



Tri-Valley Regional Occupational Program

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JOINT POWERS GOVERNING BOARD
Minutes of the Regular Board Meeting of
August 22, 2018

1. CALL TO ORDER / ROLL CALL

Chairperson Cunningham called the meeting to order at 6:00 p.m.

Dan Cunningham, Chairperson

Valerie Arkin, Vice Chairperson

Chuck Rogge, Trustee

Julie Duncan, Secretary to the Board

2. Regular Meeting

2.1 Pledge of Allegiance

2.2 Approval of the Agenda

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

3. PUBLIC COMMENT – None

4. RECOGNITION

Superintendent Duncan recognized Christin Crawford, Secretary I/Attendance from the TVROP District Office a certificate.

Christin is a product of TVROP; she was in Ms. Raaker’s Marketing class, became our office intern and was then hired for her current position where she is shared with Middle College. Christin is a full-time student and will be very successful, a CEO someday.

Christin thanked staff and the Board for the opportunity.

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

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

5.1 Approval of Minutes from the Regular Board Meeting of June 13, 2018

The Board approved minutes from the June 13, 2018 Board Meeting.

5.2 Approval of Bill and Salary Reports – June 1 – July 31, 2018

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

5.3 Approval of Purchase Order Summary – June 1 – July 31, 2018

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

CONSENT – RESOLUTIONS

In order to conduct regular operations of the District, the Board is being asked, in one roll call vote, to adopt Resolutions 2018-19.1 through 2018-19.6.

5.4 Resolution No. 2018-19.1 - Signature Card – Authorized Agents Payroll Warrants and Disbursements

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

5.5 Resolution No. 2018-19.2 - Authorization for Bank Signatures

The Board approved this Resolution authorizing persons named to sign bank documents on behalf of the District.

5.6 Resolution No. 2018-19.3 - Appointment of Authorized Agents for State and Federal Applications

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

5.7 Resolution No. 2018-19.4 - Budget Transfers of Funds – Revenues and Expenditures

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

5.8 Resolution No. 2018-19.5 - Delegation of Authority

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

5.9 Resolution No. 2018-19.6 - Authorized Agents for Official Documents and Reports

The Board approved this Resolution authorizing persons named to act with Board Authority to sign official documents on behalf of the District.

<i>Moved</i>	<i>Seconded</i>	<i>Ayes</i>	<i>Noes</i>	<i>Abstain</i>	<i>Absent</i>
Arkin	Rogge	3	0	0	0

6. DEFERRED CONSENT ITEMS

No items deferred

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 Middle College High School at Las Positas College Update – information

Superintendent Duncan introduced Ms. Amy Brown who gave an update to the Board on the start of year four of Middle College at Las Positas College.

Ms. Brown started by thanking Christin Crawford and noted what an asset she is going to be to the program and to the students of MCHS@LPC.

Started this school year with 140 students, both classes of 2017 and 2018 had 100% graduation rate. 2018 had 30 graduates and 22 stayed on with LPC. Some students continued with four-year institutions, San Jose State, CSU Monterey Bay, UC Irvine, Colorado Mesa, Bryn Mawr and Mizzou. Several students from 2017 that continued one more year with LPC transferred on to Chico, UC San Diego, St. Mary's and San Jose, showing the transfer option worked. 2018 MSHS@LPC graduates, Lylah Schmedel and Hariel Colcol are the ASB President and Vice President this year.

Ms. Brown spoke about the staff and their unique contributions. Our students are in

over 100 different courses. Middle College offices are in a new area with lots of space.

Save the date! Middle College Open House, October 23rd.

7.2 Approval of the 2017 – 2018 Unaudited Actuals - action

Superintendent Duncan introduced and thanked Teresa Fiscus, Fiscal Director and spoke of the transition to ESCAPE, financial software.

Teresa acknowledged staff for the assistance in closing; she reviewed revenue and expenses and gave a full review of all the reports and changes due to spending coming in lower than anticipated.

Trustee Arkin asked why CalSTRS is listed as “on-behalf”, Ms. Fiscus explained the GASB verbiage that was instituted. Trustee Arkin also asked how the Ending Fund balance compares to last school year; Ms. Fiscus looked and estimated the amount is about \$650,000 more than estimated due to unspent funds in many different areas.

Mr. Cunningham added a comment, 5% reserve is really low; Mr. Cunningham would like to increase the reserve to see a more cautious reserve that would cover more, maybe make the reserve 10% or more and suggested a presentation in the future.

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

7.3 Approval of Personnel Document #082218 - action

Superintendent Duncan expressed her thanks to Teresa Fiscus and presented the Personnel Document; she spoke about our resigning employees and new hires; Suzanne Smith, Edward Perea and Elida Rodriguez, LVJUSD employee joining us as Accounting Specialist.

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

8. CORRESPONDENCE – None

9. SUPERINTENDENT’S REPORT

Julie Duncan, Superintendent, reported on recent meetings, activities, or legislation.

- Working on Social Media; Facebook, Twitter, Instagram, please follow us
- Scheduling across all districts, each school has a different schedule
- Mr. Rogge had requested last Spring, wanting to discuss putting in place a 3 year plan, working on to address how State CTE funding will be coming into our area
- In Service, talked about, and planned where we are going
- Builders and Contractors NORCAL, Electricians, they want to partner and create possible pre apprentice program
- Into to Health Careers is in Dublin and Livermore this year, CJ academy full capacity, EMR certification is after school and completely full, Sara Beyne is instructor and she is a current Chabot instructor as well, Sports & Entertainment Marketing expanded to Foothill with Tami Raaker
- Over 2300 college units earned through articulation
- Fiscal, EBSIG conferences in summer, 19 districts are represented. I was the longest standing member as my 7th year

- Escape work all summer
- Tri-Valley Arts and Career Center Council, Livermore is helping to facilitate, HTA has been hired to handle the feasibility, who can handle the fiscal. LPC and TVROP as co-chair on exploratory feasibility study. Kelly Cousins with PUSD will also help out.
- Amador ACSA; Ms. Brown Alt Ed Admin of the Year and Ms. Duncan Amador Superintendent of the Year
- Bay Area Superintendent's Meeting
- Roanna Bennie, Interim President, talking about having a SAT Testing Center at LPC
- Manufacturing Day, all cities represented, October 5th

10. BOARD MEMBER REPORTS

Mr. Rogge; Building and Contractors, Carpenters Training, can we accelerate getting the program up and running? Mr. Rogge was visiting Reno and he found that most job sites were in desperate need of skilled workers.

Mr. Sparks; reported that Carpenters is building a new center, should be complete within a year, and we will research programs for juniors and seniors. Classes are full, pre-apprentice; they are difficult to get in so there is a definite need for more classes

Julie Duncan will check with Stephanie Beasley w/Sandia / LLNL

Mr. Rogge; Bills in front of the governor, one about regulating water use to 55 gallon a day by 2020, new jobs coming.

Tri-Valley Builds Fair in 2017, another fair coming in October 2018

Mr. Cunningham; in summer received a haircut by a cosmetologist who was in the last class at Dublin Beauty College

11. ANNOUNCEMENTS

- The next Regular Meeting of the Board will be held October 24, 2018 at 5:00 pm.

12. ADJOURNMENT

There being no further business, Chairperson Cunningham adjourned the meeting at 6:52 p.m.

Original Signed

Submitted,

Julie Duncan
Secretary to the Board

*Approved and entered into the proceedings
of the Board this 12th day of December, 2018.*

Daniel Cunningham, Board Chairperson