



Tri-Valley Regional Occupational Program

1040 Florence Road, Livermore, CA 94550

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JOINT POWERS GOVERNING BOARD **Regular Board Meeting of December 7, 2016,** **5:00 pm Open Session**

THE MISSION OF TRI-VALLEY ROP IS TO:

- *Educate and train a broad spectrum of students by providing a bridge of opportunity connecting school to continuing education and career.*
- *Support and guide the development of life and career skills valued by business, industry, colleges, and society.*
- *Provide an environment of continuous program improvement, responsive to the changing needs of students, employers, and industry.*
- *Educate all students, including Adults in Correctional Facilities, to acquire the skills, attitudes and values needed to find and retain jobs, to be socially responsible, and to make positive contributions to their families and the community.*

JOINT POWERS GOVERNING BOARD **MEETING PROCEDURES**

Members of the public are encouraged to attend meetings of the Board. Individuals may address the Board regarding items *on* the agenda during the agenda item or, for Closed Session items, prior to Board adjournment into Closed Session. To address the Board regarding an item that *is* on the agenda, please complete a **blue speaker card** and submit it to the Administrative Assistant **prior** to Call to Order of the meeting or prior to the agenda item you wish to address. This allows the Board Chairperson to divide the available time among speakers.

Speakers may address the Board under agenda item **3.0, PUBLIC COMMENT**, regarding items of public interest within the Board's jurisdiction but are *not* on the agenda. Speakers should complete a **yellow speaker card** and submit it to the Administrative Assistant **prior** to Call to Order of the meeting. By law, the Board may listen to comments, but may not enter into discussion nor take action on any item not on the agenda. Time is limited to 3 minutes per speaker and 20 minutes per subject matter.

JOINT POWERS **GOVERNING BOARD**

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Accessibility to Facilities and Agenda Materials: The Tri-Valley ROP desires to make all of its public meetings accessible to the public. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities, as required by Section 202 of the Americans with Disabilities Act of 1990. Any person with a disability who requires a modification or accommodation in order to participate in this meeting should direct such request to the Tri-Valley ROP Superintendent, 1040 Florence Road, Livermore, CA 94550, or by calling (925) 455-4800 at least 48 hours before the meeting, when possible. Non-confidential materials related to an item on this agenda submitted to the Board after distribution of the agenda packet are available for public inspection in the Superintendent's Office (address above) during normal business hours.

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

2. REGULAR MEETING

2.1 Pledge of Allegiance

2.2 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.

3. PUBLIC COMMENT on matters *not* on the agenda

At this time, members of the public may address the Board regarding any matter that is *not* on the agenda. (For items that *are* on the agenda, the opportunity for public comment will be presented during each agenda item.) Speakers should submit a speaker card to the Administrative Assistant prior to Call to Order of the meeting: a *yellow card* for items not on the agenda and a *blue card* to speak during an agenda item. Time is limited to 3 minutes per speaker and 20 minutes per topic.

4. RECOGNITIONS - None

5. 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

5.1 Approval of Minutes from the Board Meeting of September 14, 2016

The Board will consider approving minutes from the September 14, 2016 Board Meeting.

5.2 Approval of Bill and Salary Reports – September, October, November 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.

5.3 Approval of Purchase Order Summary – September, October, November 2016

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

5.4 Approval of the TVROP CTE Employer Advisory Committee Handbook

The Board will consider the approval of the CTE Employer Advisory Committee Handbook.

5.5 Approval of the CTE Employer Industry Sector Advisory Committee 2016-2017

The Board will consider the approval of the CTE Industry Sector Advisory Committee List for 2016-2017.

5.6 Approval of CTE Tri-Valley Educational Collaborative Advisory Committee 2016-2017

The Board will consider the approval of the CTE TEC Advisory Committee List for 2016-2017.

5.7 Approval of Classified Confidential Salary Schedule 2016-2017

The Board will consider approval of the adjusted Classified Confidential Salary Schedule for 2016-2017.

6. DEFERRED CONSENT ITEMS

Items that are pulled from the Consent Calendar to be addressed individually will be discussed and acted upon at this time.

7. 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.

7.1 Adult Education Update – *information*

Fred Rutledge, Coordinator, Adult Education, will provide the Board with an update on the Adult Education program progress.

7.2 Middle College Update – *information*

Amy Brown, Interim Administrative Program Director, will provide the Board with an update on Middle College at Las Positas College.

7.3 Developmental Psychology of Children II Course Outline - *action*

Heather Morelli, Program Coordinator, will present the updated course outline for DPOC II.

7.4 Approval of the 2015 – 2016 Audit Report – *action*

In accordance with Education Code Section 41020, the Board of Education authorized the annual audit of the Tri-Valley Regional Occupational Program's financial records and support documentation for the 2015-2016 fiscal year by Nigro & Nigro, PC.

7.5 Approval of the 2016 – 2017 First Interim Report - *action*

Based on the current budget and the multi-year projection, it is recommended that the Board of Tri-Valley Regional Occupational Program, approve the 2016-2017 First Interim Report with a Positive Certification.

7.6 Approval of Personnel Document #120716 - *action*

The Board must act on all issues regarding employees of the TVROP. The Personnel Document specifies each area, to include new hires, resignations, retirements and vacancies.

7.7 Proposed Calendar of Meeting Dates for 2017 - *action*

Superintendent Duncan will present the proposed meeting calendar for 2017.

7.8 Authorization to Surplus Equipment - *action*

Superintendent Duncan will present the proposed surplus list.

8. CORRESPONDENCE

- Letter from L. Karen Monroe, Superintendent, Alameda County Office of Education, approval of 2016-17 Adopted Budget

9. SUPERINTENDENT'S REPORT

Julie Duncan, Superintendent, will report on recent meetings, activities, or legislation.

10. BOARD MEMBER REPORTS

Board members may wish to report on their recent activities.

11. ANNOUNCEMENTS

- The next Regular Meeting of the Joint Powers Governing Board is scheduled for Wednesday, January 25, 2017.

12. ADJOURNMENT

JD/as