



Tri-Valley Regional Occupational Center/Program

2600 Kitty Hawk Rd #117, Livermore, CA 94551-9699
ph (925) 455-4800 fax (925) 449-9126

JOINT POWERS GOVERNING BOARD

Agenda for the Regular Meeting of January 25, 2012
6:00 p.m. Closed Session / 7:00 p.m. 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, when possible, 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 **5.0, PUBLIC COMMENT**, regarding topics that are under 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

Amy Miller, Acting Chairperson
(925) 577-5866
amymiller55@yahoo.com
Member District: Dublin USD

Jamie Hintzke, Member
(925) 846-0185
jhintzke@aol.com
Member District: Pleasanton USD

Neil Davies, Member
(925) 862-2577
zenteker@mindspring.com
Member District: Sunol Glen USD

Bill Dunlop, Member
(925) 455-1907
sdunlop102@comcast.net
Member District:
Livermore Valley Joint USD

www.tvrop.org

Accessibility to Facilities and Agenda Materials: The Tri-Valley ROCP 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 ROCP Superintendent, 2600 Kitty Hawk Road, Suite 117, Livermore, CA 94551, 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 – 6:00 p.m.

Amy Miller, Acting Chairperson
Jamie Hintzke, Member
Neil Davies, Member
Bill Dunlop, Member

2. PUBLIC COMMENT on posted closed session items

3. ADJOURN TO CLOSED SESSION

3.1 Public Employee Discipline/Dismissal/Release (*Gov Code §54957*)

4. RECONVENE IN OPEN SESSION – 7:00 p.m.

4.1 Pledge of Allegiance

4.2 Approval of the Agenda

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

Recommended Action: *Approve* the agenda, as presented.

Moved Seconded Ayes Noes Abstain Absent

4.3 Announcement of Any Reportable Actions Taken in Closed Session

5. 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.

6. ANNUAL ORGANIZATIONAL MEETING OF THE BOARD

TVROCP Board Bylaws 9100, *Organization*, and the Third Amended Joint Powers Agreement require the Governing Board to hold its annual organizational meeting during the first meeting of the calendar year. At this meeting, the Board shall elect a Chairperson and Vice Chairperson from its members, appoint a Secretary to the Board, develop a schedule of regular meetings for the year, and authorize signatures.

6.1 Election of Board Chairperson for 2012

Recommendation: *Elect* _____ as Chairperson of the Joint Powers Governing Board effective immediately and until the January 2013 annual organizational meeting of the Board.

Moved Seconded Ayes Noes Abstain Absent

(Passing of the gavel)

6.2 Election of Board Vice Chairperson for 2012

Recommendation: *Elect* _____ as Vice Chairperson of the Joint Powers Governing Board effective immediately and until the January 2013 annual organizational meeting of the Board.

Moved Seconded Ayes Noes Abstain Absent

6.3 Appointment of Secretary to the Board

Recommendation: *Appoint* the Special Advisor, Human Resources and Board Relations, as Secretary to the Joint Powers Governing Board effective immediately and until further notice.

Moved Seconded Ayes Noes Abstain Absent

Background: BB 9240, *Secretary*, states that the Superintendent shall be an ex officio, non-voting member of the Governing Board and shall serve as Secretary to the Board. It is recommended that the Board appoint the Special Advisor, Human Resources and Board Relations, to serve as the Secretary to the Board for the period of time that the Superintendent is on leave.

6.4 Approval of Dates and Times of Regular Board Meetings through January 2013

Recommendation: *Approve* the calendar of regular meetings of the Board to be held March 28, June 25, September 12, and December 12, 2012, and January 23, 2013. Regular meetings shall begin at 6:00 p.m. with a closed session of the Governing Board directly following Call to Order, and the Board resumes in open session at 7:00 p.m. (unless otherwise posted).

Background: The Board approves its regular meeting dates for the calendar year. Since most of our planning is for the school year and not calendar year, Board members previously provided their verbal approval of 2012 meeting dates for the months of January through June to complete the 2011-12 school year. At this time, it is requested that the Board formally approve those dates along with the proposed meeting dates through January 2013.

While the Board must approve *regular* meeting dates, anticipated *special* meeting dates are also presented for information. Special meeting dates may be adjusted during the year, as necessary, without action by the Board. Any changes to regular meeting dates will be presented to the Board as a Consent Calendar item.

Fiscal Impact:

None

Supporting Documents—*Attached on the following page*

- Draft Calendar of 2012 Meetings Dates and Agenda Items

DRAFT Calendar of 2012 Board Meeting Dates and Agenda Items

BOARD MEETING DATE	ACTION	CONSENT	INFORMATION
4th Wed @ 6pm/7pm unless otherwise noted			
<u>2011-12</u> Feb 29 <i>Pre-Mar 15 Special</i>	<ul style="list-style-type: none"> ▪ Approve 2011-12 Second Interim Report ▪ Notices of Release/Non-Reelect ▪ MOU for Loan(s) to TVROP 		<ul style="list-style-type: none"> ▪ FCMAT Final Report
March 28	<ul style="list-style-type: none"> ▪ Consider Possible Budget Solutions 	<ul style="list-style-type: none"> ▪ Approve Independent Auditor 	<ul style="list-style-type: none"> ▪ Initial student registration report
April 18 - 9:30 a.m. (3rd Wed) <i>Special</i>	<ul style="list-style-type: none"> ▪ Special meeting, if needed 		
May 30 – 6:00 p.m. <i>Special</i>			<ul style="list-style-type: none"> ▪ Budget Workshop
June 25 (4th Mon)	<ul style="list-style-type: none"> ▪ Public Hearing and Adoption of 2012-13 Budget Including 2011-12 Estimated Actuals 	<ul style="list-style-type: none"> ▪ Approve grant applications ▪ Approve contract with Dublin Beauty College ▪ Course/textbook approvals ▪ Approve Management Employment Contracts, 2012-13 	<ul style="list-style-type: none"> ▪ 2011-12 P-2 Attendance Report
<u>2012-13</u> September 12 (2nd Wed)	<ul style="list-style-type: none"> ▪ Approve Unaudited Actuals for 2011-12 ▪ Adopt Resolution for Authorization for Budget/Cash Transfers 	<ul style="list-style-type: none"> ▪ Approve Employer Advisory Committees ▪ Approve any surplus equipment ▪ Adoption of Board Policies 	<ul style="list-style-type: none"> ▪ 2011-12 P-3 Attendance Report ▪ Opening Enrollment Report
November 5 (Mon) 9:00 a.m.?			<ul style="list-style-type: none"> ▪ Joint Planning Meeting with Member District Superintendents
December 12 (2nd Wed)	<ul style="list-style-type: none"> ▪ Approve 2012-13 First Interim Report ▪ Adopt 2012-13 Board Vision/Mission/Goals 	<ul style="list-style-type: none"> ▪ Approve Annual Report and Course Review 	
January 23	<ul style="list-style-type: none"> ▪ Annual Organizational Meeting: Elect Chairperson/Vice Chairperson, Appoint Secretary, Approve 2013 Board Calendar, Adopt Annual Resolutions ▪ Accept Audit Report 	<ul style="list-style-type: none"> ▪ Approve Course Sequencing ▪ Adopt Resolution Declaring February CTE Month 	<ul style="list-style-type: none"> ▪ 2012-13 P-1 Attendance Report ▪ Course Offerings Catalog

(Does not include routine recurring items such as approval of minutes, Personnel Actions, Budget & Cash Flow Report, etc.)

6.5 Annual Approval of Board-Authorized Signers - Resolutions 2011-12.18 through 2011-12.25

Recommendation: In one Roll Call vote, **adopt** Resolutions 2011-12.18 through 2011-12.25, approving Board-authorized signers for the year, as presented.

ROLL CALL VOTE

Hintzke: _____
Davies: _____
Dunlop: _____
Miller: _____

Background: In order to conduct regular operations of the district, it is recommended that the Board adopt the following resolutions, approving the Director of Instructional and Student Support Services (Jorja Ivie), Coordinator of Program Services (Shay Galletti), and Principal of Correctional Education/ Adult Programs (Fred Rutledge) as Board-authorized signers until further notice.

- **Resolution 2011-12.18**, Designating a Representative and Alternate to the East Bay Schools Insurance Group (EBSIG) and the Alameda County Schools Insurance Group (ACSIG)
- **Resolution 2011-12.19**, Delegation of Authority
- **Resolution 2011-12.20**, Approval of Official Signatures
- **Resolution 2011-12.21**, Appointment of Authorized Agents for State and Federal Applications
- **Resolution 2011-12.22**, Submission of Warrants to the Alameda County Superintendent without an itemized Billing
- **Resolution 2011-12.23**, Approval to Establish a Revolving Fund for the Tri-Valley ROP
- **Resolution 2011-12.24**, Authorization for Budget/Cash Transfers
- **Resolution 2011-12.25**, Authorization for Bank Signatures

Supporting Documents:—*Attached*

- Board Resolutions *pages 7-15*

**BEFORE THE JOINT POWERS GOVERNING BOARD
OF THE TRI-VALLEY REGIONAL OCCUPATION CENTER/PROGRAM
COUNTY OF ALAMEDA, STATE OF CALIFORNIA**

RESOLUTION NO. 2011-12.18

**APPROVAL OF REPRESENTATIVE AND ALTERNATE TO THE
EAST BAY SCHOOLS INSURANCE GROUP (EBSIG) AND THE
ALAMEDA COUNTY SCHOOLS INSURANCE GROUP (ACSIG)**

WHEREAS, the Tri-Valley Regional Occupational Center/Program (TVROP) is a member of the East Bay Schools Insurance Group (EBSIG) and the Alameda County Schools Insurance Group (ACSIG); and

WHEREAS, EBSIG and ACSIG entitle each member district to have a Representative attend all meetings of their Board of Directors; and

WHEREAS, the Bylaws of the EBSIG and ACSIG entitle each member district to appoint this Representative; and

WHEREAS, the Bylaws of the EBSIG and ACSIG entitle each member district to designate its Alternative Representative;

NOW, THEREFORE, BE IT RESOLVED, that the TVROP Joint Powers Governing Board hereby appoints Jorja Ivie, Director of Instructional and Student Support Services, as Official Representative and Anna Lisa Hutchinson, Support Specialist for Business and Personnel Services, as Official Alternate to represent TVROP at EBSIG and ACSIG meetings.

PASSED AND ADOPTED this 25th day of January, 2012, by the Joint Powers Governing Board of the Tri-Valley Regional Occupational Center/Program, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Chairperson, Joint Powers Governing Board

I, Doug Gephart, Secretary to the TVROP Joint Powers Governing Board, do hereby certify that the foregoing resolution was regularly introduced, passed, and adopted by the Board during its meeting held January 25, 2012.

Doug Gephart, Secretary to the Board, TVROP

**BEFORE THE JOINT POWERS GOVERNING BOARD
OF THE TRI-VALLEY REGIONAL OCCUPATIONAL CENTER/PROGRAM
COUNTY OF ALAMEDA, STATE OF CALIFORNIA**

RESOLUTION NO. 2011-12.19 DELEGATION OF AUTHORITY
--

WHEREAS, the Joint Powers Board of the Tri-Valley Regional Occupational Center/Program (TVROP) wishes to procure goods and services for the TVROP efficiently and cost effectively;

WHEREAS, this objective is furthered through minimizing delays in the procurement process consistent with observing all statutory requirements;

WHEREAS, Education Code Section 35161 provides that the Board may delegate to an officer or employee any power or duty granted to the Board by law provided the Board retains ultimate responsibility for the performance of delegated responsibilities;

WHEREAS, Education Code Section 39656 permits the Board to delegate its authority to contract to the Superintendent or the Superintendent's designee with such limitations as the Board may prescribe; and

WHEREAS, Education Code Section 39657 permits the Board to delegate to any employee the authority to purchase supplies, materials, apparatus, equipment and services consistent with Section 20111 of the Public Contract Code with prescribed limits as to time, money and subject matter;

NOW, THEREFORE, BE IT RESOLVED that:

1. The Joint Powers Board of the Tri-Valley Regional Occupational Program, pursuant to Education Code Sections 35161, 39656 and 39657, hereby delegates to the Superintendent and his/her designee, the Director of Instructional and Student Support Services, the Principal of Correctional Education/Adult Programs, and the Coordinator of Program Services the authority to (a) advertise for bids, (b) purchase goods and services, including labor and materials, (c) approve change orders in accordance with Public Contract Code Section 20118.4; and (d) finally accept work on behalf of the ROP consistent with the limitations set forth in this Resolution.

2. No contract, purchase or expenditure shall exceed \$100,000;

3. All contracts, purchases and expenditures shall be presented to the Board for ratification within sixty (60) days;

4. All contracts, purchases and expenditures shall be consistent with the ROP's adopted budget and shall conform to all applicable statutory requirements including but not limited to Public Contract Code Sections 20111 (competitive bid requirement), 20114 (day labor/force account) and 20118.4 (change orders).

5. This delegation of authority shall not apply to the award of contracts in state-funded projects in which the state requires a resolution of the Board to release funds.

PASSED AND ADOPTED this 25th day of January, 2012, by the Joint Powers Governing Board of the Tri-Valley Regional Occupational Center/Program, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Chairperson, Joint Powers Governing Board

I, Doug Gephart, Secretary to the TVROP Joint Powers Governing Board, do hereby certify that the foregoing resolution was regularly introduced, passed, and adopted by the Board during its meeting held January 25, 2012.

Doug Gephart, Secretary to the Board, TVROP

BEFORE THE JOINT POWERS GOVERNING BOARD
OF THE TRI-VALLEY REGIONAL OCCUPATIONAL CENTER/PROGRAM
COUNTY OF ALAMEDA, STATE OF CALIFORNIA

RESOLUTION NO. 2011-12.20 APPROVAL OF OFFICIAL SIGNATURES
--

WHEREAS, the Joint Powers Governing Board of Tri-Valley Regional Occupational Center/Program (TVROP) wishes to designate certain persons employed by the TVROP to sign orders drawn on funds of the TVROP on its behalf; and

WHEREAS, while Education Code Section 42632 requires at least a majority vote of the members, the TVROP Joint Powers Agreement, Sections VIII.B and XII.A, requires that an unanimous vote of the Joint Powers Governing Board approves all orders drawn on the funds of the TVROP; and

WHEREAS, Education Code Section 42632 also allows the TVROP Joint Powers Governing Board to authorize a person or persons to sign said orders on its behalf;

NOW, THEREFORE, BE IT RESOLVED that the persons listed below are herewith so designated:

Director of Instructional and Student Support Services
Principal of Correctional Education/Adult Programs
Coordinator of Program Services

BE IT FURTHER RESOLVED that, pursuant to Education Code Section 42633, said authorized signatures shall be filed with the County Superintendent of Schools on the signature cards provided by the County Superintendent of Schools.

PASSED AND ADOPTED this 25th day of January, 2012, by the Joint Powers Governing Board of the Tri-Valley Regional Occupational Center/Program, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Chairperson, Joint Powers Governing Board

I, Doug Gephart, Secretary to the TVROP Joint Powers Governing Board, do hereby certify that the foregoing resolution was regularly introduced, passed, and adopted by the Board during its meeting held January 25, 2012.

Doug Gephart, Secretary to the Board, TVROP

**BEFORE THE JOINT POWERS GOVERNING BOARD
OF THE TRI-VALLEY REGIONAL OCCUPATIONAL CENTER/PROGRAM
COUNTY OF ALAMEDA, STATE OF CALIFORNIA**

RESOLUTION NO. 2011-12.21 APPOINTMENT OF AUTHORIZED AGENTS FOR STATE AND FEDERAL APPLICATIONS
--

WHEREAS, the Joint Powers Governing Board of Tri-Valley Regional Occupational Center/Program (TVROP) wishes to designate certain persons employed by the TVROP to sign for all matters pertaining to state and federal specially funded projects; and

WHEREAS, while Education Code Section 42632 requires at least a majority vote of the members, the TVROP Joint Powers Agreement, Sections VIII.B and XII.A, requires that an unanimous vote of the Joint Powers Governing Board approves all orders drawn on the funds of the TVROP; and

WHEREAS, Education Code Section 42632 also allows the Joint Powers Governing Board to authorize a person or persons to sign said orders in its behalf;

NOW, THEREFORE, BE IT RESOLVED that the persons listed below are herewith so designated:

- Director of Instructional and Student Support Services
- Principal of Correctional Education/Adult Programs
- Coordinator of Program Services

BE IT FURTHER RESOLVED that, pursuant to Education Code Section 42633, said authorized signatures shall be filed with the County Superintendent of Schools on the signature cards provided by the County Superintendent of Schools.

PASSED AND ADOPTED this 25th day of January, 2012, by the Joint Powers Governing Board of the Tri-Valley Regional Occupational Center/Program, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Chairperson, Joint Powers Governing Board

I, Doug Gephart, Secretary to the TVROP Joint Powers Governing Board, do hereby certify that the foregoing resolution was regularly introduced, passed, and adopted by the Board during its meeting held January 25, 2012.

Doug Gephart, Secretary to the Board, TVROP

**BEFORE THE JOINT POWERS GOVERNING BOARD
OF THE TRI-VALLEY REGIONAL OCCUPATION CENTER/PROGRAM
COUNTY OF ALAMEDA, STATE OF CALIFORNIA**

RESOLUTION NO. 2011-12.22

**SUBMISSION OF WARRANTS TO THE ALAMEDA COUNTY SUPERINTENDENT OF SCHOOLS
WITHOUT AN ITEMIZED BILLING**

WHEREAS, Education Code Section 42631 et seq. requires that all payments from the funds of a school district shall be made by warrants executed by the Governing Board of the school district; and

WHEREAS, such warrants must be submitted to the Alameda County Superintendent of Schools for his examination and approval; and

WHEREAS, Education Code Section 42634 requires that the warrants (excluding the payments of salaries) shall be accompanied by an itemized bill showing the separate items and the price for each unless it is impractical to do so; and

WHEREAS, the district is not fiscally independent as defined in Education Code Section 42650; and

WHEREAS, the County Superintendent of Schools has determined that including an itemized bill with the order is impractical under the current computerized system of payment.

NOW, THEREFORE, BE IT RESOLVED, that the Joint Powers Governing Board hereby authorizes the Tri-Valley Regional Occupational Program Superintendent or her designee, Director of Instructional and Student Support Services, Principal of Correctional Education/Adult Programs, and Coordinator of Program Services to submit warrants to the Alameda County Superintendent of Schools without the itemized bills.

BE IT FURTHER RESOLVED, that pursuant to Education Code Section 42634, the district shall be responsible for retaining all itemized bills showing the separate items and prices for the warrants and for the accuracy of information in those warrants, and shall make them available for audit by the Alameda County Superintendent of Schools.

PASSED AND ADOPTED this 25th day of January, 2012, by the Joint Powers Governing Board of the Tri-Valley Regional Occupational Center/Program, by the following vote, to wit:

AYES:
NOES:
ABSENT:
ABSTAIN:

Chairperson, Joint Powers Governing Board

I, Doug Gephart, Secretary to the TVROP Joint Powers Governing Board, do hereby certify that the foregoing resolution was regularly introduced, passed, and adopted by the Board during its meeting held January 25, 2012.

Doug Gephart, Secretary to the Board, TVROP

**BEFORE THE JOINT POWERS GOVERNING BOARD
OF THE TRI-VALLEY REGIONAL OCCUPATION CENTER/PROGRAM
COUNTY OF ALAMEDA, STATE OF CALIFORNIA**

RESOLUTION NO. 2011-12.23

**APPROVAL TO ESTABLISH A REVOLVING CASH ACCOUNT FOR THE
TRI-VALLEY REGIONAL OCCUPATIONAL CENTER/PROGRAM**

WHEREAS, the Tri-Valley Regional Occupational Center/Program (ROP) Joint Powers Governing Board may, under Section 42800 of the California Education Code, establish a Revolving Cash Account for various programs throughout the district; and

WHEREAS, the Tri-Valley ROP has a need for a Revolving Cash Account for the payment of unanticipated and emergency obligations; and

WHEREAS, the Tri-Valley ROP desires to provide greater flexibility in the payment of Tri-Valley ROP obligations; and

NOW, THEREFORE, BE IT RESOLVED, that pursuant to Education Code Section 39891, the Tri-Valley ROP Joint Powers Governing Board authorizes the establishment of a Revolving Cash Account, to be established in the U.S. Bank in an amount not to exceed \$20,000, for the Tri-Valley ROP: and

BE IT FURTHER RESOLVED, that the Tri-Valley ROP Superintendent or designee, Director of Instructional and Student Support Services, Principal of Correctional Education/Adult Programs, and Coordinator of Program Services, who are designated on the bank's signature card, are authorized and empowered to make immediate payments by check drawn on the Revolving Cash Account bank account and to execute in the name of Tri-Valley ROP all the necessary documents to implement and carry out the purposes of this resolution.

PASSED AND ADOPTED this 25th day of January, 2012, by the Joint Powers Governing Board of the Tri-Valley Regional Occupational Center/Program, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Chairperson, Joint Powers Governing Board

I, Doug Gephart, Secretary to the TVROP Joint Powers Governing Board, do hereby certify that the foregoing resolution was regularly introduced, passed, and adopted by the Board during its meeting held January 25, 2012.

Doug Gephart, Secretary to the Board, TVROP

**BEFORE THE JOINT POWERS GOVERNING BOARD
OF THE TRI-VALLEY REGIONAL OCCUPATION CENTER/PROGRAM
COUNTY OF ALAMEDA, STATE OF CALIFORNIA**

**RESOLUTION NO. 2011-12.24
AUTHORIZATION FOR BUDGET/CASH TRANSFERS**

WHEREAS, Education Code §42600, *District Budget Limitation on Expenditure*, requires that the Tri-Valley ROCP Joint Powers Governing Board approve all fund transfers by means of written resolution approved by a majority vote of the Board; and

WHEREAS, The Tri-Valley ROCP Joint Powers Governing Board recognizes that the State of California is experiencing a fiscal and cash crisis, and has proposed continuing to defer payments to schools, and

WHEREAS, The Tri-Valley ROCP Joint Powers Governing Board has designated the Superintendent, Business and Personnel Services Manager, Director of Instructional and Student Support Services, Principal of Correctional Education/Adult Programs, and Coordinator of Program Services as fiscal agents responsible for maintaining the funds for the operation of the Tri-Valley ROCP District; and

WHEREAS, The Tri-Valley ROCP Joint Powers Governing Board conducts matters, fiscal and otherwise, according to the laws specified in the California Education Code, Government Code, Board Policy, and other applicable statute.

NOW, THEREFORE, BE IT RESOLVED that the Board authorizes the Superintendent, Business and Personnel Services Manager, Director of Instructional and Student Support Services, Principal of Correctional Education/Adult Programs, and Coordinator of Program Services to:

(a) make budget and/or cash transfers within and between funds in order to maintain payroll and payable obligations during the current State fiscal and cash crisis for the current fiscal year, AND

(b) release funds designated to the Capital Outlay & Equipment Replacement Reserve in order to maintain payroll and payable obligations during the current State fiscal and cash crisis for the current fiscal year.

PASSED AND ADOPTED this 25th day of January, 2012, by the Joint Powers Governing Board of the Tri-Valley Regional Occupational Center/Program, by the following vote, to wit:

AYES:
NOES:
ABSENT:
ABSTAIN:

Chairperson, Joint Powers Governing Board

I, Doug Gephart, Secretary to the TVROP Joint Powers Governing Board, do hereby certify that the foregoing resolution was regularly introduced, passed, and adopted by the Board during its meeting held January 25, 2012.

Doug Gephart, Secretary to the Board, TVROP

**BEFORE THE JOINT POWERS GOVERNING BOARD
OF THE TRI-VALLEY REGIONAL OCCUPATIONAL CENTER/PROGRAM
ALAMEDA COUNTY, CALIFORNIA**

RESOLUTION NO. 2011-12.25 AUTHORIZATION FOR BANK SIGNATURES
--

WHEREAS, California Government Code §53679 stipulates that money not under control of the treasurer but belonging to a local agency and under the control of any of its officers or employees other than the treasurer may deposit funds as active deposits or inactive deposits; and

WHEREAS, for deposits in excess of the amount insured under any federal law, a contract in accordance with Government Code §53649 is required; and

WHEREAS, the Joint Powers Governing Board of the Tri-Valley Regional Occupational Center/Program (TVROCP) designates the positions of the TVROCP Superintendent and the Business & Personnel Services Manager as its representatives to enter into such contract with Union Bank, N.A., and US Bank, N.A., on its behalf; and

WHEREAS, contracting authorization/requirements includes the following:

- Establish bank accounts and services;
- Sign, or change in writing, agreements with Union Bank or US Bank regarding the TVROCP bank deposit relationship;
- Specify in writing, to Union Bank or US Bank, the names of the individual(s) who are authorized in the name of and on behalf of the Joint Powers Governing Board of the TVROCP to:
 - Withdraw funds from any of the TVROCP banking accounts on the TVROCP's checks or orders;
 - Endorse and deliver to Union Bank or US Bank, for any purposes and in any amount, negotiable or non-negotiable items of any kind, and owned by, held by, or payable to the TVROCP; and
 - Send, review, and/or authorize wire and electronic transfers of funds from TVROCP accounts. such authority may be exercised by such authorized individual acting alone, regardless of any multiple signature requirements otherwise applicable to the accounts; and
 - otherwise access the TVROCP's deposit accounts.

NOW, THEREFORE, BE IT RESOLVED that the individuals now or subsequently holding the positions of TVROCP Superintendent, TVROCP Business & Personnel Services Manager, Director of Instructional and Student Support Services, Principal of Correctional Education/Adult Programs, and Coordinator of Program Services are authorized by the Joint Powers Governing Board of the TVROCP to enter into any contract with Union Bank and US Bank relating to any deposit, which in his/her judgment is to the public advantage;

PASSED AND ADOPTED this 25th day of January, 2012, by the Joint Powers Governing Board of the Tri-Valley Regional Occupational Center/Program, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Chairperson, Joint Powers Governing Board

I, Doug Gephart, Secretary to the TVROP Joint Powers Governing Board, do hereby certify that the foregoing resolution was regularly introduced, passed, and adopted by the Board during its meeting held January 25, 2012.

Doug Gephart, Secretary to the Board, TVROP

7. CONSENT CALENDAR

Recommended Action: *Approve* the Consent Calendar, as presented.

Moved *Seconded* *Ayes* *Noes* *Abstain* *Absent*

7.1 Administration

7.1.1 *Approval of the Minutes of the Regular Meeting of December 9, 2011, and the Special Meetings of December 9, 15, and 21, 2011, and January 9, 2012*

Recommendation:

As part of the Consent Agenda, approve the minutes of the Regular Meeting of December 9, 2011, and the Special Meetings of December 9, 15, and 21, 2011, and January 9, 2012, as presented (or as amended by the Board).

Background: The minutes are presented for Board approval.

Fiscal Impact:

None

Supporting Documents—*Attached*

- Draft minutes of
 - December 9 regular *pages 17-22*
 - December 9 special *page 23*
 - December 15 special *page 24*
 - December 21 special *page 25*
 - January 9 special *pages 26-27*



Tri-Valley Regional Occupational Center/Program

2600 Kitty Hawk Rd #117, Livermore, CA 94551-9699
ph (925) 455-4800 fax (925) 449-9126

DRAFT Minutes of the Regular Meeting of the TVROP JOINT POWERS GOVERNING BOARD

December 9, 2011 – 11:30 a.m.

TVROP District Office

1. CALL TO ORDER/ROLL CALL

Board Acting Chairperson Amy Miller called to order the regular meeting of the Tri-Valley Regional Occupation Center/Program Joint Powers Governing Board on December 9, 2011, 11:32 a.m., in the TVROP District Office Board Room.

Board Members Present

Amy Miller, Acting Chairperson
Jamie Hintzke, Member
Neil Davies, Member
Bill Dunlop, Member
Diane Centoni, Secretary

Cabinet Members Present

Jorja Ivie
Shay Galletti
Leah Cleveland (recorder)

Others Signing In

Cindy Alba (Coordinating Council)
Julie Duncan (Coordinating Council)
Bill Boardman, Fiscal Consultant
Jeff Potter, ACOE

2. PUBLIC COMMENT on posted closed session items—*None*

3. ADJOURN TO CLOSED SESSION (*Government Code §54957.6*)

3.1 Conference With Labor Negotiator

Agency Designated Representative: Diane Centoni
Unrepresented Employees: All Classified, Certificated, and Management

4. RECONVENE IN OPEN SESSION

The Board reconvened in open session at 12:23 p.m.

4.1 Pledge of Allegiance

4.2 Introduction of New Board Member Bill Dunlop (LVJUSD)

Superintendent Centoni introduced Bill Dunlop who has been appointed by the Livermore Valley Joint USD Board of Education to represent LVJUSD on the TVROP Joint Powers Governing Board, replacing Stewart Gary who was recently elected to the Livermore City Council and seated on November 28, 2011. Dr. Dunlop has served on the LVJUSD Board since 2004 and previously served as a member of the JPGB in February 2005 through January 2006, and Vice President in January 2006 through January 2007.

4.3 Approval of the Agenda

By the following vote, the Board **approved** the agenda, as presented.

<u>Moved</u>	<u>Seconded</u>	<u>Ayes</u>	<u>Noes</u>
Hintzke	Davies	4	0

4.4 Announcement of Any Reportable Actions Taken in Closed Session—*None*

5. PUBLIC COMMENT on matters *not* on the agenda—*None*

6. CONSENT CALENDAR

By the following vote, the Board **approved** the Consent Calendar, as presented.

<u>Moved</u>	<u>Seconded</u>	<u>Ayes</u>	<u>Noes</u>
Hintzke	Davies	4	0

6.1 Administration**6.1.1 Approval of the Minutes of the Regular Meeting of September 14, 2011, and the Special Meetings of September 23, October 3, November 14, and November 28, 2011**

Approved the minutes, as presented.

6.1.2 Approval of TVROP 2010-11 Annual Report and Course Review

Approved the TVROP 2010-11 Annual Report and Course Review, as presented.

6.2 Business**6.2.1 Acceptance of Bill and Salary Warrants – August 22 - October 31, 2011**

Accepted bill and salary warrants, as presented.

6.2.2 Acceptance of Purchase Order Summary – August 22 – October 31, 2011

Accepted the Summary of Purchase Orders totaling \$7,770.82, as presented.

6.3 Personnel**6.3.1 Approval of Personnel Document**

Approved/ratified Personnel Document #1211, as presented.

7. DEFERRED CONSENT ITEMS—None**8. ACTION ITEMS****8.1 Administration****8.1.1 Adoption of TVROP 2011-12 Goals with the Communication & Marketing Plan and the Common CTE Message**

Superintendent Centoni reported on the process for goals development which included a Board Goals Workshop on October 3, 2011, to develop the draft TVROP 2011-12 Goals which were then reviewed with the four TVROP Member Districts during a special planning workshop on November 14, 2011.

At today's meeting, the draft 2011-12 Goals were presented to the Board for further review, discussion and adoption. As part of Goal 3, Marketing/Public Relations, the Board also received, for adoption, the Communication & Marketing Plan (outcome of which is to increase student and parent awareness of TVROP career pathway courses) and the Tri-Valley Superintendents' Common CTE Message (a message that JPGB members, member district superintendents, and all partners in the Joint Powers Agency will communicate).

Diane thanked the Coordinating Council and member districts for their work, particularly on the program expansion plan. The Engineering Taskforce has already met, the Health Science & Medical Technology Taskforce will meet this week, and we are also working on the Growing California Green pathway, all three of which are part of the Board-approved three-year Program Expansion Plan.

Amy Miller said she likes how the goals are laid out, but she's not sure about how some of the goals will be measured. She said that, in DUSD, they are working on the definition of what it means to be "college- and career-ready." If we are saying our graduates are 97.3% college- and career-ready, it would be nice to have a breakdown of how many are college-ready and how many are career-ready. Jamie Hintzke stated that she would like the goals document to include timelines for accomplishing the goals. Neil Davies said that since we're starting to educate about CTE at the elementary level, we should focus our marketing efforts at that level, as well, so parents are educated and involved earlier. Bill Dunlop said it's always difficult to predict what the job market will be in ten years since it's changing rapidly. He said it's very important that we don't put students on a path where they think they're going but at the end there are no jobs. Diane noted that the Course Review and the follow-up study help us predict.

8.2 Business

8.2.1 Approval of 2011-12 First Interim Report

TVROP is required to verify its financial position periodically throughout the year to the Alameda County Office of Education (ACOE) and the California Department of Education. The First Interim report is a snapshot of how TVROP is performing financially as of October 31, 2011. It is an early indicator that provides insight regarding income and expenses as compared to budget projections. TVROP is required to obtain JPGB approval and submit the report to the ACOE by December 15 each year.

Jeff Potter, Executive Director for District Business & Advisory Services for the ACOE, and Bill Boardman, ACOE Professional Expert, presented the 2011-12 First Interim report for Board approval. The cash flow report was also presented to the Board, and included notification that a loan will be necessary as early as March in order to meet TVROP's April through summer payrolls due to the state deferrals. With a Positive Certification at First interim, TVROP affirms that, based on current projections, it will meet its financial obligations for the current and two subsequent fiscal years.

Bill Boardman reported that he is still concerned about the cash flow. TVROP was fortunate last year that Livermore Valley Joint USD helped with a loan. We ended up with low cash balance of just over \$80K when our typical payroll is approximately \$300K. The fund balance was still over a million dollars so people think we can take it out of there, but there's still only \$80K in cash on June 30. He said the Interim Report includes a loan of \$625K in March, although we don't know yet where the loan will come from. If we don't receive a loan, there will be negative cash and we can't do that. He said the districts may also have the same problem in April. Jeff Potter said the County Treasurer offers borrowing privileges but the money must be paid back by April 30 by law. This is when the second huge sum of property taxes is collected and distributed to the school districts, and that's typically when a district will repay its loan. Diane added that it might be less complicated if the loan is made by one district rather than all three.

Bill Dunlop told Bill Boardman that he should talk with LVJUSD CBO, Susan Kinder, sooner than later to see if a loan will be possible. Bill Boardman said it would be great if the three districts could work together to help us out, but we understand that they are faced with a similar problem. We will all know more when the districts have approved their First Interim reports.

Diane said that the ACOE was helping us watch our cash flow before Bill Boardman arrived, so we did know that likely in April, but as early as March, we would have a cash flow problem. She said she sent an email to all of the CBOs to let them know we may be asking for assistance. Diane said she met with Luz Cazares, Pleasanton USD CBO, two days ago, Susan Kinder was also aware, and she was going to contact Steve Hanke directly. Now that we have a dollar amount, Diane will circle back around and see where they are with a possible loan. She said that the districts are currently holding to see what's going to happen at the state level. Bill Boardman added that the trigger at the state is up in the air. We will know more in January with the Governor's budget, and a projection next Thursday. He said we would appreciate a commitment from the districts.

Jeff Potter said it's complicated because the districts probably have loans (TRANS) so it could mean that they would be lending ROP money that they borrowed, which is systemic statewide and not unique to the ROP. There have been close to a dozen deferrals now. The districts and ROPs have become so adept at managing through the deferrals that the state has taken advantage of it. This is the foreseeable future that cash, not the budget, is the problem for everyone.

Diane said that maybe TVROP could provide an incentive (more interest, for example) to have

the district do a TRANS for us. On July 1st, we have to cut two checks for July and August payrolls, which is our problem. For the jail, Alameda County has offered to carry us, but our options are getting thinner.

By the following vote, the Board **approved** the 2011-12 First Interim Report, as presented.

<u>Moved</u>	<u>Seconded</u>	<u>Ayes</u>	<u>Noes</u>
Davies	Hintzke	4	0

8.2.2 **Adoption of Resolution 2011-16, Appointment of TVROP Representative and Alternate to the East Bay Schools Insurance Group (EBSIG) and Alameda County Schools Insurance Group (ACSIG)**

In order to conduct regular operations of the district, it was recommended that the Board adopt Resolution 2011-16, appointing Diane Centoni to replace Noreen Bastian as the TVROP representative to the East Bay Schools Insurance Group and the Alameda County Schools Insurance Group. Anna Lisa Hutchinson will continue to serve as the Alternate Representative.

By a 4-0 roll call vote, the Board **adopted** Resolution 2011-16 appointing Diane Centoni as the Representative and Anna Lisa Hutchinson as the Alternate to the East Bay Schools Insurance Group and the Alameda County Schools Insurance Group, as presented.

8.3 Personnel

8.3.1 **Consideration and Possible Approval of a 1% Off-the-Salary-Schedule Bonus for TVROP Employees for 2011-12 Only**

During the June 16, 2011, JPGB meeting, the Board announced that it had been having ongoing conversations with the Superintendent regarding consideration of salary and/or benefit adjustments for TVROP employees, acknowledging the need to address class and compensation as is done at the member school districts. Conversations have continued between the Board and Superintendent, and a possible 1% off-the-salary-schedule bonus is presented at this time for Board consideration. While a large increase cannot be expected in today's economic struggles, a one-time amount of 1% (estimated cost of \$35K to be paid from the \$162K undesignated fund balance) would demonstrate value to our employees, most of whom work side-by-side with member district employees who are paid higher salaries.

The Board recognized that this is an unusual time to approve a raise or bonus, particularly since we don't know yet about the budget triggers, but they also recognized that there hasn't been a salary increase since 2004 (resulting in an inequity of salaries between TVROP and district staff who work side-by-side), and this may be the last time the Board is able to do it for a long time.

By the following vote, the Board **approved** a one-time off-the-salary-schedule bonus, payable to all TVROP contracted and salaried employees who were in paid status on November 30, 2011, in the amount of 1% of each employee's 2011-2012 base salary to be paid to employees in one lump sum on January 31, 2012; and, for hourly employees, **approved** a 1% bonus based for employees in paid status on May 31, 2012, based on each employee's projected annual 2011-12 wage to be paid to employees in one lump sum on June 30, 2012, out of undesignated fund balance.

<u>Moved</u>	<u>Seconded</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
Davies	Hintzke	3	0	Dunlop

(Bill Dunlop noted that he abstained from the vote since he had not been involved in the Board's discussions on this topic which occurred prior to his being appointed to the JPGB.)

8.4 Educational Services—None**9. INFORMATION AND/OR DISCUSSION****9.1 Administration—None****9.2 Business****9.2.1 Update on Auto Collision Repair and Refinishing Prop 1-D Project**

The Board received an update on the Auto Collision Repair and Refinishing Prop 1-D Project:

- the new Auto Collision teacher began on November 28 and there are already good reviews;
- the project is almost complete with two items remaining on the punch list: handicapped parking space needs to be moved, and bracing (non safety issue).
- the program is up and running; and
- Diane is working with the Department of General Services to see about purchasing a frame rack. Construction costs continue to go up so she is not recommending it at this time, but she will work with the state to see about impact of funding due to the change of scope.

9.3 Personnel—None**9.4 Educational Services—None****10. CORRESPONDENCE—None****11. SUPERINTENDENT'S REPORT**

Superintendent Centoni provided her regular report: (1) Principal Fred Rutledge has been selected as ACSA Region 6's Adult School Administrator of the Year, and his nomination will be forwarded on to the state. (2) TVROP and Alameda County Teacher of the Year, Karen McMahon, has also been selected as the Veterans of Foreign War Livermore Post Teacher of the Year. (3) Alameda County superintendents have been working to plan a two-day workshop with the Alameda County school boards regarding Professional Learning Communities, Boards working on data, the achievement gap, and how to measure success, scheduled for March 6, 5:00-9:00 p.m. and March 9 (8:30 a.m.-3:30 p.m.). Also, ACOE Superintendent Sheila Jordan is sponsoring a workshop on December 13 at Santa Clara COE, 9:30 a.m.-2:30 p.m., Assessing the School Systems for 21st Century Skills. (4) She briefly reported on a workshop she attended at the CSBA Annual Education Conference (Nov 30-Dec 2) related to the dropout crisis in California. (5) She told the Board that she had trustees with the annual Survey of Inmates in the Board's dropbox. (6) She thanked Coordinator Shay Galletti and all of our teachers who updated the individual course brochures which we are working to get distributed before students begin to register for next year's classes.

12. BOARD MEMBER REPORTS

Board members provided their regular reports of recent meetings and events:

Jamie Hintzke: (1) Jamie also attended the CSBA conference and the Board Presidents' Workshop pre-conference, which was pretty good (but could have been better). She said the best part of the conference was getting the chance to network with other Board members and hearing about the programs they are excited about. The most interesting session was related to teacher evaluation, and she reported on the pilot program implemented in a school district in Santa Maria that has resulted in teachers feeling more professional and creative, and honing in on their skills. She said that maybe more districts in the state will be able to implement this program so that we can change the way that teachers are looked at as a profession.

Bill Dunlop: Bill said he is looking forward to working on the Board and he hopes to be a good contributor.

Neil Davies: Neil said the SGUSD Board elected not to go to the CSBA conference this year, but may attend next time.

Amy Miller: Amy said the CSBA conference session that really impacted her was Summer Matters which focused on the achievement gap and what happens when students don't attend summer school. She said the running theme among every workshop was the 21st century skills, rethinking how we're teaching our kids, and differentiated instruction. She said she walked out feeling really good about what DUSD and ROP are doing. She also saw Representative Pelosi speak who spoke in full support of the Engineering Pathway for girls. Amy said she told her about our STEM [Science, Technology, Engineering and Math] program. Jamie added that there is an initiative being brought forward by [civil rights attorney] Molly Munger's organization to raise money to work on education reform. The money would remain local, not go to the state, and would specifically fund core areas, including STEM.

13. ANNOUNCEMENTS

13.1 The next regular meeting of the Board will be held January 25, 2011, 7:00 p.m. (6:00 p.m. closed session), and will serve as the Annual Organizational Meeting of the Board.

14. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 1:29 p.m.

*Approved and entered into the proceedings of the Board
this 25th day of January, 2012.*

Board Chairperson



**Tri-Valley Regional
Occupational Center/Program**

2600 Kitty Hawk Rd #117, Livermore, CA 94551-9699

ph (925) 455-4800 fax (925) 449-9126

**DRAFT Minutes of the Special Meeting of the
TVROP JOINT POWERS GOVERNING BOARD**

December 9, 2011 - 1:00 p.m.

(directly following the regular JPGB meeting)

TVROCP District Office Board Room

1. CALL TO ORDER

Board Acting Chairperson Amy Miller called to order the special meeting of the TVROP Joint Powers Governing Board on December 9, 2011, at approximately 1:35 p.m., in the TVROP District Office Board Room.

2. ROLL CALL

Board Members Present

Amy Miller, Acting Chairperson
Jamie Hintzke, Member
Neil Davies, Member
Bill Dunlop, Member
Diane Centoni, Secretary

Others in Attendance

Jorja Ivie
Shay Galletti
Ginny McGaha
Susan Pereira
Fred Rutledge
Leah Cleveland
Anna Lisa Hutchinson
Dawn Scanlon

3. PUBLIC COMMENT on closed session agenda item—*None*

4. ADJOURN TO CLOSED SESSION

The Board immediately adjourned to closed session in Suite 125 regarding one agenda item:

4.1 Public Employee Discipline/Dismissal/Release (*Government Code §54957*)

5. RECONVENE IN OPEN SESSION

At 3:07 p.m., Board Chairperson Amy Miller reconvened the Board in open session in the Board Room.

6. ANNOUNCEMENT OF ANY REPORTABLE ACTION TAKEN IN CLOSED SESSION

Chairperson Amy Miller announced the following action taken in closed session:

By a 4-0 roll call vote, the Board placed the Superintendent on administrative leave until further notice.

7. ADJOURNMENT

There being no further business to discuss, the special meeting was adjourned at approximately 3:15 p.m.

*Approved and entered into the proceedings of the Board
this 25th day of January, 2012.*

Board Chairperson



**Tri-Valley Regional
Occupational Center/Program**

2600 Kitty Hawk Rd #117, Livermore, CA 94551-9699
ph (925) 455-4800 fax (925) 449-9126

**DRAFT Minutes of the Special Meeting of the
TVROP JOINT POWERS GOVERNING BOARD
December 15, 2011 – 9:30 a.m.**

TVROCP District Office, 2600 Kitty Hawk Rd, Suite 125

1. CALL TO ORDER/ROLL CALL

Board Acting Chairperson Amy Miller called to order the special meeting of the TVROP Joint Powers Governing Board on December 15, 2011, 9:38 a.m., in the TVROP District Office, Suite 125.

Participants

Governing Board

Amy Miller, Acting Chairperson
Jamie Hintzke, Member
Neil Davies, Member
Bill Dunlop, Member

TVROCP Staff

Jorja Ivie
Shay Galletti
Fred Rutledge
Ginny McGaha
Leah Cleveland
Anna Lisa Hutchinson
Susan Pereira
Bill Boardman (Consultant)

Superintendents

Parvin Ahmadi—PUSD
Molly Barnes—SGUSD
Kelly Bowers—LVJUSD
Steve Hanke—DUSD

Coordinating Council

Bryce Custodio—DUSD
Julie Duncan--PUSD

Other Staff Attending

Dawn Scanlon—LHS/GHS

2. PUBLIC COMMENT on posted agenda items—None

3. DISTRICT OFFICE NEEDS ASSESSMENT

The Board held an informational session for the purpose of hearing from the TVROCP District Office staff regarding job duties and staffing needs to provide the Board with an understanding of the staffing (position/hours) needed at the District Office. The Board also heard from the four TVROCP Member District Superintendents who shared their collective thoughts and recommendations with the Board following their related meeting held December 12, 2011.

Considering all input, the Board concluded that a representative group of staff and a member district superintendent would meet to develop criteria for a short-term position [later specified as a **Special Advisor, Human Resources and Board Relations**] to serve as a point person for staff and Board, and to take the lead in the area of Human Resources for a yet unknown period of time. Chairperson Amy Miller stated that it is the immediate goal of the Board to ensure that staff have what they need to continue serving our students. She stated that every member of the Board is 100% behind the success of this organization, they are all passionate advocates for Career Tech Ed and ROP, and they will continue to focus on what is needed to maintain the excellent programs we have in place, to provide the appropriate support and, hopefully, someday soon start to see the program expand. The district superintendents also affirmed their strong commitment to ROP and the JPA, and said they are available to assist TVROP staff in any way they can.

4. ADJOURNMENT

There being no further business to discuss, the special meeting was adjourned at 11:04 a.m.

*Approved and entered into the proceedings of the Board
this 25th day of January, 2012.*

Board Chairperson



Tri-Valley Regional Occupational Center/Program

2600 Kitty Hawk Rd #117, Livermore, CA 94551-9699

ph (925) 455-4800 fax (925) 449-9126

DRAFT Minutes of the Special Meeting of the TVROCP JOINT POWERS GOVERNING BOARD

December 21, 2011 – 9:00 a.m.

Pleasanton USD District Office, 4665 Bernal Ave, Pleasanton

1. OPENING

1.1 Call to Order

Board Acting Chairperson Amy Miller called to order the special meeting of the TVROP Joint Powers Governing Board on December 21, 2011, 9:25 a.m., in the Pleasanton USD District Office.

1.2 Roll Call

Board Members Present

Amy Miller, Acting Chairperson

Jamie Hintzke, Member

Bill Dunlop, Member

Others in Attendance

Jorja Ivie (Recorder)

(Neil Davies was ill and unable to attend.)

2. PUBLIC COMMENT on closed session agenda item—*None*

3. ADJOURN TO CLOSED SESSION (*Government Code §54957*)

The Board immediately adjourned to closed session where it met regarding one agenda item:

3.1 Public Employee Appointment

Title: Special Advisor, Human Resources and Board Relations

4. RECONVENE IN OPEN SESSION/ANNOUNCEMENT OF ANY REPORTABLE ACTION TAKEN IN CLOSED SESSION

Chairperson Amy Miller reconvened the Board in open session at approximately 11:11 a.m. and stated that, while no reportable action had been taken in closed session, the Board did agree to pursue an Employment Contract with one candidate for the position of Special Advisor, Human Resources and Board Relations. She announced that the Board will hold another special meeting, tentatively scheduled for the evening of January 9 [**since then confirmed for January 9, 5:30 p.m. closed session/6:00 p.m. open session**] to ratify/approve the Employment Contract and to introduce the Special Advisor.

5. ~~APPOINTMENT OF SPECIAL ADVISOR, HUMAN RESOURCES AND BOARD RELATIONS~~—*Pulled from agenda—not needed at this time*

6. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 11:15 a.m.

*Approved and entered into the proceedings of the Board
this 25th day of January, 2012.*

Board Chairperson



Tri-Valley Regional Occupational Center/Program

2600 Kitty Hawk Rd #117, Livermore, CA 94551-9699
ph (925) 455-4800 fax (925) 449-9126

DRAFT Minutes of the Special Meeting of the TVROP JOINT POWERS GOVERNING BOARD

January 9, 2012

TVROCP District Office Board Room

1. OPENING

Call to Order/Roll Call

Board Acting Chairperson Amy Miller called to order the special meeting of the TVROP Joint Powers Governing Board on January 9, 2012, at approximately 5:34 p.m., in the TVROP District Office Board Room.

Board Members Present

Amy Miller, Acting Chairperson
Jamie Hintzke, Member
Neil Davies, Member
Bill Dunlop, Member

Cabinet Members Present

Jorja Ivie
Shay Galletti
Fred Rutledge

Others Signing In

Cindy Alba (Coordinating Council)
Bryce Custodio (Coordinating Council)
Julie Duncan (Coordinating Council)
Dawn Scanlon
Dave Lang
Sarah Palmer
Ginny McGaha
Tom McLaughlin
Bob Kreitz
Leah Cleveland (recorder)

2. PUBLIC COMMENT on closed session agenda item

3. ADJOURN TO CLOSED SESSION

The Board immediately adjourned to closed session regarding one agenda item:

3.1 Public Employee Appointment (*Government Code §54957*)

Title: Special Advisor, Human Resources and Board Relations

4. RECONVENE IN OPEN SESSION

At 6:03 p.m., Board Chairperson Amy Miller reconvened the Board in open session in the Board Room.

5. ANNOUNCEMENT OF ANY REPORTABLE ACTION TAKEN IN CLOSED SESSION

Chairperson Amy Miller announced the following action taken in closed session:

By a 4-0 roll call vote, the Board approved a contract between TVROP and Doug Gephart to serve as Special Advisor, Human Resources and Board Relations.

Doug Gephart introduced himself and provided a brief overview of his background, to include 16 years in Human Resources, 4 years as Superintendent (Fremont USD), involvement in the Association for California School Administrators, President then Executive Director of the American Association of School Personnel Administrators, and other education-related consultancy work. He told the audience that, as an Independent Contractor, he will work with everyone to identify and address current issues and to make everything move more efficiently until the Board makes a permanent decision. He said he has an open-door policy and encourages anyone to come and share their concerns with him.

6. RATIFICATION OF EMPLOYMENT CONTRACT FOR THE POSITION OF SPECIAL ADVISOR, HUMAN RESOURCES AND BOARD RELATIONS

By the following vote, the Board *ratified* and *approved* the Employment Contract between the Tri-Valley ROP Joint Powers Governing Board and Doug Gephart for the position of Special Advisor, Human Resources and Board Relations, effective January 10, 2012.

<u>Moved</u>	<u>Seconded</u>	<u>Ayes</u>	<u>Noes</u>
Dunlop	Hintzke	4	0

7. ADJOURNMENT

There being no further business to discuss, the special meeting was adjourned at 6:15 p.m.

*Approved and entered into the proceedings of the Board
this 25th day of January, 2012.*

Board Chairperson

7.2 CONSENT - Business

7.2.1 Acceptance of Bill and Salary Warrants – November 1, 2011 – January 15, 2012

Recommended Action: As part of the Consent Calendar, **accept** bill and salary warrants for the period November 1, 2011, through January 15, 2012, as presented.

Background:

Bill and salary warrants are presented to the Board for ratification under the Consent Calendar at each regular JPCB meeting. The attached list of bill and salary warrants shows payment of the District’s operating and salary expenditures for the past three months. All of the warrants have been approved by the Alameda County Office of Education.

Fiscal Impact: Operating Expenditures were \$92,085.00 and salary expenditures were \$580,837.00. Fund 35 expenditures were \$975.00 for the same period. Warrants are categorized as follows:

WARRANT - DISPURSEMENTS	11/01/	12/01/-	12/31-	01/01 - 01/15-	TOTAL FOR
	11/30-2011	2011		2012	
PAYROLL RELATED	\$ 255,611.00	\$25,744.00		\$299,482.00	\$580,837.00
BOOKS/SUPPLIES	\$ 7,912.00	\$9,577.00		\$39.00	\$17,528.00
SERVICES	\$ 18,890.00	\$33,428.00		\$22,239.00	\$74,557.00
	\$282,413.00	\$68,749.00		\$321,760.00	\$672,922.00
FUND 35 - PROP 1D	\$75.00	\$900.00		\$0.00	\$975.00
TOTAL	\$282,488.00	\$69,649.00		\$321,760.00	\$673,897.00

Full warrant reports are available for review at the TVROCP District Office.

Supporting Documents—[Posted on website](#)

- Accounts Payable Warrants (20 pp)

7.2 CONSENT - Business

7.2.2 Acceptance of Purchase Order Summary – November 1, 2011 - January 15, 2012

Recommended Action: As part of the Consent Calendar, *accept* the Summary of Purchase Orders for the period November 1, 2011, through January 15, 2012, as presented.

Background:

A summary of purchase orders will be presented to Board for approval under the Consent Calendar at each regular JPGB meeting and will include the purchase orders generated during the period since the last regular Board meeting. By issuing Purchase Orders, the District is setting aside, or encumbering, funds for a specific purpose.

Fiscal Impact: Total funds encumbered through January 15, 2011, are \$225,965.71.

Supporting Documents—Attached

- List of Purchase Orders *page 30*

**TRI-VALLEY ROCP
2011-2012
PURCHASE ORDERS
NOVEMBER 1, 2011 - JANUARY 15, 2012**

PO#	DATE	VENDOR NAME	AMOUNT	PURPOSE
120102	11/9/2011	GRAPHIC ARTS SERVICES	150.00	INSTRUCT. GRAPHICS PUSD AMADOR HS
120103	11/9/2011	ALANCO	15.00	AUTO SERVICE MAINTENCE LVUSD HS
120104	11/9/2011	FORD/AAA STUDENT AUTO SKILLS	135.00	LVUSD HS
120105	11/17/2011	HUNTER ENGINEERING CO.	20,000.00	AUTO ALIGNMENT SYSTEM LVUSD HS
120106	11/17/2011	DKW	10,000.00	LEGAL COUNSEL
120107	10/31/2011	LIVERMORE VALLEY USD	162,000.00	CASH FLOW LOAN REPAYMENT
120108	10/31/2011	LIVERMORE VALLEY USD	378.00	INTEREST CASH FLOW LOAN
120110	11/18/2011	MCGRAW-HILL SCHOOL EDUCATION	3,960.00	SEELY'ESSENTIALS OF ANATOMY
120112	11/18/2011	LIPPINCOTT WILLIAMS & WILKIN	3,018.56	SPORTS INJURY FUNDAMENTALS
120113	11/28/2011	ARROEHEAD FORENSICS	220.00	CRIMINAL JUSTICE MATERIAL
120114	12/12/2011	HARRIS COMPUTER SYSTEMS	1,400.00	APPLICATION SOFTWARE SUPPORT
120118	12/14/2011	POCKET NURSE	460.79	BLOOD PRESSURE CUFF/STETHESCOPE
120119	12/20/2011	ENT NETWORKS INC.	20,000.00	19 COMPUTERS, SOFTWARE & INSTAL/IMAGE
120120	1/4/2012	DELL MARKETING L.P.	1,856.23	DELL PROJECTOR & WARRANTIES
120121	1/12/2012	MARTIN AUTO COLOR SERVICES	1,680.70	AUTO PAINT SERVICES
120122	1/12/2012	THE CHANGE COMPANY	691.43	BOOKS MANAGING MY LIFE
		TOTAL	\$ 225,965.71	

7.3 CONSENT - Personnel

7.3.1 Approval of Personnel Document

Recommendation:

As part of the Consent Agenda, *approve/ratify* Personnel Document #1211, as presented.

Background:

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

Fiscal Impact:

Personnel expenses are included in the adopted 2011-12.

Supporting documents: [See chart below.](#)

Personnel Document #0112

Name/FTE	Description/ Location	Effective Date	Recommended Action	Funding Source
<u>2011-12 CLASSIFIED RESIGNATION</u>				
Jacque Barker 1.0 FTE	Career Education Specialist Dublin High School	1/12/12	Accept	50% ROCP 50% DUSD

PART OF CONSENT CALENDAR

7.4 CONSENT—Educational Services

7.4.1 Proclamation for Career Technical Education Month – February 1-28, 2012

Recommendation: As part of the Consent Agenda, *adopt* the Proclamation proclaiming February 1-28, 2012, as Career Technical Education Month in TVROP.

Moved Seconded Ayes Noes Abstain Absent

Background: Each year it is recommended that the Board support the Association for Career Technical Education and the National CTE Month by proclaiming February as CTE Month for Tri-Valley ROP.

In recognition of this month, activities have been planned at our school sites and Career Centers, as follows:

- Display a banner recognizing National CTE Month
- Use school marquee for National CTE Month and invite students to visit the Career Center
- Career Center drawing 1-4 times during the month for gift cards, such as Jamba Juice, Starbucks, or the movies (Currently seeking donations)
 - Students fill out a card with name, grade, student ID#, career interest
 - Winner is announced during bulletin
 - Handouts listing all CTE classes including high school CTE classes
- Chocolate bars with special message wrapper given to each high school administrator and counselor with an ROP pencil or mouse pad
- Teachers select a day to invite potential students to visit their ROP classroom to ask questions about the program
- Each ROP student is given a brochure to give to a friend who might be interested in their program
- Share these ideas with other CTE teachers on campus

Financial Impact:

Limited costs for purchase of “CTE Month” banner and other promotional materials in support of the Board-approved Communications and Marketing Plan.

Supporting Documents—Attached

- Proclamation *page 33*



TRI-VALLEY REGIONAL OCCUPATION CENTER/PROGRAM
JOINT POWERS GOVERNING BOARD
County of Alameda
State of California



Proclamation

**CAREER AND TECHNICAL EDUCATION MONTH
FEBRUARY 1-28, 2012**

WHEREAS, February 1-28, 2012, has been designated Career and Technical Education Month by the Association for Career and Technical Education with the theme, “**CTE: Careers Through Education;**” and

WHEREAS, profound economic and technological changes in our society are rapidly reflected in the structure and nature of work, thereby placing new and additional responsibilities on our educational system; and

WHEREAS, career and technical education provides Americans with a school-to-career connection and is the backbone of a strong, well-educated workforce, which fosters productivity in business and industry and contributes to America’s leadership in the international marketplace; and

WHEREAS, career and technical education gives high school students experience in practical, meaningful applications of basic skills such as reading, writing and mathematics, thus improving the quality of their education, motivating potential dropouts and giving all students leadership opportunities in their fields and in their communities; and

WHEREAS, career and technical education offers individuals lifelong opportunities to learn new skills, which provide them with career choices and potential satisfaction; and

WHEREAS, the ever-increasing cooperative efforts of career and technical educators, business and industry stimulate the growth and vitality of our local economy and that of the entire nation by preparing graduates for career fields forecast to experience the largest and fastest growth in the next decade;

NOW, THEREFORE, the Tri-Valley Regional Occupational Center/Program Joint Powers Governing Board hereby proclaims **February 1-28, 2012**, as **Career and Technical Education Month** in Tri-Valley ROP, and urge all citizens to become familiar with the services and benefits offered by the career and technical education programs in this community and to support and participate in these programs to enhance their individual work skills and productivity.

Passed and adopted this 25th day of January, 2012, by the following vote:

Ayes _____ Noes _____ Absent _____ Abstain _____

Board Chairperson

ATTEST: _____
Doug Gephart, Secretary to the Board

7.4 CONSENT—Educational Services

7.4.2 Approval of New Course—Careers with Children

Recommendation: As part of the Consent Agenda, *approve* the new course outline for Careers with Children, as presented.

Moved Seconded Ayes Noes Abstain Absent

Background:

This course was developed to feed into the Developmental Psychology of Children (DPoC) program and to support the trimester system as a single trimester course. The DPoC program was changed from a five-trimester course to a four-trimester course for the 2011-2012 school year. The new course, Careers with Children, scheduled to begin March 9, 2012, offers students a preview of the DPoC program.

Bureau of Labor Statistics – Occupational Outlook Handbook, 2010-11 edition for child care workers, teacher assistants, and teachers.

Job outlook:

Child care workers are expected to experience job growth that is *about as fast as the average* for all occupations. Job prospects will be good because of the many workers who leave the occupation and need to be replaced. Many job openings are expected for teacher assistants due to turnover and *about as fast as the average* employment growth in this large occupation, resulting in favorable job prospects. Employment for teachers is projected to *grow about as fast as the average* for all occupations.

Fiscal Impact:

No change to teacher salary, but there will be a Career Planning Guide/Workbook to be purchased each year at \$3.00 per workbook per student. (The initial order will be 40 @ \$3.00 = \$120.00.)

Supporting Documents—[Posted to Website](#)

- Careers with Children Course Outline (17 pp)

7.4 CONSENT—Educational Services

7.4.3 Approval of 2011-12 TVROCP Course Sequencing

Recommendation: *Approve* the 2011-12 Course Sequencing, as presented.

Moved Seconded Ayes Noes Abstain Absent

Background:

As prescribed by EC 52302(a), the governing board of each ROP shall ensure that at least 90% of all state-funded courses offered by the ROP in occupation areas in which both the ROP and the community college offer instruction are part of occupational sequences that target comprehensive skills by June 30, 2011.

Tri-Valley ROP actively collaborates with our local community colleges, Las Positas College and Chabot College, as well as our local high schools to align (sequence) courses in which both the ROP and the community college offer instruction. These course sequences prepare our students for their next level of education or employment while eliminating duplication of effort.

The Tri-Valley ROP Course Sequencing for the 2011-12 school year shows the alignment (sequencing) of courses as required by AB 2448. Course sequences and “credit-by-exam” articulations are re-evaluated each year and, as new courses are developed, TVROP works closely with our Community Colleges to identify college courses that can be articulated.

Fiscal Impact:

None

Supporting Documents—*Posted to website*

- TVROP Courses in Common with Las Positas and Chabot Colleges (1 pg)
- Course Sequencing (15 pp)

8. DEFERRED CONSENT ITEMS

If any items are pulled from the Consent Calendar to be addressed individually, those items will be discussed and acted upon at this time.

9. ACTION ITEMS

9.1 Administration—None

9.2 Business

9.2.1 Acceptance of 2010-2011 Audit Report

Recommendation: **Accept** the 2010-11 Audit Report, as presented.

Moved Seconded Ayes Noes Abstain Absent

Background: The Board will receive the annual audit for FY11 conducted by Moss, Levy & Hartzheim. The following chart provides a summary of the findings:

The Audit Report has 8 findings including TVROP’s Action Plan to correct the questioned items. The Financial Statement Findings are on Pages 46 through Page 49 of the Audit. Jeff Potter, Executive Director for District Business & Advisory Services for the ACOE, and Bill Boardman, ACOE Professional Expert, will review the findings and explain the required audit adjustment to the General Fund Balance.

Fiscal Impact:

The audit was submitted to the County of Alameda on December 15, 2011. There was a material financial finding of \$161,717 increase to the General Fund Balance on page 40 of the audit.

Supporting Documents—*posted on website*

- 2010-11 Audit Report (60 pp)

9.3 ACTION—Personnel —None

9.4 ACTION – Educational Services—None

10. INFORMATION

10.1 Administration—None

10.2 Business

10.2.1 Tri-Valley ROCP Budget and Cash Flow Report

Information item only: No action required.

Background:

The Budget Summary and Cash Flow Reports showing activity through December 2011 are included on the following pages. Both are regularly scheduled reports which are given at every regular Joint Powers Governing Board meeting. The Budget Report shows the revenue and expenditures as of the most recent monthly period. The Cash Flow Report shows the cash receipts and disbursements for the same period. Cash Flow Report also shows predicted June activity and Receivables/Payables for year end. Staff will report on the status of the TVROP budget and cash flow and answer questions.

Fiscal Impact:

It is prudent for the Board to review these financial statements on a regular basis. These reports provide good measures of fiscal health and solvency and help to monitor revenue, expenses and cash.

Supporting Documents—Attached

- Budget and Cash Flow Reports *pages 38-40*

Tri-Valley ROCP

Budget Report

November 1, 2011 - December 31, 2011

Budget Classification	Original Budget	Revised First Interim Budget	Budget Transfers	Current Budget	Expended/Received	Encumbered	Unencumbered Bal.	% Remaining
Revenue	\$ 4,151,108	\$ 4,151,108		\$ 4,151,108	\$ 544,096	\$ -	\$ 3,607,012	86.9%
Expenses								
Certificated Salaries	\$ 2,746,438	\$ 2,746,438		\$ 2,746,438	\$ 931,734	\$ -	\$ 1,814,704	66.1%
Classified Salaries	420,911	420,911		\$ 420,911	\$ 155,958	\$ -	\$ 264,953	62.9%
Employee Benefits	513,960	513,960		\$ 513,960	\$ 192,556	\$ -	\$ 321,404	62.5%
Books and Supplies	179,788	179,788	\$ 16,959	\$ 196,747	\$ 42,888	\$ 52,015	\$ 101,844	51.8%
Services and Other Operating Expenditures	392,242	392,242	\$ 54,814	\$ 447,056	\$ 174,216	\$ 224,965	\$ 47,875	10.7%
Capital Outlay	20,000	20,000	\$ 5,000	\$ 25,000	\$ -	\$ 20,000	\$ 5,000	20.0%
Total	\$ 4,273,339	\$ 4,273,339	\$ 76,773	\$ 4,350,112	\$ 1,497,352	\$ 296,980	\$ 2,555,780	58.8%
Revenue Vs. Expenses	\$ (122,231)	\$ (122,231)	\$ (76,773)	\$ (199,004)	\$ (953,256)	\$ (296,980)	\$ 1,051,232	
Interfund Transfer	40,000	40,000		40,000	0			
Net Surplus/(Deficit)	\$ (162,231)	\$ (162,231)		\$ (162,231)	\$ (162,231)		\$ (324,462)	

FUND :10		REGIONAL OCCUPATION PROGRAM										Totals/Final	
	July	August	September	October	November	December	January	February	March	April	May	June	
A. BEGINNING CASH.....9110												81,907.84	
	81,908	182,295	400,817	83,206	571,405	109,541	115,625	246,402	246,402	246,402	246,402	246,402	
B. RECEIPTS													
Revenue Limit													
Property Tax.....8020-8079	0	0	0	0	0	0	0	0	0	0	0	0.00	
State Aid.....8010-8019	0	0	0	0	0	0	0	0	0	0	0	0.00	
Other.....8080-8099	0	0	0	0	0	0	0	0	0	0	0	0.00	
Federal Revenues.....8100-8299	0	0	0	0	0	0	0	0	0	0	0	0.00	
Other State Revenues.....8300-8599	0	0	0	0	0	0	0	0	0	0	0	0.00	
Other Local Revenues.....8600-8799	47,315	114,402	747	274,278	48,682	58,671	286,549	0	0	0	0	830,644.15	
Interfund Transfers In.....8910-8929	0	0	0	0	0	0	0	0	0	0	0	0.00	
All Other Financing Sources.8931-8979	0	0	0	0	0	0	0	0	0	0	0	0.00	
TOTAL RECEIPTS	47,315	114,402	747	274,278	48,682	58,671	286,549	0	0	0	0	830,644.15	
C. DISBURSEMENTS													
Certificated Salaries.....1000-1999	114,529	125,940	227,850	234,240	229,040	134	230,150	0	0	0	0	1,161,884.65	
Classified Salaries.....2000-2999	24,013	24,410	30,644	24,710	26,571	25,610	0	0	0	0	0	155,958.06	
Employee Benefits.....3000-3999	24,661	23,786	44,285	43,837	45,166	10,820	36,380	0	0	0	0	228,935.47	
Supplies.....4000-4999	5,048	-2,045	15,933	6,464	7,912	9,577	4,811	0	0	0	0	47,698.88	
Services.....5000-5999	28,995	6,828	23,367	62,709	18,890	33,428	61,406	0	0	0	0	235,621.99	
Capital Outlays.....6000-6599	0	0	0	0	0	0	0	0	0	0	0	0.00	
Other Outgo.....7000-7499	0	0	0	0	0	0	0	0	0	0	0	0.00	
Interfund Transfers Out.....7600-7629	0	0	0	0	0	0	0	0	0	0	0	0.00	
All Other Financing Uses....7630-7699	0	0	0	0	0	0	0	0	0	0	0	0.00	
Trans.....9640	0	0	0	0	162,000	0	0	0	0	0	0	162,000.00	
TOTAL DISBURSMENTS	197,246	178,919	342,080	371,960	489,578	79,568	332,748	0	0	0	0	1,992,099.05	
NET INCREASE/DECREASE (B - C)												-1,161,454.90	
	-149,932	-64,517	-341,333	-97,681	-440,896	-20,897	-46,199	0	0	0	0	0	

FUND :10		REGIONAL OCCUPATION PROGRAM										Totals/Final		
July	August	September	October	November	December	January	February	March	April	May	June			
D. PRIOR YEAR TRANSACTIONS														
Accounts Receivable.....			9120-9499										1,204,559.78	
313,553	315,061	0	554,228	0	21,717	0	0	0	0	0	0	0	0	
Accounts Payable.....			9500-9630										40,327.54	
63,234	32,023	-23,723	-31,653	20,968	-5,264	-15,259	0	0	0	0	0	0	0	
Deferred Revenue.....			9650										0.00	
0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Adjustments to Fund Balance.....													161,717.00	
0	0	0	0	0	0	161,717	0	0	0	0	0	0	0	
TOTAL PRIOR YEAR TRANSACTIONS														
250,319	283,038	23,723	585,880	-20,968	26,981	176,976	0	0	0	0	0	0	1,325,949.24	
E. NET INCREASE/DECREASE (B - C + D)														
100,388	218,521	-317,611	488,199	-461,864	6,084	130,777	0	0	0	0	0	0	164,494.34	
F. ENDING CASH (A + E)														
182,295	400,817	83,206	571,405	109,541	115,625	246,402	246,402	246,402	246,402	246,402	246,402	246,402	246,402.18	

10.2 INFORMATION - Business

10.2.2 2011-12 P-1 Attendance Report

Recommendation: Information item only; no action required.

Background: Each year, we have three attendance reporting cycles: P-1 through Dec 31, P-2 through April 15, and P-3 through June 30. Tonight, staff will present the P-1 reports for 2011-2012 for ROCP and Correctional Education programs.

Fiscal Impact:

No impact on ROCP Categorical as Tier III is benched at 2007-08 funding level. However, we continue to monitor ROCP ADA for budget and program planning purposes.

The Correctional Education Program is in Tier II and continues to be monitored regularly. We rely on these reports to monitor the impact created by the early release of inmates and lock-downs that interrupt the educational programs at Santa Rita Jail.

Supporting Documents—*To be distributed at meeting*

- P-1 Attendance Report

10.3 INFORMATION– Personnel—None

10.4 INFORMATION– Educational Services

10.4.1 2012-13 Course Offerings Catalog

Recommendation: No action required; information item only.

Background: Each year, a tentative schedule of course offerings is determined in preparation for student registration for the upcoming year. The 2012-13 Course Offerings Catalog includes courses offered this current school year, along with anticipated new courses, and is presented to the Board for information.

Fiscal Impact:

The tentative proposed course offerings will be finalized based on the budget, actual enrollment numbers, and the Course Review.

Supporting Documents—[Posted on website](#)

- 2012-13 Course Offerings Catalog (20 pp)

11. CORRESPONDENCE

12. BOARD MEMBER REPORTS

Board members may wish to report on their recent activities.

13. ANNOUNCEMENTS

13.1 Upcoming Board Meeting

- A special meeting of the Board will be held February 29, 2012, 6:00 p.m.
- The next regular meeting of the Board will be held March 28, 2012, 7:00 p.m. (6:00 p.m. closed session).

14. ADJOURNMENT

AM:Jl:lc/posted 1-19-12