and the duly authorized MVROP representative below signify both an understanding and acceptance of the contract provisions.

PROVIDER

Signature:

Print Name:

Title: DSP Trainer

Date Signed:

9/14/2015

MVROP REPRESENTATIVE

Signature:

Print Name:

Title: Director of Educational Services

Date Signed:

9/17/2015

Signature: 

Print Name: JOYCE VEASLEY

Title: Director of Business Services

Date Signed: 9/17/15

Signature: 

Print Name: THOMAS HANSON

SUPERINTENDENT

Date Signed: 9/17/15

**FREMONT UNIFIED SCHOOL DISTRICT**  
4210 Technology Drive, Fremont, CA 94538  
510-659-2350

**GUIDELINES FOR EMPLOYING CONSULTANTS**

**THIS FORM MUST BE COMPLETED AND APPROVED PRIOR TO ANY SERVICES BEING PERFORMED OR PAYMENT WILL NOT BE AUTHORIZED**

Completion of this packet is required when employing consultants or limited term employee-consultants. A "consultant" can be either an "Independent Contractor" paid through Accounts Payable, or an "Employee" paid through Payroll and processed through the Personnel Department. Internal Revenue Service (IRS), State Teachers Retirement System (STRS) and Public Employees Retirement System (PERS) guidelines determine who is an "Independent Contractor" (paid through Accounts Payable) or an "Employee" (Limited Term Employee-Consultant processed through HR and paid through Payroll). PLEASE NOTE THAT MOST CONSULTANTS WILL NOT QUALIFY AS AN INDEPENDENT CONTRACTOR.

When paid through Payroll, reimbursement will be reported as taxable compensation on statements of earnings (W-2). Applicable payroll deductions, when appropriate, including STRS and PERS will be made at the time of earned payments. Payment will be made upon approval of this agreement and completion of services. If being paid as a Limited Term Employee, it is understood that this agreement provides for a temporary position having no employment rights or health benefits.

Part I is a set of questions suggested by STRS/PERS to help identify how a consultant is to be paid. Part I is to be completed by the consultant and FUSD Manager/Principal. If the answer to any of the questions in Part I is YES, consultant is considered an "Employee" Consultant (Limited Term Employee Consultant) and must be processed through the Personnel Department and paid through our Payroll Department. **Fingerprinting is required when the Consultant will have direct access or contact with District students.**

Part II on Page 2 is a set of questions suggested by the IRS to help identify how a consultant is to be paid. There is no clear-cut definition of what constitutes an "Employee" Consultant. Instead, there are 20 common-law factors established and used by the IRS that must be analyzed for each individual with whom the District intends to establish a relationship before the individual is engaged as either an "Independent Contractor" or a "Limited Term Employee-Consultant." These 20 Common Law questions listed on Page 2 of this packet are to be completed by the FUSD Program Manager/Principal who is recommending hiring the Consultant. If any of the answers to the questions on Page 2 is FALSE, the consultant is considered an "Employee" (Limited Term Employee Consultant) and must be processed through the Personnel Department and paid through our Payroll Department.

**PART I: Completed by the Consultant & FUSD Manager/Principal (consultant will be paid through payroll if any questions are answered "YES"):**

1.	Is the consultant currently an employee of Fremont Unified School District (e.g., currently employed, previously employed, retired)?	YES/NO
2a.	Is the consultant presently, or ever been, a member of: STRS? <input type="checkbox"/> PERS? <input checked="" type="checkbox"/>	YES
2b.	If yes, have you ever completely withdrawn these funds and, therefore, are no longer paying into one of these retirement plans?	
3.	Will the consultant be performing any of the following services: <div style="display: flex; justify-content: space-between;"> <div>             administrator counselor examination monitor proctor athletic coach referee </div> <div>             teacher/instructor substitute teacher/instructor school bus driver clerical staff individual "filling in" on interim basis specialty teacher (art, poetry, music, etc). </div> <div>             nurse psychologist cafeteria worker student worker tutor </div> </div>	YES
4.	Are there currently employees of the District doing substantially the same work as will be required of the consultant?	NO
5.	Does the District have the legal right to control the method of performance by the consultant? Consider whether the District will train the individual or give instruction as to when, where, how and in what order the work will be performed.*	YES
6.	Does the District require the consultant to submit reports on the details of their work or work at a particular site?* (*These factors indicate the District maintains control sufficient for an employer/employee relationship. However, it is not necessary that the District exercise this right or have the expertise to do so.)	YES



**Part II: Completed by the FUSD Program Manager/Principal requesting the consulting services (consultant will be paid through payroll if any questions are answered "FALSE"):**

		TRUE/ FALSE
1.	No instructions: The consultant will not be required to follow explicit instructions to accomplish the job. The employer may provide job specifications, however.	F
2.	No training: The consultant will not receive training provided by the employer. The consultant will use independent methods to accomplish the work.	F
3.	Work not essential to the employer: The employer's success or continuation does not depend on the services of the consultant.	F
4.	Right to hire others: The consultant is being hired to provide a result, and will have the right to hire others for actual work.	F
5.	Control of assistants: Assistants hired at consultant's discretion; consultant responsible for hiring, supervising, paying of assistants.	F
6.	Not a continuing relationship: If frequent, will be at irregular intervals, on call, or whenever work is available.	T
7.	Own work hours: Consultant will establish work hours for the job.	F
8.	Time to pursue other work: Since specific hours are not required, consultant may work for other employers simultaneously.	F
9.	Job location: Consultant controls job location, no direction or supervision, whether on employer's site or not.	F
10.	Order of work: Consultant, rather than employer, determines order or sequence of steps in performance of work.	F
11.	No interim reports: Only specific pre-determined reports defined in the contract document.	T
12.	Basis of payment: Consultant paid by the job, rather than time expended. Total compensation set in advance of starting the job.	T
13.	Business expenses: Consultant is responsible for incidental or special business expenses.	F
14.	Tools and equipment: Consultant furnishes the tools and equipment needed for the job.	F
15.	Significant investment: Consultant can perform services without using the employer's facilities. Consultant's investment in own trade is real, essential and adequate.	F
16.	Possible profit or loss: Consultant does these (circle valid items) 1. Hires, directs, pays assistants 2. Has equipment, facilities 3. Has continuing and recurring liabilities 4. Performs specific jobs for prices agreed-upon in advance 5. Consultants' services affect own business reputation	T
17.	Work for multiple employers: Consultant may perform services for more than one employee simultaneously.	T
18.	Services available to the general public (circle valid items) 1. Maintains an office 2. Business License 3. Business Signs 4. Advertises Services 5. Lists services in Business Directory 6. Other (explain)	T
19.	Limited right to discharge: Consultant is not subject to termination as long as contract specifications are met.	T
20.	No compensation for non-completion: Responsible for satisfactory completion of job; no compensation for non-completion.	T

**Based on the answers to Part I and II above, the consultant is recommended to be hired as a:**

- ☒ **Limited Term Employee Consultant and must be processed through HR and paid through Payroll**  
☐ **Independent Contractor paid through Accounts Payable**  
☐ **It has been determined by Payroll that circumstances allow this person to be paid as an Independent Contractor**

Recommended for hire: \_\_\_\_\_

Principal/Program Manager's Signature

Date

**I UNDERSTAND THAT APPROVAL ON PAGE 3 IS REQUIRED PRIOR TO SERVICES BEING RENDERED OR PAYMENT WILL NOT BE AUTHORIZED**



**FREMONT UNIFIED SCHOOL DISTRICT  
CONSULTANT AGREEMENT**

(Attach completed Pages 1 and 2 to this Agreement)

Prior to services being performed, Section I must be completed and signed by the requesting Program Manager/Principal, Section II must be completed and signed by the Consultant, and Section III or IV, as applicable, must be signed. The Assistant Superintendent in Personnel approves consultants hired as a Limited Term Employee under Section III. The Assistant Superintendent of Business approves consultants hired as Independent Contractors under Section IV. Pages 1 and 2 determine how a consultant is to be paid.

**SECTION I: PROGRAM MANAGER/PRINCIPAL COMPLETES**

The Fremont Unified School District (FUSD) agrees to contract with Jamie Rivera-Vallestero  
for the services performed during the period of 7/31/2015-6/30/2016  
Services to be performed: DSPT proctor for Direct Support Professional Training Program  
Amount to be paid: Per MOU attached  
Budget Code: 81-6355-0-6999-1001-2905-660-6355  
Requested by: X [Signature] MVROP, Director of Business Services  
Signature / Title School/ Department Date

**SECTION II: CONSULTANT COMPLETES**

Name: Jamie Rivera-Vallestero  
Social Security No. or Federal Tax ID Number 612-10-1514  
Address: 32856 Bluebird Loop City: \_\_\_\_\_  
City: Fremont State: CA Zip: 94555 FAX: \_\_\_\_\_  
Home Phone: 510.676.4569 Work: \_\_\_\_\_ Email: riveravallestero@gmail.com  
I understand that if I am paid as a Limited Term Employee, I must be processed by HR and fulfill any fingerprinting requirements, I will be paid through Payroll and all applicable payroll deductions will be made at the time of earned payments. If I am to be paid as an Independent Contractor through Accounts Payable, I understand FUSD will not be responsible for any taxes, and I am subject to 1099 reporting requirements.  
[Signature] Date: 9/18/2015

**SECTION III: PERSONNEL COMPLETES FOR CONSULTANTS BEING PAID AS A LIMITED TERM EMPLOYEE CONSULTANT, PAID THROUGH PAYROLL**

Required paperwork and fingerprint requirements have been completed prior to services being rendered.  
The above services and amount to be paid are: ☐ Approved ☐ Not Approved Fingerprinted: ☒ Yes ☐ No ☐ N/A  
Assistant Superintendent, Personnel Date

**SECTION IV: BUSINESS SERVICES APPROVES CONSULTANTS BEING PAID AS AN INDEPENDENT CONTRACTOR, PAID THROUGH ACCOUNTS PAYABLE**

The above services and amount to be paid are: ☐ Approved ☐ Not Approved  
Assistant Superintendent, Business Services Date

<u>X</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 #4

DATE OF BOARD MEETING:    October 15, 2015

TITLE:        Adopt Resolution No. 2-1516  
              Declaring Salaries Indefinite to Authorize  
              Retroactive Pay

---

Current Status:

The Governing Board can set management and other unrepresented salaries by unilateral actions without bargaining. As a result, long standing Attorney General opinion applies, which precludes retroactive pay, except in instances where salaries are specified as indefinite. Education Code 45032 provides salaries can be set at any time during the year. This does not permit retroactivity. The Constitution (Article XI, Section 10) prohibits officers or employees from receiving additional compensation for services already rendered. However, if the Board declares that salaries for management, confidential or unrepresented employees are indefinite, such action will suffice to permit retroactive salary finalization. When retroactive payment is made, it does not amount to payment of additional compensation, but payment of salaries, which have been finally set by the Governing Board. Salaries in such circumstances can be effective to a prior date.

Recommendation:

Staff recommends adoption of Resolution number 2-1516 declaring salaries indefinite to authorize retroactive pay.

Joyce Veasley  
Staff Contact Person

Business Services  
Department

Thomas Hanson  
Superintendent

**Mission Valley Regional Occupational Program**

**BOARD OF EDUCATION**

Resolution No. 2-1516

Declaring Salaries Indefinite to Authorize Retroactive Pay

**THE BOARD OF EDUCATION OF MISSION VALLEY REGIONAL OCCUPATIONAL PROGRAM HEREBY RESOLVES** the right to grant to those employees who are members of the classified, certificated, supervisory and management group, and as such are not covered by labor contracts, the right to salary and benefits improvements. This resolution would remove any doubt that the Board of Education has the right to improve salaries and benefits to non-represented employees on or after July 1, 2015, and to set the amounts and effective date of any such improvements.

**WHEREAS,** Mission Valley Regional Occupational Program employees who are in classified, certificated supervisory or management positions, and as such, not members of collective bargaining units, and their salaries and benefits are not negotiated in labor contracts; and,

**WHEREAS,** the Board of Education believes that salary and benefits consideration should be given to employees in classified, certificated, supervisory and management positions.

**THEREFORE BE IT RESOLVED** that the Board of Education of Mission Valley Regional Occupational Program reserves the right to consider and to improve salaries and benefits of one or all of the unrepresented groups being the classified, certificated, supervisory or management employees in Fiscal Year 215-16 and to make any such salary and benefits improvements, effective July 1, 2015, or any date thereafter during fiscal Year 2015-16.

ADOPTED this 15<sup>th</sup> day of October 2015, by the governing board of the Mission Valley Regional Occupational Program of Fremont California.

This is to Certify that the above resolution was adopted by the Board of Education at a regular meeting of the board.

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Clerk of the Governing Council

☐ Information  
☒ Action  
☐ Presentation

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

**AGENDA ITEM  
B&F #5**

**DATE OF BOARD MEETING: October 15, 2015**

**Title:** Approve Salary Schedules for 2015-16

**Background**

A 2% ongoing salary increase for all Mission Valley ROP employees was approved by the Governing Council on June 18, 2015.

**Current Status**

Salary schedules for all employee groups including Certificated Teachers, Classified Employees, and Management have been adjusted to reflect a 2% increase.

**Recommendation**

Staff recommends approval of the Salary Schedules for 2015-16 reflecting a 2% salary increase for all Mission Valley ROP employees, including Certificated Teachers, Classified Employees and Management.

Joyce Veasley, 657-1865 x15145  
Staff Contact Person

Business Services  
Department

Thomas Hanson  
Superintendent





**2015-16 CERTIFICATED INSTRUCTORS SALARY SCHEDULE  
6 HOURS  
(5 HOURS INSTRUCTION + 1 HOUR PREP)**

STEP	A Credential*			B +30 UNITS			C +45 UNITS			D +60 UNITS			E +75 UNITS		
	ANNUAL	DAILY	HRLY	ANNUAL	DAILY	HRLY	ANNUAL	DAILY	HRLY	ANNUAL	DAILY	HRLY	ANNUAL	DAILY	HRLY
1	52,457	285.09	47.52	54,316	295.20	49.20	56,179	305.32	50.89	58,036	315.41	52.57	59,898	325.54	54.26
2	54,316	295.20	49.20	56,179	305.32	50.89	58,036	315.41	52.57	59,898	325.54	54.26	61,758	335.64	55.94
3	56,179	305.32	50.89	58,036	315.41	52.57	59,898	325.54	54.26	61,758	335.64	55.94	63,616	345.74	57.62
4	58,036	315.41	52.57	59,898	325.54	54.26	61,758	335.64	55.94	63,616	345.74	57.62	65,476	355.85	59.31
5	59,898	325.54	54.26	61,758	335.64	55.94	63,616	345.74	57.62	65,476	355.85	59.31	67,336	365.96	60.99
6	61,758	335.64	55.94	63,616	345.74	57.62	65,476	355.85	59.31	67,336	365.96	60.99	69,198	376.08	62.68
7	63,616	345.74	57.62	65,476	355.85	59.31	67,336	365.96	60.99	69,198	376.08	62.68	71,055	386.17	64.36
8	65,476	355.85	59.31	67,336	365.96	60.99	69,198	376.08	62.68	71,055	386.17	64.36	72,918	396.29	66.05
9	67,336	365.96	60.99	69,198	376.08	62.68	71,055	386.17	64.36	72,918	396.29	66.05	74,777	406.40	67.73
10	69,198	376.08	62.68	71,055	386.17	64.36	72,918	396.29	66.05	74,777	406.40	67.73	76,636	416.50	69.42
11	71,055	386.17	64.36	72,918	396.29	66.05	74,777	406.40	67.73	76,636	416.50	69.42	78,497	426.62	71.10
12	72,918	396.29	66.05	74,777	406.40	67.73	76,636	416.50	69.42	78,497	426.62	71.10	80,357	436.72	72.79
13				76,636	416.50	69.42	78,497	426.62	71.10	80,357	436.72	72.79	82,217	446.83	74.47
14							80,357	436.72	72.79	82,217	446.83	74.47	84,077	456.94	76.16
15										84,077	456.94	76.16	85,935	467.04	77.84
16													87,794	477.14	79.52

\* Credential means credential held at time of hire.

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

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

Stipends:

Bachelors Degree 800

Masters Degree 1,300

Doctorate Degree 1,800

Employees will receive the highest educational stipend only

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

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

Calculation for Hourly Teachers on salary schedule will include step and column plus stipend (example: Step 1/Column A + Bachelors Degree Stipend= ((\$52,457 +800) divided by 184 days) divided by 6 Hours = \$48.24 hourly rate

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

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

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

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

last update 7/1/15 (2015-2016-Approved adjustment-9/8/15)



**2015-16 CERTIFICATED INSTRUCTORS SALARY SCHEDULE**  
**7 HOURS**  
**(6 HOURS INSTRUCTION + 1 HOUR PREP)**

STEP	A Credential*			B +30 UNITS			C +45 UNITS			D +60 UNITS			E +75 UNITS		
	ANNUAL	DAILY	HRLY	ANNUAL	DAILY	HRLY	ANNUAL	DAILY	HRLY	ANNUAL	DAILY	HRLY	ANNUAL	DAILY	HRLY
1	59,517	323.46	46.21	61,687	335.25	47.89	63,856	347.04	49.58	66,026	358.83	51.26	68,197	370.64	52.95
2	61,687	335.25	47.89	63,856	347.04	49.58	66,026	358.83	51.26	68,197	370.64	52.95	70,367	382.43	54.63
3	63,856	347.04	49.58	66,026	358.83	51.26	68,197	370.64	52.95	70,367	382.43	54.63	72,538	394.23	56.32
4	66,026	358.83	51.26	68,197	370.64	52.95	70,367	382.43	54.63	72,538	394.23	56.32	74,708	406.02	58.00
5	68,197	370.64	52.95	70,367	382.43	54.63	72,538	394.23	56.32	74,708	406.02	58.00	76,877	417.81	59.69
6	70,367	382.43	54.63	72,538	394.23	56.32	74,708	406.02	58.00	76,877	417.81	59.69	79,045	429.59	61.37
7	72,538	394.23	56.32	74,708	406.02	58.00	76,877	417.81	59.69	79,045	429.59	61.37	81,219	441.41	63.06
8	74,706	406.01	58.00	76,877	417.81	59.69	79,045	429.59	61.37	81,219	441.41	63.06	83,388	453.20	64.74
9	76,875	417.80	59.69	79,045	429.59	61.37	81,219	441.41	63.06	83,388	453.20	64.74	85,558	464.99	66.43
10	79,045	429.59	61.37	81,219	441.41	63.06	83,388	453.20	64.74	85,558	464.99	66.43	87,727	476.78	68.11
11	81,216	441.39	63.06	83,388	453.20	64.74	85,558	464.99	66.43	87,727	476.78	68.11	89,897	488.57	69.80
12	83,388	453.20	64.74	85,558	464.99	66.43	87,727	476.78	68.11	89,897	488.57	69.80	92,066	500.36	71.48
13				87,727	476.78	68.11	89,897	488.57	69.80	92,066	500.36	71.48	94,240	512.17	73.17
14							92,066	500.36	71.48	94,238	512.16	73.17	96,407	523.95	74.85
15										96,407	523.95	74.85	98,577	535.74	76.53
16													100,748	547.55	78.22

\* Credential means credential held at time of hire.

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

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

Stipends:

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

Employees will receive the highest educational stipend only

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

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

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

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

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

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

last update 7/1/15 (2015-2016-Approved adjustment-9/8/15)

Mission Valley ROP  
5019 Stevenson Blvd  
Fremont, CA 94538



**2015-16 Certificated Instructors  
Substitutes, Non-Instructional, & Summer School**

Position	Description	Rate
Summer School*	Hourly	44.30
Substitute Instructor (Regular)	Regular Sub Does not have a regular teaching assignment with MVROP Bloodborne Pathogens Workshop	31.65
Substitute Instructor (Long Term)	Long Term sub is for 10 or more days Long Term sub rate is retro-active to the first day if assignment is for 10 days or longer. Rate also used for differential pay for Certificated Instructor on Medical Leave (when all other paid leaves are exhausted).	
	Hourly Rate	34.40
	Daily Rate for 6 hours	206.40
	Daily Rate for 7 hours	240.80
Substitute Instructor Teacher with assigned class	Teacher with regular instructional assignment who subs	34.40
Non-Instructional Hourly Teacher	Curriculum Development Coop/CC hours Faculty Meetings WASC meetings (approved)	34.40

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

\*Summer School rate effective 1st day of Summer School June 2008

Board Approved elimination of Hourly Evening Rates 10/17/07

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

last update 7/1/15

(2015-2016-Approved adjustment-9/8/15)



MISSION VALLEY ROP  
5019 STEVENSON BLVD  
FREMONT, CA 94538



2015-16 MANAGEMENT SALARY SCHEDULE

STEP	POSITION	WORK DAYS	COLUMN							LONGEVITY						
			C	D	E	F	G	H		8 Yrs	11 Yrs	14 Yrs	17 Yrs			
1	Admin. Assistant/Public Relations Administrator Information Technology Manager*	261 Annual	76,128.48	79,051.68	81,974.88	84,417.84	86,965.20	89,575.20		91,809.36	94,106.16	96,444.72	98,866.80			
		261 Monthly	6,344.04	6,587.64	6,831.24	7,034.82	7,247.10	7,464.60		7,650.78	7,842.18	8,037.06	8,238.90			
		Daily	291.68	302.88	314.08	323.44	333.20	343.20		351.76	360.56	369.52	378.80			
2	ROP Coordinator (Classified)	Hourly	36.46	37.86	39.26	40.43	41.65	42.90		43.97	45.07	46.19	47.35			
		200 Annual	90,353.92	94,716.68	99,079.44	102,051.83	105,113.38	108,266.78		110,973.45	113,747.79	116,591.49	119,506.27			
		Monthly	7,529.49	7,893.06	8,256.62	8,504.32	8,759.45	9,022.23		9,247.79	9,478.98	9,715.96	9,958.86			
3	ROP Coordinator (Certificated)	Daily	451.77	473.58	495.40	510.26	525.57	541.33		554.87	568.74	582.96	597.53			
		226 Annual	102,099.93	107,029.84	111,959.77	115,318.56	118,778.12	122,341.46		125,400.00	128,535.00	131,748.38	135,042.09			
		Monthly	8,508.33	8,919.15	9,329.98	9,609.88	9,898.18	10,195.12		10,450.00	10,711.25	10,979.03	11,253.51			
4	Director of Educational Services (Certificated)	Daily	451.77	473.58	495.40	510.26	525.57	541.33		554.87	568.74	582.96	597.53			
		226 Annual	114,073.47	118,785.25	123,497.04	127,201.95	131,018.01	134,948.55		138,322.26	141,780.32	145,324.83	148,957.94			
		Monthly	9,506.12	9,898.77	10,291.42	10,600.16	10,918.17	11,245.71		11,526.86	11,815.03	12,110.40	12,413.16			
4	Director of Business Services (Classified)	Daily	504.75	525.60	546.45	562.84	579.73	597.12		612.05	627.35	643.03	659.11			
		261 Annual	114,067.44	118,786.32	123,505.20	127,200.96	131,022.00	134,947.44		138,330.00	141,775.20	145,324.80	148,957.92			
		Monthly	9,505.62	9,898.86	10,292.10	10,600.08	10,918.50	11,245.62		11,527.50	11,814.60	12,110.40	12,413.16			
		Daily	437.04	455.12	473.20	487.36	502.00	517.04		530.00	543.20	556.80	570.72			
		Hourly	54.63	56.89	59.15	60.92	62.75	64.63		66.25	67.90	69.60	71.34			

Monthly amount based on 12 months per year

Stipends:

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

Employees will receive the highest educational stipend only

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

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

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

Certificated Management Work Days do not include vacation days and holidays

\* Title Change Board approved 12/17/2009, no salary change (was Technology Supervisor)

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

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

Rates shown on this schedule are not necessarily the exact figures contained in the automated payroll system due to rounding. Rates shown are for General Information, not

last update 7/1/15 (2015-2016-Approved adjustment-9/8/15)



2015-16 CLASSIFIED CLERICAL SALARY SCHEDULE

STEP	POSITION		COLUMN					LONGEVITY					
			A	B	C	D	E	8 yrs	11 yrs	14 yrs	17 yrs	20 yrs	23 yrs
1	Attendance Clerk	Hourly	17.76	18.50	19.22	19.99	20.82	21.34	21.87	22.42	22.98	23.55	24.14
		Monthly	3,090.24	3,219.00	3,344.28	3,478.26	3,622.68	3,713.16	3,805.38	3,901.08	3,998.52	4,097.70	4,200.36
		Annual	37,082.88	38,628.00	40,131.36	41,739.12	43,472.16	44,557.92	45,664.56	46,812.96	47,982.24	49,172.40	50,404.32
2	Accounting Technician Receptionist/Administra Services Specialist	Hourly	20.26	21.22	22.21	23.17	24.12	24.72	25.35	25.98	26.63	27.30	27.98
		Monthly	3,525.24	3,692.28	3,864.54	4,031.58	4,196.88	4,301.28	4,410.90	4,520.52	4,633.62	4,750.20	4,868.52
		Annual	42,302.88	44,307.36	46,374.48	48,378.96	50,362.56	51,615.36	52,930.80	54,246.24	55,603.44	57,002.40	58,422.24
3	Senior Accounting Techr Secretary/Personnel Tec	Hourly	22.21	23.22	24.23	25.27	26.28	26.93	27.60	28.29	29.00	29.72	30.47
		Monthly	3,864.54	4,040.28	4,216.02	4,396.98	4,572.72	4,685.82	4,802.40	4,922.46	5,046.00	5,171.28	5,301.78
		Annual	46,374.48	48,483.36	50,592.24	52,763.76	54,872.64	56,229.84	57,628.80	59,069.52	60,552.00	62,055.36	63,621.36
3.10	Attendance Specialist	Hourly	24.01	25.10	26.22	27.42	28.65	29.37	30.10	30.86	31.63	32.43	33.23
		Monthly	4,177.74	4,367.40	4,562.28	4,771.08	4,985.10	5,110.38	5,237.40	5,369.64	5,503.62	5,642.82	5,782.02
		Annual	50,132.88	52,408.80	54,747.36	57,252.96	59,821.20	61,324.56	62,848.80	64,435.68	66,043.44	67,713.84	69,384.24
4	Administrative Secretary	Hourly	24.84	25.95	27.12	28.36	29.63	30.38	31.13	31.91	32.70	33.52	34.35
		Monthly	4,322.16	4,515.30	4,718.88	4,934.64	5,155.62	5,286.12	5,416.62	5,552.34	5,689.80	5,832.48	5,976.90
		Annual	51,865.92	54,183.60	56,626.56	59,215.68	61,867.44	63,433.44	64,999.44	66,628.08	68,277.60	69,989.76	71,722.80

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

Work year is based on 12 months for each range

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

Classified Annual salaries are calculated based on hourly rates times 8 hours/day times 261 days/year

Monthly rates are calculated based on Annual amount divided by 12 (months/year)

One year (from anniversary date) between each step.

Longevity: 2.5% at the beginning of 8, 11, 14, 17, 20, & 23 years of service (20 & 23 years approved 3/19/08)

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

Stipends:

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

Employees will receive the highest educational stipend only

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

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

Personnel Technician position move from step 2 to step 3 approved by ROP Council February 18, 2004

Attendance Specialist position approved by ROP Council March 17, 2004

Receptionist/Administrative Services Specialist position approved, by ROP Council March 22, 2012

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

Rates shown on this schedule are not necessarily the exact figures contained in the automated payroll system due to

last update 7/1/15

(2015-2016-Approved adjustment-9/8/15)

Mission Valley ROP  
5019 Stevenson Blvd  
Fremont, CA 94538



### 2015-16 CLASSIFIED OPERATIONS SALARY SCHEDULE

STEP	POSITION		COLUMN					LONGEVITY					
			A	B	C	D	E	8 Yrs	11 Yrs	14 Yrs	17 yrs	20 Yrs	23 Yrs
			F	G	H	I	J	K					
1	Custodian I	Hourly	18.96	19.77	20.62	21.45	22.34	22.90	23.47	24.06	24.66	25.28	25.91
	ROP Campus Supervisor	Monthly	3,299.04	3,439.98	3,587.88	3,732.30	3,887.16	3,984.60	4,083.78	4,186.44	4,290.84	4,398.72	4,508.34
		Annual	39,588.48	41,279.76	43,054.56	44,787.60	46,645.92	47,815.20	49,005.36	50,237.28	51,490.08	52,784.64	54,100.08
2	Custodian I	Hourly	19.91	20.76	21.64	22.53	23.45	24.03	24.63	25.25	25.88	26.52	27.18
	(Night)	Monthly	3,464.34	3,612.24	3,765.36	3,920.22	4,080.30	4,181.22	4,285.62	4,393.50	4,503.12	4,614.48	4,729.32
	(5% Differential for night shift)	Annual	41,572.08	43,346.88	45,184.32	47,042.64	48,963.60	50,174.64	51,427.44	52,722.00	54,037.44	55,373.76	56,751.84
3	Custodian II	Hourly	21.31	22.37	23.48	24.65	25.90	26.54	27.20	27.89	28.58	29.29	30.03
		Monthly	3,707.94	3,892.38	4,085.52	4,289.10	4,506.60	4,617.96	4,732.80	4,852.86	4,972.92	5,096.46	5,225.22
		Annual	44,495.28	46,708.56	49,026.24	51,469.20	54,079.20	55,415.52	56,793.60	58,234.32	59,675.04	61,157.52	62,702.64

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

Work year is based on 12 months for each range

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

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

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

One year (from anniversary date) between each step.

Longevity adds 2.5% to step at the beginning of 8, 11, 14, 17, 20 & 23 years of service (20 & 23 years approved 3/19/08)

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

#### Stipends:

Bachelors 800

Masters Degree 1,300

Doctorate Degree 1,800

Employees will receive the highest educational stipend only

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

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

Clothing Allowance for Custodians: \$240/year based on full time 12 mos./year

ROP Campus Supervisor approved 10/17/07

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

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

last update 7/1/15

(2015-2016-Approved adjustment-9/8/15)



MISSION VALLEY ROP  
5019 Stevenson Blvd  
Fremont, CA 94538



2015-16 CLASSIFIED TECHNICAL SALARY SCHEDULE

		COLUMN					LONGEVITY						
STEP	POSITION		A	B	C	D	E	8 Yrs	11 Yrs	14 Yrs	17 Yrs	20 Yrs	23 Yrs
1	Technology Aide	Hourly	20.25	21.22	22.21	23.17	24.12	24.72	25.35	25.98	26.63	27.30	27.98
	Computer Repair Technician	Monthly	3,523.50	3,692.28	3,864.54	4,031.58	4,196.88	4,301.28	4,410.90	4,520.52	4,633.62	4,750.20	4,868.52
		Annual	42,282.00	44,307.36	46,374.48	48,378.96	50,362.56	51,615.36	52,930.80	54,246.24	55,603.44	57,002.40	58,422.24
2	Technology Specialist	Hourly	26.42	26.59	28.89	30.19	31.59	32.37	33.18	34.01	34.85	35.72	36.62
	Computer Repair Specialist	Monthly	4,597.08	4,626.66	5,026.86	5,253.06	5,496.66	5,632.38	5,773.32	5,917.74	6,063.90	6,215.28	6,371.88
		Annual	55,164.96	55,519.92	60,322.32	63,036.72	65,959.92	67,588.56	69,279.84	71,012.88	72,766.80	74,583.36	76,462.56

Annual and Monthly Rates are based on a full time schedule, 8 hours per day, 261 days per year, 12 months per year  
Work year is based on 12 months for each range  
Work year is 12 months for each full time position (261 days per year, 8 hours per day)  
Classified Annual salaries are calculated based on hourly rates (hourly rate x 8 hours/day x 261 days/year)  
Monthly rate based on Annual divided by 12 (months/year)

One year (from anniversary date) between each step.

Longevity adds 2.5% to step at the beginning of 8, 11, 14, 17, 20 & 23 years of service (20 & 23 years approved 3/19/08)  
(If Classified employees move from one step to another, the longevity applies to the new step & column)

Stipends:

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

Employees will receive the highest educational stipend only

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

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

MVROP does not provide a separate allocation for medical insurance fringe benefits.  
Rates shown on this schedule are not necessarily the exact figures contained in the automated payroll system due to rounding. Rates shown are for general information, not for precise pay purposes.

last update 7/1/15 (2015-2016-Approved adjustment-9/8/15)

MISSION VALLEY ROP  
5019 Stevenson Blvd  
Fremont, CA 94538



**2015-16 Classified Clerical Aide Administration Office - Hourly Salary Schedule**

Year	Hourly Rate
15-16	11.01

Part Time -Temporary Position

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

**last update 7/1/15** (2015-2016-Approved adjustment-9/8/15)

MISSION VALLEY ROP  
5019 Stevenson Blvd  
Fremont, CA 94538



**2015-16 Clinical Supervisor Salary Schedule**

Year	Hourly Rate
2015-16	41.09

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

**last update 7/1/15** (2015-2016-Approved adjustment-9/8/15)



## Curriculum & Instruction



X Information  
X Action

MISSION VALLEY REGIONAL OCCUPATIONAL PROGRAM

BOARD OF EDUCATION

A G E N D A I T E M

C&I #1

DATE OF BOARD MEETING: October 15, 2015

TITLE: Approve/name Official Designee to act as MVROP  
representative of the Southern Alameda  
Consortia for AB104

Current Status:

According to AB 104, in order for Mission Valley ROP (MVROP) to receive Adult Education Block Grant funds the district (MVROP) must be a member of a consortium<sup>(1)</sup>. In addition, each member of the consortium must be represented by an authorized designee. The Board is requested to approve/name an official designee to act as the Mission Valley ROP representative of the Southern Alameda County Consortium (Ohlone)<sup>(2)</sup>.

(1)AB 104, Section 39, Article 9, 84908 (a) (1), "As a condition of receipt of an apportionment, a school district or county office of education is required to be a member of a consortium."

(2)AB 104, Section 39, Article 9, 84905 (c) states, "A member of the consortium shall be represented only by an official designate by the governing board of the member."

Recommendation:

Staff recommends approval of Dr. Cliff Adams-Hart as the official Mission Valley ROP representative for the Southern Alameda County Consortium (Ohlone).

<u>Dr. Cliff Adams-Hart</u>	<u>Educational Services</u>	<u>Thomas Hanson</u>
Staff Contact Person	Department	Superintendent



## Employment & Personnel

MISSION VALLEY REGIONAL OCCUPATIONAL CENTER/PROGRAM  
GOVERNING COUNCIL

AGENDA ITEM

\_\_\_\_\_ Information

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

Date: October 15, 2015

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: *Resignation.*

**Cliff Adams-Hart**

**ROP Center Administration**

**Thomas Hanson**

**Staff Contact**

**Location**

**Division**

**Superintendent**

CONSENT ITEMS  
MISSION VALLEY ROP

Certificated Personnel

**Resignation**

<b>NAME</b>	<b>POSITION</b>	<b>SUPERVISOR</b>	<b>EFFECTIVE DATE</b>	<b>OTHER</b>
James Briano	ROP Coordinator	Cliff Adams-Hart	9/25/15	

(con3oct15.16)





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:** October 15, 2015

**TITLE:** Review MVROP Fiscal Update

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**Background:**

The State Budget for 2015-16 included significant gains for K-12 school districts. Although the mandated maintenance of effort requirement for ROC/P's has expired, the Governor's 2015-16 budget outlined a new Career Technical Education Incentive grant program (SB148). Funds for this program were increased from the January Preliminary Budget and the June, 2015 Adopted Budget. This program is intended to accelerate the development of new and expanded high-quality CTE programs during the next three years and provide opportunities for program growth. The program provides one-time Proposition 98 funding in the amounts of \$400 million (2015-16), \$300 million (2016-17), and \$200 million (2017-18) through competitive grants in three sizes based on ADA. The program includes higher weighting of applicants who establish new programs, serve low-income, English-learner, or foster youth students, have a high drop-out rate, or are located in areas with high unemployment rates. It is anticipated that applications for the CTE incentive grant will be available within the first weeks of October, 2015 and are to include applicable MOU's for JPA partners. Funding is expected to be released in by February/March to cover a 12-18 month period.

**Current Status:**

The Governor signed the 2015-16 State Budget on June 24, 2015. There were no significant changes effecting Mission Valley ROP. Although maintenance of effort (MOE) is no longer mandated, JPA Districts have agreed to continue funding MVROP through 2016-17.

**Recommendation:**

None

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>





## **Business and Finance #2**

Information  
☒ Action  
Presentation

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

**AGENDA ITEM  
Business and  
Finance #2**

**DATE OF BOARD MEETING:** October 15, 2015

**TITLE:** Superintendent Contract Addendum #1

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**Background:**

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

**Current Status:**

A 2% salary increase was approved by the Governing Council on June 18, 2015 for all Mission Valley ROP employees, effective July 1, 2015. The Superintendent's current salary is \$174,440. The annual cost of a 2% salary increase for the Superintendent is \$3,488. The new salary will be \$177,928.

**Recommendation:**

Mission Valley ROP recommends approval of the new salary for the Superintendent and Addendum #1 of the Superintendent's contract.

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>

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

The parties hereto, Thomas Harris Hanson (Superintendent) and the Governing Council of the Mission Valley ROC/P, agree to the following modification to the Contract effective for the 2015-16 school year:

**8. Compensation**

The Superintendent shall receive an annual salary increase and/or payment which shall not be less than the increase and/or payment received by the members of the certificated teaching staff. The Superintendent shall receive a 2% base salary increase, excluding stipends, extra pay, fringe benefits, and transportation pay. The new salary will be \$177,928 effective July 1, 2015.

Approved in a public meeting at Mission Valley ROC/P on October 15, 2015

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

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Thomas Harris Hanson  
Superintendent

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

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Larry Sweeney, Clerk  
Governing Council, Mission Valley ROC/P

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Other  
Governing Council, MVROP



## **Business and Finance #3**



Information  
X Action  
Presentation

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

**AGENDA ITEM  
Business and Finance #3**

**DATE OF BOARD MEETING:** October 15, 2015

**TITLE:** Review Request for Additional Board Policy

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**Background:**

At the September 17, 2015 Governing Board meeting an inquiry was made related to approving Consultant Agreements and whether or not a Board Policy might be adopted to address the following concerns: Limit individual contracts to \$20,000 and ensure that limit addresses cumulative amounts.

**Current Status:**

Current policies require that MOU's, including those for Consultant agreements be reviewed by the Governing Council.

**Recommendation:**

Policies for Consultant Agreements from our JPA members will be reviewed and a MVROP draft policy will be presented to the board for discussion at a subsequent Board meeting.

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>



**End of Board Packet**