



**Tri-Valley Regional Occupational Program**

1040 Florence Road, Livermore, CA 94550

Ph. (925) 455-4800 - Fax (925) 449-9126

**JOINT POWERS GOVERNING BOARD**

**Minutes for the Regular Board Meeting of March 8, 2017**

**5:00 pm Closed Session**

**6:00 pm Open Session**

**1. CALL TO ORDER / ROLL CALL – 5:00 pm**

Vice Chairperson Rogge called the meeting to order at 5:05 pm.

**Roll Call / Establishment of Quorum**

Dan Cunningham, Chairperson, absent

Chuck Rogge, Vice Chair

Joan Laursen, Trustee

Julie Duncan, Secretary to the Board

**2. PUBLIC COMMENT – None**

**3. ADJOURN TO CLOSED SESSION - Pursuant to Government Code §54957 & §54957.6**

**3.1** Public Employee: Discipline/Dismissal/Release/Leave/Employment

**3.2** Conference with Labor Negotiator – Unrepresented Employee

Unrepresented Employee: Superintendent

**4. RECONVENE IN OPEN SESSION**

**4.1 Flag Salute – Pledge of Allegiance**

**4.2 Approval of the Agenda**

Superintendent Duncan noted the following changes to the agenda;

Item 9.2 Second Interim Report, change of pages 272 to 276 of full board packet, new pages presented on Blue Sheet.

Item 9.3 Director of College & Career Readiness job description, change of pages 297 to 299 of full board packet, new pages presented on Blue Sheet.

<u>Moved</u>	<u>Seconded</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstain</u>	<u>Absent</u>
Laursen	Rogge	2	0	0	1

**4.3 Announcement of Any Reportable Action Taken in Closed Session**

Board took action to release two temporary employees, employee 1617-1 and employee 1617-2, according to Education Code 44954 B, at the end of the school year and instructs the Superintendent or designee to send out the appropriate notices to the employees.

<u>Moved</u>	<u>Seconded</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstain</u>	<u>Absent</u>
Laursen	Rogge	2	0	0	1

**5. PUBLIC COMMENT – None**

**6. RECOGNITIONS**

**6.1 Recognition of Amy Brown**

Superintendent Duncan commended Amy Brown and complemented her on the outstanding job she is doing already after only being in the position for the last five months. Middle College has 131 junior applications for next year already.

TVROP is currently discussing the addition a second junior class if funding is available to accommodate the growth.

**6.2 Recognition of Nakisha Harris**

Heather Morelli presented Nakisha Harris (Kisha) and spoke of her accomplishments with not only her class at Dublin High but in the development of the Criminal Justice Academy. Kisha has great rapport at LPC and was helpful in securing classroom space for the Academy which has been articulated for 12 units and we have received positive feedback from Dublin admin and students.

**7. CONSENT CALENDAR**

The Consent Calendar is for items that require the approval of the Board, but are routine in nature. The Board acts upon these items in one vote. Any member of the Board, administration, or public may request that an item be pulled from the Consent Calendar and discussed and/or acted upon separately under Deferred Consent Items.

**CONSENT - MOTIONS**

**7.1 Approval of Minutes from the Regular Board Meeting of January 25, 2017**

The Board approved minutes from the January 25, 2017 Board Meeting.

**7.2 Approval of Bill and Salary Reports – January 1 – February 28, 2017**

The Board approved Bill and Salary warrants which show the District's operating and salary expenditures for the prior two months.

**7.3 Approval of Purchase Order Summary – January 1 – February 28, 2017**

The Board approved the purchase order summary which shows encumbrances of District funds for the prior two months.

**7.4 Acceptance of Donations**

The Board approved donations received through February 14, 2017.

**7.5 Acceptance of Audit Engagement**

The Board approved a three year Audit Engagement Contract with current Audit Firm, Nigro & Nigro.

<u>Moved</u>	<u>Seconded</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstain</u>	<u>Absent</u>
Laursen	Rogge	2	0	0	1

**8. DEFERRED CONSENT ITEMS – None**

**9. INFORMATION / ACTION ITEMS**

Informational items are noted as informational only; Action items are up for a vote by the Board. Most items require a simple majority of Board member votes to pass.

**9.1 TVROP Course Outlines - action**

Heather Morelli, Program Coordinator, presented the TVROP course outlines in the new template. This template is approved by the CTEIG State Technical Assistance Provider.

Heather attended trainings in the fall to work on formatting. Staff attended two

professional development days to assist them in their writing.

Ms. Laursen commented that it is so nice to see a clearly written and understandable format, well done.

<u>Moved</u>	<u>Seconded</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstain</u>	<u>Absent</u>
Rogge	Laursen	2	0	0	1

**9.2 Approval of the Second Interim Report - action**

Superintendent Duncan introduced Teresa Fiscus, Fiscal Director for LVJUSD.

Ms. Fiscus explained the Technical Review checklist, and how the TVROP financial system uploads data into the SACS software. SACS only accepts a fund 01, not 99, 99 is TVROP and this is to keep LVJUSD and TVROP separate in the system. The SACS software mistakenly registered both funds and the correction is listed on the Blue Sheet pages. Ms. Fiscus asked the Board for input and/or questions after each report and asked the Board to approve the Second Interim with a positive certification.

Ms. Laursen asked if there will be deficit spending going forward?

Superintendent Duncan explained the spending plan and it's relation to Middle College.

<u>Moved</u>	<u>Seconded</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstain</u>	<u>Absent</u>
Laursen	Rogge	2	0	0	1

**9.3 Approval of Director of College & Career Readiness Position - action**

Superintendent Duncan explained the need of this position, what it will be able to do for our districts and how our priority is to serve the districts in all their CTE needs.

Mr. Rogge asked about adding this position if MC is undecided in the future?

Superintendent Duncan explained the position funding.

Beth Cutter added a statement about how important it would be to have someone to attend the many, many meetings as representative of all the districts in the Tri-Valley.

<u>Moved</u>	<u>Seconded</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstain</u>	<u>Absent</u>
Laursen	Rogge	2	0	0	1

**9.4 Approval of Coordinator of Middle College Position - action**

Superintendent Duncan presented position for the Coordinator of Middle College.

Mr. Rogge asked about only requirement being Master's degree?

Superintendent Duncan explained the overall requirement for the position.

<u>Moved</u>	<u>Seconded</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstain</u>	<u>Absent</u>
Laursen	Rogge	2	0	0	1

**9.5 Approval of Modifications and Revisions to the Management Salary Schedule - action**

Superintendent Duncan presented the Management Salary Schedule, explained the changes and asked for approval.

Mr. Rogge asked why is per diem listed?

Superintendent Duncan explained why per diem is listed for reporting to STRS

<u>Moved</u>	<u>Seconded</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstain</u>	<u>Absent</u>
Rogge	Laursen	2	0	0	1

## 10. CORRESPONDENCE

- Alameda County Office of Education, 2016-17 First Interim Report

Mr. Rogge reviewed the letter form the Alameda County Office of Education

## 11. SUPERINTENDENT'S REPORT

Superintendent Duncan reported on the following activities and meetings;

- Cosmetology program closure, moving of all the equipment and preparations to sell equipment
- Attended the ACSA Superintendent's Conference in February, great networking and was asked about serving on an interview committee, and changes coming to STRS
- Attended a third meeting with City of Livermore about the Tri-Valley Career Center – explained there is in-kind assistance but no funding is available for the project
- Tri-Valley Partnerships meeting – districts and Las Positas for dual enrollment
- Meetings with all Districts about CTEIG credentialing requirements
- Educating for Careers, California Partnership Academy funding will now go to Community Colleges and Credentialing for teachers that have been teaching but don't have recent industry requirement
- CalPads meeting and coding changes to course sequence, this is the last year of funding for CCPT
- Middle College, sign ups have been huge, many families from PUSD, Livermore, and Dublin, 131 student applications just for the incoming junior class
- Adult Education meeting with representative from all three districts, as well as, Fred Rutledge, Lynette Marshall and Tri-Valley One Stop. It was a great meeting with some goal setting
- Numbers from registrations are high and looking great
- Meeting with AMR, American Medical Responder and Melanie Shelby. Issues are placements and facilities. AMR wants to connect with County and they are going to build facilities and would build classrooms for us. We are finding that industry wants to build connections directly because of employee shortages

Ms. Laursen asked about the access period at Amador?

Ms. Duncan explained how the double block classes can still travel. Single classes cannot meet the class times. Criminal Justice and Sports Medicine II are the classes that have issues. Amador will not hold classes that other students can travel to.

## 12. BOARD MEMBER REPORTS

Mr. Rogge noted the State Supreme Court ruling in regard to Public Records Requests; an employee's personal email and/or phone can be requested.

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Ms. Laursen noted that we should look at options for TVROP Board Member email.

Mr. Rogge also noted there is a Bill before the Assembly to not have school start before 8:30 am.

Mr. Rogge attended Livermore High Career night and the TVROP table was well attended.

Ms. Laursen asked Superintendent Duncan to contact Scott Raty about doing a presentation for the Pleasanton Chamber.

**13. ANNOUNCEMENTS**

- The next Regular Meeting of the Joint Powers Governing Board is scheduled for Wednesday, June 14, 2017.

**14. ADJOURNMENT**

There being no further business, Vice Chairperson Rogge adjourned the meeting at 7:30 pm.

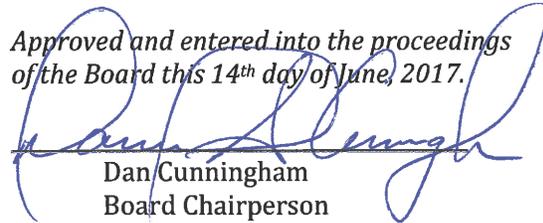
Original Signed

Submitted,



Julie Duncan  
Secretary to the Board

*Approved and entered into the proceedings  
of the Board this 14<sup>th</sup> day of June, 2017.*



Dan Cunningham  
Board Chairperson

DC:JD:as