



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

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**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.

By the following vote, the Board **adopted** the TVROP 2011-12 Goals with the Communication & Marketing Plan and the Common CTE Message, as presented.

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

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 McMahan, 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.*

Original Signed

Board Chairperson