

**Regular meeting of the Governing Council  
Mission Valley Regional Occupational Center/ Program  
Wednesday, February 18, 2009**

**Vice President Kevin Harper called the meeting to order at 3:37pm.**

Present: Ray Rodriguez, President (arrived at 3:55pm)  
Larry Sweeney, Clerk  
Kevin Harper, Vice President

**Approval of Agenda:**

*Member Larry Sweeney made a motion to approve all items on the February agenda. Member Kevin Harper made a second to approve the motion. Members voted 2-0 to approve all items on the agenda.*

**Communication:**

**b. Oral Communication:**

*Presentation by Fire Science Instructor Sal Jacquez and ROP  
Coordinator Jim Omlid*

Jim Omlid introduced Sal Jacquez, MVROP Fire Science Instructor to the board. He shared that Mr. Jacquez is a retired firefighter from Santa Clara County. He has over 31 years of service between the fire service and the military. He retired two years ago and has done wonderful things to develop the MVROP Fire Science Program.

Mr. Jacquez shared a presentation with the board regarding the many skills that students learn while completing Fire Science courses, including character building and leadership. Students learn about the life of a fire fighter including being educated on: their schedules, benefits, life in the fire house, and the skills that are required on the job. Many of the skills that are taught in the class can be used in the home. Emphasized throughout this course is the importance of personal integrity, self-discipline, goal-setting, effective oral and written communication skills, interpersonal relationships, physical fitness and health, strong academic skills and effective problem solving skills. Besides the skills required to pursue a career in fire fighting, interview skills are practiced, volunteering within local agencies is stressed and encouraged, and numerous partnered activities take place throughout the school year to provide students with a broader knowledge of the field. A couple of recent partnered activities included a live burn with the Fremont Fire Department and a wildland firefighter training with the U.S. Forest Service, Fremont Fire Department, and Adin Fire Protection District. Partnerships are crucial for the program's success. The Fire Science Program will be receiving a fire engine from the Newark Fire Department. It will be on loan from

Newark. Fremont Fire Department is also working to donate an engine for the program.

Jim Omlid shared a presentation to the board regarding the new MVROP EMT program. An MOU was signed with the San Francisco Paramedics Association to collaborate on the program. SFPA provides the instructor and some supplies while MVROP provides the classroom and additional supplies. The skills taught in the program are to enable students to successfully provide basic emergency care such as basic life support. The program will prepare students to identify and manage the basic care of victims of trauma and sudden illness. This course consists of classroom and skills training, as well as clinical observation. Students who complete the program are eligible to sit for the national certifying examination.

For high school students, the fire science portion of the class is taught 2 days per week and the EMT portion is taught 3 days per week. Some weeks the balance is the opposite. For graduating seniors, and adults, an optional bridge class is available which helps prepare students for the national certifying examination.

The adult program is offered 3:30 to 7:30pm on Mondays, Tuesdays, and every other Wednesday and currently has 16 students enrolled. The first MVROP adult EMT course had a 100% passing rate.

Member Harper commented that these were very impressive programs that will help infuse the community with skilled workers.

**a. Items from Staff:**

*Report from Superintendent Charles Brown:*

*State Budget*

Superintendent Brown stated that the State still has yet to reach an agreement on the budget. The information provided in the governing board packet is required by the County Office of Education, so we put in what we knew at the time.

There have been two recent versions of the state budget. The first Mr. Brown referred to as the “Friday the 13<sup>th</sup> budget,” which is what MVROP knew as of Friday, February the 13<sup>th</sup>. On this date, we were told that there would be a 6.1% cut (no COLA and .55% negative growth) for the 08/09 school year. We were also informed that there would be a 5.6% cut (no COLA and .63% negative growth) for the 09/10 school year. This adds up to a 12% cut overall.

Member Ray Rodriguez arrived at 3:55pm.

The budget that was announced on President's Day, therefore dubbed the "President's Day budget" calls for an additional 15% cut for the 08/09 school year in addition to the cuts aforementioned in the "Friday the 13<sup>th</sup> budget." There would be an additional 5% cut for the 09/10 school year, in combination with the cuts already mentioned, giving us 32% in total budget reductions. Additional "President's Day" cuts to the revenue limit include the implementation of categorical flexibility (including ROPs.) Once this occurs, ROP funding would be converted to a cash grant. Categorical flexibility is complete but not permanent; it applies to the 2008/09 through 2012/13 school years. The plan is for ROPs to then return to an ADA generating program.

Member Rodriguez brought up the previous references in past meetings regarding the ROP's position regarding concerns with categorical flexibility. Mr. Brown responded that MVROP needs to protect the 2008/09 ADA to meet our 2008/09 cap since it is the base year for converting ROP funding via ADA to cash grants. He also said that it would be the same for the 2012/13 school year when the cash grants are transferred back to an ADA cap. Mr. Brown said that the State will not know the values for the 2008/09 school year until February 2010. He shared that MVROP plans to use its reserves for the 08/09 reduction, deficit, and cuts.

Member Rodriguez inquired as to how the reserves would be moved. Marie dela Cruz responded that they would be moved to the general fund to be utilized. Superintendent Brown added that SB 1197 provides direct funding to ROPs with JPA agreements established. Therefore, MVROP's reserves and revenues are property of the JPA. Mr. Brown brought up the issue that legislators recently discovered that the state uses ROPs to match Federal Perkins/ workforce investment funds. By placing ROPs on categorical flexibility, the State of California may be in violation of federal regulations. If this is the case, ROPs may be removed from categorical flexibility. However, Mr. Brown shared that the budget clean-up bill that is expected to follow the budget, can take up to four months to a year to implement.

In light of the latest information from the "President's Day budget," MVROP's plan of action is to continue with ongoing reductions and to use reserves. In addition, MVROP is planning cuts for the 2009/10 school year. MVROP will monitor the proposed cuts at all school districts and will hold another budget advisory committee meeting with a new plan. When all of this will take place depends on when the State budget passes. If it is passed this week, we can have new information for the March Governing Board packet. If it passes after this week, the new information will be provided in the April packet. We are hoping for a real and accurate second interim report.

Member Sweeney inquired if there was a chance that we will have to provide a qualified budget because of the lack of information. Mr. Brown responded that there may be a chance that MVROP could have a positive budget based on the "President's Day budget." Ms. dela Cruz stated that Alameda County had already given second interim guidelines. She said that they could ask for a third interim report given the present circumstances.

Member Harper said that he needed clarification on what happens to the ROP ADA after it is converted to cash. Does this mean that districts can utilize those funds? Superintendent Brown responded that this is the case for ROPs that do not have a JPA agreement. Since MVROP has an established JPA, this would not apply; therefore, districts cannot utilize the funds.

Member Sweeney inquired what will happen when student enrollment declines. Mr. Brown responded that revenue would stay level, we would just serve fewer students. The adult programs would be forced to go fee based to survive and keep everyone employed. The difficult part is that there is no enrollment guarantee to generate sufficient revenues.

Member Rodriguez inquired whether ROPs were included in the stimulus package. He thought maybe the unemployment portion might bring in some funding. Mr. Brown stated that all Federal stimulus money will go to the State.

Member Harper brought up the subject of a reserve policy. He stated that it is hard to get one established when times are good and even more difficult when times are bad. Mr. Harper stated that he had heard that Prop 98 funds would start coming back eventually and that this would help build rainy day funds back up. He said that if there presently was not a policy in writing that he would like to continue the conversation on the subject. Superintendent Brown responded MVROP's rule of thumb is to maintain at least 6% in reserves. He pointed out that ROPs are different than school districts in that they are highly regulated by Education Code in that a reserve of 3% must be maintained and cannot go over 15%. ROPs are more regulated than other agencies. Mr. Brown added that no local school districts had reserve policies. He is now researching the issue with CSBA. Member Harper suggested that he look to government finance agencies as well.

Member Rodriguez stated that NUSD had money from bonds to help with cuts. He also shared that the district had a 10% reserve that now has been transferred to the general fund. Member Rodriguez stated that it is not a

good idea to keep a large amount of funds in the reserve or the state can wipe it out.

#### *MVROP Events*

Superintendent Brown shared that MVROP had hosted its annual Educator's Brunch on Friday, February 13<sup>th</sup> at the ROP Center. They had 55 people in attendance from local high schools, middle schools and local colleges. Presentations were given by teachers from various pathways. It was a very positive event that always is an excellent way to keep our education partners informed about what is taking place at MVROP. Our culinary instructors and students from American High and Kennedy High helped cater and serve at the event. Member Rodriguez mentioned that he was impressed with the principal from Kennedy High. He was very well informed about the pathways and their potential opportunities.

Allison Aldinger informed the board that career fair presentations were being made at Newark Memorial High, Logan High, and Mission High. New upcoming events also include the MVROP Arts, Media, and Entertainment Technology Program putting on its Fourth Annual Multimedia Festival on Thursday, February 26<sup>th</sup> starting at 6pm in the James Logan High School Little Theatre. The other upcoming event includes the Fashion and Interior Design's Revival Rhapsody Fashion Show taking place on Sunday, March 29<sup>th</sup> from 2-4pm at the Newark Hilton's grandballroom. Ms. Aldinger pointed out that each Board Member had been provided event information in their Governing Board packet.

Jim Omlid followed by announcing that the Construction Technology classes were now building and selling up to five outdoor sheds for a very reasonable price due to the Prop 1D Projects being placed on hold. Advertising had been placed on Craig's List. So far they have received a good response to the ad and are hoping to sell all sheds soon.

**d. Items from the Board:**

Kevin Harper shared that he had tapped Jenn Stinger for her MVROP board binder and she did not have one. He said that he did not require a hard copy of the binder but would like to have a table of contents if the document is available online.

Ray Rodriguez mentioned that he had attended the MVROP Educator's Brunch and had been very impressed with the program and its attendance. He thought it was very well done. It was very well received and MVROP is to be commended for making every effort to get as many education partners to attend.

Superintendent Brown announced his appreciation for all the hard work that Phil, Chi, Allison, and the custodial staff had put into putting the final event details together. It is quite an undertaking and an event of this nature requires quite a bit of organization.

Member Rodriguez said he had a chance to talk with some of the students in the lobby and they were really into their chosen classes. Member Rodriguez was also very pleased with the numerous career fairs taking place on the high school campuses. He also mentioned that he had just received the County Office of Education letter regarding first interim. He said that the County is available for help when trying to answer questions with the recent budget confusion with the state.

Member Harper mentioned that he had recently viewed a podcast from the County regarding guidance on budgeting and how school districts should move forward. Superintendent Brown inquired as to whether the podcast provided good information. Member Harper responded that in fact, it hadn't. He said that majority of the information is now very outdated with the numerous recent budget changes. He said it mainly told districts to be flexible and to cover themselves by sending out extra layoff notices. They also mentioned for districts to rank programs that would be cut so that they can be reinstated in order of priority when funding returns.

**e. Public Comment**

None

**Consent Calendar:**

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

**Business and Finance #1**

**Budget Plan for 2009-2010 School Year**

Marie dela Cruz reported that, as of February 3<sup>rd</sup>, 2009, this is the information that MVROP had regarding the budget. On March 19, 2008 the Board had approved a plan to balance the 2008-09 budget which included the implementation of a midyear budget freeze in 2007-08 to increase ending balances and budget cuts in 2008-09 to instructional materials, supplies, and services. On January 10, 2009, Governor Schwarzenegger presented his 2009-10 budget proposal. The Governor's budget includes no COLA for Regional Occupational Center/ Programs and 0.63% negative growth.

The Budget Advisory Committee met on February 3, 2009 to review current year 2008-09 budget and the proposed 2009-10 budget. The projected revenue shortfall for 2009-10 is \$879,791 based on the Governor's proposal. In order to balance the 2009-10 budget, a budget plan will be implemented. The plan may be revised depending upon the impact of

the State's final budget. The goal is to meet ongoing issues as they come up. Since the "President's Day budget" was announced the picture has changed and another budget committee meeting is scheduled to regroup and create another plan of action with the newest budget information.

MVROP is transitioning the HVAC and adult health classes to fee-based courses in 2009-10. This will cover 3.88 FTE's. However, MVROP is adding a biotechnology program which will add 1.2 FTE.

If the budget passes and the State moves forward with the "President's Day budget" an additional 20%, roughly \$1.7 million from our total \$8 million dollar budget, will be cut. Compared to local school districts, ROPs will experience deeper cuts.

Member Harper commented that the \$1.7 million could be covered with the reserves and cuts. However, once the reserves are gone, it then begins to create structural issues. Superintendent Brown echoed these sentiments by adding that entire programs could be at risk of getting cut. Member Harper then inquired if this budget plan would be used for the second interim filing. Ms. dela Cruz responded that there will most likely be a revised plan for the second interim. If the County sends out another memo, we can have time to revise this plan. You would likely see this plan by March 18, 2009.

A recommendation for approval of the budget plan for 2008-09 as described in Exhibit A including ongoing reductions implemented in the 2008-09 budget, projected increase in 2008-09 ending balance, and use of carryover reserves was given.

*Member Larry Sweeney made a motion to approve the Budget Plan for 2009-2010 School year. Member Kevin Harper made a second to the motion. Members voted 3-0 to approve the Budget Plan for 2009-2010 School Year.*

## **Business and Finance #2**

### **Approve Audit Agreement with Vavrinek, Trine & Day Co., LLP to provide audit services for years ending June 30, 2009, 2010, and 2011**

Education Code Section 41020 requires all school district governing boards to provide for an audit of the book and accounts of the district. Mission Valley ROP participated with other Alameda County School Districts in a request for proposal for audit services. Vavrinek, Trine, Day & Co. was selected to perform the audits for years ended June 30, 2009, 2010, and 2011. The annual fees will not exceed \$14,800, \$15,500, and \$16,200 respectively.

*Member Kevin Harper made a motion to approve the Audit Agreement with Vavrinek, Trine & Day Co., LLP to provide audit services for years ending June 30, 2009, 2010, and 2011. Member Larry Sweeney made a second to the motion. Members voted 3-0 to approve the Audit Agreement with Vavrinek, Trine & Day Co., LLP to provide audit services for years ending June 30, 2009, 2010, and 2011.*

## **Board of Education #1**

## **Review Mission Valley ROP Enrollment Data**

Each year MVROP provides a report that gives enrollment data. This year also includes FTE. Ms. Shelley Adams presented the report to the board pointing out that all three school districts had experienced significant increases in enrollment. The largest increases had occurred at Irvington High and American High. This is mainly due to their strong leadership in career pathway development.

New Haven Unified School District has a total of ten ROP teachers instructing on their campus. There are more sections offered on campus than in the past event though James Logan High is experiencing declining enrollment overall. We have yet to experience any effect on ROP courses. There is a strong partnership being established with the new staff and ROP is looking forward to partnering on the performing arts and culinary projects currently scheduled for construction. The career pathways have not moved as quickly and successfully as desired however, this is mainly due to the high staff turnover that James Logan has experienced over the last few years.

Newark Unified School District has also had growth in enrollment over the last three years. However, the growth has mainly occurred in students attending ROP Center courses. There are a total of two ROP instructors instructing on the Newark Memorial High campus. ROP looks forward to working more with the new administration and exploring potential career pathways.

Ms. Adams also identified that MVROP has been seeing more participation from the local private schools.

Member Harper inquired who ROP has been talking with at NHUSD; has it been at the district level or with the school administration? Ms. Adams responded that she has a meeting with Glen Thompson later in February. She also is in contact with Joe Feldman. After this, she plans on working closer with the site administration. Her reasoning was that she had started the original grant work with the central office. Member Harper offered for MVROP to approach him if they find that things are not moving as quickly as possible. He would gladly get more involved in the dialogue. Member Sweeney followed up by saying that he is amazed at how MVROP has created programs that have such high enrollment. Superintendent Brown added that over the last three years a total of 75 additional courses have been added. He is very pleased with the level of collaboration that has taken place thus far.

### **Board Requests:**

None

**The meeting was adjourned 5:20pm.**

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Ray Rodriguez, President

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Kevin Harper, Vice President

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Larry Sweeney, Clerk