

**Regular Meeting of the Governing Council  
Mission Valley Regional Occupational Center/Program  
Wednesday, September 19, 2007**

**President Larry Sweeney called the meeting to order at 3:35 p.m.**

**Present:** Larry Sweeney, President, FUSD  
Jan Crocker, Vice President, NUSD  
Jenn Stringer, Clerk, NHUSD

**Approval of Agenda:**

*Vice President Crocker made a motion to approve the agenda. Clerk Stringer made a second to approve the motion. Members voted 3-0 to approve the agenda.*

**Communication:**

**a. Items from the Board**

President Sweeney complimented Superintendent Brown and his staff on a magnificent job done for the Chamber of Commerce Ribbon Cutting Ceremony earlier in the month.

**b. Items from the Staff**

*Building Update*

Superintendent Brown reported everyone is enjoying the new building. He praised Phil Subasa and Marie Dela Cruz for working diligently to resolve some building issues with regards to network technology, security and other facility issues. Superintendent Brown stated there have been some electrical issues. The building seems to be accommodating the students very well. Most of our classes are extremely full, even the evening classes. Clerk Stringer inquired if the central location of the building is a reason for the increased enrollment in classes. Mr. Brown stated other possible reasons could be due to the timing, particularly with increased unemployment throughout.

The new building brings with it new security concerns. Not only do we have more ROP students, but we are also getting random Kennedy high school students who hang out in our new center. We are also much more visible to the community, so more people have been visiting our new building. Fremont Unified has already approved plans for a swing gate at the parking lot entrance on Farwell. Currently there is no swing gate there. The idea of the swing gate is to restrict vehicle parking at night and on weekends, when there are no classes in session. We hope to keep the parking lot looking as new as possible. We are also exploring the idea of installing a gate at the receiving dock area to control foot traffic through that area. We see a lot of ROP and non-ROP students, cutting across the lawn and take a shortcut from the Blacow sidewalk. We want to be able to control the foot traffic on campus. It will also benefit Kennedy's administration and security staff to know exactly where students are entering and exiting both campuses.

### *Grand Opening Event*

The Governor is unable to attend our Grand Opening event on October 25. We are working with the Governor's office to see other possible dates he can attend our event. If the Governor cannot attend, we continue down our list of proposed keynote speakers for the event. First on the list is State Superintendent of Public Instruction, Jack O'Connell. Next on the list is Lieutenant Governor John Garamendi, followed by Pat Ainsworth, Assistant Superintendent and Director of Secondary, Post Secondary and Adult Leadership Division with the State Department of Education. Senator Corbett and Assembly member Torrico are on the list, as well. We are also asking a couple of business and industry leaders we partner with to speak at the event.

### *Teacher of the Year*

Superintendent Brown was pleased to report that we named Rene Brucker as Mission Valley ROP's Teacher of the Year. She also qualified to be a nominee for Alameda County Teacher of the Year and will be attending the ceremony in October. There was a tremendous application process to be nominated for teacher of the year. Alameda County Office of Education video taped Mrs. Brucker in class interacting with her students. The video will be shown at the ceremony as Mrs. Brucker is called to the stage. Superintendent Brown invited the Board Members to attend the ceremony at Cal-State East Bay's University Theater on October 11<sup>th</sup>. The reception begins at 6:00 pm and the ceremony will start at 7:30 pm. At the ceremony, they will announce the names of two nominees who will go on to compete for State Teacher of the Year.

### *Evening Supervision*

Mr. Brown reported that we have more students and teachers in the evening. Not only do we have several ROP evening classes happening in the building, but also Fremont Adult School is borrowing our computer labs for this quarter and possibly longer while their labs undergo construction. Because of the increased traffic in the evenings, we have a need for additional supervision. Our administrative staff has been doing extra duty and working up to 14 hour days to supervise in the evenings. Evening supervision hours are from 4:00 pm to 9:15 pm.

In addition, while researching for the evening supervision, Superintendent Brown found there is a tremendous salary gap between MVROP administrative staff and managers of districts and other ROC/P's. We will be looking at possibly trying to close that gap to adjust the salary schedule for both certificated and classified managers. We would take the proposal through the regular budget committee process and eventually to the board.

### *Prop 1D CTE Facilities Funds*

Mr. Brown stated that MVROP is involved in five (5) different grants: 3 for FUSD, 1 for New Haven and 1 for MVROP. The architect has

submitted data regarding those grants. By the end of September, we will know what scores we received and possibly if we will be funded out of the first funding cycle. While there over 1,000 districts in the state, they only received 208 applications for the first funding cycle and it is evaluated on a regional basis by industry sector. Of the Bay Region, which MVROP is a part of, only 20 applications were received. MVROP was involved with 5 applications of the 20. In addition, of the total number of projects submitted there were 29 applications for Transportation Technology, 22 for Hospitality, Tourism and Recreation, 19 Health / Science Technology, and 3 for Information Technology. The total cost of the 208 projects submitted is \$520 million, which includes matching funds. The estimated amount for the impacted cost is \$227 million. However \$250 million was set aside, so there is enough money to fund all projects. There is a minimum score required to get funding.

President Sweeney commended the staff for being ahead of the curve and not missing the funding opportunities. Mr. Brown stated that this is the first time for CTE Facilities funding, so we do not get many opportunities. If approved, we would have to come up with the matching funds. Vice President Crocker asked how much we are asking for. Marie Dela Cruz stated \$1.2 million is the total amount of matching funds if all projects were approved. Clerk Stringer inquired if ROP has to have a match along with district. Mr. Brown confirmed that as long as there is a match, it satisfies the matching fund requirement. Specifically for the New Haven grant, if the district was able to cover the matching funds, MVROP would assist by funding the instructional materials and equipment for the culinary arts facility.

c. **Oral Communications**

None.

d. **Written Communication**

Mr. Brown briefly summarized the articles and press releases for the months of August and September. Mrs. Stringer thanked Karen Mangon for sending the board members the press releases as they go out to the media, rather than waiting for the monthly board packets. Clerk Stringer asked if the portable car wash station donated by the City of Fremont would be used for student fundraising opportunities. Mr. Brown stated that our automotive instructors will come up with effective uses for the car wash station. President Sweeney commented that the letter from Alameda County Office of Education recommends that MVROP complete an actuarial study of all its post employment liability. Mrs. Dela Cruz stated that the last study was completed 4 or 5 years ago. Mr. Sweeney encouraged MVROP staff to initiate the process to complete the study to satisfy the county requirement.

e. **Public Comment**

None.

**Consent Section:**

*Mrs. Crocker asked to pull C&I #1 for discussion. Mr. Sweeney asked to pull B&F #3 for discussion. After the discussion on the pulled items, Mrs. Stringer made a motion to approve all items in the Consent Section. Mrs. Crocker made a second to approve the motion. Members voted 3-0 to approve all items in the Consent Section.*

**C&I #1****Report from Summer School 2007**

Mrs. Crocker asked about the specific numbers from summer school. The dates for summer school were June 25 through August 16. Shelley Adams reviewed the summer school grid included in the board packet. The strikethrough marks show the classes that were cancelled. The HVAC course was cancelled because the instructor was called to long-term jury duty. Business English, Medisoft and Business Math were cancelled due to low enrollment. These classes will be offered again in the first quarter. Other classes that were cancelled were consolidated into another time offering for the same class, such as Automotive Technology and AutoCAD.

Overall, there was a 2 ADA decrease from last year. Last year, we had a total of 77.17 ADA. This year, we earned 75.17 ADA. We expect an increase next summer. Rick Herrmann added that it is very common to have several strikethrough marks on a summer session schedule. We present multiple offerings of a class and expect that we may have to consolidate the students to one class offering to avoid cancelling the class altogether.

**B&F #3****Adopt Resolution No. 1-0708****Quickstart Partnership in Biotechnologies/Biosciences**

President Sweeney requested Superintendent Brown to give the board an update on the Ohlone Biotech funding issue. Mr. Brown stated that we received an email from the Ohlone Dean stating the money originally budgeted for the SB70 grant is now geared to go to Granada High School in Livermore. Ohlone is interested in funding a cohort of students for the LAB Project, a program which is also funded by a grant from the National Science Foundation. The cohort of students specifically targets at-risk students and certain ethnic groups who have the potential of succeeding at the college level. The original purpose and intent of the SB70 grant is to develop partnerships with educational agencies to reach a broad audience of students to capture their interest in various industries, such as biotechnology. We were not aware of the specifics that Ohlone imposed in the grant. We received a purchase order from Ohlone for \$30,500. We spent funds on instructional materials, textbooks, travel and conferences, as well as administrative coordination. Upon receiving the email from Ohlone that they will not be paying the invoices, Mr. Brown met with Jim Wright, Ohlone VP of Instructional Services and Ron Quinta, Ohlone Dean. They will ask their legal counsel to interpret the requirements of the grant. We will ask if the LAB Project at the Kennedy High School is interested in using the biotech lab at MVROP. Ohlone felt that they could cover the costs associated with developing the program, but not the costs for offering the program. Ohlone will not cover textbooks and instructional materials, but may pay for the travel and conferences, as well as the administrative coordination for the program.

Mr. Brown explained that the LAB Project does not meet the MVROP needs, because it does not give access to everyone. We believe that career technical education should be broad enough to include all students, rather than selecting a specific cohort of students. Our Biotechnology course at Mission San Jose High School meets the a-g UC requirements. Mr. Herrmann added that we are looking to build our own Biotech program to fulfill the needs of our students. We have a fantastic instructor who started with a class of 9 students and now has 17 enrolled (in a matter of one week) – all by word of mouth. We feel the need to build a model program ourselves and do something different from Ohlone in order to better meet the needs of our community. Mrs. Crocker suggested that if there is no present need for the instructional materials and textbooks at MVROP, Ohlone can purchase the materials and bring them to Granada High School where it can be used. Mr. Brown stated that we are not done negotiating with Ohlone.

### **Business and Finance #1**

### **Unaudited Actuals for 2006 - 2007**

Mrs. Dela Cruz summarized the financial status of '06 – '07. Our overall revenue last year is over \$9 million, partly due to the one-time funds we received last year. A majority of our income (86%) comes from the State Revenue Limit. Other sources of income include Lottery, DSP, Staff Development, Carl Perkins, and Interest Income. Mr. Brown added that the Voc Ed / Carl Perkins funds were at one time larger but now come out to about 0%. This is because the federal government has not increased support for these programs. Mrs. Dela Cruz continued to report that the final ADA was 2,189. However, a recent report shows that we earned an ADA of 2,190, so we will submit a revised ADA of 2,190. With the revised ADA, we reached full funding. Fremont makes up a bulk of our ADA at 64%, while Newark is at 14% and New Haven is at 22%. Our expenditures for the year totaled \$8.7 million. From that 76% went to instructional programs. Salaries and benefits represented 54% of total expenditures. We received \$264,603 in one-time monies, which were used for instructional materials, supplies and equipment. \$450,000 was spent on the new building, which includes moving expenses, new furniture, audio-visual equipment, signage and marquee.

Mrs. Dela Cruz proceeded to discuss the highlights of the '06 – '07 school year, which includes the program support for our award-winning students. She explained the fund balance reserve is \$3.8 million. We have \$187,000 that we put into reserves because we had not received the final certification from the state regarding the Los Angeles Unified ADA. Other factors which contributed to the increased reserves, were the more than expected interest income and lower expenditures on materials, supplies and transportation services.

The construction of the new ROP center, which was completed in June, was a great experience. Our total contribution will amount to \$1,470,000. The reserve for economic uncertainty is 6.8%, which is double the minimum requirement of 3%. The total ending balance is \$3.8 million. We can use the \$550,000 in ROP Building Repairs and Improvements for the Prop 1D matching funds because it is for modernization, as well as new construction. There is still carryover from Lottery Funds and DSP Grants. The Excess Growth will move into our operating budget this year because it will most likely not go back to Los Angeles Unified. Mrs. Crocker asked if there are retired employees receiving benefits from MVROP. Mrs. Dela Cruz confirmed there are 4 or 5 employees that are receiving medical benefits through the age of 65. Our last estimate for liability

total costs is approximately \$50,000. Mr. Brown explained that those were FUSD employees that come over to ROP with the agreement that they can keep their benefits, if the employee was hired by the district before 1987. Mr. Brown also confirmed that there are no current management team members that are in the group. In summary, Mrs. Dela Cruz stated that every year we seem to be adding to our savings account. Mr. Sweeney stated that he was very impressed with the budget, given the new construction of a state-of-the-art building and all the associated costs. Mrs. Stringer also stated that everyone contributes to a strong, healthy budget. She was impressed with having a financial reserve above 3% and still putting money away. Mrs. Crocker commended the great job well done on a solid marketing plan and the development of great products.

*Mrs. Crocker made a motion to approve the Unaudited Actuals for 2006 - 2007. Mrs. Stringer made a second to the motion. Members voted 3-0 for approving the Unaudited Actuals for 2006 - 2007.*

**The meeting adjourned at 4:33 p.m.**

---

Larry Sweeney, President

---

Jenn Stringer, Clerk