



## Tri-Valley Regional Occupational Center/Program

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### Minutes of the Regular Meeting of the TVROCP JOINT POWERS GOVERNING BOARD

September 14, 2011 –9:00 a.m.

TVROCP District Office

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#### 1. CALL TO ORDER/ROLL CALL

Board Chairperson Stu Gary called to order the regular meeting of the Tri-Valley Regional Occupation Center/Program Joint Powers Governing Board on September 14, 2011, 9:00 a.m., in the TVROCP District Office Board Room.

##### Board Members Present

Stewart Gary, Chairperson  
Amy Miller, Vice Chairperson  
Jamie Hintzke, Member  
Neil Davies, Member  
Diane Centoni, Secretary

##### TVROCP Staff

Noreen Bastian  
Jorja Ivie  
Fred Rutledge  
Leah Cleveland

##### Coordinating Council Representatives

Cindy Alba, Livermore Joint Valley USD  
Bryce Custodio, Dublin USD  
Cindy Galbo, Pleasanton USD

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

#### 3. ADJOURN TO CLOSED SESSION

Pursuant to Government Code §54957 and 54957.6, the Board adjourned to closed session at 9:01 a.m. regarding the following matters:

3.1 Public Employee Performance Evaluation / Goals  
Title: Superintendent

3.2 Conference with Labor Negotiators  
Agency designated representative: Diane Centoni  
Unrepresented employees:  
Certificated and Certificated Management  
Classified, Classified Confidential, and Senior Management in the Classified Service

3.3 Public Employee Discipline/Dismissal/Release

#### 4. RECONVENE IN OPEN SESSION

The Board reconvened in open session at 10:19 a.m.

##### 4.1 Pledge of Allegiance

##### 4.2 Approval of the Agenda—*No changes to the agenda*

##### 4.3 Announcement of Any Reportable Actions Taken in Closed Session

Board Chairperson Stu Gary stated that there was no action taken in closed session, but he did have some upcoming meeting dates to announce: There will be a special meeting regarding the Superintendent's Evaluation / Goals on September 23, 8:45 a.m. (or September 22 if all trustees are not available) and the special meeting of October 3 may start as early as 7:00 a.m. and will include an open session for Board Goals & Objectives prior to the set closed session.

#### 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>
Miller	Davies	4	0

Amy/Neil

6.1 Administration

6.1.1 Approval of the Minutes of the Special Meeting of June 6 and the regular meeting of June 16, 2011

**Approved** the minutes of the special meeting of June 6 **as amended** and the regular meeting of June 16, 2011, as presented.

Correction: On page 7, third paragraph, second sentence, "Amy Miller asked..." is changed to "When asked,..."

6.1.2 Adoption of New and Updated Board Policies and Administrative Regulation: BP 1322, Competitions and Activities for Students; BP/AR 3100, Budget; BP/AR 3270, Sale and Disposal of Books, Equipment and Supplies; BP/AR 3300, Expenditures and Purchases; BP/AR 3311, Bids; BP/AR/E 4040, Employee Use of Technology; BP/AR 5200, Child Abuse Prevention and Reporting; BP/AR 5300, Sexual Harassment (Students); BP/AR 6126 Student Use of Technology; and Deletion of BP/AR 3320, Procedures for Ordering, and BP/AR 5138, AIDS Policy

**Waived** the requirement for two readings and **adopted** new and updated Board Policies and Administrative Regulations 1322, 3100, 3270, 3300, 3311, 4040, 5200, 5300 and 6126; and **deleted** 3320 and 5138, as presented.

6.2 Business

6.2.1 Acceptance of Bill and Salary Warrants – June 1 - August 19, 2011

**Accepted** bill and salary warrants for the period June 1-August 19, 2011, totaling \$149,331.50 in Operating Expenditures, \$630,293.63 in salary expenditures, and \$88,326.6 in Fund 35 expenditures.

6.2.2 Acceptance of Purchase Order Summary – July 1 – August 19, 2011

**Accepted** purchase orders for the period July 1-August 19, 2011 totaling \$344,782.90.

6.2.3 Approval of Surplus Computer Equipment and Peripherals

**Approved** the list of surplus computer equipment and peripherals, as presented.

6.2.4 Approval of Independent Contractor to Provide QSS Consultant Services to Business and Personnel Services

**Approved** the Independent Contractor Agreement between TVROCP and Gail Atwood to provide QSS consulting services to the TVROCP Business and Personnel Services department for the 2011-12 school year at \$75 per hour, not to exceed \$1,500 total.

6.2.5 Approval of Independent Contractor to Provide Start-Up Services for the Auto Collision Repair and Refinishing Program

**Approved** the Independent Contractor Agreement between TVROCP and Michael McKinney to provide start-up services for the Auto Collision Repair and Refinishing program for the period September 15–November 15, 2011, at the TVROCP hourly rate (\$29.82 per hour), not to exceed \$4,772.

6.2.6 Approval of Memorandums of Understanding with Member Districts Regarding Shared Services for 2011-12

**Approved** MOUs between TVROCP and Dublin USD, Livermore Valley Joint USD, and Pleasanton USD that provide for TVROCP employees to provide services for these respective member districts with costs reimbursed to TVROCP. The positions and FTEs funded by the member districts are as follows:

Jacque Barker, Career Education Specialist .50 FTE funded by DUSD  
Danielle Mintz, Career Education Specialist .50 FTE funded by LVJUSD  
Ed Woodward, Instructor .1667 FTE funded by LVJUSD  
Karen McMahon, Instructor .80 FTE funded by PUSD

**6.3 Personnel**

**6.3.1 Approval of Personnel Document**

*Approved* and *ratified*, as presented.

**6.3.2 Approval of Student Worker Position and Wage**

*Approved* a Student Worker position and wage of \$9.00 per hour.

**6.4 Educational Services**

**6.4.1 Acceptance of Carl Perkins CTE Grant Funds for 2011-12**

*Accepted* the Carl Perkins CTE Grant funds in the amount of \$125,248 for 2011-12, as presented.

**6.4.2 Acceptance of Workforce Investment Act (WIA) Title II Adult Education Grant Funds for 2011-12**

*Approved* the budget and *accepted* the funds in the amount of \$57,064 for the 2011-12 Workforce Investment Act Grant, as presented.

**6.4.3 Approval of Employer Advisory Committees for 2011-12**

*Approved* the 2011-12 Employer Advisory Committees, as presented.

**7. DEFERRED CONSENT ITEMS—None**

**8. ACTION ITEMS**

**8.1 Administration—None**

**8.2 Business**

**8.2.1 Approval of 2010-11 Unaudited Actuals**

The 2010-11 Unaudited Actuals were submitted to the Board for review and approval. Noreen Bastian reported that we are balanced with cash at the County Treasury. She also noted that some money fell to the bottom of the ending fund balance, and there are recommendations within this agenda for use of those funds.

By the following vote, the Board *approved* the 2010-11 Unaudited Actuals, as presented.

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

**8.2.2 Authorization for Budget/Cash Transfers – Resolution 2011-15**

This resolution authorizes the Superintendent and/or Business and Personnel Services Manager to make budget and/or cash transfers within and between funds and to release funds from the Capital Outlay and Equipment Replacement Reserve in order to maintain payroll and payable obligations during the current state fiscal and cash crisis for the current fiscal year. Stu Gary said that Noreen Bastian’s pending resignation, he suggests that another administrator be added to the authorized signature list for those items that require two signatures until Noreen’s replacement is in place.

By a roll call vote, the Board *adopted* Resolution 2011-15, *Authorization for Budget/Cash Transfers*, as presented.

Miller: Aye  
Hintzke: Aye  
Davies: Aye  
Gary: Aye

**8.3 Personnel**

**8.3.1 Approve a .25 FTE Increase in the Coordinator of Program Services Position and Accept the Resignation of the .25 CTE Teach Project Lead**

TVROCP has been operating with reduced management and support staff for four years. To cost-effectively provide middle management support, it is recommended that the Coordinator position be increased from .25 FTE (53.75 days) to .50 FTE (107.5 days), and that the CTE Teach Project Lead / Teacher on Assignment position be suspended effective August 17, 2011. In 2011-12, the Coordinator will be responsible for the CTE Teach duties as we consider the best option for sustaining the CTE Teach program for future years.

By the following vote, the Board **approved** a .25 FTE increase in the Coordinator of Program Services position (from .25 to .50 FTE) and **accepted** the resignation of the .25 CTE Teach Project Lead, both retroactive to August 17, 2011.

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

**8.4 ACTION – Educational Services—None**

**9. INFORMATION AND/OR DISCUSSION**

**9.1 Administration**

**9.1.1 Completed 2009-13 Strategic Plan Goals**

The Board received a summary of the 2009-13 Strategic Plan Goals which have been completed and removed from the Strategic Plan. The Superintendent provided her recommendation for refocusing priorities and moving forward by integrating remaining Strategic Plan Goals (Technology Plan / Capital Outlay and professional development plan) into the TVROCP Goals and Objectives. She presented the Action Plan 2010-11 End-of-year Report, the completed 2009-3 Strategic Plan Goals, and the Target Areas for 2011-12 which are the 2010-11 goals with the new 2011-12 target areas added in orange text.

Stu Gary said that, at a glance, he is pleased to see the achieved goals moved into a separate document that can be archived to allow focus on the remaining goals. He said that, given the time crunch for today's meeting, he would like the Board members to get acquainted with the three documents provided to the Board prior to the Board's next session.

**9.2 Business**

**9.2.1 Comparison Analysis of TVROCP Revenue and Programming by District**

During its regular meeting of June 16, 2011, the Board requested that staff present a comparison analysis of revenue and programming by member district to allow the Board to begin the discussions necessary in order to come to an understanding relating to district inputs to revenue vs. programming. The draft analysis was presented for Board discussion and further direction to staff.

Diane Centoni reported that the draft analysis had been shared with the Coordinating Council on August 30, and the Council recommended that, as the Board considers this matter, that it not lose site of the regional delivery system. Superintendent Centoni said the draft was also presented to the member district CBOs on September 1, and they have requested that additional data (expenses by FTE and section, by district, and overall administration) be included in the analysis.

Noreen Bastian explained the ROCP Apportionment Analysis document which shows the base apportionment which is based on the 2007-08 benchmark to which Tier II is

targeted. TVROCP was funded at \$3.3 million in 07-08 with a significant amount for adult ROCP-funded ADA. (This does not include Adults in Correctional Facilities.) Looking at the amount that has been flexed by the districts (an average of 24%), ROP has lost \$1.3 million. The analysis then shows how it would look for each district if we were not in Tier II and the distribution of apportionment were based on ADA, under the old rules. Noreen said she will complete the analysis and present it to the CBOs and to the Board for further direction before she leaves the district at the end of the month.

Stu Gary said that, if he's interpreting the data correctly, the ROCP Adult ADA reported to PUSD is the artifact of history due to PUSD being the payroll parent of TVROCP, and that even prior to the base year, PUSD was the only one adult services-eligible for that money because they were the parent of the then 25-year-old ROP. Noreen agreed and stated that TVROCP only reported to PUSD, the same way we now only report to them the AICF ADA.

Diane said that prior to 07-08, all of the money came to ROP and was distributed out to the programs. We are asking the CBOs what is an equitable way now that flex is continuing. Noreen added that once the money is received by ROP, we are still managing the distribution based on the educational needs of the districts. We're still maintaining the regional approach; it's just happening with fewer dollars.

Stu Gary said his suggestion to the Superintendent and Coordinating Council is that further heavy effort of trying to come up with a reapportionment framework is only necessary if at the November 14 Summit with Superintendents one or more districts continues to exercise flex. This is an all for one and one for all. If we're going to run a regional ROP, all the money should come to ROP and then ROP apportions it out. If we say, for example, that PUSD received X and wants Y back in services and we start to have three silos we have to mathematically balance, it's going to be a nightmare where we'd have to add staff and overhead. He said he'd like that comment to trickle out—we can make this painful on ourselves or we can start to see us as one. If we are one, he doesn't need ROP and the CBOs putting hours of work into some mathematical silo pyramid scheme as long as we can all come together and do our strategic discussion in November and say we flexed once or twice, we're done, and we intend to keep this collective bucket of revenue to feed ROP. In the next set of exhibits taken to the Coordinating Council and CBOs, he would like Noreen to take the adult ADA off PUSD and report it as another entity. We get the adult revenue stream like we get the jail revenue stream. Those are not because one district has had it for 20 years and is nice enough to share it with the others. It was always ROP regional funding written to PUSD because they were the payroll parent, and that isn't working. He said that, if he's wrong and PUSD feels they deserve flexing rights and control over those funds, they can educate the current Trustees and the Superintendent as to the framework. Let's understand the nuances that under flex all of the districts get a certain amount of ADA plus we collectively get adult ed and corrections money. Another headache in a cost apportionment matrix is, how do you apportion adult ed and corrections money into the common overhead expense of ROP? That would have to be done fairly. Then, how would you apportion overhead back to those three silos if each district said they're bringing in 50 cents and they want 50 cents in services, when out of that 50 cents they have to pay shared overhead and shared overhead has to be expensed to adult ed...it becomes an accounting apportionment nightmare if we get deep into it. It's a steep slippery slope if we're trying to run one JPA. Stu told the Superintendent that, in preparing for the November 14 meeting, she should put some additional due diligence into this, but as she has breakfast meetings with the three member district superintendents, do we really want to put heavy staff resources into something that we all admit is a scenario that we don't want to go into.

**9.2.2 Tri-Valley ROCP Budget and Cash Flow Report**

The Board received the Budget Summary and Cash Flow Reports showing activity through August 31, 2011. Noreen Bastian provided a brief update on the communication she received from School Services of California with the First Interim dashboard showing trigger deficit amounts if there are to be mid-year cuts. She relayed that for unified school districts, SSC is estimating a loss of \$260 per ADA plus a 50% reduction to home-to-school transportation for regular and special education. Noreen said that if this comes to pass, the two districts who have not exercised their flexibility this year (Dublin USD and Livermore Valley Joint USD), may consider it, and that would be significant to TVROCP. She said that cash is going to be an issue, as well, because of the reductions in overall state revenues the state will push out deferrals even further. Right now, 35% of this year's apportionments are being pushed out to 2012-13, and if they are pushed out any further, we'll be in trouble. We don't have the cash to meet our obligations. Last year, we pulled it together and closed our books with positive cash, but that won't happen this year.

**9.2.3 P-3 Attendance Report**

The Board received a comparison of 2009-2010 vs. 2010-2011 ADA at P-3. Stu Gary said it would be nice to discuss how we grow the numbers and to analyze whether we are growing the numbers in the right categories that ultimately lead to successful adults getting careers.

Jamie said that the decline in PUSD enrollment is likely attributed to the loss of the 7th-period and the students' need to focus on core classes. Diane said that Coordinating Council also determined that to be the key factor. Stu said there seems to be an increasing motivation to move trades training to this side of the hill (East Bay). Dublin is starting an Introduction to Trades class which is one course with a smattering of the trades with a taste of metal, a taste of wood, etc. If it proves successful, maybe TVROP can build a pathway that starts with the taste of several trades and then a pathway for each of the areas. Maybe that's the hook. We need to get students to see they need to start at 9<sup>th</sup> or 10<sup>th</sup> grade in the ROP intro class.

**9.2.4 Update on Auto Collision Repair and Refinishing Prop 1-D Project**

Diane said that the bracing that the Division of School Architect (DSA) has approved is the last item on the punch list that needs to be done, then the project will be completed. She said there is consideration about whether or not to replace the frame rack, and she is waiting to hear from the Office of Public School Construction (OPSC) to see what the scope would be. As of now, she is not recommending it. Stu Gary agreed that it would be best to get the course started, see how much enrollment there is, and if the class is thriving and they need the new frame rack, then get it.

**9.3 Personnel—None**

**9.4 Educational Services**

**9.4.1 Opening Enrollment Report for 2011-12**

The Board received a report on the 2011-12 opening of school to include schedule of classes and student enrollments.

**10. CORRESPONDENCE**

**10.1** Letter from CA State Controller's Office certifying our FY10 Audit Report

**11. SUPERINTENDENT'S REPORT**

(1) Superintendent Centoni shared the text of a letter from ACOE Superintendent Sheila Jordan's office being drafted from the Alameda County Superintendents' Council to the Governor in which the Council extends its support to State Superintendent of Instruction Tom Torlakson and his willingness to challenge

the punitive No Child Left Behind sanctions. Diane said she is willing to assist the Board members in writing a letter, also, if they would like. (2) She congratulated Noreen Bastian on her move to Newark USD as the Fiscal Services Director. She said she appreciates all Noreen has done for TVROCP, and she appreciates Noreen's willingness to assist us in the transition.

## 12. BOARD MEMBER REPORTS

**Neil Davies** said that Sunol USD is still hoping to provide a pilot site for a fee-based middle school ROP for motion graphics. He said he's hoping Alameda County will assist them with computer upgrades, although they aren't certain when since today's economics don't support it. He said this would be a good time to upgrade the hardware, and he will get with DUSD to see what kind of hardware they will need.

**Amy Miller** said she attended a seminar by Wise Technologies in the Silicon Valley where San Francisco Mayor Gavin Newsom was the guest speaker. They talked about jobs and keeping the Silicon Valley and California alive, and they said we have to change the way we're educating our kids for the workforce. She said it had her thinking that ROP needs to be part of the member districts' values and core mission. She said that everything she heard reinforces how much ROP and CTE are needed in our schools.

**Jamie Hintzke** said she was reading about the grants that we got for the jail program plus a new course and wonders if they will be added to our list of programs. Principal Fred Rutledge was in the audience and said that we have added the Construction Trades and we are looking at adding landscaping, agriculture (going into community farming), and custodial. Diane added that PUSD's apprenticeship programs are another articulated place where students can get those skills. Jamie said it would be nice to have a one-page executive summary about the new ROP programs at the jail that we could filter down to the Board of Supervisors so they know that's the work of this body and to help with PR. She said the Board of Supervisors has a lot of connections with companies who are doing workforce development and career tech ed, and it helps to keep us in the forefront of people's minds.

## 13. ANNOUNCEMENTS

### 13.1 Upcoming Board Meetings

*(Held in the TVROCP District Office, 2600 Kitty Hawk Rd #117, Livermore, unless otherwise noted.)*

- **September 23** – Special closed session
- **October 3** – Special Board Goals Workshop, in addition to closed session
- The Board will hold a special planning meeting with TVROCP member district superintendents on **November 14, 2011, 11:00 a.m.**
- The next regular meeting of the Board will be held **December 8 [changed to December 9], 2011, 7:00 p.m.** (6:00 p.m. closed session).

There being no further business to discuss, the meeting was adjourned at 11:00 a.m.

Sincerely,

Original signed

Diane Centoni  
Secretary to the Board

*Approved and entered into the proceedings of the Board  
this 9th day of December, 2011.*

Amy Miller  
Acting Board Chairperson