

**Regular Meeting of the Governing Council  
Mission Valley Regional Occupational Center/Program  
Wednesday, October 17, 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 move Oral Communications to the top of the agenda. Clerk Stringer made a second to approve the motion. Members voted 3-0 to move Oral Communications to the top of the agenda.*

**Communication:**

**c. Oral Communications**

Rick Herrmann introduced the staff of the Science, Health, and Physical Education (S.H.A.P.E.) Program from Irvington High School. S.H.A.P.E. is a unique example of how high school sites can integrate ROP courses into their career academy programs. Melanie Gavin, Career Pathway Coordinator at Irvington High School, began by giving a brief history of how S.H.A.P.E. came about. Irvington High School received a Small Learning Communities (SLC) grant to establish career pathways for students. S.H.A.P.E. is a health career pathway with an emphasis on health and physical education classes. The purpose of a career pathway is to prepare students for a career in a particular field.

Currently, there are 60 S.H.A.P.E. students in the 9<sup>th</sup> grade level and 60 S.H.A.P.E. students in the 10<sup>th</sup> grade level. There are 4 classrooms in the SLC. In the 9<sup>th</sup> grade, the students take English (medical terminology), Science (human biology and body systems), Health / S.H.A.P.E. Core (ROP's Health Careers), Physical Education (Intro to Personal Training), Math and an elective. The P.E. department also received a grant to purchase heart rate monitors that students are using for the classes. In the 10<sup>th</sup> grade, they take English, Science (General Biology), World History, Physical Education (ROP's Exercise Prescription) and 2 electives. In the 11<sup>th</sup> and 12<sup>th</sup> grades, the students have 4 elective courses to choose from to help shape their health careers understanding. ROP programs work well for the S.H.A.P.E. students, primarily because of the internship opportunities that some ROP courses provide. The end goal is to prepare students for a health career. Ms. Gavin explained that their visit to Palmdale High School's S.H.A.P.E. Academy, a program in existence for 10 years, was extremely helpful in getting Irvington's program up and running.

Vice President Crocker asked about S.H.A.P.E. program's staffing. Mr. Herrmann stated that their P.E. teachers are qualified for a designated

subjects credential, therefore allowing them to teach ROP courses, too. Ms. Gavin also added that the staff at Irvington was dedicated and passionate enough about health, athletics and physical fitness to get the program implemented. In addition, Mr. Herrmann stated the teachers stepped forward to take leadership roles with Principal Pete Murchison serving as the instructional leader. Clerk Stringer asked if the S.H.A.P.E. classes meet UC a-g requirements. Ms. Gavin replied that the Sports Therapy class is currently working toward meeting a-g requirements. Mr. Murchison stated that there are no honors classes in the S.H.A.P.E. sections, but it is something they may add later to attract more students to the program. President Sweeney concluded by complimenting the Irvington staff for leading the way for a successful career pathway and working with ROP.

a. **Items from the Board**

Clerk Stringer stated that at the New Haven School District Board Meeting last night, they discussed the proposal for the Culinary Arts Program and they were very excited. Vice President Crocker stated that they are working on a career academy at Newark and was pleased to see that ROP and Irvington were able to get the program like S.H.A.P.E. up and running so quickly.

b. **Items from the Staff**

*Grand Opening Event*

Superintendent Brown spoke briefly about the upcoming Grand Opening event on Monday. Superintendent Brown encouraged the board members to use the green VIP parking passes included in the invitation. ROP Fire Science students will be doing traffic control. ROP Culinary students will also be serving refreshments. Mr. Brown then explained that our keynote speaker is State Superintendent Jack O'Connell, along with a Senate Resolution from State Senator Ellen Corbett. He further explained the chronological order of speeches with former board members, current members and business leaders.

*EL Certification Training Program*

Superintendent Brown stated there are 24 teachers participating in the English Language (EL) Certification training program. The Instructional Team took a very proactive approach to bring the program to our teachers. The EL training is equivalent to the CLAD training program. The program meets for 12 sessions, 2 sessions per week on Tuesdays and Wednesdays. Mr. Herrman was able to negotiate the program fee down to \$500 per teacher, which ROP will pay for. He stated the teachers deserve recognition because they are putting in long days twice a week. Although the program is something that needed to be completed, the participating teachers are also learning good teaching strategies.

### *Teacher of the Year Event*

Superintendent Brown gave a brief summary of the Teacher of the Year event that took place at Cal-State East Bay. The ceremony included a 2-minute video on each of the Teachers of the Year. All teachers did an outstanding job, and we were extremely proud of our MVROP Teacher of the Year, Rene Brucker. Mrs. Crocker asked how the decision was made to select the MVROP Teacher of the Year. Mr. Brown replied that the MVROP administration team made the decision. We hope to participate again in next year's event.

### *Prop 1D CTE Facilities Funding*

Mr. Brown stated that we are currently working on filling out the application for the Office of School Construction. The second round of Prop 1D funding is due February 1<sup>st</sup>, 2008. There are still 2 – 3 additional buildings we would like to fund. We are in the process of developing a credible plan for submission. Mr. Brown believes the second round of funding will be more competitive than the first round.

### *Upcoming Events and Conferences*

Mr. Brown distributed invitations to the board members on a few upcoming events. First, there will be the CAROCP State Conference in Burlingame from November 14 – 16. Mr. Brown stated there are about 10 people from MVROP attending. Second, there is a conference hosted by our attorneys, Miller, Brown and Dannis (MBD) on November 1 in Oakland. Mrs. Crocker said she plans to attend both events.

### *Landscape Maintenance*

President Sweeney stated that the landscape maintenance is part of the landlord-tenant responsibilities of FUSD. Mr. Brown explained that FUSD stated they were extremely short staffed to cover our landscape maintenance. President Sweeney asked that the FUSD be given the bill for landscape maintenance services.

**d. Written Communication**

Mr. Brown summarized the items included in the Written Communication section. He briefly explained that we do not regularly receive the test results for the students in cosmetology. The 2<sup>nd</sup> quarter results from the 2006 – 2007 school year indicate that 94% of the students have passed the practical test of the State Cosmetology Exam. In years past, we were able to get comparison results for Fremont Beauty College as well as with other cosmetology programs such as De Anza College.

**e. Public Comment**

None.

**Consent Section:**

*Mr. Sweeney asked to pull B&F #5 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.*

**B&F #5**

**Elimination of Steps 1-5 in the Hourly Evening Salary Schedule for Certificated Instructors**

Mr. Sweeney asked if we have the funds in place with no adverse impact on the budget to eliminate the steps from the hourly evening salary schedule. Marie Dela Cruz confirmed that we have the budget available to fund the elimination of steps in the hourly evening salary schedule.

**Business and Finance #1**

**Approve CTE Applications and authorize staff to submit applications for CTE funding to the OPSC and authorize use of reserve funds for matching funds**

Superintendent Brown reported that all five grants were approved for eligibility for funding. The next step is to submit the applications to the Office of Public School Construction. It is unclear who will make the final decisions for funding, OPSC or CDE. There is a process of rotation from Urban, Suburban and Rural applications. Fremont and Mission Valley ROP are considered Urban, while New Haven is considered Suburban. We do not know how many applications will be funded. Mr. Sweeney asked whether MVROP would have at least 3% in reserve funds if all grants were approved. Mrs. Dela Cruz confirmed MVROP would have 6% in reserve funds.

*Mrs. Stringer made a motion to approve the CTE applications and authorize staff to submit applications for CTE Facilities Funding to the Office of Public School Construction and to authorize use of reserve funds for matching funds. Mrs. Crocker made a second to the motion. Members voted 3-0 for approving the CTE applications and authorizing staff to submit applications for CTE Facilities Funding to the Office of Public School Construction and authorizing use of reserve funds for matching funds.*

**Business and Finance #2**

**Approve Cosmetology Contract for 2007/2008**

Mr. Brown met with Wendall Arnold, owner of Arnold Beauty College, to continue the contract for the cosmetology program. We normally increase rates based on COLA. We agreed to increase rates by 4.5%. We approved the contract for up to 475 ADA compared to last year which was 500 ADA.

*Mrs. Crocker made a motion to approve the Cosmetology Contract for 2007/2008. Mrs. Stringer made a second to the motion. Members voted 3-0 for approving the Cosmetology Contract for 2007/2008.*

**Business and Finance #3****Approve establishment of ROP  
Campus Supervisor Position (1.0 FTE)**

Mr. Brown stated that a greater number of students are walking through the ROP campus. We are working on additional gates to control the flow of student traffic. However, we are in need of a campus supervisor to work with the gates and walk the parking lot, in order to ensure a safe campus environment. Mr. Herrmann added that there has been an increase in student discipline issues since we moved to the new location, although our staff has addressed those issues quickly. Mrs. Crocker inquired whether the job duties are too much for a position that pays \$26,000. Mr. Herrmann stated that we are paying more than FUSD campus supervisors. Also, there are a tremendous number of resumes coming in for the position. Mr. Brown also stated that the middle of day may not be as critical to have the ROP Campus Supervisor to roam the parking lot. It is a 184 day position and is on the same salary schedule as Custodian I.

*Mrs. Stinger made a motion to approve the establishment of the ROP Campus Supervisor position. Mrs. Crocker made second to the motion. Members voted 3-0 for approving the ROP Campus Supervisor position.*

**Board of Education #1****Approve the contract employment of a  
Business Partnership Facilitator**

Mr. Brown stated that one of our goals is to expand the link with business and industry. We are looking at a Business Partnership Facilitator to do several things for ROP. Mr. Herrmann indicated that the number one priority to make a great impact on our organization is business partnerships. If we put the responsibility on a marketing teacher, business partnerships would not be the main focus of their job. We decided that a dedicated, full-time business partnership facilitator is the best way to make it happen. Board members were delighted to see the incentives built into the contract. Mrs. Crocker said the description of the outcomes were concrete and solid.

*Mrs. Crocker made a motion to approve the contract employment of a Business Partnership Facilitator. Mrs. Stringer made second to the motion. Members voted 3-0 for approving the Business Partnership Facilitator.*

**Board of Education #2****Review and provide input to the revision of AR 4317  
Employee Use of Technology Agreement**

Mr. Brown said there is a need to revise the AR 4317 to include a broader scope of the Employee Use Agreement to monitor employee's use of computer time. Secondly, we re-numbered the AR to place it in the appropriate Personnel section of the board policies. There was a discussion among board members which ROP teachers receive laptop computers. Mr. Herrmann stated that Program Managers determine which teachers get

laptop computers. Also, Phil Subasa added that teachers who teach at multiple school sites are issued computers. Culinary instructors, for example, receive laptop computers.

*Mrs. Crocher made a motion to approve the revision of AR 4317 Employee Use of Technology Agreement. Mrs. Stringer made a second to the motion. Members voted 3-0 for approving the revision of AR 4317 Employee Use of Technology Agreement.*

**The meeting adjourned at 5:00 p.m.**

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Larry Sweeney, President

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Jenn Stringer, Clerk