



## Tri-Valley Regional Occupational Program

1040 Florence Road, Livermore, CA 94550

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

### JOINT POWERS GOVERNING BOARD

Regular Board Meeting of September 14, 2016

5:00 pm Closed Session, 5:30 pm Open Session

**1. CALL TO ORDER / ROLL CALL**

Chairperson Laursen called the meeting to order at 5:00 pm.

**Establishment of Quorum**

Joan Laursen, Chairperson

Chuck Rogge, Vice Chair

Dan Cunningham, Member

Julie Duncan, Secretary to the Board

**2. PUBLIC COMMENT – None**

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

**3.1 Public Employee:** Conference with Labor Negotiator  
Unrepresented Employee: Superintendent

**3.2 Personnel:** Board Consideration of Certificated Employee's Reduced Workload Request (Ed. Code 22713, 44922)

**4. RECONVENE IN OPEN SESSION**

Regular meeting reconvened at 5:40 pm.

**4.1 Pledge of Allegiance**

**4.2 Approval of the Agenda**

Prior to approving the agenda, a Board member may request that an agenda item be pulled or moved on the agenda.

<u>Moved</u>	<u>Seconded</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstain</u>	<u>Absent</u>
Cunningham	Rogge	3	0	0	0

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

Chairperson Laursen reported that Item 3.2, Certificated Employee's Request for a Reduced Workload Request (Ed. Code 22713, 44922) was approved unanimously.

**5. PUBLIC COMMENT – None**

**6. RECOGNITIONS**

Superintendent Duncan thanked the following six employees for their hard work and support at the Santa Rita and Glen Dyer jail. Their collective service time to education is over 59 years. Mr. Rutledge presented each with a certificate and brass bell commemorating their service. Nancy Emely, Seventeen Years of Service; Alyce Ford-Gilbert, Nine Years of Service; Noreen Johnson, Seven Years of Service (absent); Carolyn Kellams, Seven Years of Service; Karen Pape, Twelve Years of Service (absent); Terry Williams, Seven Years of Service. Each retiree thanked TVROP, Superintendent Duncan and Coordinator Rutledge for their time. Sgt. Ben

Shaull congratulated the retirees, Staff and Board.

**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 June 15, 2016**

The Board will consider approval of the minutes from the June 15, 2016 Board Meeting.

**7.2 Approval of Minutes from the Special Board Meeting of August 25, 2016**

The Board will consider approval of the minutes from the August 25, 2016 Special Board Meeting

**7.3 Approval of Bill and Salary Reports - June 1 - August 31, 2016**

The Board will consider the approval of Bill and Salary warrants which show payment of the District's operating and salary expenditures for the prior three months.

**7.4 Approval of Purchase Order Summary - June 1 - August 31, 2016**

The Board will consider the approval of the purchase order summary which shows encumbrances of the District funds for the prior three months.

**7.5 Approval of Donation**

Approval to accept the donation of a 2000 Mercury Cougar to the Automotive Specialist Program at Livermore High School.

**7.6 Approval of Memorandum of Understanding for 2016-2017 for Transition Specialist Services, Adult Education**

As part of the Consent Calendar, approve MOUs with Dublin Unified School District (DUSD), Livermore Valley Joint Unified School District (LVJUSD), Pleasanton Unified School District (PUSD) and Tri-Valley One Stop for shared services for the 2016-17 school year. MOUs will provide for TVROP employees to deliver services for the respective member districts with the agreed upon costs reimbursable to TVROP.

<u>Moved</u>	<u>Seconded</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstain</u>	<u>Absent</u>
Rogge	Cunningham	3	0	0	0

**CONSENT - RESOLUTIONS**

In order to conduct regular operations of the District, the Board is being asked, in one roll call vote, to adopt Resolutions 2016-17.2 through 2016-17.7.

**7.7 Resolution No. 2016-17.2 - Signature Card - Authorized Agents Payroll Warrants & Disbursements**

The Board will consider approval of this Resolution authorizing persons named to sign warrants and approval of payments on behalf of the District.

**7.8 Resolution No. 2016-17.3, Authorization for Bank Signatures**

The Board will consider approval of this Resolution authorizing persons named to

sign bank documents on behalf of the District.

**7.9 Resolution No. 2016-17.4, Appointment of Authorized Agents for State and Federal Applications**

The Board will consider approval of this Resolution authorizing persons named to sign State & Federal applications and documents on behalf of the District.

**7.10 Resolution No. 2016-17.5, Budget Transfers of Funds – Revenues and Expenditures**

The Board will consider approval of this Resolution authorizing persons named to sign budget working documents on behalf of the District.

**7.11 Resolution No. 2016-17.6, Delegation of Authority**

The Board will consider approval of this Resolution authorizing persons named to act with Board Authority to procure goods, services and labor on behalf of the District.

**7.12 Resolution No. 2016-17.7, Authorized Agents for Official Documents**

The Board will consider approval of this Resolution authorizing persons named to act with Board Authority to sign Official Documents on behalf of the District.

***Roll Call Vote:***

*Cunningham, Aye*

*Laursen, Aye*

*Rogge, Aye*

**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 Adult Education Program – information**

Fred Rutledge, Coordinator, Adult Education gave the Board an update as to progress of the Adult Programs with the assistance of TVROP, creation of a Building Program with the Carpenters, Interview for a Transition Specialist, Computer Instructor, Don Nyswonger, and the creation of an Adults with Disabilities Program. Perkins Grant has been transferred to our Adult Program. Mr. Rutledge also thanked the Board for their continued support.

**9.2 Middle College High School at Las Positas College Update – information**

Kathleen Frazer, Administrative Program Director, showed a Power Point presentation and gave the Board an overview of last year's student's accomplishments and the start of year two of Middle College at Las Positas College.

Mr. Cunningham asked how to grow the program in Dublin and we have some meetings being scheduled to introduce the program to more Dublin students.

Mr. Rogge noted that his daughter is a freshman and the freshman class is very aware of the program and are already showing an interest.

Superintendent Duncan noted that Mrs. Frazer has done a remarkable job.

**9.3 Approval of the 2015 – 2016 Unaudited Actuals - action**

Presentation of, by California statute, the District's 2015 – 2016 unaudited actuals. This Board approved financials report will be sent to the Alameda County Office of Education and the California Department of Education for inspection and approval.

Laura Johnson, Fiscal Director with LVJUSD, presented the 15-16 unaudited actuals reporting the closure of the books and reporting that TVROP is very healthy financially. 16-17 budget was built not knowing the outcome of the bidding process of the Santa Rita contract, being TVROP will no longer provide services at Santa Rita and Glen Dyer there will be many budgetary changes to come.

<u>Moved</u>	<u>Seconded</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstain</u>	<u>Absent</u>
Cunningham	Rogge	3	0	0	0

**9.4 Approval of Personnel Document #091615 - action**

Superintendent Duncan discussed the hiring during summer. The teacher shortage is real and when you are looking for specialty instructors it is even more difficult to find qualified candidates.

<u>Moved</u>	<u>Seconded</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstain</u>	<u>Absent</u>
Cunningham	Rogge	3	0	0	0

**9.5 Ratification of Superintendent Contract - action**

Chairperson Laursen reported that Superintendent Duncan's contract has been agreed upon. Copies of the Superintendent contract will be available upon request.

<u>Moved</u>	<u>Seconded</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstain</u>	<u>Absent</u>
Laursen	Cunningham	3	0	0	0

**10. CORRESPONDENCE – None**

**11. SUPERINTENDENT'S REPORT**

Superintendent Duncan reported on the following:

- Welding Camp at Las Positas in June, very well attended
- Santa Rita/Glen Dyer Program Breakdown
- New section of Medical Occupations at Foothill
- New section of Sports Medicine II Pilot at Amador
- Emergency Medical Response in Spring, Certificate Program
- Staff In Service for 16/17, Digital Portfolios for Students
- UC Approvals, certificates and college credit
- 15/16 Audit coming up next week
- College & Career Fair, October 12<sup>th</sup> at Foothill
- National Manufacturing Day in the Tri-Valley, Oct 7<sup>th</sup>
- TEC Meeting, October 6<sup>th</sup>

**12. BOARD MEMBER REPORTS**

Chairperson Laursen asked Mr. Sparks to summarize the final meetings with the Public Protection Committee and Board of Supervisors.

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**12. BOARD MEMBER REPORTS**

Chairperson Laursen asked Mr. Sparks to summarize the final meetings with the Public Protection Committee and Board of Supervisors.

Mr. Sparks explained the proceedings and the point to attending and telling "our side" of the process to the Public Protection Committee. Mr. Sparks noted in his 32 years in education he has never witnessed anything like the Alameda County processes. He commended TVROP Administration on their management of the program for the past 16 years.

Mr. Cunningham toured the Associated Builders and Contractors Site and they would love to meet with TVROP. The basic skills needed for joining is lacking and TVROP could help.

**13. ANNOUNCEMENTS**

- The next Regular Meeting of the Board will be held December 1, 2016 at 4:00 pm.

**14. ADJOURNMENT**

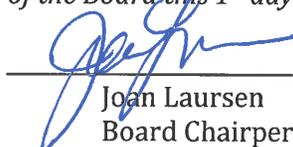
There being no further business, Chairperson Laursen adjourned the meeting at 7:17 pm.

Original Signed

Submitted,

  
\_\_\_\_\_  
Julie Duncan  
Secretary to the Board

*Approved and entered into the proceedings  
of the Board this 1<sup>st</sup> day of December, 2016.*

  
\_\_\_\_\_  
Joan Laursen  
Board Chairperson

JL: JD: as