



**Mission Valley ROP**  
**Thursday, October 20, 2016**  
**4 p.m. Governing Council Meeting**  
**MVROP Board Room**  
**(510) 657-1865 Ext. 15141**



## Agenda

**Regular Meeting of the Governing Council**  
**Mission Valley Regional Occupational Center/ Program**  
**ROP Board Room**  
**Thursday, October 20, 2016**  
**Regular Meeting (Open Session) – 4p.m.**

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

**Pledge of Allegiance**

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

**Approval of Agenda:**

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

**Communication:**

- a. Items from the Staff
- b. Oral Communication
  - *Information and Communication Technologies Program Presentation*
  - *MVROP 2016 Teacher of the Year Presentation for Hector Albizo*
- c. Written Communication
  - *Letter from Alameda County Office of Education re: 2016-17 Adopted Budget*
  - *NCR Matching Grant Approval*
- d. Items from the Board
- e. Public Comment
  - Blue Speaker Card – Items on the agenda
  - Green Speaker Card – Items not on the agenda

**Consent Calendar:**

- a. **Minutes:**  
Approve minutes from the Governing Council meetings on September 15, 2016.
- b. **Business and Finance:**
  - B&F#1 Approve Purchase Orders over \$5,000
  - B&F#2 Approve Warrants \$5,000 and above
  - B&F#3 Adopt Resolution Number 1-1617  
Accept Donations to Mission Valley ROP
  - B&F#4 Approve Memorandum of Understanding between  
MVROP and the Fremont Unified School District-Irvington  
High School
  - B&F#5 Approve Memorandum of Understanding between  
Irvington High School at Fremont Unified School District  
and MVROP – PLTW

- B&F#6 Approve Memorandum of Understanding between Washington High School at Fremont Unified School District and MVROP – PLTW
- B&F#7 Approve Memorandum of Understanding between Mission San Jose High School at Fremont Unified School District and MVROP – PLTW
- B&F#8 Approve Memorandum of Understanding between Hopkins Junior High School at Fremont Unified School District and MVROP - PLTW
- B&F#9 Approve Memorandum of Understanding between Horner Junior High School at Fremont Unified School District and MVROP - PLTW
- B&F#10 Approve Memorandum of Understanding between Thornton Junior High School at Fremont Unified School District and MVROP – PLTW
- B&F#11 Approve Memorandum of Understanding between Walters Junior High School at Fremont Unified School District and MVROP – PLTW
- B&F#12 Approve Memorandum of Understanding between Centerville Junior High School at Fremont Unified School District and MVROP – PLTW
- B&F#13 Approve Actuarial Study of Retiree Health Liabilities

**c. Employment and Personnel:**

- E&P#1 Approve Report of Certificated Personnel Actions
- E&P#2 Approve Report of Classified Personnel Actions

**End of Consent Calendar:**

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

Board comments on Consent Calendar:

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

**Business and Finance #1**

**Information**

Review MVROP Fiscal Update

**Board Requests**

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

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





## Communication



# Alameda County Office of Education

L. Karen Monroe  
Superintendent

Gary Jones  
Associate Superintendent

## BOARD OF EDUCATION

Joaquin Rivera  
Trustee Area 1

Amber Childress  
Trustee Area 2

Ken Berrick  
Trustee Area 3

Aisha Knowles  
Trustee Area 4

Fred Sims  
Trustee Area 5

Eileen McDonald  
Trustee Area 6

Yvonne Cerrato  
Trustee Area 7

September 23, 2016



Jonas Dino, President  
Board of Education  
Mission Valley ROP  
5019 Stevenson Blvd.  
Fremont, CA 94538

RE: 2016-17 Adopted Budget

Dear President Dino:

In accordance with Education Code Section 42127, we have examined the Adopted Budget of Mission Valley ROP (the ROP) for fiscal year 2016-17 to determine if it complies with the Criteria and Standards adopted by the State Board of Education, and if it allows the ROP to meet its financial obligations during the upcoming fiscal year.

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

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

313 W. Winton Ave.  
Hayward, California  
94544-1136

(510) 887-0152

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



## Northern California Regional Liability Excess Fund

2355 Crenshaw Blvd, Suite 200, Torrance, CA 90501  
(310) 212-3344, Fax (310) 212-0300

October 4, 2016

**President:**  
Kimberly Dennis  
Alameda County  
Schools Insurance  
Group

**Vice President:**  
Brent Swanson  
Tulare County  
Schools Self  
Insurance Authority

**Secretary:**  
William Tucker  
Organization of  
Self-Insured Schools

**Treasurer:**  
Scott Lantsberger  
Washington Unified  
School District

Joyce Veasley  
East Bay SIG  
c/o Mission Valley ROP  
5019 Stevenson Blvd.  
Fremont, CA 94538

### RE: NCR Matching Grant Request Approval

Dear Ms. Veasley:

Congratulations! I am pleased to advise you that at the September 30, 2016 NCR Underwriting/Member Services Committee Meeting, the Committee approved your Matching Grant Program request up to the eligible amount of \$10,000.00 for reimbursement Surveillance Cameras at Mission Valley ROP. In order to receive reimbursement for this project, the Committee has requested you complete the following Keenan SafeSchools course: Crime Prevention through Physical Security.

In accordance with the Program Guidelines, to receive a reimbursement check for approved Matching Grant Funds, attach a copy of your purchase invoice(s), payment receipt(s), and certification of the Keenan SafeSchool Course to the Matching Grant Reimbursement Form available on the NCR website. Request for reimbursement must be received by September 29, 2017.

We will be back in touch within 6 months after the project implementation to get a brief qualitative analysis, i.e., how the product or service has reduced or prevented losses, which will assist NCR track the effectiveness of the program.

Thank you for taking the initiative to pursue the benefits of this program, and for helping to make NCR the best risk management solution for northern California schools!

Regards,

Ron Martin  
JPA Manager

cc: NCR Underwriting & Member Services Committee  
Kyle McKibbin, Account Executive  
Tara Cooper-Salaiz, Account Manager





## Consent Calendar



# Minutes

**Regular Meeting of the Governing Council  
Mission Valley Regional Occupational Center/ Program  
Thursday, September 15, 2016**

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

Present:

Jonas Dino, President  
Larry Sweeney, Vice President  
Nancy Thomas, 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 3-0 to approve all items on the September agenda.*

**Communication:**

**a. Items from Staff:**

- MVROP had a smooth start to the school year. A new student information system (SIS) by the name of Classmate, is being used this school year. There have been some minor growing pains during the transition; however it is much more reliable and easy to use than ASAP. Staff has been giving positive feedback overall.
- MVROP welcomed Peggy Nutz as the new Program Coordinator position. It has been a positive start to the new school year having a full staff.
- MVROP has a few events coming up including:
  - The ACOE Teacher of the Year Ceremony on October 6
  - The MVROP Back to School Night on October 13
- Superintendent Hanson will be attending a CAROCP board meeting on October 30. CAROCP has been calling for all JPA ROP's to collect student data to compile this information into a real time CTE data board. This is some of the same information the state has been requesting and this will be used by CAROCP to lobby legislators in support of CTE.
- MVROP may receive additional CTEIG funding. The state did not allocate all the funds and are now redistributing the additional money to those who had grants approved. Some changes have been made to the grant: the removal of the year-to-year spending deadlines and carryover will be permitted through year three.
- Cargill recently notified MVROP it would be approving the grant submitted by Ms. Aldinger, for a total of \$20,000 benefitting the Project Lead the Way Consortium. These funds will be used for future teacher training.

**b. Oral Communication:**

- MVROP Superintendent Thomas Hanson gave a presentation regarding the recent facilitates upgrades for the Culinary Arts classrooms to the Governing Council.

**c. Items from the Board:**

Member Thomas thanked MVROP for their work in the Culinary Arts program classroom located on the NMHS campus.

Member Dino announced NHUSD would be re-opening a middle school. NHUSD is currently polling the community to determine what type of magnet school it should be deemed. Member Dino hopes MVROP will eventually partner with the school to bring Project Lead the Way programs to the campus like the other NHUSD middle schools.

**d. Public Comment:**  
None

**Consent Calendar:**

*Member Thomas pulled the June minutes from the June 16 and June 28, 2016 meetings and B&F#4 for discussion. Both sets of meeting minutes were approved with the following edits:*

- *The June 16, 2016 meeting minute edit: Under approval for Board of Education #1 Member Dino is to replace member Rodriguez starting the motion for approval.*
- *The June 28, 2016 meeting minute edit: Under Business and Finance #1 the final vote to approve the item is to state 3-0.*

*B&F#4 was discussed and all member questions were answered.*

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

**Business and Finance #1**

**Review Budget Modification Plan**

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

*This item is information only.*

**Business and Finance #2**

**Review and Approve Report on  
Fiscal Year 2016-2017 Unaudited  
Actuals**

MVROP Director of Business Services, Joyce Veasley, reviewed Business and Finance #2 and answered subsequent Board inquiries regarding the MVROP Report on Fiscal Year 2016-2017 Unaudited Actuals.

Member Thomas made note of a discrepancy in the PowerPoint presentation. It was also noted that the report in B&F#2 was accurate.

*Member Thomas made a motion to approve Business and Finance #2, Review and Approve Report on Fiscal Year 2016-2017 Unaudited Actuals. Member Sweeney made a second to approve the motion. Members voted 3-0 to approve Business and Finance #2, Review and Approve Report on Fiscal Year 2016-2017 Unaudited Actuals.*

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

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

### **Review and Approve Mission Valley ROP Organizational Chart 2016-17**

*MVROP Director of Business Services, Joyce Veasley, reviewed Business and Finance #4 and answered subsequent Board inquiries regarding the Mission Valley ROP Organizational Chart 2016-17.*

*Member Dino made a motion to approve Business and Finance #4, Review and Approve Mission Valley ROP Organizational Chart 2016-17. Member Thomas made a second to approve the motion. Members voted 3-0 to approve Business and Finance #4, Review and Approve Mission Valley ROP Organizational Chart 2016-17.*

### **Board of Education #1**

### **Approve Variable Term Waiver Requests**

MVROP Director of Educational Services, Cliff Adams-Hart, reviewed Board of Education #1 and answered subsequent Board inquiries regarding the Variable Term Waiver Requests.

*Member Sweeney made a motion to approve Board of Education #1, Approve Variable Term Waiver Requests. Member Dino made a second to approve the motion. Members voted 3-0 to approve Board of Education #1, Approve Variable Term Waiver Requests.*

### **Board of Education #2**

### **Approve Subsequent Variable Term Waiver Requests**

MVROP Director of Educational Services, Cliff Adams-Hart, reviewed Board of Education #2 and answered subsequent Board inquiries regarding the Subsequent Variable Term Waiver Requests.

*Member Sweeney made a motion to approve Board of Education #2, Approve Subsequent Variable Term Waiver Requests. Member Thomas made a second to approve the motion. Members voted 3-0 to approve Board of Education #2, Approve Subsequent Variable Term Waiver Requests.*

### **Board Requests:**

None

**The meeting was adjourned at 4:57 p.m.**



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Jonas Dino, President

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Larry Sweeney, Vice President

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Nancy Thomas, Clerk



## **Business and Finance**

Includes Purchase Orders dated 08/31/2016 - 10/07/2016 \*\*\* Board Meeting Date October 20, 2016

PO Number	Vendor Name	Description	Location	Account Number	Account Amount
<b>PO Type PO</b>					
PO17-01526	RAY WEAVER GENERAL CONTRACTING	Classroom remodel	ROP Center	96-6387-0-6000-8100-5640-864-800-6621	29,646.00
PO17-01833	DATA NET IT	Cameras		96-0000-0-6000-2700-4300-860-800-6013	164.25
				96-0000-0-6000-2700-4400-860-800-6013	8,207.03
PO17-02218	SNAP ON INCORPORATED	Equipment		96-0000-0-6000-2700-5801-860-800-6013	2,750.00
PO17-02219				96-6387-0-6000-1000-4400-867-800-6703	26,311.22
PO17-02292	HARRIS COMPUTER SYSTEMS	Instructional Supplies		96-6387-0-6000-1000-4300-867-800-6703	15,483.86
PO17-02315	CENTRAL EQUIPMENT SERVICE	Maintenance		96-0000-0-6000-2700-5670-860-800-6013	5,000.00
PO17-02374	NEWARK UNIFIED SCHOOL DISTRICT	Scissor Lift		96-6387-0-6000-1000-6400-860-800-6703	31,512.45
		Salary reimbursements		96-0000-0-6000-1000-5801-864-800-6008	1,000.00
PO17-02375	NEW HAVEN UNIFIED SCHOOL DISTR	Salary reimbursements		96-0000-0-6000-2100-5801-864-800-6008	14,000.00
				96-0000-0-6000-3110-5801-864-800-6008	30,000.00
				96-0000-0-6000-1000-5801-867-800-6007	50,000.00
PO17-02585	PRECISION EXAMS LLC	Certification Exams		96-0000-0-6000-2100-5801-867-800-6007	15,000.00
PO17-02586	ACADEMIC SUPERSTORE	Interactive Pens		96-0000-0-6000-3110-5801-867-800-6007	30,000.00
				96-6387-0-6000-1000-5816-860-800-6998	7,200.00
				96-6387-0-6000-1000-4300-862-800-6115	2,237.36
PO17-02625	AMAZON.COM	Open PO		96-6387-0-6000-1000-4410-862-800-6115	3,941.89
PO17-02627	ADORAMA INC.	cameras		96-6387-0-6000-1000-4300-864-800-6621	6,000.00
				96-6387-0-6000-1000-4300-867-800-6110	8,233.19
<b>Total Number of POs</b>				<b>12</b>	
<b>Total for PO Type PO</b>					<b>286,687.25</b>

Information is further limited to: (Minimum Amount = 5,000.00, Department = MVR0P)

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

## Checks Dated 08/31/2016 through 10/07/2016

Board Meeting Date October 20, 2016

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
50829970	09/27/2016	CalPERS	96-3701	6,613.85	
50821109	09/21/2016	EMC/PARADIGM PUBLISHING	96-4100	3,104.61	
50821146	09/21/2016	JONES & BARTLETT LEARNING INC	96-4100	5,968.50	
50821160	09/21/2016	MCGRAW HILL SCHOOL EDUCATION HOLDINGS LLC	96-4100	12,134.77	
50821177	09/21/2016	PEARSON EDUCATION	96-4100	5,562.93	
50829937	09/27/2016	NCS PEARSON INC	96-4100	3,309.31	
50830973	10/05/2016	SYNCB/AMAZON #6045787810138129	96-4100	1,100.04	
50830973	10/05/2016	SYNCB/AMAZON #6045787810138129	96-4200	171.48	
50818915	09/07/2016	SYNCB/AMAZON #6045787810175121	96-4300	2.03-	
50818919	09/07/2016	SYNCB/AMAZON #6045787810138129	96-4300	2,092.48	
50818944	09/07/2016	COLLIN ENTERPRISES	96-4300	173.17	
50818949	09/07/2016	DALMATIAN FIRE EQUIPMENT INC	96-4300	6,907.21	
50818985	09/07/2016	LEVY PROMOTIONAL PRODUCTS	96-4300	1,486.24	
50818995	09/07/2016	MISSION VALLEY ROP REVOLVING CASH	96-4300	1,483.15	
50818998	09/07/2016	MOORE MEDICAL LLC	96-4300	328.96	
50819048	09/07/2016	ULINE ATTN: ACCOUNTS RECEIVABLE	96-4300	1,310.58	
50819050	09/07/2016	US BANK CORPORATE PAYMENT SYS	96-4300	467.44	
50819052	09/07/2016	VEX ROBOTICS INC	96-4300	2,584.60	
50819061	09/07/2016	WORLDPOINT ECC INC	96-4300	52.65	
50819062	09/07/2016	WORLDPOINT ECC INC	96-4300	1,281.15	
50820032	09/14/2016	ALLSTATE SIGN & PLAQUE CORP	96-4300	675.51	
50820065	09/14/2016	COMM USA GO WIRELESS	96-4300	512.19	
50820070	09/14/2016	DISCOUNT SCHOOL SUPPLY	96-4300	300.13	
50820082	09/14/2016	FRYS ELECTRONICS ATTN JOAN ACCOUNTS RECEIVABLE	96-4300	959.76	
50820089	09/14/2016	HARBOR FREIGHT TOOLS	96-4300	662.76	
50820090	09/14/2016	HARTMAN PUBLISHING INC	96-4300	552.49	
50820093	09/14/2016	HOME DEPOT CREDIT SERVICES DEPT 32-2500091081	96-4300	1,047.98	
50820116	09/14/2016	OFFICE DEPOT BUSINESS DIV-2	96-4300	1,982.88	
50820128	09/14/2016	SAFEWAY INC	96-4300	132.03	
50820136	09/14/2016	SMART & FINAL	96-4300	806.67	
50820147	09/14/2016	TRIMARK ECONOMY RESTAURANT FIX	96-4300	1,927.43	
50821051	09/21/2016	ALLIED AUTO STORES	96-4300	21.88	
50821053	09/21/2016	SYNCB/AMAZON #6045787810138129	96-4300	3,164.12	
50821082	09/21/2016	BuLLEX	96-4300	584.81	
50821107	09/21/2016	EAST BAY RESTAURANT SUPPLY INC	96-4300	3,800.89	
50821115	09/21/2016	EV WEST	Cancelled	617.47	*
50821133	09/21/2016	GRAYBAR ELECTRIC	96-4300	141.58	
50821135	09/21/2016	HARBOR FREIGHT TOOLS	96-4300	226.58	

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

ESCAPE ONLINE

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## Checks Dated 08/31/2016 through 10/07/2016

Board Meeting Date October 20, 2016

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
50821173	09/21/2016	OFFICE DEPOT BUSINESS DIV-2	96-4300	448.14	
50821192	09/21/2016	ROBERTS COMPANY INC	96-4300	27.91	
50821195	09/21/2016	SAFEWAY INC	96-4300	61.33	
50821199	09/21/2016	WARDS SCIENCE	96-4300	715.56	
50821210	09/21/2016	SMART & FINAL	96-4300	708.16	
50829838	09/27/2016	SYNCB/AMAZON #6045787810138129	96-4300	838.89	
50829846	09/27/2016	BARCO PRODUCTS CO	96-4300	460.43	
50829852	09/27/2016	BIO-RAD LABORATORIES	96-4300	1,335.21	
50829870	09/27/2016	DALE HARDWARE (DCIS)	96-4300	9.84	
50829877	09/27/2016	DICK BLICK ART MATERIALS	96-4300	292.27	
50829883	09/27/2016	US BANK CORP PAYMENT SYS FOR V EV WEST	96-4300	637.40	
50829890	09/27/2016	FREESTYLE SALES CO INC	96-4300	2,049.91	
50829901	09/27/2016	GRAYBAR ELECTRIC	96-4300	17.25	
50829944	09/27/2016	OFFICE DEPOT BUSINESS DIV-2	96-4300	739.60	
50829948	09/27/2016	PAUL CONWAY SHIELDS INC	96-4300	590.20	
50829965	09/27/2016	SMART & FINAL	96-4300	669.19	
50830955	10/05/2016	AB SUPPLY	96-4300	628.54	
50830973	10/05/2016	SYNCB/AMAZON #6045787810138129	96-4300	355.68	
50831013	10/05/2016	US BANK CORPORATE PAYMENT SYSTEM V# 002175	96-4300	516.81	
50831017	10/05/2016	DALE HARDWARE (DCIS)	96-4300	81.82	
50831027	10/05/2016	DICK BLICK ART MATERIALS	96-4300	161.41	
50831028	10/05/2016	DJEMBE DIRECT	96-4300	3,280.57	
50831044	10/05/2016	FOREMOST PROMOTIONS	96-4300	609.22	
50831059	10/05/2016	HULBERT LUMBER AND SUPPLY COMPANY	96-4300	1,217.44	
50831067	10/05/2016	JOHN THE SIGN GUY LLC	96-4300	468.61	
50831073	10/05/2016	LEONARD SAFETY EQUIPMENT INC.	96-4300	1,688.65	
50831077	10/05/2016	LINTON PAPER & SUPPLY	96-4300	106.75	
50831103	10/05/2016	OFFICE DEPOT BUSINESS DIV-2	96-4300	1,077.63	
50831131	10/05/2016	SMART & FINAL	96-4300	1,213.94	
50831147	10/05/2016	US BANK CORPORATE PAYMENT SYS	96-4300	163.18	
50818919	09/07/2016	SYNCB/AMAZON #6045787810138129	96-4310	226.28	
50821053	09/21/2016	SYNCB/AMAZON #6045787810138129	96-4310	618.88	
50821125	09/21/2016	FRYS ELECTRONICS ATTN JOAN ACCOUNTS RECEIVABLE	96-4310	41.59	
50821224	09/21/2016	AMERICAN EXPRESS LOAD# 028230 FOR V Troxell	96-4310	180.70	
50829893	09/27/2016	FRYS ELECTRONICS ATTN JOAN ACCOUNTS RECEIVABLE	96-4310	213.42	
50830973	10/05/2016	SYNCB/AMAZON #6045787810138129	96-4310	30.99	
50818949	09/07/2016	DALMATIAN FIRE EQUIPMENT INC	96-4400	18,936.64	

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

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## Checks Dated 08/31/2016 through 10/07/2016

Board Meeting Date October 20, 2016

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
50818998	09/07/2016	MOORE MEDICAL LLC	96-4400	702.08	
50820089	09/14/2016	HARBOR FREIGHT TOOLS	96-4400	1,204.49	
50820093	09/14/2016	HOME DEPOT CREDIT SERVICES DEPT 32-2500091081	96-4400	1,465.07	
50821082	09/21/2016	BuLLEX	96-4400	3,217.17	
50821205	09/21/2016	AMERICAN EXPRESS LOAD# 028230 FOR V SEARS	96-4400	4,071.08	
50829838	09/27/2016	SYNCB/AMAZON #6045787810138129	96-4400	133.37	
50829871	09/27/2016	DANKO EMERGENCY EQUIPMENT	96-4400	810.10	
50830973	10/05/2016	SYNCB/AMAZON #6045787810138129	96-4400	1,208.58	
50831013	10/05/2016	US BANK CORPORATE PAYMENT SYSTEM V# 002175	96-4400	602.24	
50831155	10/05/2016	AMERICAN EXPRESS LOAD# 028230 FOR V WEBSTAIRANT	96-4400	4,321.97	
50818924	09/07/2016	AMERICAN EXPRESS LOAD #028230 FOR VENDOR 3160	96-4410	13,475.78	
50820069	09/14/2016	AMERICAN EXPRESS LOAD# 028230 FOR DELL MARKETING LP V003504	96-4410	1,929.84	
50820133	09/14/2016	SE3D EDUCATION	96-4410	2,775.83	
50821103	09/21/2016	AMERICAN EXPRESS LOAD# 028230 FOR DELL MARKETING LP V003504	96-4410	4,969.09	
50831022	10/05/2016	AMERICAN EXPRESS LOAD# 028230 FOR DELL MARKETING LP V003504	96-4410	1,097.12	
50818883	09/07/2016	CATHERINE CECIL-HUNTER	96-5210	177.93	
50818898	09/07/2016	JACQUELINE D. ROSEN	96-5210	208.45	
50819968	09/14/2016	WILMER R. FARLEIGH	96-5210	408.93	
50820012	09/14/2016	JACKLYNN R. SPRAGUE	96-5210	10.04	
50820050	09/14/2016	CALCP/CAROCF CONFERENCE	96-5210	790.00	
50820092	09/14/2016	HOLIDAY INN CAPITOL PLAZA	96-5210	319.70	
50821077	09/21/2016	BJ TRAVEL	96-5210	413.92	
50821183	09/21/2016	RANCHO LAS PALMAS RESORT & SPA	96-5210	351.70	
50829810	09/27/2016	PEGGY NUTZ	96-5210	45.49	
50830960	10/05/2016	ACSA	96-5210	425.00	
50831008	10/05/2016	CBEA 2016 STATE CONFERENCE	96-5210	409.00	
50831034	10/05/2016	EMBASSY SUITES HOTEL	96-5210	1,134.24	
50831056	10/05/2016	HILTON GRAND VACATIONS	96-5210	517.44	
50831147	10/05/2016	US BANK CORPORATE PAYMENT SYS	96-5210	705.00	
50831157	10/05/2016	WESTCON	96-5210	795.00	
50831159	10/05/2016	WESTGATE LAS VEGAS	96-5210	299.04	
50831161	10/05/2016	YCOE ATTN: ANISSA STILL	96-5210	550.00	
50819992	09/14/2016	PEGGY NUTZ	96-5220	15.12	
50820002	09/14/2016	JONATHAN J. SABANGAN	96-5220	9.18	
50820012	09/14/2016	JACKLYNN R. SPRAGUE	96-5220	110.16	
50820019	09/14/2016	MICHAEL TRAN	96-5220	47.68	
50820025	09/14/2016	ACSA	96-5300	1,117.79	

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

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## Checks Dated 08/31/2016 through 10/07/2016

Board Meeting Date October 20, 2016

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
50821087	09/21/2016	CALIFORNIA SCHOOL BOARDS ASSN CO WEST AMERICA BANK	96-5300	1,438.00	
50819003	09/07/2016	PACIFIC GAS & ELECTRIC CO	96-5510	1,783.98	
50821215	09/21/2016	SPURR	96-5520	261.17	
50820030	09/14/2016	ALAMEDA CO WATER DISTRICT	96-5530	2,932.66	
50820126	09/14/2016	AMERICAN EXPRESS LOAD# 028230 FOR V REPUBLIC SVCS	96-5550	45.02	
50820126	09/14/2016	AMERICAN EXPRESS LOAD# 028230 FOR V REPUBLIC SVCS	96-5560	1,217.89	
50821086	09/21/2016	CALIFORNIA LANDSCAPES	96-5640	795.00	
50821184	09/21/2016	RAY WEAVER GENERAL CONTRACTING	96-5640	30,246.00	
50821213	09/21/2016	SONITROL	96-5640	134.00	
50821234	09/21/2016	WEST COAST MICROSCOPE SERVICE	96-5650	325.88	
50821208	09/21/2016	SHARP ELECTRONICS CORP SHARP BUSINESS SYSTEMS	96-5670	391.34	
50821226	09/21/2016	US BANK EQUIPMENT FINANCE	96-5670	627.39	
50821239	09/21/2016	XEROX CORPORATION	96-5670	2,518.50	
50829903	09/27/2016	HARRIS COMPUTER SYSTEMS	96-5670	5,000.00	
50820037	09/14/2016	AMPLIFIED IT	96-5801	3,300.00	
50820041	09/14/2016	ARAMARK UNIFORM SERVICES	96-5801	141.29	
50820144	09/14/2016	TOTAL COMPENSATION SYSTEMS INC	96-5801	1,600.00	
50821062	09/21/2016	ARAMARK UNIFORM SERVICES	96-5801	22.55	
50821104	09/21/2016	DIABLO VALLEY COLLEGE ATTN: DEBRA MUSKAR-COMM EDU	96-5801	300.00	
50821149	09/21/2016	KEEP IT SIMPLE COMPUTER CTR	96-5801	1,017.50	
50829970	09/27/2016	CalPERS	96-5801	64.97	
50830979	10/05/2016	ARAMARK UNIFORM SERVICES	96-5801	183.84	
50831099	10/05/2016	NEW HAVEN UNIFIED SCHOOL DISTRICT ACCOUNTS RECEIVABLE	96-5801	45.00	
50831142	10/05/2016	TOTAL COMPENSATION SYSTEMS INC	96-5801	1,600.00	
50820108	09/14/2016	MINUTEMAN PRESS	96-5802	410.95	
50829989	09/27/2016	MISSION COLLEGE SUSAN SCHENK	96-5803	670.00	
50831156	10/05/2016	MISSION COLLEGE SUSAN SCHENK	96-5803	250.00	
50818945	09/07/2016	CRAIGS LIST	96-5804	150.00	
50821102	09/21/2016	CRAIGS LIST	96-5804	150.00	
50831148	10/05/2016	VALLEY YELLOW PAGES DEPT 33302	96-5804	69.00	
50818995	09/07/2016	MISSION VALLEY ROP REVOLVING CASH	96-5813	25.00	
50821216	09/21/2016	STATE OF CALIFORNIA JUSTICE ACCOUNTING SVCS	96-5813	32.00	
50829857	09/27/2016	CELTX INC	96-5814	3,113.30	
50818950	09/07/2016	DASHLANE USA INC	96-5816	48.00	
50819008	09/07/2016	PROJECT LEAD THE WAY INC	96-5816	14,000.00	
50820069	09/14/2016	AMERICAN EXPRESS LOAD# 028230 FOR DELL MARKETING LP V003504	96-5816	550.25	
50820114	09/14/2016	NOGGIN LLC	96-5816	2,000.00	
50821078	09/21/2016	BLACKBOARD INC	96-5816	2,140.55	
50829966	09/27/2016	SHI INTERNATIONAL CORP	96-5816	984.00	

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

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Checks Dated 08/31/2016 through 10/07/2016				Board Meeting Date October 20, 2016		
Check Number	Check Date	Pay to the Order of		Fund Object	Expensed Amount	Check Amount
50830975	10/05/2016	AMPLIFIED IT		96-5816	510.00	
50831083	10/05/2016	ENGRADE LLC		96-5816	651.00	
50820110	09/14/2016	MRC SMART TECHNOLOGY SOLUTIONS		96-5910	15.96	
50831095	10/05/2016	MRC SMART TECHNOLOGY SOLUTIONS		96-5910	7.98	
50818929	09/07/2016	AT&T		96-5920	641.79	
50830984	10/05/2016	AT&T		96-5920	200.53	
50818902	09/07/2016	JOE S. SIMAS		96-5921	20.00	
50820019	09/14/2016	MICHAEL TRAN		96-5921	20.00	
50821038	09/21/2016	JOE S. SIMAS		96-5921	20.00	
50821100	09/21/2016	AMERICAN EXPRESS LOAD# 028230 FOR VENDOR 001125		96-5930	746.11	
50821099	09/21/2016	COMCAST		96-5940	166.27	
50829918	09/27/2016	LCA ARCHITECTS INC		96-6220	6,420.00	
50818983	09/07/2016	LCA ARCHITECTS INC		96-6226	1,515.87	
50829918	09/27/2016	LCA ARCHITECTS INC		96-6226	103.50	
50820143	09/14/2016	TECHNICON ENGINEERING SVCS INC		96-6244	388.00	
50831070	10/05/2016	KEEP IT SIMPLE COMPUTER CTR		96-6410	28,149.50	
50819035	09/07/2016	BOARD OF EQUALIZATION	SPECIAL TAXES AND FEES	96-9507	2,467.61	
50818954	09/07/2016	DELTA DENTAL	CLIENT SERVICES	96-9560	3,972.88	
50831025	10/05/2016	DELTA DENTAL	CLIENT SERVICES	96-9560	3,884.48	
50818954	09/07/2016	DELTA DENTAL	CLIENT SERVICES	96-9561	226.41	
50831025	10/05/2016	DELTA DENTAL	CLIENT SERVICES	96-9561	75.47	
50818954	09/07/2016	DELTA DENTAL	CLIENT SERVICES	96-9562	1,045.31	
50831025	10/05/2016	DELTA DENTAL	CLIENT SERVICES	96-9562	1,045.31	
50818953	09/07/2016	DELTA DENTAL INS. COMPANY	ACCOUNTS RECEIVABLE	96-9564	385.70	
50831024	10/05/2016	DELTA DENTAL INS. COMPANY	ACCOUNTS RECEIVABLE	96-9564	385.70	
50818953	09/07/2016	DELTA DENTAL INS. COMPANY	ACCOUNTS RECEIVABLE	96-9567	38.57	
50831024	10/05/2016	DELTA DENTAL INS. COMPANY	ACCOUNTS RECEIVABLE	96-9567	38.57	
Cancel	1	617.47	Total Number of Checks		151	300,240.46

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

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

MISSION VALLEY REGIONAL OCCUPATIONAL PROGRAM  
BOARD OF EDUCATION

A G E N D A    I T E M  
B&F #3

DATE OF BOARD MEETING:    October 20, 2016

TITLE:            Adopt Resolution No. 1-1617  
                    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:**

Donated to	Donated by	Item(s)	Value
PLTW	Cargill	Check	\$20,000.00
PLTW	Lam Research	Check	\$30,000.00
Graphics	Student	Check	\$     15.00

**Recommendation:**

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

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

**FOR MISSION VALLEY REGIONAL OCCUPATIONAL PROGRAM**

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

Fremont, California  
Date: October 20, 2016

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

Local Income - PLTW Donations, Student donation to General Fund

INCOME APPROPRIATION	ACCOUNT NO.	AMOUNT
Local Income	96-9601-0-0000-0000-8699-000-000-0000	\$ 50,000
Local Income	96-0000-0-0000-0000-8699-860-000-6101	\$ 15
		\$ 50,015

EXPENDITURE APPROPRIATION	ACCOUNT NO.	AMOUNT
Teacher Stipend	96-9601-0-6000-1000-1140-851-800-6506	\$ 2,000
Teacher Stipend Benefits	96-9601-0-6000-1000-3101-851-800-6506	\$ 333
Travel and Conference, Center	96-9601-0-6000-1000-5210-860-800-6506	\$ 1,500
Travel and Conference, Center	96-9601-0-6000-1000-5210-860-800-6507	\$ 1,500
Travel and Conference, Irvington HS	96-9601-0-6000-1000-5210-851-800-6506	\$ 1,500
Travel and Conference, NMHS	96-9601-0-6000-1000-5210-864-800-6506	\$ 1,475
Travel and Conference	96-9601-0-6000-1000-5210-860-800-6506	\$ 41,692
Motion Graphics Center, McDonell	96-0000-0-6000-1000-4300-860-800-6101	\$ 15
		\$ 50,015

Respectfully submitted,

\_\_\_\_\_  
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  
BOARD OF EDUCATION**

**AGENDA ITEM**

**B&F # 4**

**Date of Board Meeting:      October 20, 2016**

**TITLE:                              Approve Memorandum of Understanding between MVROP  
and the Fremont Unified School District-Irvington High School**

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**Background:**

Irvington High School received funding through the California Partnership Academy grant to create career pathways for at risk students within the Information Technology industry sector. The grant's administrative requirements are fulfilled by a designated credentialed staff member whose assignment is funded through the grant.

**Current Status:**

Mission Valley ROP is able to provide a credentialed staff person to assigned to the California Partnership Academy coordinator position at Irvington High School for the Information Technology Academy (ITA).

**Recommendation:**

MVROP recommends approval of the Memorandum of Understanding with Fremont Unified School District.

---

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



**Memorandum of Understanding  
(MOU)**

By this agreement made between and entered into 5<sup>th</sup> day July 2016 between Mission Valley Regional Occupational Program (hereinafter referred to as MVROP), and Fremont Unified School District Irvington High School (hereinafter referred to as IHS) in consideration of mutual covenants, the parties hereto agree as follows:

- A. DESCRIPTION OF SERVICES:** MVROP has agreed to allow Hector Albizo an employee of MVROP, to serve as the Information Technology Academy (ITA) coordinator for Irvington High School for a stipend of \$4,000 during the 2016-17 school year. For such services, IHS agrees to pay Hector Albizo for the stipend of \$4,000 plus statutory benefits.
- B. PURPOSE OF MOU:** The purpose of this MOU is to provide credentialed staff for California Partnership Academy coordinator position at Irvington High School for the Information Technology Academy (ITA).
- C. DUTIES OF IHS:** IHS agrees to pay Hector Albizo \$4,000 plus statutory benefits for said assignment by the direct payroll charge to the following budget code:  
**01-6385-1-0000-2101-1140-051-051-2026**
- D. MVROP OBLIGATIONS:** MVROP agrees to allow Hector Albizo to serve as the Information Technology Academy coordinator for IHS for stipend of \$4,000 plus statutory benefits.
- E. COMPENSATION:** For the period of this agreement, IHS shall pay Hector Albizo a stipend of \$4,000 plus statutory benefits estimated at 16%. Total amount not to exceed: \$4,640.
- F. PERIOD OF MOU:** This MOU will be in effect for 180 days of employment during the period August 26, 2016 through June 15, 2017.
- G. INSURANCE:** MVROP warrants appropriate insurance coverage for employees of MVROP.
- H. GENERAL TERMS AND CONDITIONS:**
  - 1. **INDEMNIFICATION:** IHS 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 IHS or MVROP in the performance of this agreement.

2. **INSURANCE:** IHS 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.
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 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.
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 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 local education agencies.

- I. COMMUNICATIONS:** Communications between the parties to this Agreement may be sent to the appropriate local education agency's main office addressed to the following.

Sarah Smoot  
Principal  
Irvington High School  
41800 Blacow Road  
Fremont, CA 94538

Thomas Hanson  
Superintendent  
Mission Valley ROP  
5019 Stevenson Boulevard  
Fremont, CA 94538

- J. UNDERSTANDING AND ACCEPTANCE OF THE PARTIES:** This Agreement constitutes the entire understanding of the parties. IHS and MVROP signatures below signify both an understanding and acceptance of the contract provisions.

**K. FUSD REPRESENTATIVE**

Signature: Sarah Smoot  
Print name: Sarah Smoot  
Title: Principal  
Date Signed: 8/24/16

Signature: Raul A. Parungao  
Print name: Raul A. Parungao  
Title: Associate Superintendent  
Date Signed: 9/9/16

Signature: James Morris  
Print name: James Morris  
Title: Superintendent  
Date Signed: 09/09/2016

**MVRO REPRESENTATIVE**

Signature: Cliff Adams-Hart  
Print name: Cliff Adams-Hart  
Title: Director of Educational Services  
Date Signed: 8/24/16

Signature: Joyce Veasley  
Print name: JOYCE VEASLEY  
Title: Director of Business Services  
Date Signed: 8/24/16

Signature: Thomas Hanson  
Print name: THOMAS HANSON  
Title: Superintendent  
Date Signed: 8/24/16



X   Information  
  X   Action

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

**AGENDA ITEM**

**B&F # 5**

**Date of Board Meeting:**     **October 20, 2016**

**TITLE:**                     **Approve Memorandum of Understanding between Irvington High School at Fremont Unified School District and MVROP - PLTW**

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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 who 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 Irvington High School 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 school year 2016-17. Estimated costs associated with the MOU should not exceed \$3,600.

**Recommendation:**

Staff recommends approval of the Memorandum of Understandings between Irvington High School at Fremont Unified School District and Mission Valley ROP.

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

## **Memorandum of Understanding (MOU)**

By this agreement made between Mission Valley Regional Occupational Program (hereinafter referred to as MVROP) and Irvington High School (hereinafter referred to as IHS) 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 Irvington High School (IHS) and MVROP in maintaining foundational Project Lead The Way (PLTW) coursework.
- B. DESCRIPTION OF SERVICES:** MVROP and IHS have agreed to support foundational PLTW engineering courses Introduction to Engineering Design (IED), and Principles of Engineering (POE) with the following effort:
- C. IHS OBLIGATIONS:** IHS will provide the teacher to teach IED and/or POE out of school staffing in the 2016-2017 school 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 2016-2017 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 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 2016-2017 school year, MVROP estimates support for IHS will not to exceed \$3,600 for expenditure items described in D1 above.
- E. IHS AND MVROP VISION:** It is conceptually agreed to by IHS and MVROP that as the PLTW program grows and stabilizes, MVROP would continue to provide PLTW membership, teacher summer training costs, related training stipend/s, classroom instructional material support, VEX kits for POE and computer lab refreshing when necessary. Our joint vision is to cooperatively support up to 3 sections of IED/POE at IHS 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, Computer Science, and Civil Engineering and Architecture.
- F. PERIOD OF MOU:** This MOU will be in effect for the 180 instructional days during the 2016-2017 school year.



## **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**

1. Principal, IHS

Signature: Sarah Smoot  
Print name: Sarah Smoot  
Date Signed: 8/15/16

2. Associates Superintendent, Business

Signature: Paul A. Parungao  
Print name: Paul A. Parungao  
Date Signed: 9/19/16

3. Superintendent

Signature: James Morris  
Print name: JAMES MORRIS  
Date Signed: 09/09/2016

**MVROP REPRESENTATIVE**

Director, Educational Services

Signature: Cliff Adams-Hart  
Print name: Cliff Adams-Hart  
Date Signed: 8/11/16

Director, Business Services

Signature: Joyce Veasley  
Print name: JOYCE VEASLEY  
Date Signed: 8/10/16

Superintendent

Signature: Thomas Hanson  
Print name: THOMAS HANSON  
Date Signed: 8/11/16

X Information  
X Action

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

**AGENDA ITEM**

**B&F # 6**

**Date of Board Meeting:**      **October 20, 2016**

**TITLE:**                              **Approve Memorandum of Understanding between  
Washington High School at Fremont Unified School District  
and MVROP – PLTW**

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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 who 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 High School 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 school year 2016-17. Estimated costs associated with the MOU should not exceed \$3,600.

**Recommendation:**

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

Joyce Veasley  
Staff Contact

Business Services  
Division

Thomas Hanson  
Superintendent, Mission Valley ROP

## **Memorandum of Understanding (MOU)**

By this agreement made 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 and/or POE out of school staffing in the 2016-2017 school 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 2016-2017 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 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 2016-2017 school year, MVROP estimates support for WHS will not to exceed \$3,600 for expenditure items described in D1 above.
- E. WHS AND MVROP VISION:** It is conceptually agreed by WHS and MVROP that as the PLTW program grows and stabilizes, MVROP would continue to provide PLTW membership, teacher summer training costs, related training stipend/s, classroom instructional material support, VEX kits for POE and computer lab refreshing when necessary. Our joint vision is to cooperatively support up to 3 sections of IED/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, Computer Science, and Civil Engineering and Architecture.
- F. PERIOD OF MOU:** This MOU will be in effect for the 180 instructional days during the 2016-2017 school year.

## **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 worker's 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

1. Principal, WHS

Signature: [Signature]

Print name: Robert Moran

Date Signed: 8/17/16

2. Associates Superintendent, Business

Signature: [Signature]

Print name: Paul A. Parungo

Date Signed: 9/19/16

3. Superintendent

Signature: [Signature]

Print name: James Morris

Date Signed: 09/09/2016

MVROP REPRESENTATIVE

Director, Educational Services

Signature: [Signature]

Print name: Cliff Adams-Hart

Date Signed: 8/11/16

Director, Business Services

Signature: [Signature]

Print name: JOYCE VEASLEY

Date Signed: 8/11/16

Superintendent

Signature: [Signature]

Print name: THOMAS HANSON

Date Signed: 8/11/16

X   Information  
  X   Action

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

**AGENDA ITEM**

**B&F # 7**

**Date of Board Meeting:**     **October 20, 2016**

**TITLE:**                     **Approve Memorandum of Understanding between Mission  
San Jose High School at Fremont Unified School District and  
MVROP – PLTW**

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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 who 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 Mission San Jose High School 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 school year 2016-17. Estimated costs associated with the MOU should not exceed \$3,600.

**Recommendation:**

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

Joyce Veasley  
Staff Contact

Business Services  
Division

Thomas Hanson  
Superintendent, Mission Valley ROP

## **Memorandum of Understanding (MOU)**

By this agreement made 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 and/or POE out of school staffing in the 2016-2017 school 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 2016-2017 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 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 2016-2017 school year, MVROP estimates support for MSJHS will not to exceed \$3,600 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 and stabilizes, MVROP would continue to provide PLTW membership, teacher summer training costs, related training stipend/s, classroom instructional material support, VEX kits for POE and computer lab refreshing when necessary. Our joint vision is to cooperatively support up to 3 sections of IED/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, Computer Science, and Civil Engineering and Architecture.
- F. PERIOD OF MOU:** This MOU will be in effect for the 180 instructional days during the 2016-2017 school year.



P. FUSD REPRESENTATIVE

1. Principal, MSJHS

Signature: [Signature]  
Print name: Frank Larsen  
Date Signed: 8-16-14

2. Associates Superintendent, Business

Signature: [Signature]  
Print name: Braul A. Parungao  
Date Signed: 9/9/16

3. Superintendent

Signature: [Signature]  
Print name: James Morris  
Date Signed: 09/09/2014

MVROP REPRESENTATIVE

Director, Educational Services

Signature: [Signature]  
Print name: Cliff Adams  
Date Signed: 8/11/16

Director, Business Services

Signature: [Signature]  
Print name: JOYCE VEASLEY  
Date Signed: 8/11/16

Superintendent

Signature: [Signature]  
Print name: THOMAS HANSEN  
Date Signed: 8/11/16

X Information  
X Action

## MISSION VALLEY REGIONAL OCCUPATIONAL PROGRAM

### AGENDA ITEM

#### B&F # 8

**Date of Board Meeting:**      **October 20, 2016**

**TITLE:**                              **Approve Memorandum of Understanding between Hopkins Junior High School at Fremont Unified School District and MVROP - PLTW**

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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 students who would be coming to the MVROP Center at the high school level, the foundational courses such as Gateway to Technology (GLTW) PLTW course Automation and Robotics must be supported and maintained at the junior high school sites.

#### **Current Status:**

Mission Valley ROP and Hopkins Junior High School 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 school year 2016-17. Estimated costs associated with the MOU should not exceed \$13,750.

#### **Recommendation:**

Staff recommends approval of the Memorandum of Understandings between Hopkins Junior High School at Fremont Unified School District and Mission Valley ROP.

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Joyce Veasley  
Staff Contact

Business Services  
Division

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Thomas Hanson  
Superintendent, Mission Valley ROP

**Memorandum of Understanding  
(MOU)**

By this agreement made and entered into the 5<sup>th</sup> day of July 2016, between Mission Valley Regional Occupational Program (hereinafter referred to as MVROP) and Hopkins Junior High School (hereinafter referred to as Hopkins) 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 Hopkins Junior High School and MVROP in maintaining foundational Project Lead The Way (PLTW) coursework.
- B. **DESCRIPTION OF SERVICES:** MVROP and Hopkins have agreed to support foundational Gateway To Technology (GTT) PLTW course Automation and Robotics with the following effort:
- C. **HOPKINS OBLIGATIONS:** Hopkins will provide the teacher to teach the robotics course out of school staffing in the 2016-2017 school year. The site will plan to maintain the FTE support in future years.
- D. **MVROP OBLIGATIONS:** MVROP will provide the major items of expense required by the GTT – PLTW in order to implement the program outside of employing the teacher.
  - 1. In the 2016-2017 school year, MVROP will pay the PLTW school membership (\$750), summer teacher conference costs (\$2000), and provide a teacher stipend for summer training (\$1000). Start up Vex Robotics kits will also be provided not to exceed \$10,000.
  - 2. These levels of support are consistent with that of MVROP's PLTW consortium member schools.
  - 3. In the 2016-2017 school year, MVROP estimates support for Hopkins will equal an amount not to exceed \$13,750 for expenditure items described in D1 above.
- E. **HOPKINS AND MVROP VISION:** It is conceptually agreed to by Hopkins and MVROP that MVROP would continue to provide PLTW membership, teacher summer training costs as needed, and related training stipend/s while Hopkins continue to provide required FTE. Our joint vision is to cooperatively support a single section of Automation and Robotics in grade 8 in order to produce a continuous stream STEM-aware students entering PLTW high school programs in the attendance area. It is the vision of Mission Valley that establishing this level of sustainable coursework at the Junior High level will create a school culture that embraces and supports STEM coursework.

- F. PERIOD OF MOU:** This MOU will be in effect for 180 instructional days during the period July 1, 2016 through June 30, 2017 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**

1. Principal, Hopkins Junior High School

Signature: [Signature]

Print name: Corey Brown

Date Signed: 8/17/16

2. Associates Superintendent, Business

Signature: [Signature]

Print name: Paula Parungao

Date Signed: 9/9/16

3. Superintendent

Signature: [Signature]

Print name: James Morris

Date Signed: 09/09/2016

**MVROP REPRESENTATIVE**

Director, Educational Services

Signature: [Signature]

Print name: Cliff Adams-Hart

Date Signed: 8/11/16

Director, Business Services

Signature: [Signature]

Print name: JOYCE VEASLEY

Date Signed: 8/11/16

Superintendent

Signature: [Signature]

Print name: THOMAS HANSON

Date Signed: 8/11/16

X Information  
X Action

## MISSION VALLEY REGIONAL OCCUPATIONAL PROGRAM

### AGENDA ITEM

#### B&F # 9

**Date of Board Meeting:**      **October 20, 2016**

**TITLE:**                              **Approve Memorandum of Understanding between Horner Junior High School at Fremont Unified School District and MVROP – PLTW**

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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 students who would be coming to the MVROP Center at the high school level, the foundational courses such as Gateway to Technology (GLTW) PLTW course Automation and Robotics must be supported and maintained at the junior high school sites.

#### **Current Status:**

Mission Valley ROP and Horner Junior High School 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 school year 2016-17. Estimated costs associated with the MOU should not exceed \$13,750.

#### **Recommendation:**

Staff recommends approval of the Memorandum of Understandings between Horner Junior High School at Fremont Unified School District and Mission Valley ROP.

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Joyce Veasley  
Staff Contact

Business Services  
Division

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Thomas Hanson  
Superintendent, Mission Valley ROP

## **Memorandum of Understanding (MOU)**

By this agreement made and entered into the 5<sup>th</sup> day of July 2016, between Mission Valley Regional Occupational Program (hereinafter referred to as MVROP) and Horner Junior High School (hereinafter referred to as Horner) 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 Horner Junior High School and MVROP in maintaining foundational Project Lead The Way (PLTW) coursework.
- B. DESCRIPTION OF SERVICES:** MVROP and Horner have agreed to support foundational Gateway To Technology (GTT) PLTW course Automation and Robotics with the following effort:
- C. HORNER OBLIGATIONS:** Horner will provide the teacher to teach the robotics course out of school staffing in the 2016-2017 school year. The site will plan to maintain the FTE support in future years.
- D. MVROP OBLIGATIONS:** MVROP will provide the major items of expense required by the GTT – PLTW in order to implement the program outside of employing the teacher.
  - 1. In the 2016-2017 school year, MVROP will pay the PLTW school membership (\$750), summer teacher conference costs (\$2000), and provide a teacher stipend for summer training (\$1000). Start up Vex Robotics kits will also be provided not to exceed \$10,000.
  - 2. These levels of support are consistent with that of MVROP's PLTW consortium member schools.
  - 3. In the 2016-2017 school year, MVROP estimates support for Horner will equal an amount not to exceed \$13,750 for expenditure items described in D1 above.
- E. HORNER AND MVROP VISION:** It is conceptually agreed to by Horner and MVROP that MVROP would continue to provide PLTW membership, teacher summer training costs as needed, and related training stipend/s while Horner continue to provide required FTE. Our joint vision is to cooperatively support a single section of Automation and Robotics in grade 8 in order to produce a continuous stream STEM-aware students entering PLTW high school programs in the attendance area. It is the vision of Mission Valley that establishing this level of sustainable coursework at the Junior High level will create a school culture that embraces and supports STEM coursework.
- F. PERIOD OF MOU:** This MOU will be in effect for 180 instructional days during the period July 1, 2016 through June 30, 2017 as required by the FUSD instructional calendar for teachers.



- F. **PERIOD OF MOU:** This MOU will be in effect for 180 instructional days during the period July 1, 2016 through June 30, 2017 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**

1. Principal, Horner Junior High School

Signature: Jana Holmes  
Print name: Jana Holmes  
Date Signed: 8/16/16

2. Associates Superintendent, Business

Signature: Kaul A. Parungao  
Print name: Kaul A. Parungao  
Date Signed: 9/9/16

3. Superintendent

Signature: James Morris  
Print name: James Morris  
Date Signed: 09/09/2014

**MVROP REPRESENTATIVE**

Director, Educational Services

Signature: Cliff Adams-Hart  
Print name: Cliff Adams-Hart  
Date Signed: 8/11/16

Director, Business Services

Signature: Joyce Veasley  
Print name: JOYCE VEASLEY  
Date Signed: 8/11/16

Superintendent

Signature: Thomas Hanson  
Print name: THOMAS HANSON  
Date Signed: 8/11/16

X Information  
X Action

## MISSION VALLEY REGIONAL OCCUPATIONAL PROGRAM

### AGENDA ITEM

B&F # 10

**Date of Board Meeting:**      **October 20, 2016**

**TITLE:**                              **Approve Memorandum of Understanding between Thornton Junior High School at Fremont Unified School District and MVROP - PLTW**

---

#### **Background:**

Mission Valley ROP has offered Project Lead the Way courses since 2012-13. In order to produce a continuous stream of students who would be coming to the MVROP Center at the high school level, the foundational courses such as Gateway to Technology (GLTW) PLTW course Automation and Robotics must be supported and maintained at the junior high school sites.

#### **Current Status:**

Mission Valley ROP and Thornton Junior High School 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 school year 2016-17. Estimated costs associated with the MOU should not exceed \$13,750.

#### **Recommendation:**

Staff recommends approval of the Memorandum of Understandings between Thornton Junior High School at Fremont Unified School District and Mission Valley ROP.

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

**Memorandum of Understanding  
(MOU)**

By this agreement made and entered into the 5<sup>th</sup> day of July 2016, between Mission Valley Regional Occupational Program (hereinafter referred to as MVROP) and Thornton Junior High School (hereinafter referred to as THORNTON) 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 Thornton Junior High School and MVROP in maintaining foundational Project Lead The Way (PLTW) coursework.
- B. DESCRIPTION OF SERVICES:** MVROP and Thornton have agreed to support foundational Gateway To Technology (GTT) PLTW course Automation and Robotics with the following effort:
- C. THORNTON OBLIGATIONS:** Thornton will provide the teacher to teach the robotics course out of school staffing in the 2016-2017 school year. The site will plan to maintain the FTE support in future years.
- D. MVROP OBLIGATIONS:** MVROP will provide the major items of expense required by the GTT – PLTW in order to implement the program outside of employing the teacher.
  - 1. In the 2016-2017 school year, MVROP will pay the PLTW school membership (\$750), and up to \$1000 for Vex Robotics kit supplement/replacement needs for year 2 of this effort.
  - 2. These levels of support are consistent with that of MVROP's PLTW consortium member schools.
  - 3. In the 2016-2017 school year, MVROP estimates support for Thornton will equal an amount not to exceed \$1,750 for expenditure items described in D1 above.
- E. THORNTON AND MVROP VISION:** It is conceptually agreed to by Thornton and MVROP that MVROP would continue to provide PLTW membership, teacher summer training costs as needed, and related training stipend/s while Thornton continue to provide required FTE. Our joint vision is to cooperatively support a single section of Automation and Robotics in grade 8 in order to produce a continuous stream STEM-aware students entering PLTW high school programs in the attendance area. It is the vision of Mission Valley that establishing this level of sustainable coursework at the Junior High level will create a school culture that embraces and supports STEM coursework.
- F. PERIOD OF MOU:** This MOU will be in effect for 180 instructional days during the period July 1, 2016 through June 30, 2017 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 worker's 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**

1. Principal, Thornton Junior High School

Signature: Stan Hicks

Print name: STAN HICKS

Date Signed: 8/19/16

2. Associate Superintendent, Business

Signature: Raul A. Parungao

Print name: Raul A. Parungao

Date Signed: 9/9/16

3. Superintendent

Signature: James Morris

Print name: James Morris

Date Signed: 09/09/2016

**MVROP REPRESENTATIVE**

Director, Educational Services

Signature: Cliff Adams

Print name: Cliff Adams

Date Signed: 8/11/16

Director, Business Services

Signature: Joyce Veasley

Print name: JOYCE VEASLEY

Date Signed: 8/11/16

Superintendent

Signature: Thomas Hanson

Print name: THOMAS HANSON

Date Signed: 8/11/16



X Information  
X Action

## MISSION VALLEY REGIONAL OCCUPATIONAL PROGRAM

### AGENDA ITEM

#### B&F # 11

**Date of Board Meeting:**      **October 20, 2016**

**TITLE:**                              **Approve Memorandum of Understanding between Walters Junior High School at Fremont Unified School District and MVROP - PLTW**

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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 students who would be coming to the MVROP Center at the high school level, the foundational courses such as Gateway to Technology (GLTW) PLTW course Automation and Robotics must be supported and maintained at the junior high school sites.

#### **Current Status:**

Mission Valley ROP and Walters Junior High School 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 school year 2016-17. Estimated costs associated with the MOU should not exceed \$13,750.

#### **Recommendation:**

Staff recommends approval of the Memorandum of Understandings between Walters Junior High School at Fremont Unified School District and Mission Valley ROP.

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Joyce Veasley  
Staff Contact

Business Services  
Division

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Thomas Hanson  
Superintendent, Mission Valley ROP

## Memorandum of Understanding (MOU)

By this agreement made and entered into the 5<sup>th</sup> day of July 2016, between Mission Valley Regional Occupational Program (hereinafter referred to as MVROP) and Walters Junior High School (hereinafter referred to as WALTERS) 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 Walters Junior High School and MVROP in maintaining foundational Project Lead The Way (PLTW) coursework.
- B. **DESCRIPTION OF SERVICES:** MVROP and Walters have agreed to support foundational Gateway To Technology (GTT) PLTW course Automation and Robotics with the following effort:
- C. **WALTERS OBLIGATIONS:** Walters will provide the teacher to teach the robotics course out of school staffing in the 2016-2017 school year. The site will plan to maintain the FTE support in future years.
- D. **MVROP OBLIGATIONS:** MVROP will provide the major items of expense required by the GTT – PLTW in order to implement the program outside of employing the teacher.
  - 1. In the 2016-2017 school year, MVROP will pay the PLTW school membership (\$750), summer teacher conference costs (\$2000), and provide a teacher stipend for summer training (\$1000). Start up Vex Robotics kits will also be provided not to exceed \$10,000.
  - 2. These levels of support are consistent with that of MVROP's PLTW consortium member schools.
  - 3. In the 2016-2017 school year, MVROP estimates support for Walters will equal an amount not to exceed \$13,750 for expenditure items described in D1 above.
- E. **WALTERS AND MVROP VISION:** It is conceptually agreed to by Walters and MVROP that MVROP would continue to provide PLTW membership, teacher summer training costs as needed, and related training stipend/s while Walters continue to provide required FTE. Our joint vision is to cooperatively support a single section of Automation and Robotics in grade 8 in order to produce a continuous stream STEM-aware students entering PLTW high school programs in the attendance area. It is the vision of Mission Valley that establishing this level of sustainable coursework at the Junior High level will create a school culture that embraces and supports STEM coursework.

- F. PERIOD OF MOU:** This MOU will be in effect for 180 instructional days during the period July 1, 2016 through June 30, 2017 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**

1. Principal, Walters Junior High School

Signature: [Signature]

Print name: Brian Weems

Date Signed: 8/18/16

2. Associates Superintendent, Business

Signature: [Signature]

Print name: Paul A. Parungao

Date Signed: 9/9/16

3. Superintendent

Signature: [Signature]

Print name: James Morris

Date Signed: 09/09/2016

**MVROP REPRESENTATIVE**

Director, Educational Services

Signature: [Signature]

Print name: CUFF ADAMS-HAZEL

Date Signed: 8/11/16

Director, Business Services

Signature: [Signature]

Print name: JOYCE VEASLEY

Date Signed: 8/11/16

Superintendent

Signature: [Signature]

Print name: THOMAS HANSON

Date Signed: 8/11/16

X Information  
X Action

## MISSION VALLEY REGIONAL OCCUPATIONAL PROGRAM

### AGENDA ITEM

#### B&F # 12

**Date of Board Meeting:**      **October 20, 2016**

**TITLE:**                              **Approve Memorandum of Understanding between Centerville Junior High School at Fremont Unified School District and MVROP - PLTW**

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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 students who would be coming to the MVROP Center at the high school level, the foundational courses such as Gateway to Technology (GLTW) PLTW course Automation and Robotics must be supported and maintained at the junior high school sites.

#### **Current Status:**

Mission Valley ROP and Centerville Junior High School 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 school year 2016-17. Estimated costs associated with the MOU should not exceed \$13,750.

#### **Recommendation:**

Staff recommends approval of the Memorandum of Understandings between Centerville Junior High School at Fremont Unified School District and Mission Valley ROP.

---

Joyce Veasley  
Staff Contact

Business Services  
Division

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Thomas Hanson  
Superintendent, Mission Valley ROP



## Memorandum of Understanding (MOU)

By this agreement made and entered into the 5<sup>th</sup> day of July 2016, between Mission Valley Regional Occupational Program (hereinafter referred to as MVROP) and Centerville Junior High School (hereinafter referred to as Centerville) 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 Centerville Junior High School and MVROP in maintaining foundational Project Lead The Way (PLTW) coursework.
- B. **DESCRIPTION OF SERVICES:** MVROP and Centerville have agreed to support foundational Gateway To Technology (GTT) PLTW course Automation and Robotics with the following effort:
- C. **CENTERVILLE OBLIGATIONS:** Centerville will provide the teacher to teach the robotics course out of school staffing in the 2016-2017 school year. The site will plan to maintain the FTE support in future years.
- D. **MVROP OBLIGATIONS:** MVROP will provide the major items of expense required by the GTT – PLTW in order to implement the program outside of employing the teacher.
  - 1. In the 2016-2017 school year, MVROP will pay the PLTW school membership (\$750), summer teacher conference costs (\$2000), and provide a teacher stipend for summer training (\$1000). Start up Vex Robotics kits will also be provided not to exceed \$10,000.
  - 2. These levels of support are consistent with that of MVROP's PLTW consortium member schools.
  - 3. In the 2016-2017 school year, MVROP estimates support for Centerville will equal an amount not to exceed \$13,750 for expenditure items described in D1 above.
- E. **CENTERVILLE AND MVROP VISION:** It is conceptually agreed to by Centerville and MVROP that MVROP would continue to provide PLTW membership, teacher summer training costs as needed, and related training stipend/s while Centerville continue to provide required FTE. Our joint vision is to cooperatively support a single section of Automation and Robotics in grade 8 in order to produce a continuous stream STEM-aware students entering PLTW high school programs in the attendance area. It is the vision of Mission Valley that establishing this level of sustainable coursework at the Junior High level will create a school culture that embraces and supports STEM coursework.
- F. **PERIOD OF MOU:** This MOU will be in effect for 180 instructional days during the period July 1, 2016 through June 30, 2017 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

1. Principal, Centerville Junior High School

Signature: Kade Petersen

Print name: Kade Petersen

Date Signed: 8/24/16

2. Associates Superintendent, Business

Signature: Paul A. Parungo

Print name: Paul A. Parungo

Date Signed: 9/9/16

3. Superintendent

Signature: James Morris

Print name: James Morris

Date Signed: 09/09/2014

MVROP REPRESENTATIVE

Director, Educational Services

Signature: Curt Adams

Print name: Curt Adams

Date Signed: 8/11/16

Director, Business Services

Signature: Joyce Veasley

Print name: JOYCE VEASLEY

Date Signed: 8/11/16

Superintendent

Signature: Thomas Hanson

Print name: THOMAS HANSON

Date Signed: 8/11/16

X Information  
X Action  
     Presentation

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

**AGENDA ITEM  
B&F # 13**

**DATE OF BOARD MEETING:   October 20, 2016**

**TITLE:                               Approve Actuarial Study of Retiree Health Liabilities**

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**Background:**

Governmental Accounting Standards Board (GASB) Statement Number 45 requires employers to report Other Post Employment Benefits (OPEB) costs and obligations using the full accrual basis of accounting. Historically, retiree health benefits were accounted for on "Cash Basis". Under cash basis, OPEB costs were expensed as benefits were paid. Under the accrual basis, costs of retiree benefits must be expensed when the obligation takes place. For retiree benefits, the transaction creating the obligation is the year of employment.

Mission Valley ROP was required to implement GASB 45 in fiscal year 2009-10. The most recent Actuarial Study of Retiree Health Liabilities for Mission Valley ROP was completed by Total Compensation Systems, Inc. on October 31, 2013.

**Current Status:**

The actuarial study needs to be updated every 3 years. Total Compensation Systems, Inc. has completed the Actuarial Study of Retiree Health Liabilities as of September 14, 2016.

The cost of benefits for current retirees is estimated to be \$23,228 in 2013, the amount was \$12,791. This is also known as the "pay-as-you-go" amount.

The annual accounting entry for OPEB cost under GASB 45 accrual basis is \$96,012. This is also known as the Annual Required Contribution (ARC). The difference between the actual/pay-as-you-go cost and the ARC is \$72,784. This is the added liability that must be accounted for under GASB 45.

The Actuarial Accrued Liability is \$769,645. Our reserves for retiree benefits is \$160,000.

**Recommendation:**

Staff recommends approval of the Actuarial Study of Retiree Health Liabilities as of August 31, 2016 dated October 31, 2013.

Joyce Veasley  
**Staff/Contact Person**

Business Services  
**Location**

Thomas Hanson  
**Superintendent**

**Mission Valley ROP  
Actuarial Study of  
Retiree Health Liabilities  
As of September 1, 2016**

*Prepared by:  
Total Compensation Systems, Inc.*

*Date: September 14, 2016*



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**Mission Valley ROP**  
**Actuarial Study of Retiree Health Liabilities**

**PART I: EXECUTIVE SUMMARY**

**A. Introduction**

Mission Valley ROP engaged Total Compensation Systems, Inc. (TCS) to analyze liabilities associated with its current retiree health program as of September 1, 2016 (the valuation date). The numbers in this report are based on the assumption that they will first be used to determine accounting entries for the fiscal year ending June 30, 2016. If the report will first be used for a different fiscal year, the numbers will need to be adjusted accordingly.

This report does not reflect any cash benefits paid unless the retiree is required to provide proof that the cash benefits are used to reimburse the retiree's cost of health benefits. Costs and liabilities attributable to cash benefits paid to retirees are reportable under Governmental Accounting Standards Board (GASB) Standards 25/27.

This actuarial study is intended to serve the following purposes:

- To provide information to enable Mission Valley ROP to manage the costs and liabilities associated with its retiree health benefits.
- To provide information to enable Mission Valley ROP to communicate the financial implications of retiree health benefits to internal financial staff, the Board, employee groups and other affected parties.
- To provide information needed to comply with Governmental Accounting Standards Board Accounting Standards 43 and 45 related to "other postemployment benefits" (OPEB's).

Because this report was prepared in compliance with GASB 43 and 45, as appropriate, Mission Valley ROP should not use this report for any other purpose without discussion with TCS. This means that any discussions with employee groups, governing Boards, etc. should be restricted to the implications of GASB 43 and 45 compliance.

This actuarial report includes several estimates for Mission Valley ROP's retiree health program. In addition to the tables included in this report, we also performed cash flow adequacy tests as required under Actuarial Standard of Practice 6 (ASOP 6). Our cash flow adequacy testing covers a twenty-year period. We would be happy to make this cash flow adequacy test available to Mission Valley ROP in spreadsheet format upon request.

We calculated the following estimates separately for active employees and retirees. As requested, we also separated results by the following employee classifications: Certificated Management, Certificated, Classified and Classified Management. We estimated the following:

- the total liability created. (The actuarial present value of total projected benefits or APVTPB)
- the ten year "pay-as-you-go" cost to provide these benefits.
- the "actuarial accrued liability (AAL)." (The AAL is the portion of the APVTPB attributable to employees' service prior to the valuation date.)



## Total Compensation Systems, Inc.

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- the amount necessary to amortize the UAAL over a period of 24 years.
- the annual contribution required to fund retiree benefits over the working lifetime of eligible employees (the "normal cost").
- The Annual Required Contribution (ARC) which is the basis of calculating the annual OPEB cost and net OPEB obligation under GASB 43 and 45.

We summarized the data used to perform this study in Appendix A. No effort was made to verify this information beyond brief tests for reasonableness and consistency.

All cost and liability figures contained in this study are estimates of future results. Future results can vary dramatically and the accuracy of estimates contained in this report depends on the actuarial assumptions used. Normal costs and liabilities could easily vary by 10 - 20% or more from estimates contained in this report.

### **B. General Findings**

We estimate the "pay-as-you-go" cost of providing retiree health benefits in the year beginning September 1, 2016 to be \$23,228 (see Section IV.A.). The "pay-as-you-go" cost is the cost of benefits for current retirees.

For current employees, the value of benefits "accrued" in the year beginning September 1, 2016 (the normal cost) is \$55,996. This normal cost would increase each year based on covered payroll. Had Mission Valley ROP begun accruing retiree health benefits when each current employee and retiree was hired, a substantial liability would have accumulated. We estimate the amount that would have accumulated to be \$769,645. This amount is called the "actuarial accrued liability" (AAL). The remaining unamortized balance of the initial unfunded AAL (UAAL) is \$483,114. This leaves a "residual" AAL of \$286,531.

We calculated the annual cost to amortize the residual unfunded actuarial accrued liability using a 4.5% discount rate. We used an open 24 year amortization period. The current year cost to amortize the residual unfunded actuarial accrued liability is \$14,645.

Combining the normal cost with both the initial and residual UAAL amortization costs produces an annual required contribution (ARC) of \$96,012. The ARC is used as the basis for determining expenses and liabilities under GASB 43/45. The ARC is used in lieu of (rather than in addition to) the "pay-as-you-go" cost.

We based all of the above estimates on employees as of August, 2016. Over time, liabilities and cash flow will vary based on the number and demographic characteristics of employees and retirees.

### **C. Description of Retiree Benefits**

The only benefits provided by the ROP are statutory minimum benefits pursuant to Government Code Section 22892.

### **D. Recommendations**

It is outside the scope of this report to make specific recommendations of actions Mission Valley ROP should take to manage the substantial liability created by the current retiree health program. Total Compensation Systems, Inc. can assist in identifying and evaluating options once this report has been studied. The following recommendations are intended only to allow the ROP to get more information from this and future studies. Because

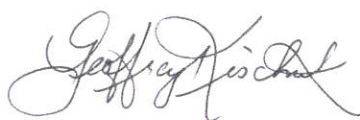
## Total Compensation Systems, Inc.

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we have not conducted a comprehensive administrative audit of Mission Valley ROP's practices, it is possible that Mission Valley ROP is already complying with some or all of our recommendations.

- We recommend that Mission Valley ROP inventory all benefits and services provided to retirees – whether contractually or not and whether retiree-paid or not. For each, Mission Valley ROP should determine whether the benefit is material and subject to GASB 43 and/or 45.
- We recommend that Mission Valley ROP conduct a study whenever events or contemplated actions significantly affect present or future liabilities, but no less frequently than every three years, as required under GASB 43/45.
- We recommend that the ROP communicate the magnitude of these costs to employees and include employees in discussions of options to control the costs.
- Under GASB 45, it is important to isolate the cost of retiree health benefits. Mission Valley ROP should have all premiums, claims and expenses for retirees separated from active employee premiums, claims, expenses, etc. To the extent any retiree benefits are made available to retirees over the age of 65 – ***even on a retiree-pay-all basis*** – all premiums, claims and expenses for post-65 retiree coverage should be segregated from those for pre-65 coverage. Furthermore, Mission Valley ROP should arrange for the rates or prices of all retiree benefits to be set on what is expected to be a self-sustaining basis.
- Mission Valley ROP should establish a way of designating employees as eligible or ineligible for future OPEB benefits. Ineligible employees can include those in ineligible job classes; those hired after a designated date restricting eligibility; those who, due to their age at hire cannot qualify for ROP-paid OPEB benefits; employees who exceed the termination age for OPEB benefits, etc.
- Several assumptions were made in estimating costs and liabilities under Mission Valley ROP's retiree health program. Further studies may be desired to validate any assumptions where there is any doubt that the assumption is appropriate. (See Appendices B and C for a list of assumptions and concerns.) For example, Mission Valley ROP should maintain a retiree database that includes – in addition to date of birth, gender and employee classification – retirement date and (if applicable) dependent date of birth, relationship and gender. It will also be helpful for Mission Valley ROP to maintain employment termination information – namely, the number of OPEB-eligible employees in each employee class that terminate employment each year for reasons other than death, disability or retirement.

Respectfully submitted,



Geoffrey L. Kischuk, FSA, MAAA, FCA  
Consultant  
Total Compensation Systems, Inc.  
(805) 496-1700



## PART II: BACKGROUND

### A. Summary

Accounting principles provide that the cost of retiree benefits should be “accrued” over employees' working lifetime. For this reason, the Governmental Accounting Standards Board (GASB) issued in 2004 Accounting Standards 43 and 45 for retiree health benefits. These standards apply to all public employers that pay any part of the cost of retiree health benefits for current or future retirees (including early retirees).

### B. Actuarial Accrual

To actuarially accrue retiree health benefits requires determining the amount to expense each year so that the liability accumulated at retirement is, on average, sufficient (with interest) to cover all retiree health expenditures without the need for additional expenses. There are many different ways to determine the annual accrual amount. The calculation method used is called an “actuarial cost method.”

Under most actuarial cost methods, there are two components of actuarial cost - a “normal cost” and amortization of something called the “unfunded actuarial accrued liability.” Both accounting standards and actuarial standards usually address these two components separately (though alternative terminology is sometimes used).

The normal cost can be thought of as the value of the benefit earned each year if benefits are accrued during the working lifetime of employees. This report will not discuss differences between actuarial cost methods or their application. Instead, following is a description of a commonly used, generally accepted actuarial cost method permitted under GASB 43 and 45. This actuarial cost method is called the “entry age normal” method.

Under the entry age normal cost method, the actuary determines the annual amount needing to be expensed from hire until retirement to fully accrue the cost of retiree health benefits. This amount is the normal cost. Under GASB 43 and 45, normal cost can be expressed either as a level dollar amount or a level percentage of payroll.

The normal cost is determined using several key assumptions:

- The current ***cost of retiree health benefits*** (often varying by age, Medicare status and/or dependent coverage). The higher the current cost of retiree benefits, the higher the normal cost.
- The ***“trend” rate*** at which retiree health benefits are expected to increase over time. A higher trend rate increases the normal cost. A “cap” on ROP contributions can reduce trend to zero once the cap is reached thereby dramatically reducing normal costs.
- ***Mortality rates*** varying by age and sex. (Unisex mortality rates are not often used as individual OPEB benefits do not depend on the mortality table used.) If employees die prior to retirement, past contributions are available to fund benefits for employees who live to retirement. After retirement, death results in benefit termination or reduction. Although higher mortality rates reduce normal costs, the mortality assumption is not likely to vary from employer to employer.
- ***Employment termination rates*** have the same effect as mortality inasmuch as higher termination rates reduce normal costs. Employment termination can vary considerably between public agencies.
- The ***service requirement*** reflects years of service required to earn full or partial retiree benefits.



## Total Compensation Systems, Inc.

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While a longer service requirement reduces costs, cost reductions are not usually substantial unless the service period exceeds 20 years of service.

- **Retirement rates** determine what proportion of employees retire at each age (assuming employees reach the requisite length of service). Retirement rates often vary by employee classification and implicitly reflect the minimum retirement age required for eligibility. Retirement rates also depend on the amount of pension benefits available. Higher retirement rates increase normal costs but, except for differences in minimum retirement age, retirement rates tend to be consistent between public agencies for each employee type.
- **Participation rates** indicate what proportion of retirees are expected to elect retiree health benefits if a significant retiree contribution is required. Higher participation rates increase costs.
- The **discount rate** estimates investment earnings for assets earmarked to cover retiree health benefit liabilities. The discount rate depends on the nature of underlying assets. For example, employer funds earning money market rates in the county treasury are likely to earn far less than an irrevocable trust containing a diversified asset portfolio including stocks, bonds, etc. A higher discount rate can dramatically lower normal costs. GASB 43 and 45 require the interest assumption to reflect likely *long term* investment return.

The assumptions listed above are not exhaustive, but are the most common assumptions used in actuarial cost calculations. The actuary selects the assumptions which - taken together - will yield reasonable results. It's not necessary (or even possible) to predict individual assumptions with complete accuracy.

If all actuarial assumptions are exactly met and an employer expensed the normal cost every year for all past and current employees and retirees, a sizeable liability would have accumulated (after adding interest and subtracting retiree benefit costs). The liability that would have accumulated is called the actuarial accrued liability or AAL. The excess of AAL over the **actuarial value of plan assets** is called the *unfunded* actuarial accrued liability (or UAAL). Under GASB 43 and 45, in order for assets to count toward offsetting the AAL, the assets have to be held in an irrevocable trust that is safe from creditors and can only be used to provide OPEB benefits to eligible participants.

The actuarial accrued liability (AAL) can arise in several ways. At inception of GASB 43 and 45, there is usually a substantial UAAL. Some portion of this amount can be established as the "transition obligation" subject to certain constraints. UAAL can also increase as the result of operation of a retiree health plan - e.g., as a result of plan changes or changes in actuarial assumptions. Finally, AAL can arise from actuarial gains and losses. Actuarial gains and losses result from differences between actuarial assumptions and actual plan experience.

Under GASB 43 and 45, employers have several options on how the UAAL can be amortized as follows:

- The employer can select an amortization period of 1 to 30 years. (For certain situations that result in a reduction of the AAL, the amortization period must be at least 10 years.)
- The employer may apply the same amortization period to the total combined UAAL or can apply different periods to different components of the UAAL.
- The employer may elect a "closed" or "open" amortization period.
- The employer may choose to amortize on a level dollar or level percentage of payroll method.

### PART III: LIABILITIES AND COSTS FOR RETIREE BENEFITS

#### A. Introduction.

We calculated the actuarial present value of projected benefits (APVPB) separately for each employee. We determined eligibility for retiree benefits based on information supplied by Mission Valley ROP. We then selected assumptions for the factors discussed in the above Section that, based on plan experience and our training and experience, represent our best prediction of future plan experience. For each employee, we applied the appropriate factors based on the employee's age, sex and length of service.

We summarized actuarial assumptions used for this study in Appendix C.

#### B. Medicare

The extent of Medicare coverage can affect projections of retiree health costs. The method of coordinating Medicare benefits with the retiree health plan's benefits can have a substantial impact on retiree health costs. We will be happy to provide more information about Medicare integration methods if requested.

#### C. Liability for Retiree Benefits.

For each employee, we projected future premium costs using an assumed trend rate (see Appendix C). To the extent Mission Valley ROP uses contribution caps, the influence of the trend factor is further reduced.

We multiplied each year's projected cost by the probability that premium will be paid; i.e. based on the probability that the employee is living, has not terminated employment and has retired. The probability that premium will be paid is zero if the employee is not eligible. The employee is not eligible if s/he has not met minimum service, minimum age or, if applicable, maximum age requirements.

The product of each year's premium cost and the probability that premium will be paid equals the expected cost for that year. We discounted the expected cost for each year to the valuation date September 1, 2016 at 4.5% interest.

Finally, we multiplied the above discounted expected cost figures by the probability that the retiree would elect coverage. A retiree may not elect to be covered if retiree health coverage is available less expensively from another source (e.g. Medicare risk contract) or the retiree is covered under a spouse's plan.

For any current retirees, the approach used was similar. The major difference is that the probability of payment for current retirees depends only on mortality and age restrictions (i.e. for retired employees the probability of being retired and of not being terminated are always both 1.0000).

We added the APVPB for all employees to get the actuarial present value of total projected benefits (APVTPB). The APVTPB is the estimated present value of all future retiree health benefits for all **current** employees and retirees. The APVTPB is the amount on September 1, 2016 that, if all actuarial assumptions are exactly right, would be sufficient to expense all promised benefits until the last current employee or retiree dies or reaches the maximum eligibility age.



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### Actuarial Present Value of Total Projected Benefits at September 1, 2016

	<i>Total</i>	<i>Certificated Management</i>	<i>Certificated</i>	<i>Classified</i>	<i>Classified Management</i>
Active: Pre-65	\$113,324	\$10,733	\$63,063	\$34,107	\$5,421
Post-65	\$669,167	\$54,599	\$401,978	\$182,725	\$29,865
Subtotal	\$782,491	\$65,332	\$465,041	\$216,832	\$35,286
Retiree: Pre-65	\$7,545	\$0	\$0	\$7,545	\$0
Post-65	\$405,280	\$25,815	\$212,530	\$142,197	\$24,738
Subtotal	\$412,825	\$25,815	\$212,530	\$149,742	\$24,738
Grand Total	\$1,195,316	\$91,147	\$677,571	\$366,574	\$60,024
Subtotal Pre-65	\$120,869	\$10,733	\$63,063	\$41,652	\$5,421
Subtotal Post-65	\$1,074,447	\$80,414	\$614,508	\$324,922	\$54,603

The APVTPB should be accrued over the working lifetime of employees. At any time much of it has not been "earned" by employees. The APVTPB is used to develop expense and liability figures. To do so, the APVTFB is divided into two parts: the portions attributable to service rendered prior to the valuation date (the past service liability or actuarial accrued liability under GASB 43 and 45) and to service after the valuation date but prior to retirement (the future service liability).

The past service and future service liabilities are each funded in a different way. We will start with the future service liability which is funded by the normal cost.

#### D. Cost to Prefund Retiree Benefits

##### 1. Normal Cost

The average hire age for eligible employees is 42. To accrue the liability by retirement, the ROP would accrue the retiree liability over a period of about 19 years (assuming an average retirement age of 61). We applied an "entry age normal" actuarial cost method to determine funding rates for active employees. The table below summarizes the calculated normal cost.

#### Normal Cost Year Beginning September 1, 2016

	<i>Total</i>	<i>Certificated Management</i>	<i>Certificated</i>	<i>Classified</i>	<i>Classified Management</i>
# of Employees	50	4	30	13	3
<b>Per Capita Normal Cost</b>					
Pre-65 Benefit	N/A	\$182	\$145	\$168	\$161
Post-65 Benefit	N/A	\$962	\$1,085	\$747	\$714
<b>First Year Normal Cost</b>					
Pre-65 Benefit	\$7,745	\$728	\$4,350	\$2,184	\$483
Post-65 Benefit	\$48,251	\$3,848	\$32,550	\$9,711	\$2,142
Total	\$55,996	\$4,576	\$36,900	\$11,895	\$2,625

Accruing retiree health benefit costs using normal costs levels out the cost of retiree health benefits over time and more fairly reflects the value of benefits "earned" each year by employees. This normal cost would increase each year based on covered payroll.

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### 2. Amortization of Unfunded Actuarial Accrued Liability (UAAL)

If actuarial assumptions are borne out by experience, the ROP will fully accrue retiree benefits by expensing an amount each year that equals the normal cost. If no accruals had taken place in the past, there would be a shortfall of many years' accruals, accumulated interest and forfeitures for terminated or deceased employees. This shortfall is called the actuarial accrued liability (AAL). We calculated the AAL as the APVTPB minus the present value of future normal costs.

The initial UAAL was amortized using level percent, closed 30 year amortization. The ROP can amortize the remaining or residual UAAL over many years. The table below shows the annual amount necessary to amortize the UAAL over a period of 24 years at 4.5% interest. (Thirty years is the longest amortization period allowable under GASB 43 and 45.) GASB 43 and 45 allow amortizing the UAAL using either payments that stay the same as a dollar amount, or payments that are a flat percentage of covered payroll over time. The figures below reflect level percent, open 24 year amortization.

#### Actuarial Accrued Liability as of September 1, 2016

	<i>Total</i>	<i>Certificated Management</i>	<i>Certificated</i>	<i>Classified</i>	<i>Classified Management</i>
Active: Pre-65	\$53,088	\$3,730	\$32,838	\$15,623	\$897
Post-65	\$303,731	\$17,581	\$175,809	\$100,538	\$9,803
Subtotal	\$356,819	\$21,311	\$208,647	\$116,161	\$10,700
Retiree: Pre-65	\$7,545	\$0	\$0	\$7,545	\$0
Post-65	\$405,280	\$25,815	\$212,530	\$142,197	\$24,738
Subtotal	\$412,825	\$25,815	\$212,530	\$149,742	\$24,738
Subtot Pre-65	\$60,633	\$3,730	\$32,838	\$23,168	\$897
Subtot Post-65	\$709,011	\$43,396	\$388,339	\$242,735	\$34,541
Grand Total	\$769,645	\$47,126	\$421,176	\$265,904	\$35,439
Unamortized Initial UAAL	\$483,114				
Plan assets at 8/31/16	\$0				
Residual UAAL	\$286,531				
Residual UAAL Amortization at 4.5% over 24 Years	\$14,645				

### 3. Annual Required Contributions (ARC)

If the ROP determines retiree health plan expenses in accordance with GASB 43 and 45, costs include both normal cost and one or more components of UAAL amortization costs. The sum of normal cost and UAAL amortization costs is called the Annual Required Contribution (ARC) and is shown below.

#### Annual Required Contribution (ARC) Year Beginning September 1, 2016

	<i>Total</i>
Normal Cost	\$55,996
Initial UAAL Amortization	\$25,371
Residual UAAL Amortization	\$14,645
ARC	\$96,012

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The normal cost remains as long as there are active employees who may some day qualify for ROP-paid retiree health benefits. This normal cost would increase each year based on covered payroll.

### 4. Other Components of Annual OPEB Cost (AOC)

Expense and liability amounts may include more components of cost than the normal cost plus amortization of the UAAL. This applies to employers that don't fully fund the Annual Required Contribution (ARC) through an irrevocable trust.

- The annual OPEB cost (AOC) includes assumed interest on the net OPEB obligation (NOO). The annual OPEB cost also includes an amortization adjustment for the net OPEB obligation. (It should be noted that there is no NOO if the ARC is fully funded through a qualifying "plan".)
- The net OPEB obligation equals the accumulated differences between the (AOC) and qualifying "plan" contributions.



**PART IV: "PAY AS YOU GO" FUNDING OF RETIREE BENEFITS**

We used the actuarial assumptions shown in Appendix C to project ten year cash flow under the retiree health program. Because these cash flow estimates reflect average assumptions applied to a relatively small number of employees, estimates for individual years are certain to be *in*accurate. However, these estimates show the size of cash outflow.

The following table shows a projection of annual amounts needed to pay the ROP share of retiree health premiums.

<i>Year Beginning September 1</i>	<i>Total</i>	<i>Certificated Management</i>	<i>Certificated</i>	<i>Classified</i>	<i>Classified Management</i>
2016	\$23,228	\$1,527	\$12,365	\$7,812	\$1,524
2017	\$24,250	\$1,573	\$12,886	\$8,228	\$1,563
2018	\$25,811	\$1,623	\$13,701	\$8,886	\$1,601
2019	\$27,381	\$1,677	\$14,466	\$9,602	\$1,636
2020	\$29,241	\$1,732	\$15,361	\$10,290	\$1,858
2021	\$31,616	\$1,834	\$16,719	\$11,059	\$2,004
2022	\$34,226	\$1,938	\$18,284	\$11,875	\$2,129
2023	\$37,469	\$2,108	\$20,392	\$12,728	\$2,241
2024	\$40,524	\$2,288	\$22,161	\$13,723	\$2,352
2025	\$43,855	\$2,492	\$24,227	\$14,708	\$2,428

### PART V: RECOMMENDATIONS FOR FUTURE VALUATIONS

To effectively manage benefit costs, an employer must periodically examine the existing liability for retiree benefits as well as future annual expected premium costs. GASB 43/45 require triennial valuations. In addition, a valuation should be conducted whenever plan changes, changes in actuarial assumptions or other employer actions are likely to cause a material change in accrual costs and/or liabilities.

Following are examples of actions that could trigger a new valuation.

- An employer should perform a valuation whenever the employer considers or puts in place an early retirement incentive program.
- An employer should perform a valuation whenever the employer adopts a retiree benefit plan for some or all employees.
- An employer should perform a valuation whenever the employer considers or implements changes to retiree benefit provisions or eligibility requirements.
- An employer should perform a valuation whenever the employer introduces or changes retiree contributions.

We recommend Mission Valley ROP take the following actions to ease future valuations.

- We have used our training, experience and information available to us to establish the actuarial assumptions used in this valuation. We have no information to indicate that any of the assumptions do not reasonably reflect future plan experience. However, the ROP should review the actuarial assumptions in Appendix C carefully. If the ROP has any reason to believe that any of these assumptions do not reasonably represent the expected future experience of the retiree health plan, the ROP should engage in discussions or perform analyses to determine the best estimate of the assumption in question.

**PART VI: APPENDICES**

**APPENDIX A: MATERIALS USED FOR THIS STUDY**

We relied on the following materials to complete this study.

- We used paper reports and digital files containing employee demographic data from the ROP personnel records.
- We used relevant sections of collective bargaining agreements provided by the ROP.

**APPENDIX B: EFFECT OF ASSUMPTIONS USED IN CALCULATIONS**

While we believe the estimates in this study are reasonable overall, it was necessary for us to use assumptions which inevitably introduce errors. We believe that the errors caused by our assumptions will not materially affect study results. If the ROP wants more refined estimates for decision-making, we recommend additional investigation. Following is a brief summary of the impact of some of the more critical assumptions.

1. Where actuarial assumptions differ from expected experience, our estimates could be overstated or understated. One of the most critical assumptions is the medical trend rate. The ROP may want to commission further study to assess the sensitivity of liability estimates to our medical trend assumptions. For example, it may be helpful to know how liabilities would be affected by using a trend factor 1% higher than what was used in this study. There is an additional fee required to calculate the impact of alternative trend assumptions.
2. We used an "entry age normal" actuarial cost method to estimate the actuarial accrued liability and normal cost. GASB allows this as one of several permissible methods under GASB45. Using a different cost method could result in a somewhat different recognition pattern of costs and liabilities.

**APPENDIX C: ACTUARIAL ASSUMPTIONS AND METHODS**

Following is a summary of actuarial assumptions and methods used in this study. The ROP should carefully review these assumptions and methods to make sure they reflect the ROP's assessment of its underlying experience. It is important for Mission Valley ROP to understand that the appropriateness of all selected actuarial assumptions and methods are Mission Valley ROP's responsibility. Unless otherwise disclosed in this report, TCS believes that all methods and assumptions are within a reasonable range based on the provisions of GASB 43 and 45, applicable actuarial standards of practice, Mission Valley ROP's actual historical experience, and TCS's judgment based on experience and training.

**ACTUARIAL METHODS AND ASSUMPTIONS:**

ACTUARIAL COST METHOD: Entry age normal. The allocation of OPEB cost is based on years of service. We used the level percentage of payroll method to allocate OPEB cost over years of service.

Entry age is based on the age at hire for eligible employees. The attribution period is determined as the difference between the expected retirement age and the age at hire. The present value of future benefits and present value of future normal costs are determined on an employee by employee basis and then aggregated.

To the extent that different benefit formulas apply to different employees of the same class, the normal cost is based on the benefit plan applicable to the most recently hired employees (including future hires if a new benefit formula has been agreed to and communicated to employees).

AMORTIZATION METHODS: We used a level percent, closed 30 year amortization period for the initial UAAL. We used a level percent, open 24 year amortization period for any residual UAAL.

SUBSTANTIVE PLAN: As required under GASB 43 and 45, we based the valuation on the substantive plan. The formulation of the substantive plan was based on a review of written plan documents as well as historical information provided by Mission Valley ROP regarding practices with respect to employer and employee contributions and other relevant factors.



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### ECONOMIC ASSUMPTIONS:

Economic assumptions are set under the guidance of Actuarial Standard of Practice 27 (ASOP 27). Among other things, ASOP 27 provides that economic assumptions should reflect a consistent underlying rate of general inflation. For that reason, we show our assumed long-term inflation rate below.

INFLATION: We assumed 2.75% per year.

INVESTMENT RETURN / DISCOUNT RATE: We assumed 4.5% per year. This is based on assumed long-term return on employer assets.. We used the “Building Block Method” as described in ASOP 27 Paragraph 3.6.2. Our assessment of long-term returns for employer assets is based on long-term historical returns for surplus funds invested pursuant to California Government Code Sections 53601 et seq.

TREND: We assumed 4% per year. Our long-term trend assumption is based on the conclusion that, while medical trend will continue to be cyclical, the average increase over time cannot continue to outstrip general inflation by a wide margin. Trend increases in excess of general inflation result in dramatic increases in unemployment, the number of uninsured and the number of underinsured. These effects are nearing a tipping point which will inevitably result in fundamental changes in health care finance and/or delivery which will bring increases in health care costs more closely in line with general inflation. We do not believe it is reasonable to project historical trend vs. inflation differences several decades into the future.

PAYROLL INCREASE: We assumed 2.75% per year. This assumption applies only to the extent that either or both of the normal cost and/or UAAL amortization use the level percentage of payroll method. For purposes of applying the level percentage of payroll method, payroll increase must not assume any increases in staff or merit increases.

ACTUARIAL VALUE OF PLAN ASSETS (AVA): There were no plan assets on the valuation date.

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### **NON-ECONOMIC ASSUMPTIONS:**

Economic assumptions are set under the guidance of Actuarial Standard of Practice 35 (ASOP 35).

### ***MORTALITY***

<i>Employee Type</i>	<i>Mortality Tables</i>
Certificated	2009 CalSTRS Mortality
Classified	2014 CalPERS Active Mortality for Miscellaneous Employees

### ***RETIREMENT RATES***

<i>Employee Type</i>	<i>Retirement Rate Tables</i>
Certificated	2009 CalSTRS Retirement Rates
Classified	Hired before 2013: 2009 CalPERS Retirement Rates for School Employees Hired after 2012: 2009 CalPERS 2%@60 Retirement Rates for Miscellaneous Employees adjusted to reflect minimum retirement age of 52

### ***VESTING RATES***

<i>Employee Type</i>	<i>Vesting Rate Tables</i>
Certificated	100% at 5 Years of Service
Classified	100% at 5 Years of Service

### ***COSTS FOR RETIREE COVERAGE***

Actuarial Standard of Practice 6 (ASOP 6) provides that, as a general rule, retiree costs should be based on actual claim costs or age-adjusted premiums. This is true even for many medical plans that are commonly considered to be “community-rated.” However, ASOP 6 contains a provision – specifically section 3.7.7(c) – that allows use of unadjusted premiums in certain circumstances.

Because the section 3.7.7(c) exception is new, there is not a consensus among practicing actuaries regarding the specific circumstances under which a section 3.7.7(c) exception may be invoked. It is my opinion that the section 3.7.7(c)(4) exception allows use of unadjusted premium for PEMHCA agencies if certain conditions are met. Other actuaries have taken the position that ASOP 6 does not explicitly allow use of unadjusted premium for any agencies participating in the CalPERS medical plan.

Prior to the most recent ASOP 6 revision, there was general agreement that ASOP 6 allowed use of unadjusted premium as a retiree cost basis for PEMHCA agencies (under section 3.4.5 of the prior version of ASOP 6). Since there have been no changes to the CalPERS medical plan, use of unadjusted premium must still be viewed as appropriate actuarial practice to the extent that it was under the prior version of ASOP 6. That means that if the current ASOP 6 section 3.7.7(c)(4) exception is not deemed to explicitly allow use of unadjusted premium as a retiree cost basis for Mission Valley ROP, then it would be allowable as a “deviation.” (Under GASB 45, there is no prohibition against using a “deviation.”)

While I am confident that ASOP 6 section 3.7.7(c)(4) will ultimately be found to explicitly allow use of unadjusted premium as a retiree cost basis for most PEMHCA agencies, I cannot be certain that this will be the case if and when this issue is fully reviewed. Therefore, I am including disclosure information required for a “deviation” so that the valuation will not need to be revised in the event section 3.7.7(c)(4) should be found not to explicitly allow use of unadjusted premium. Following is the disclosure information that is required should a deviation be necessary.

Use of **age-adjusted** premium for the CalPERS medical plan results in an overstatement of Mission Valley ROP Annual Required Contribution (ARC) and Actuarial Accrued Liability (AAL) to the extent that Mission Valley ROP continues to participate in the CalPERS medical plan AND that the rate structure of the CalPERS medical plan



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continues in its current form (i.e. with no rate distinction between active employees and retirees). In addition to the overstatement of OPEB costs and liabilities, Mission Valley ROP policy of funding OPEB obligations could lead to an inability of Mission Valley ROP to recover overfunded assets. It is important to note that, should Mission Valley ROP leave the CalPERS medical plan, the subsequent plan may not qualify to use unadjusted premium rates. In this event, leaving the CalPERS medical plan would be comparable to a significant change in plan terms and would likely require a new valuation.

Following are the criteria we applied to Mission Valley ROP to determine that it is reasonable to assume that Mission Valley ROP future participation in PEMHCA is likely and that the CalPERS medical program as well as its premium structure are sustainable. (We also have an extensive white paper on this subject that provides a basis for our rationale entirely within the context of ASOP 6. We will make this white paper available upon request.)

The ROP participates in the CalPERS medical program. We have performed the required evaluation of the CalPERS medical program and we have determined that there is sufficient evidence to apply the 3.7.7.c.4 exception. Following are details regarding the evaluation based on the criteria we have set:

- **Plan qualifies as a “pooled health plan.”** ASOP 6 defines a “pooled health plan” as one in which premiums are based at least in part on the claims experience of groups other than the one being valued.” Since CalPERS rates are the same for all employers in each region, rates are clearly based on the experience of many groups.
- **Rates not based to any extent on the agency’s claim experience.** As mentioned above, rates are the same for all participating employers regardless of claim experience or size.
- **Rates not based to any extent on the agency’s demographics.** As mentioned above, rates are the same for all participating employers regardless of demographics.
- **No refunds or charges based on the agency’s claim experience or demographics.** The terms of operation of the CalPERS program are set by statute and there is no provision for any refunds and charges that vary from employer to employer for any reason. The only charges are uniform administrative charges.
- **Plan in existence 20 or more years.** Enabling legislation to allow “contracting agencies” to participate in the CalPERS program was passed in 1967. The CalPERS medical plan has been successfully operating for almost 50 years. As far back as we can obtain records, the rating structure has been consistent, with the only difference having been a move to regional rating which is unrelated to age-adjusted rating.
- **No recent large increases or decreases in the number of participating plans or enrollment.** The CalPERS medical plan has shown remarkably stable enrollment. In the past 10 years, there has been small growth in the number of employers in most years – with the maximum being a little over 2% and a very small decrease in one year. Average year over year growth in the number of employers over the last 10 years has been about 0.75% per year. Groups have been consistently leaving the CalPERS medical plan while other groups have been joining with no disruption to its stability.

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- **Agency is not expecting to leave plan in foreseeable future.** The ROP does not plan to leave CalPERS at present.
- **No indication the plan will be discontinued.** We are unaware of anything that would cause the CalPERS medical plan to cease or to significantly change its operation in a way that would affect this determination.
- **The agency does not represent a large part of the pool.** The ROP is in the CalPERS “Bay Area” region. Based on the information we have, the ROP constitutes no more than 0.07% of the Bay Area pool. In our opinion, this is not enough for the ROP to have a measurable effect on the rates or viability of the Bay Area pool.

Retiree liabilities are based on actual retiree costs. Liabilities for active participants are based on the first year costs shown below. Subsequent years’ costs are based on first year costs adjusted for trend and limited by any ROP contribution caps.

<i>Employee Type</i>	<i>Future Retirees Pre-65</i>	<i>Future Retirees Post-65</i>
Certificated	\$1,524	\$1,524
Certificated Management	\$1,524	\$1,524
Classified	\$1,524	\$1,524
Classified Management	\$1,524	\$1,524

### ***PARTICIPATION RATES***

<i>Employee Type</i>	<i>&lt;65 Non-Medicare Participation %</i>	<i>65+ Medicare Participation %</i>
Certificated	80%	80%
Classified	80%	80%

### ***TURNOVER***

<i>Employee Type</i>	<i>Turnover Rate Tables</i>
Certificated	2009 CalSTRS Termination Rates
Classified	2009 CalPERS Termination Rates for School Employees

### ***SPOUSE PREVALENCE***

To the extent not provided and when needed to calculate benefit liabilities, 80% of retirees assumed to be married at retirement. After retirement, the percentage married is adjusted to reflect mortality.

### ***SPOUSE AGES***

To the extent spouse dates of birth are not provided and when needed to calculate benefit liabilities, female spouse assumed to be three years younger than male.

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### APPENDIX D: DISTRIBUTION OF ELIGIBLE PARTICIPANTS BY AGE

#### **ELIGIBLE ACTIVE EMPLOYEES**

<i>Age</i>	<i>Total</i>	<i>Certificated Management</i>	<i>Certificated</i>	<i>Classified</i>	<i>Classified Management</i>
Under 25	1	0	0	1	0
25-29	2	0	0	1	1
30-34	2	0	2	0	0
35-39	9	1	4	3	1
40-44	3	1	1	1	0
45-49	7	1	4	2	0
50-54	12	1	9	2	0
55-59	7	0	4	2	1
60-64	5	0	4	1	0
65 and older	2	0	2	0	0
Total	50	4	30	13	3

#### **ELIGIBLE RETIREES**

<i>Age</i>	<i>Total</i>	<i>Certificated Management</i>	<i>Certificated</i>	<i>Classified</i>	<i>Classified Management</i>
Under 50	0	0	0	0	0
50-54	0	0	0	0	0
55-59	0	0	0	0	0
60-64	4	0	1	3	0
65-69	5	1	3	1	0
70-74	4	0	3	0	1
75-79	2	0	1	1	0
80-84	0	0	0	0	0
85-89	0	0	0	0	0
90 and older	0	0	0	0	0
Total	15	1	8	5	1



### APPENDIX E: CALCULATION OF GASB 43/45 ACCOUNTING ENTRIES

This report is to be used to calculate accounting entries rather than to provide the dollar amount of accounting entries. How the report is to be used to calculate accounting entries depends on several factors. Among them are:

- 1) The amount of prior accounting entries;
- 2) Whether individual components of the ARC are calculated as a level dollar amount or as a level percentage of payroll;
- 3) Whether the employer using a level percentage of payroll method elects to use for this purpose projected payroll, budgeted payroll or actual payroll;
- 4) Whether the employer chooses to adjust the numbers in the report to reflect the difference between the valuation date and the first fiscal year for which the numbers will be used.

To the extent the level percentage of payroll method is used, the employer should adjust the numbers in this report as appropriate to reflect the change in OPEB covered payroll. It should be noted that OPEB covered payroll should only reflect types of pay generating pension credits for plan participants. Please note that plan participants do not necessarily include all active employees eligible for health benefits for several reasons. Following are examples.

- 1) The number of hours worked or other eligibility criteria may differ for OPEB compared to active health benefits;
- 2) There may be active employees over the maximum age OPEB are paid through. For example, if an OPEB plan pays benefits only to Medicare age, any active employees currently over Medicare age are not plan participants;
- 3) Employees hired at an age where they will exceed the maximum age for benefits when the service requirement is met are also not plan participants.

Finally, GASB 43 and 45 require reporting covered payroll in RSI schedules regardless of whether any ARC component is based on the level percentage of payroll method. This report does not provide, nor should the actuary be relied on to report covered payroll.

GASB 45 Paragraph 26 specifies that the items presented as RSI "should be calculated in accordance with the parameters." The RSI items refer to Paragraph 25.c which includes annual covered payroll. Footnote 3 provides that when the ARC is based on covered payroll, the payroll measure may be the projected payroll, budgeted payroll or actual payroll. Footnote 3 further provides that comparisons between the ARC and contributions should be based on the same measure of covered payroll.

At the time the valuation is being done, the actuary may not know which payroll method will be used for reporting purposes. The actuary may not even know for which period the valuation will be used to determine the ARC. Furthermore, the actuary doesn't know if the client will make adjustments to the ARC in order to use it for the first year of the biennial or triennial period. (GASB 45 is silent on this.) Even if the actuary were to know all of these things, it would be a rare situation that would result in knowing the appropriate covered payroll number

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to report. For example, if the employer uses actual payroll, that number would not be known at the time the valuation is done.

As a result, we believe the proper approach is to report the ARC components as a dollar amount. It is the client's responsibility to turn this number into a percentage of payroll factor by using the dollar amount of the ARC (adjusted, if desired) as a numerator and then calculating the appropriate amount of the denominator based on the payroll determination method elected by the client for the appropriate fiscal year.

If we have been provided with payroll information, we are happy to use that information to help the employer develop an estimate of covered payroll for reporting purposes. However, the validity of the covered payroll remains the employer's responsibility even if TCS assists the employer in calculating it.

### APPENDIX F: GLOSSARY OF RETIREE HEALTH VALUATION TERMS

Note: The following definitions are intended to help a *non*-actuary understand concepts related to retiree health valuations. Therefore, the definitions may not be actuarially accurate.

<u>Actuarial Accrued Liability:</u>	The amount of the actuarial present value of total projected benefits attributable to employees' past service based on the actuarial cost method used.
<u>Actuarial Cost Method:</u>	A mathematical model for allocating OPEB costs by year of service.
<u>Actuarial Present Value of Total Projected Benefits:</u>	The projected amount of all OPEB benefits to be paid to current and future retirees discounted back to the valuation date.
<u>Actuarial Value of Assets:</u>	Market-related value of assets which may include an unbiased formula for smoothing cyclical fluctuations in asset values.
<u>Annual OPEB Cost:</u>	This is the amount employers must recognize as an expense each year. The annual OPEB expense is equal to the Annual Required Contribution plus interest on the Net OPEB obligation minus an adjustment to reflect the amortization of the net OPEB obligation.
<u>Annual Required Contribution:</u>	The sum of the normal cost and an amount to amortize the unfunded actuarial accrued liability. This is the basis of the annual OPEB cost and net OPEB obligation.
<u>Closed Amortization Period:</u>	An amortization approach where the original ending date for the amortization period remains the same. This would be similar to a conventional, 30-year mortgage, for example.
<u>Discount Rate:</u>	Assumed investment return net of all investment expenses. Generally, a higher assumed interest rate leads to lower normal costs and actuarial accrued liability.
<u>Implicit Rate Subsidy:</u>	The estimated amount by which retiree rates are understated in situations where, for rating purposes, retirees are combined with active employees.
<u>Mortality Rate:</u>	Assumed proportion of people who die each year. Mortality rates always vary by age and often by sex. A mortality table should always be selected that is based on a similar "population" to the one being studied.
<u>Net OPEB Obligation:</u>	The accumulated difference between the annual OPEB cost and amounts contributed to an irrevocable trust exclusively providing retiree OPEB benefits and protected from creditors.
<u>Normal Cost:</u>	The dollar value of the "earned" portion of retiree health benefits if retiree health benefits are to be fully accrued at retirement.



## Total Compensation Systems, Inc.

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<u>OPEB Benefits:</u>	Other PostEmployment Benefits. Generally medical, dental, prescription drug, life, long-term care or other postemployment benefits that are not pension benefits.
<u>Open Amortization Period:</u>	Under an open amortization period, the remaining unamortized balance is subject to a new amortization schedule each valuation. This would be similar, for example, to a homeowner refinancing a mortgage with a new 30-year conventional mortgage every two or three years.
<u>Participation Rate:</u>	The proportion of retirees who elect to receive retiree benefits. A lower participation rate results in lower normal cost and actuarial accrued liability. The participation rate often is related to retiree contributions.
<u>Retirement Rate:</u>	The proportion of active employees who retire each year. Retirement rates are usually based on age and/or length of service. (Retirement rates can be used in conjunction with vesting rates to reflect both age and length of service). The more likely employees are to retire early, the higher normal costs and actuarial accrued liability will be.
<u>Transition Obligation:</u>	The amount of the unfunded actuarial accrued liability at the time actuarial accrual begins in accordance with an applicable accounting standard.
<u>Trend Rate:</u>	The rate at which the cost of retiree benefits is expected to increase over time. The trend rate usually varies by type of benefit (e.g. medical, dental, vision, etc.) and may vary over time. A higher trend rate results in higher normal costs and actuarial accrued liability.
<u>Turnover Rate:</u>	The rate at which employees cease employment due to reasons other than death, disability or retirement. Turnover rates usually vary based on length of service and may vary by other factors. Higher turnover rates reduce normal costs and actuarial accrued liability.
<u>Unfunded Actuarial Accrued Liability:</u>	This is the excess of the actuarial accrued liability over assets irrevocably committed to provide retiree health benefits.
<u>Valuation Date:</u>	The date as of which the OPEB obligation is determined. Under GASB 43 and 45, the valuation date does not have to coincide with the statement date.
<u>Vesting Rate:</u>	The proportion of retiree benefits earned, based on length of service and, sometimes, age. (Vesting rates are often set in conjunction with retirement rates.) More rapid vesting increases normal costs and actuarial accrued liability.





## **Employment & Personnel**

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

**AGENDA ITEM**

\_\_\_\_\_ Information

Date: October 20, 2016

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

Title: REPORT OF CERTIFICATED PERSONNEL ACTIONS

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**Background:**

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

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

**Current Status:**

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

**Recommendation:**

Approve Certificated Personnel recommendations for: *Employment, Resignation.*

**Cliff Adams-Hart**  
Staff Contact

**ROP Center**  
Location

**Administration**  
Division

**Thomas Hanson**  
Superintendent

CONSENT ITEMS  
MISSION VALLEY ROP

Certificated Personnel

**New Hires**

NAME	POSITION	SUPERVISOR	EFFECTIVE DATE	OTHER
Peggy Nutz	ROP Coordinator	Cliff Adams-Hart	7/5/16	

**Percentage of Salary Schedule**

NAME	FTE	6HR/ 7HR	DEPARTMENT	EFFECTIVE DATE	OTHER
Stephen Kay	1	6 hr	Transportation Technology	10/10/16	

**Resignation**

NAME	FTE	6HR/ 7HR	DEPARTMENT	OTHER
Eba Akeig	1	6 hr	Transportation Technology	10/13/16 (changed from 10/7/16)

(con4Oct16.17)

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

**AGENDA ITEM**

           Information

**Date: October 20, 2016**

  **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: *Resignation*.

Joyce Veasley  
Staff Contact

ROP Center  
Location

Administration  
Division

Thomas Hanson  
Superintendent



CONSENT ITEMS  
MISSION VALLEY ROP

Classified Personnel

**Resignation**

NAME	POSITION	HOURS	SUPERVISOR	EFFECTIVE DATE	OTHER
Jacob Carlson	Custodian I (Night)	4 hours	Joyce Veasley	10/8/16	

(con3Oct16.17)



**End of Consent**



## **Business and Finance #1**

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

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

**AGENDA ITEM  
Business & Finance #1**

**DATE OF BOARD MEETING:   October 20, 2016**

**TITLE:                               Review MVROP Fiscal Update**

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**Background:**

The Governor's revised State Budget for 2016-17 was released on May 13, 2016. Changes to the budget included: Reduction in revenue projections due to lower than projected April collections, a reemphasis on adequate state reserves and slightly increased Prop 98 funding.

Additional Updates impacting MVROP and the JPA member districts: At the State Board of Education meeting on September 8-9, 2016, a set of state and local indicators for the Local Control Funding Formula (LCFF) Evaluation Rubrics was unanimously approved. Data for the rubrics will be released to LEA's in November 2016 and to the public in January 2017. Although MVROP is not required to submit the LCFF report, data related to MVROP CTE classes, pathways, and teachers is incorporated into each of the JPA member district reports as part of the college and career indicators.

**Current Status:**

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

Mission Valley ROP received 2 installments of grant funds, one for 2015-16 and one for 2016-17. In anticipation of the award, MVROP incurred expenses for the 2015-16 school year and projected expenses in the 2016-17 and subsequent 2 school years as presented in the Adopted Budget and Multi-year projections.

**Recommendation:**

None

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





**End of Board Packet**