

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

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

Present: Larry Sweeney, President
Jenn Stringer, Clerk
Ray Rodriguez, Alternate
Janice Schaefer, Alternate

Absent: Jan Crocker

Member Jenn Stringer made a motion to approve all items on the December Agenda. Larry Sweeney made a second to the motion. Members voted 2-0 to approve all items on the Agenda.

Communication:

a. Items from the Board

Jenn Stringer said New Haven Unified School District held their re-organization meeting this month. Jonas Dinos will be the alternate member for the next year. Mrs. Stringer also said she will not be able to attend the January meeting but will ask Mr. Dinos to attend in her place. Larry Sweeney said Nina Moore will replace Ivy Wu as the alternate member for Fremont Unified School District. Ray Rodriguez will replace Jan Crocker on the board and Janice Schaefer is returning this year as the alternate member for Newark Unified School District.

b. Oral Communication

A presentation by MVROP Forensic Science was scheduled for the board. Rick Herrmann gave a short background on the program as well as Gordon Sanford, instructor. Superintendent Brown led board members and guests upstairs to the new Science lab for the presentation. Instructor Gordon Sanford introduced his students and spoke briefly about the course curriculum, competitive events held during the year, career opportunities, and past student career successes. Students assisted members and guests with microscopic observations they were working on in class. Following the presentation, members and guests returned to the board room for the meeting.

c. Items from Staff

Superintendent Brown introduced guests in the board room: Sally Holguin, Betty Sandlin, Career Specialists from Newark Unified School District, and Margie Trujillo from Mission Valley ROP.

Superintendent Brown began with an update of Round 2 - 1D CTE Funding. MVROP is working on the applications for the funding. Our architects will complete a site plan and costing for our building proposals. The plan will go before an advisory committee on January 17 and to the Governing Council on February 20. If we are awarded the funding, we are looking at restructuring K4 for Fashion and Interior Design and reconfiguring K1, our Welding shop, to an updated classroom for a new Engineering Program. If we receive this funding, we will have covered all of our existing buildings through new construction or modernization which should meet our instructional needs for several years.

“We are interviewing for the PR/Admin position,” Superintendent Brown said, “and are pleased to have Charlotte Grabill return until a replacement is selected.”

Mr. Brown said MVROP is applying for UC A-G credit for some courses including Forensic Science. Member Rodriguez asked if a teacher had to be a credentialed Science teacher in order to receive the A-G credit for the course. Mr. Brown said it is not a qualification; however, it definitely helps gain approval for the course. Gordon Sanford, MVROP Forensic Science teacher, is a fully credentialed Science teacher having taught Science for FUSD before coming to teach for MVROP.

Superintendent Brown said election of officers will be on the January agenda. He noted that Jan Crocker, Newark Unified School District, left and will be replaced by Ray Rodriguez. Janice Schaefer was on the MVROP board several years ago. Mr. Brown, welcomed Janice back to the MVROP board again.

Superintendent Brown referred to today’s Argus and the caption and photographs of our Medical Assistant and Auto Tech students. Students held a combined “Two for one Auto and Health Clinic this past Saturday. The event was offered to our Tri Cities community and provided an opportunity to have their automobile checked as well as their blood pressure taken. The event was very successful. Students learn a lot by having an opportunity to apply their skills to real consumers. A fee was not charged but the community was asked to donate food items which in turn would go to help needy families in our area. Students collected over 8 large cases of non perishable goods. Member Rodriguez is helping with the distribution of the food items through a program in Newark.

d. Written Communication

Superintendent Brown referred to articles included in the December Board Packet. The first one is an article and pictures, “Get a Clue,” which was published in the December 5 issue of the Tri City Voice. The article was written by Bill Marshak, Editor, and gives an in depth description of how and

what our students are learning in the Forensic Science program. The second article was written by David Ellison, New Haven Unified School District teacher, and columnist for The Argus. Mr. Ellison wrote a column about a recent study published by US News and World Report.

Our November Board packet included a negative editorial published in an issue of The Argus as well as the published response letter written by Board Member Larry Sweeney. Mr. Sweeney invited the author of the editorial, Kevin Fogarty, to tour the MVROP facility. Mr. Brown said he and Charlotte Grabill met with Mr. Fogarty earlier this month and took him on a tour of the facility. Mr. Fogarty was extremely impressed with the caliber of classes provided by Mission Valley ROP and thanked Mr. Brown and Ms. Grabill for enlightening him on the value of Career Technical Education for high school and adult students.

Consent Section:

Following a brief discussion, Member Jenn Stringer motioned to approve all items included in the Consent Section of the December Agenda. Member Ray Rodriguez made a second to the motion. Members voted 3-0 to approve all items included in the Consent Section of the December Agenda.

Business and Finance #1

Positive Certification

Marie dela Cruz, Director of Business Services, said we are required to certify to the State twice a year as to our fiscal stability. The certifications are based upon financial data as of October 31 and January 31 and are termed, respectively, the 1st Interim and 2nd Interim Financial Report(s). Mrs. dela Cruz referred to the report enclosed which states revenue/income, expenditures, criteria and standards, reserves and fund balance, multi-year projections, and certification. Our projected revenues for the year are \$8,385,008 which is \$23,950 higher than the adopted budget due to a decrease in Base Revenue, increase in local income and increase in lottery. The decrease in revenue limit was due to a decrease in about 7 growth ADA between P1 and P2 attendance reporting period. This may change again when we receive the P3 Annual certification in February 2008. Our ADA cap for the year is 2,144. Estimated CalWORKS ADA is 25. Total ADA needed for full funding is estimated at 2,169. We are on target to reach our full cap and are way beyond where we were this time last year. Projected expenditures for the year are \$8,605,008. This is 2.9% more than the adopted budget mostly because of the \$220,000 one-time payment of the Science Labs to Fremont Unified. Total employee salary and benefit cost is 73% of our total expenditures. Under the Criteria and Standards section, our financial data is compared with State established standards in ten areas. MVROP did not meet three standards; however, we had an explanation which was accepted. The salaries and benefits ratio should not exceed 2% plus/minus historical average. In the current year, we are at 60.3% which is within standard. In the next two years, our projections show salaries and benefits 2% above the standard. The trend in subsequent years will

increase partly due to AB2448 requiring ROP's to increase high school student participation. More classes will be offered at the high schools resulting in an increase in FTE's. In reference to our reserves and fund balance, we project a decrease to the ending fund balance of \$220, 0000 – the amount contributed to the cost of the science labs in the new building. The reserves for retiree benefits was reduced by \$100,000 and added to the reserves for economic uncertainty. There are only 3 employees who qualify for post retirement benefits. Reserves for economic uncertainties are 8.2% which is above the State minimum of 3%. We are planning to use some of the reserve account to match Prop 1D CTE funds for our buildings. Based on our multi-year projections, the fund balance will be positive at the end of this fiscal year and the two subsequent fiscal years. Mission Valley ROP is able to make a Positive Certification in this 1st Interim Report.

Member Stringer thanked Mrs. dela Cruz stating she is always amazed at how well ROP keeps their finances in check. Member Sweeney said he also appreciates how proactive ROP is in keeping their reserves so strong. Member Rodriguez asked who makes the decision on placing extra money in the reserve account. Mrs. dela Cruz said it is a decision by upper management. Additionally, we bring these options to the board. Mr. Rodriguez suggested we have future discussions with the board regarding the reserves and would like to see the board policy for dealing with reserves. Superintendent Brown said noted we have to maintain a higher reserve because of possible changes in funding that affect ROPs.

Ray Rodriguez made a motion to accept the Positive Certification that MVROP will be able to meet its financial obligations for the current fiscal year and subsequent two years. Member Stringer made a second to approve the motion. Members voted 3-0 to accept the Positive Certification that MVROP will be able to meet its financial obligations for the current fiscal year and subsequent two years.

Business and Finance #2

Audit Report for Fiscal Year 2006/2007

Mrs. dela Cruz gave a PowerPoint presentation which addressed components included in the annual financial report prepared by auditors Vavrinek, Trine, Day & Co. The audit for the year ended June 30, 2007 and was conducted in accordance with Government Auditing Standards. The audit includes an overview of financial statements, financial highlights, asset reports, and accomplishments in 2006/07. Our ending balance of \$3,866,764 is up by 7.9%. Costs for MVROP's contribution to the new building totaled \$1,470,000. Mrs. dela Cruz referred to a new page included in the Audit Report (page 34) which describes who we are and what we do. Following her presentation, Mrs. dela Cruz reported that there were no deficiencies or material weaknesses found in Internal Control over Financial Reporting. MVROP complied with State laws and regulations and there were no findings by the auditors.

Members Sweeney, Rodriguez, and Stringer thanked Mrs. dela Cruz and her staff again for their clarity and effectiveness in handling the MVROP budget.

Member Stringer made a motion to accept the Audit Report from Vavrinek, Trine, Day & Company for Fiscal Year 2006/2007. Member Rodriguez made a second to approve the motion. Members voted 3-0 to accept the Audit Report from Vavrinek, Trine, Day & Company for Fiscal Year 2006/2007.

Board of Education #1

Calendar for Meeting Dates

Superintendent Brown referred to the dates for meetings in the remainder of the year. There seem to be no problems with any of the dates affecting school breaks, etc.

Member Stringer made a motion to approve meeting dates for the months of January through June. Member Rodriguez made a second to the motion. Members voted 3-0 to approve meeting dates for the months of January through June.

Board of Education #2

BP 4162 Vacation Policy

Mr. Brown said this is the second reading for BP 4162; but since this has a change included, it will be a first reading. Mrs. dela Cruz addressed this item stating this was discussed at the board meeting in November. As previously written, we did not include the amount of days that could be carried over. This revision addresses that and limits carryover to 15 days per year. Mr. Brown said this was another suggestion by our auditors. Mr. Rodriguez said we could approve this as the 2nd reading with revisions and not bring it back for another meeting. Mr. Sweeney asked if the days are set up the beginning of the year. Mrs. dela Cruz said the days are accrued. You earn so many a year; however they are pro-rated. It was suggested by Rick Herrmann that we change the new statement under classified and certificated to state as follows: *“employees may carry over a maximum of 15 days of vacation to the subsequent year.”*

Member Stringer made a motion to approve the second reading of BP 4162, with the revisions stated. Member Rodriguez made a second to the motion. Members voted 3-0 to approve the second reading of BP 4162 with the revisions stated.

The meeting adjourned at 5:05 p.m.

Larry Sweeney, President

Jenn Stringer, Clerk