Tri-Valley Regional Occupational Center/Program
2600 Kitty Hawk Rd #117, Livermore, CA 94551-9699
ph (925) 455-4800 fax (925) 449-9126

POST

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

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1. CALL TO ORDER / ROLL CALL – 6:00 p.m.

2. PUBLIC COMMENT on posted closed session item

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

4.3 Announcement of Any Reportable Actions Taken in Closed Session

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

6. ANNUAL ORGANIZATIONAL MEETING OF THE BOARD

TVROP Board Bylaws 9100, *Organization*, and the Third Amended Joint Powers Agreement require the Governing Board to hold its annual organizational meeting during its 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.

(Passing of the gavel—Incoming Chairperson presides over the remainder of the meeting.)

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.

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.

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).

6.5 ***Annual Approval of Board-Authorized Signers - Resolutions 2011-12.18 through 2011-12.26***
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.
Recommendation: In one Roll Call vote, ***adopt*** Resolutions 2011-12.18 through 2011-12.26, approving Board-authorized signers for the year, as presented.

- **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

7. CONSENT CALENDAR

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

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 as presented (or as amended by the Board).

7.2 Business

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

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

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

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

7.3 Personnel

7.3.1 ***Approval of Personnel Document***

Recommendation: As part of the Consent Agenda, approve/ratify Personnel Document #0112, as presented.

7.4 Educational Services

7.4.1 ***Proclamation for Career Technical Education Month – February 2012***

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

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)
- 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

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.

7.4.3 ***Approval of 2011-12 TVROP Course Sequencing***
The TVROP Course Sequencing for this 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 the community colleges to identify college courses that can be articulated.
Recommendation: ***Approve*** the 2011-12 Course Sequencing, as presented.

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***
The Board will receive the annual audit for FY11 conducted by Moss, Levy & Hartzheim.
Recommendation: ***Accept*** the 2010-11 Audit Report, as presented.

9.3 Personnel—*None*
9.4 Educational Services—*None*

10. INFORMATION
10.1 Administration—*None*

10.2 Business
10.2.1 ***Tri-Valley ROCP Budget and Cash Flow Report***
During each meeting, the Board receives the budget and cash flow reports for information.

10.2.2 ***2011-12 P-1 Attendance Report***
Each year, there are 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.

10.3 Personnel—*None*

10.4 Educational Services
10.4.1 ***2012-13 Course Offerings Catalog***
The Board will receive the 2012-13 Course Offerings Catalog which includes courses offered this school year, along with anticipated new courses for next year.

11. CORRESPONDENCE
12 BOARD MEMBER REPORTS
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:JI:lc/posted 1-19-12