



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 December 9, 2011

12:00 p.m. (11:30 a.m. closed session)

TVROCP District Office Board Room

THE MISSION OF TRI-VALLEY ROCP 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.

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.

TRI-VALLEY ROCP 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

Diane Centoni

Board Secretary/Superintendent

(925) 455-4800 x 105

dcentoni@tvrop.org

www.tvrop.org

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1. OPENING—11:30 a.m.

1.1 Call to Order

1.2 Roll Call

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

2. PUBLIC COMMENT on posted closed session item

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—12:00 p.m.

4.1 Pledge of Allegiance

4.2 Introduction of New Board Member Bill Dunlop (LVJUSD)

William (Bill) Dunlop has been appointed by the Livermore Valley Joint USD Board of Education to represent LVJUSD on the TVROCP 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

Prior to approving the agenda, the Board or Superintendent may remove or change the order of agenda items.

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

Moved Seconded Ayes Noes Abstain Absent

4.4 Announcement of Any Reportable Actions Taken in Closed Session

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

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.

6. CONSENT CALENDAR

Typically, routine and self-explanatory agenda items are presented to the Board in a Consent Calendar to be acted upon in one motion. There will be no discussion of these items prior to consideration of the motion, unless a member of the Board, staff, or public requests that an item be removed from the Consent Calendar. In that event, the agenda item(s) will be pulled and discussed/acted upon under agenda item 7., Deferred Consent Items.

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

Moved Seconded Ayes Noes Abstain Absent

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 and November 28, 2011

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

6.2 Business

6.2.1 Acceptance of Bill and Salary Warrants – August 22 – October 31, 2011

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

6.3 Personnel

6.3.1 Approval of Personnel Document

6.4 Educational Services—None

(See the following individual agenda item pages.)

6.1 CONSENT - 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

Recommendation: As part of the Consent Agenda, *approve* the minutes as presented (or as amended by the Board).

Background: The minutes are presented for Board approval.

Key Questions & Answers:

Q: May a board member vote to approve the minutes of a meeting he/she did not attend?

A: Yes. The board member may wish to state that he/she is voting to approve the recording of the minutes into the official record of the Board, and not attesting to the accuracy of the minutes.

Fiscal Impact:

None

Supporting Documents—*Attached*

- Draft minutes of September 14, 2011 *pages 5-11*
- Draft minutes of September 23, 2011, Special *page 12*
- Draft minutes of November 28, 2011, Special *page 13*

- Draft minutes of October 3, 2011, Special—*To be distributed Thursday*
- Draft minutes of November 14, 2011, Special—*To be distributed Thursday*

PART OF CONSENT CALENDAR



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 TVROCP JOINT POWERS GOVERNING BOARD

September 14, 2011 –9:00 a.m.

TVROCP District Office

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 9th or 10th 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, 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,

Diane Centoni
Secretary to the Board

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

Stewart Gary
Board Chairperson



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

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

September 23, 2011 - 8:45 a.m.

Pleasanton Unified School District

4665 Bernal Avenue, Pleasanton

1. OPENING

1.1 Call to Order

Board Chairperson Stewart Gary called to order the special meeting of the TVROCP Joint Powers Governing Board on September 23, 2011, 8:45 a.m., in the Pleasanton USD District Office (conference room #4).

1.2 Roll Call

Board Members Present

Stewart Gary, Chairperson

Amy Miller, Vice Chairperson

Jamie Hintzke, Member

Neil Davies, Member

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

3. ADJOURN TO CLOSED SESSION - Pursuant to Government Code §54957

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

3.1 Public Employee Performance Evaluation / Goals

Title: Superintendent

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

Board Chairperson Stu Gary reconvened the Board in open session at approximately 10:25 a.m. and announced that no reportable action had been taken in closed session.

6. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 10:25 a.m.

Sincerely,

Diane Centoni
Secretary to the Board

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

Stewart Gary
Board Chairperson



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

November 28, 2011 - 8:30 a.m.

Dublin USD District Office, 7471 Larkdale Ave, Dublin

1. OPENING

1.1 Call to Order

Board Chairperson Stewart Gary called to order the special meeting of the TVROCP Joint Powers Governing Board on November 28, 2011, 8:30 a.m., in the Dublin Unified School District Educational Services Conference Room.

1.2 Roll Call

Board Members Present

Stewart Gary, Chairperson

Amy Miller, Vice Chairperson

Jamie Hintzke, Member

Neil Davies, Member

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 Discipline/Dismissal/Release

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

Board Chairperson Stu Gary reconvened the Board in open session at approximately 10:30 a.m. and announced that no reportable action had been taken in closed session.

5. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 10:30 a.m.

Sincerely,

Diane Centoni
Secretary to the Board

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

Amy Miller
Board Vice Chairperson

6.1 CONSENT – Administration

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

Recommendation:

As part of the Consent Agenda, *approve* the TVROCP 2010-11 Annual Report and Course Review, as presented.

Background:

The Board will receive the 2010-11 TVROCP Annual Report and Course Review for approval.

The Annual Report and Course Review include the results of the 2009-10 Student Follow-up Study. The mandate for ROCPs to perform a Biennial Course Review is currently suspended through FY2013; however, TVROCP and CDE believe it is prudent to continue the Course Review, which TVROCP performs annually.

Fiscal Impact:

The Annual Report and Course Review are information, communication and planning tools. They have no direct costs, but provide a structure for program planning and budget preparation.

Supporting Documents—*Posted on district website*

- 2010-11 Annual Report (12 pp)
- 2010-11 Course Review (80 pp)

6.2 CONSENT – Business

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

Recommended Action: As part of the Consent Calendar, *accept* bill and salary warrants for the period August 22 through October 31, 2011, as presented.

Background:

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

Fiscal Impact: For the period August 22 through October 31, 2011, Operating Expenditures were \$118,949.92 and salary expenditures were \$662,987.66. Fund 35 expenditures were \$0 for the same period. Warrants are categorized as follows:

WARRANT - DISPURSEMENTS				
	8/22- 8/31-2011	09/01/- 09/30- 2011	10/01 - 10/31- 2011	TOTAL FOR PERIOD
PAYROLL RELATED	\$ 149,726.97	\$256,282.56	\$256,978.13	\$662,987.66
BOOKS/SUPPLIES	\$ 368.25	\$15,932.62	\$6,811.35	\$23,112.22
SERVICES	\$ 6,303.66	\$26,825.36	\$62,708.68	\$95,837.70
	\$156,398.88	\$299,040.54	\$326,498.16	\$781,937.58
FUND 35 - PROP 1D	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$156,398.88	\$299,040.54	\$326,498.16	\$781,937.58

Supporting Documents—[Posted on district website](#)

- Accounts Payable Warrants for August 22-October 31, 2011 (22 pp)

PART OF CONSENT CALENDAR

6.2 CONSENT - Business

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

Recommended Action: As part of the Consent Calendar, *accept* the Summary of Purchase Orders for the period August 22 – October 31, 2011, as presented.

Background:

A summary of purchase orders will be presented to the 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: Funds encumbered through October 31, 2011, are \$7,770.82.

Supporting Documents—*Attached*

- List of Purchase Orders for August 22–October 31, 2011 *page 17*

PART OF CONSENT CALENDAR

**TRI-VALLEY ROCP
2011-2012
PURCHASE ORDERS
August 22 - October 31, 2011**

PO#	DATE	VENDOR NAME	AMOUNT	PURPOSE
120093	9/7/2011	ENT NETWORKS INC.	2,860.09	8 MS OFFICE SOFTWARE
120095	9/7/2011	SP2	199.00	ANNUAL SUBCRT. SAFETY PROG.
120096	9/7/2011	ALAN BRADLEY VIDEO SERVICE	900.00	SMALL EQUIP. HEAD PHONES / OTHER
120097	9/7/2011	DELL MARKETINTG	1,207.25	SMALL EQUIP. K12 DOC CAM
120098	9/7/2011	SPORTSPUS	1,762.48	INSTRUCT. SUPPLIES SAFETY CLASS
120099	9/8/2011	SANTA CLARA COE	245.00	CTE ANNUAL CONFERENCE 7 ATTENDED
120100	10/14/2011	SKILLPATH SEMINARS	597.00	MULITIMEDIA SEMINAR 3 ATTENDED
		TOTAL	<u>\$ 7,770.82</u>	

6.3 CONSENT - Personnel

6.3.1 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 #1211

Name/FTE	Description/ Location	Effective Date	Recommended Action	Funding Source
<u>2011-12 CLASSIFIED HIRES</u>				
Deborah Walker .50 FTE	Career Education Specialist Amador Valley High	9/15/11	Ratify	ROCP
Deborah Walker Hourly – \$20.83/hr 8 hrs per wk (short-term)	Additional hours to support Business & Personnel Services in District Office	9/30/11	Ratify	ROCP
<u>2011-12 CERTIFICATED HIRES - TEMPORARY</u>				
Kimberly Connors .20 FTE 120 days	Sports Med/Athletic Trainer, Granada High	11/28/11	Ratify	ROCP
Elvin Alvino, Jr. 0.0834 FTE 62 days	Auto Body Collision Repair and Refinishing, Livermore High	11/28/11 through 3/9/12	Ratify	ROCP

7. 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.

8. ACTION ITEMS

8.1 Administration

8.1.1 Adoption of TVROCP 2011-12 Goals with the Communication & Marketing Plan and the Common CTE Message

Recommendation: *Adopt* the TVROCP 2011-12 Goals with the Communication & Marketing Plan and the Common CTE Message, as presented (or as revised by the Board).

Moved Seconded Ayes Noes Abstain Absent

Background:

The Board held a Goals Workshop on October 3, 2011, and developed the draft TVROCP 2011-12 Goals which were then reviewed with the four TVROCP Member Districts during a special planning workshop November 14, 2011.

Today, the draft 2011-12 Goals will be presented to the Board for further review, discussion and adoption. As part of Goal 3, Marketing/Public Relations, the Board will also receive, for adoption, the Communication & Marketing Plan (outcome of which is to increase student and parent awareness of TVROCP 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).

Fiscal Impact:

None

Supporting Documents—Attached

- 2011-12 Draft Goals *pages 20-21*
- Communication and Marketing Plan *pages 22-23*
- Common CTE Message *page 24*



TRI-VALLEY REGIONAL OCCUPATIONAL CENTER/PROGRAM

2011-2012 Goals—Working Draft

Careers by Choice, Not by Chance

VISION

TVROCP will cultivate a world-class talent pool through the guidance of professional educators of the highest quality by engaging every student in rigorous and relevant career pathways developed in partnership with business and industry, and by promoting global awareness, innovation, and ethics to empower students to turn their passion into a high-wage career.

MISSION

- To educate and train the broad spectrum of students by providing a bridge of opportunity connecting school to continuing education and career.
- To support and guide the development of life and career skills valued by business, industry, colleges, and society.
- To provide an environment of continuous program improvement, responsive to the changing needs of students, employers, and industry.
- To 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.

TVROCP CORE VALUES

We believe that:

- All students can be successful
- All students deserve the best possible educational experience that is relevant and engaging, and provides diversified options to meet their individual passions, needs and goals.
- All staff must expect and support active student engagement in the learning process.
- It is our responsibility to assure that all students have the knowledge and skills to be successful in life after high school and that they are ready for college, postgraduate training or work.
- Career Technical Education engages students in learning in a way that is different than a purely academic approach

GOALS AND INDICATORS

OVERARCHING GOAL: To continue to serve students by providing 21st century skills through high quality Career Technical Education.

GOAL	INDICATOR
Goal 1: HIGH QUALITY PROGRAMMING Establish an efficient, coherent, high quality regional CTE delivery system that supports the learning of 21st century skills, targets local industry needs, provides equity of opportunity, and maximizes career choices for students.	<ul style="list-style-type: none"> • Students will make successful transitions to post-high school education and/or careers • Students will graduate high school <u>college- and</u> career-ready • Increase in CTE options for students • Increase business/employer partnerships
Goal 2: FISCAL STABILITY Strengthen our investments by assuring fiscal stability that ensures high quality service to students.	<ul style="list-style-type: none"> • Positive certifications at all reporting periods. • Annual JPGB check-in with member district superintendents regarding JPA goals and objectives.
Goal 3: MARKETING / PUBLIC RELATIONS Increase student and parent awareness of TVROCP career pathway courses.	<ul style="list-style-type: none"> • Increase in student enrollment
Goal 4: GOVERNANCE Build a strong Governance Team to effectively govern on behalf of all students.	<ul style="list-style-type: none"> • Adoption and utilization of CSBA's or other Professional Governance Standards

STRATEGIES

Goal

- 1 Coordinating Council will establish task forces to develop action plans for each identified CTE program expansion priority.

 Staff will work with Alameda County Sheriff's Office to develop action plans for each Adults in Correctional Facilities program expansion priority.

 Sustain the CTE Teach teacher support program.

 Adopt a CTE Assessment System; work with the Tri-Valley Education Collaborative to promote stakeholder understanding of the 11 Elements of a High Quality CTE Program based on the California State Plan for CTE with a focus on leadership at all levels.
- 2 With member district support, develop a shared, Tri-Valley-wide strategic approach for TVROCP and member districts to jointly apply for grants and to leverage resources.

 Complete FCMAT review of business operations and central office organizational structure, and staffing recommendations.
- 3 Coordinating Council will develop a common message/talking points that all member districts will communicate regarding CTE.

 Staff will implement a communication and marketing plan to increase awareness of TVROP courses with students and parents.
- 4 The Board will conduct a Governance Workshop to develop Governance Standards and to continue the work of its January 2011 Board Workshop.

GOAL 3: MARKETING / PUBLIC RELATIONS—Increase student and parent awareness of TVROCP career pathway courses

DRAFT—December 9, 2011

WHAT/ACTION	SUPPORT/RESOURCES NEEDED	WHEN/STATUS		MEASURES	COMMENTS/REFLECTIONS What helped/hindered the achievement of results
		WHEN	STATUS		
<p>Create and adopt a Common CTE Message</p> <p>Survey a sample group of stakeholders to determine benchmark level of awareness of ROP</p>	<ul style="list-style-type: none"> TVROCP staff, Coordinating Council, Member Districts 2010-11 DECA Student Project – survey results. (presentation to Cabinet/ Office Team) Support staff to perform additional market survey High school websites and e-communications 	<p>Dec 9, 11</p> <p>Sep 6, 11</p>		<p>Adoption of Common CTE Message</p> <p>Survey results</p>	
<p>Identify systems and/or forms of communications/ media; determine feasibility and prioritize</p> <p>Examples to explore:</p> <ul style="list-style-type: none"> Facebook Website links Display boards and venues Brochures Press releases “Checked In” t-shirts 	<p>Access to existing member district media & venue resources; JPGB member support; DECA and Marketing students and teachers</p> <ul style="list-style-type: none"> Fiscal resources for staff, media, and materials Teachers to refer students to website Students and Student Worker 	<p>Dec 15, 11</p> <p>Ongoing</p>		<p>Facebook (“Checked In”) and website links</p> <p>Follow-up survey, number of people reached, increased awareness, enrollment, cost of media used</p>	<p>Social media legal constraints</p>
<p>Complete individual class brochures</p>	<p>Fiscal resources for staff and materials</p>	<p>Nov 30, 11</p>		<p>Brochure completion</p>	

WHAT/ACTION	SUPPORT/RESOURCES NEEDED	WHEN/STATUS			MEASURES	COMMENTS/REFLECTIONS What helped/hindered the achievement of results
		WHEN	STATUS			
Continue to enhance website	Fiscal resources for staff TVROCP link on district/school websites	Ongoing				Expanded functionality of website with “low cost” upgrade; working within the limitations of the website software.
Continue pre-registration site Admin/Counselor Meetings	HS Admin and Counselors	Spring				
Joint High School Principals’ Workshop	Coordinating Council Districts HS Admin	Jan				

List any concerns or barriers that may hinder successful completion of the goal(s): Need for additional support staff. In recognition that we can’t do everything, staff (STAR Council, District Office Team, Cabinet) determined in 2010-11 that newsletters were not feasible without additional staff. Member district support is needed for TVROCP presentations and dissemination of information. Insufficient staff time to consistently update websites.

Reviewed with JPGB Pres/VP 9-6-11; Presented to JPGB 9-14-11; amended for 10-3-11 JPGB meeting; amended for 11-9-11 Cabinet meeting; **amended for 12-9-11 JPGB meeting**

COMMON CTE MESSAGE

DRAFT – December 9, 2011, JPGB Meeting

Careers by Choice, Not by Chance

PREFACE:

The Tri-Valley School District Superintendents and the Tri-Valley ROP Joint Powers Governing Board advocate a Common Career Technical Education (CTE) Message that promotes their focus on learning and the value of CTE for all students. The Superintendents and Board value hands-on, industry-relevant, career technical education and training in K-16 schools that prepares our children for 21st century jobs so that they have the skills to succeed and thrive.

COMMON MESSAGE:

We embrace CTE for the benefit of *all* of our students. CTE is a vital component of public education across the nation and prepares students for college, careers and the competitive global economy. All students enter the workforce either before, during or after college. We must maximize options for students to connect their educational pursuits with their life and career aspirations early so that our students will compete and thrive in an increasingly complicated, interconnected world-wide community.

CTE is a necessary component in a student's educational journey. CTE courses provide students with the skills and knowledge to be successful in college and career. CTE provides necessary relevant, rigorous and contextual learning that engages students in learning. CTE programs clarify the pathway for students through a continuum of awareness, exploration and application. The career guidance provided and the skills and knowledge taught in CTE courses equip students with an educated direction to follow their career ambitions and to become contributing, self-sufficient members of society.

8.2 ACTION—Business

8.2.1 Approval of 2011-12 First Interim Report

Recommendation: *Approve* the 2011-12 First Interim Report, as presented.

Moved Seconded Ayes Noes Abstain Absent

Background: TVROCP 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 TVROCP 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. TVROCP is required to obtain JPCB approval and submit the report to the ACOE by December 15th of each year.

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

Key Questions and Answers:

Q: Is TVROCP able to use its reserves instead of securing a loan?

A: No; while we are technically "positive," the money is not readily available due to the state deferrals. An example of the impact of the deferrals on cash flow is that TVROCP had a fund balance of \$81,908 as of June 30, 2011, and monthly payroll expenses are typically \$300,000.

Fiscal Impact:

A review of the findings of the First Interim Report provide insight regarding what changes or adjustments are necessary for TVROCP to make in order to maintain fiscally stability.

Supporting Documents:

- First Interim Report narrative with General Fund Revenue, Expenditures, and Fund Balance (12 pp)—*Attached* *pages 26-37*
- First Interim Report narrative *and* full report (54 pp)—*Posted on district website*

TRI-VALLEY REGIONAL OCCUPATIONAL CENTER/PROGRAM

2011-12 FIRST INTERIM REPORT JULY 1 THROUGH OCTOBER 31, 2011

The purpose of this report is for the Tri-Valley ROC/P Board to certify its ability to meet financial obligations for the current year and the subsequent two fiscal years. Tri-Valley ROC/P will be able to meet its financial obligation for the current year and the next two fiscal years. A positive certification is being recommended to the Board. The following is a summary of the status of the current year budget and an outline of the major budget assumptions for the subsequent two fiscal years.

BUDGET 2011-12

REVENUE

The budgeted revenue is \$4,151,108 which is a 9.90% increase over the 2010-11 unaudited actual revenue. This total revenue projected for 2011-12 includes the budgeted \$180,000 local revenue (excess property tax). For the First Interim Report, no budgeted changes in revenue were proposed since the Original Budget was adopted. This year, a \$150,000 decrease in funding due to Tier III option from one of the member districts in the TVROC/P has a negative budget impact on revenue. Due to the uncertainty in state funding and the potential trigger cuts in January 2012, the revenue budget will need adjustments for the Second Interim Report. A related important issue is the state deferring cash payments to school districts and county offices of education. It is very difficult to budget expenditures when the cash is not received in a timely manner. A further discussion is presented in the section on Cash Flow.

The federal program Carl D. Perkins career and technical education budget is \$125,248 which is a decrease from last year's \$130,263 budget. The other federal program is the WIA (Workforce Investment Act) with a budget of \$37,608 which is a slight increase of \$1,469 over last year.

BUDGET REVISIONS 2011-12

The following page details the General Fund Budget revisions made since the Original Budget was adopted in June 2011:

BUDGET VARIANCE REPORT
1st Interim Report
2011-12

	ORIGINAL BUDGET	1st INTERIM	DIFFERENCE 1st INTERIM vs BUDGET	EXPLANATION
Federal Revenue	162,856	162,856	-	
Other State Revenue	10,460	10,460	-	
Other Local Revenue	3,977,792	3,977,792	-	
TOTAL REVENUE	4,151,108	4,151,108	-	
Certificated Salaries	2,746,438	2,746,438	-	
Classified Salaries	420,911	420,911	-	
Employee Benefits	513,960	513,960	-	
Books and Supplies	179,788	181,788	2,000	Increase in instructional supplies.
Services/Other Operating	392,242	390,242	(2,000)	See above ,to offset instructional supplies
Capital Outlay	20,000	25,000	5,000	Alignment Machine for Auto Specialist program at Livermore HS.
Transfers Out to Other Funds	40,000	40,000	-	
TOTAL EXPENDITURES	4,313,339	4,318,339	5,000	
NET INCREASE (DECREASE) IN FUND BALANCE	(162,231)	(167,231)	(5,000)	
BEGINNING FUND BALANCE	1,062,992	1,062,992		
ENDING FUND BALANCE	900,761	895,761		

TRI-VALLEY REGIONAL OCCUPATIONAL CENTER/PROGRAM

2011-12 FIRST INTERIM REPORT JULY 1 THROUGH OCTOBER 31, 2011

CASH FLOW

TVROP ended 2010-11 on June 30, 2011 with a cash balance in the General Fund of \$81,907. The cash balance would have been a negative \$80,093 except one of a member districts loaned \$162,000. The loan was paid back in November 2011. The amount accounts receivable was \$1,354,425. If TVROP had received the cash from the state, by June 30, the cash balance would be \$1,436,332. This amount is 37.61% of the total revenue for the year. Also included was a small account receivable from the federal programs. The cash flow problem from last year continues into the current year.

Based on the current budgeted expenditures and revenue, the cash flow in during the year will not match the projected cash flow out. Without a temporary loan by March 2012, the General Fund cash balance will be negative on June 30, 2012. The source of the possible loan may be three of the four member districts in the TVROC/P.

The loan dollar amount, on the Cash Flow form submitted with the First Interim Report, is \$625,000. This loan is not budgeted in 2011-12 and only used for projections. Obtaining any temporary loan is very difficult for ROP's due to the state law denying them access to Tax Revenue Anticipation Note loans. The county recommends we work with our member districts to seek their assistance with a temporary loan.

Potential Trigger Cuts from the state remain a high possibility at this time. ACOE (Alameda County Office of Education) is not requiring that budget cuts be reflected in the First Interim Report. They do encourage all districts to develop and maintain a contingency plan to incorporate revenue reductions to the budget should the cuts occur. ACOE does recommend a maximum reduction on revenue limit fund funding of 4%, if districts plan to designate a portion of the ending fund balance as a reserve. This level of cut would be close to \$157,780 for TVROC/P.

The State Budget continues to provide flexibility relative to use of categorical programs funded in Tier III. These flexibility provisions are in effect through 2014-15. This provision of the State Budget continues to have a negative budget impact on TVROC/P revenue and cash flow.

A 1% bonus for all current TVROCP employees is a consideration by the Board, as discussed at the June 16, 2011 JPGB meeting. The cost of the one-time-off-the-salary schedule bonus is projected to be \$35,277. The lump sum bonus would be paid on January 31, 2012 to all employees who are in paid status on November 30, 2011. (See Board agenda item Personnel 8.3.1).

First Interim
2011-12 INTERIM REPORT
Cashflow Worksheet

ACTUALS THROUGH THE MONTH OF (Enter Month Name):	Object	July	August	September	October	November	December
A. BEGINNING CASH	OCTOBER 9110	81,908.00	182,296.00	400,857.00	83,248.00	571,447.16	604,849.16
B. RECEIPTS							
Revenue Limit Sources							
Property Taxes	8020-8079						
Principal Apportionment	8010-8019						
Miscellaneous Funds	8080-8099						
Federal Revenue	8100-8299						
Other State Revenue	8300-8599						
Other Local Revenue	8600-8799	47,315.00	114,402.00	747.00	274,278.16	372,365.00	217,909.00
Interfund Transfers In	8910-8929						
All Other Financing Sources	8930-8979						
Other Receipts/Non-Revenue							
TOTAL RECEIPTS		47,315.00	114,402.00	747.00	274,278.16	372,365.00	217,909.00
C. DISBURSEMENTS							
Certificated Salaries	1000-1999	114,529.00	125,940.00	227,850.00	234,240.00	229,040.00	
Classified Salaries	2000-2999	24,013.00	24,410.00	30,644.00	24,710.00	26,571.00	26,571.00
Employee Benefits	3000-3999	24,661.00	23,786.00	44,285.00	43,837.00	45,166.00	4,011.00
Books, Supplies and Services	4000-5999	34,043.00	4,743.00	39,300.00	69,173.00	26,802.00	56,847.14
Capital Outlay	6000-6599						25,000.00
Other Outgo	7000-7499						
Interfund Transfers Out	7600-7629						
All Other Financing Uses	7630-7699						
Other Disbursements/ Non Expenditures						162,000.00	
TOTAL DISBURSEMENTS		197,246.00	178,879.00	342,079.00	371,960.00	489,579.00	112,429.14
D. PRIOR YEAR TRANSACTIONS							
Accounts Receivable	9200	313,553.00	315,061.00	0.00	554,228.00	171,584.00	
Accounts Payable	9500	63,234.00	32,023.00	(23,723.00)	(31,653.00)	20,968.00	170,742.00
TOTAL PRIOR YEAR TRANSACTIONS		250,319.00	283,038.00	23,723.00	585,881.00	150,616.00	(170,742.00)
E. NET INCREASE/DECREASE (B - C + D)		100,388.00	218,561.00	(317,609.00)	488,199.16	33,402.00	(65,262.14)
F. ENDING CASH (A + E)		182,296.00	400,857.00	83,248.00	571,447.16	604,849.16	539,587.02
G. ENDING CASH, PLUS ACCRUALS							

ACTUALS THROUGH THE MONTH OF (Enter Month Name):	Object	January	February	March	April	May	June	Accruals	TOTAL
A. BEGINNING CASH	OCTOBER								
	9110	539,587.02	489,416.02	173,372.02	555,187.02	542,012.02	260,113.02		
B. RECEIPTS									
Revenue Limit Sources									
Property Taxes	8020-8079								0.00
Principal Apportionment	8010-8019								0.00
Miscellaneous Funds	8080-8099								0.00
Federal Revenue	8100-8299		5,230.00	62,624.00	18,804.00	18,804.00	62,624.00		162,856.00
Other State Revenue	8300-8599					0.00	5,230.00		10,460.00
Other Local Revenue	8600-8799	617,648.00	34,698.00	25,163.00	323,993.00	55,269.00	580,208.40	1,313,796.44	3,977,792.00
Interfund Transfers In	8910-8929								0.00
All Other Financing Sources	8930-8979								0.00
Other Receipts/Non-Revenue				650,000.00					650,000.00
TOTAL RECEIPTS		617,648.00	39,928.00	737,787.00	342,797.00	74,073.00	648,062.40	1,313,796.44	4,801,108.00
C. DISBURSEMENTS									
Certificated Salaries	1000-1999	458,080.00	227,388.00	227,388.00	227,388.00	227,388.00	447,207.00		2,746,438.00
Classified Salaries	2000-2999	26,571.00	26,571.00	26,571.00	26,571.00	26,571.00	131,137.00		420,911.00
Employee Benefits	3000-3999	86,321.00	45,166.00	45,166.00	45,166.00	45,166.00	61,247.48		513,978.48
Books, Supplies and Services	4000-5999	56,847.00	56,847.00	56,847.00	56,847.00	56,847.00	56,868.40		572,011.54
Capital Outlay	6000-6599								25,000.00
Other Outgo	7000-7499								0.00
Interfund Transfers Out	7600-7629	40,000.00							40,000.00
All Other Financing Uses	7630-7699								0.00
Other Disbursements/									
Non Expenditures									
TOTAL DISBURSEMENTS		667,819.00	355,972.00	355,972.00	355,972.00	355,972.00	696,459.88	0.00	4,480,339.02
D. PRIOR YEAR TRANSACTIONS									
Accounts Receivable	9200								1,354,426.00
Accounts Payable	9500								231,591.00
TOTAL PRIOR YEAR TRANSACTIONS		0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,122,835.00
E. NET INCREASE/DECREASE (B - C + D)		(50,171.00)	(316,044.00)	381,815.00	(13,175.00)	(281,899.00)	(48,397.48)	1,313,796.44	1,443,603.98
F. ENDING CASH (A + E)		489,416.02	173,372.02	555,187.02	542,012.02	260,113.02	211,715.54		
G. ENDING CASH, PLUS ACCRUALS									1,525,511.98

TRI-VALLEY REGIONAL OCCUPATIONAL CENTER/PROGRAM

2011-12 FIRST INTERIM REPORT JULY 1 THROUGH OCTOBER 31, 2011

MULTI-YEAR PROJECTIONS

Multi-year projections for 2012-13 and 2013-14 include COLAs of 3.20% and 2.70% which remain the same as percentages in the Original 2011-12 Budget. School Services of California's Dartboard percentages were not materially changed since the budget was adopted. The Second Interim Report, as of January 31, 2012, will include any increase or decrease in the rates.

Description	Object Codes	Projected Year Totals (Form 011) (A)	% Change (Cols. C-A/A) (B)	2012-13 Projection (C)	% Change (Cols. E-C/C) (D)	2013-14 Projection (E)
A. REVENUES AND OTHER FINANCING SOURCES (Enter projections for subsequent years 1 and 2 in Columns C and E; current year - Column A - is extracted)						
1. Revenue Limit Sources	8010-8099					
2. Federal Revenues	8100-8299	162,856.00	-3.95%	156,426.00	-2.96%	151,790.00
3. Other State Revenues	8300-8599	10,460.00	3.20%	10,795.00	2.70%	11,086.00
4. Other Local Revenues	8600-8799	3,977,792.00	0.29%	3,989,238.00	1.50%	4,048,910.00
5. Other Financing Sources	8900-8999	0.00	0.00%		0.00%	
6. Total (Sum lines A1 thru A5)		4,151,108.00	0.13%	4,156,459.00	1.33%	4,211,786.00
B. EXPENDITURES AND OTHER FINANCING USES (Enter projections for subsequent years 1 and 2 in Columns C and E; current year - Column A - is extracted)						
1. Certificated Salaries						
a. Base Salaries				2,746,438.00		2,783,263.00
b. Step & Column Adjustment				36,825.00		15,500.00
c. Cost-of-Living Adjustment						
d. Other Adjustments						
e. Total Certificated Salaries (Sum lines B1a thru B1d)	1000-1999	2,746,438.00	1.34%	2,783,263.00	0.56%	2,798,763.00
2. Classified Salaries						
a. Base Salaries				420,911.00		426,911.00
b. Step & Column Adjustment				6,000.00		3,000.00
c. Cost-of-Living Adjustment						
d. Other Adjustments						
e. Total Classified Salaries (Sum lines B2a thru B2d)	2000-2999	420,911.00	1.43%	426,911.00	0.70%	429,911.00
3. Employee Benefits	3000-3999	513,960.02	4.91%	539,204.00	0.54%	542,095.00
4. Books and Supplies	4000-4999	181,788.00	51.28%	275,000.00	-45.45%	150,000.00
5. Services and Other Operating Expenditures	5000-5999	390,242.00	-0.06%	390,000.00	0.00%	390,000.00
6. Capital Outlay	6000-6999	25,000.00	-100.00%		0.00%	
7. Other Outgo (excluding Transfers of Indirect Costs)	7100-7299, 7400-7499	0.00	0.00%		0.00%	
8. Other Outgo - Transfers of Indirect Costs	7300-7399	0.00	0.00%		0.00%	
9. Other Financing Uses	7600-7699	40,000.00	-100.00%		0.00%	
10. Other Adjustments (Explain in Section G below)						
11. Total (Sum lines B1 thru B10)		4,318,339.02	2.22%	4,414,378.00	-2.35%	4,310,769.00
C. NET INCREASE (DECREASE) IN FUND BALANCE (Line A6 minus line B11)						
		(167,231.02)		(257,919.00)		(98,983.00)
D. FUND BALANCE						
1. Net Beginning Fund Balance (Form 011, line F1e)		1,062,992.37		895,761.35		637,842.35
2. Ending Fund Balance (Sum lines C and D1)		895,761.35		637,842.35		538,859.35
3. Components of Ending Fund Balance (Form 011) (Enter estimated projections for subsequent years 1 and 2 in Columns C and E; current year - Column A - is extracted)						
a. Nonspendable	9710-9719	0.00		20,250.00		20,250.00
b. Restricted	9740	123,013.84		10,000.00		7,000.00
c. Committed						
1. Stabilization Arrangements	9750	0.00				
2. Other Commitments	9760	0.00				
d. Assigned	9780	394,000.00		144,000.00		144,000.00
e. Unassigned/Unappropriated						
1. Reserve for Economic Uncertainties	9789	215,916.95		220,718.75		215,538.30
2. Unassigned/Unappropriated	9790	162,830.56		242,873.60		152,071.05
f. Total Components of Ending Fund Balance (Line D3f must agree with line D2)		895,761.35		637,842.35		538,859.35

Description	Object Codes	Projected Year Totals (Form 011) (A)	% Change (Cols. C-A) (B)	2012-13 Projection (C)	% Change (Cols. B-C) (D)	2013-14 Projection (E)
E. AVAILABLE RESERVES						
1. General Fund						
a. Stabilization Arrangements	9750	0.00		0.00		0.00
b. Reserve for Economic Uncertainties	9789	215,916.95		220,718.75		215,538.30
c. Unassigned/Unappropriated	9790	162,830.56		242,873.60		152,071.05
d. Negative Restricted Ending Balances (Negative resources 2000-9999) (Enter projections)	979Z			0.00		0.00
If GL data does not exist, key enter lines E2a and E2b.						
2. Special Reserve Fund - Noncapital Outlay (Fund 17)						
a. Stabilization Arrangements	9750					
b. Reserve for Economic Uncertainties	9789					
c. Unassigned/Unappropriated	9790					
3. Total Available Reserves - by Amount (Sum lines E1a thru E2c)		378,747.51		463,592.35		367,609.35
4. Total Available Reserves - by Percent (Line E3 divided by Line F2)		8.77%		10.50%		8.53%
F. RECOMMENDED RESERVES						
1. JPA ADA						
Used to determine the reserve standard percentage level on Line F5 (Enter ADA for current and two subsequent years, if applicable)						
		0.00		0.00		0.00
2. Total Expenditures and Other Financing Uses (Line B11)		4,318,339.02		4,414,378.00		4,310,769.00
3. Less: Special Education Pass-through (Not applicable for JPAs)		N/A		N/A		N/A
4. Sub-Total (Line F2 minus F3)		4,318,339.02		4,414,378.00		4,310,769.00
5. Reserve Standard Percentage Level (Refer to Form 01CSI, Criterion 10 for calculation details)		5%		5%		5%
6. Reserve Standard - By Percent (Line F4 times F5)		215,916.95		220,718.90		215,538.45
7. Reserve Standard - By Amount (Refer to Form 01CSI, Criterion 10 for calculation details)		60,000.00		60,000.00		60,000.00
8. Reserve Standard (Greater of Line F6 or F7)		215,916.95		220,718.90		215,538.45
9. Available Reserves (Line E3) Meet the Reserve Standard (Line F8)		YES		YES		YES
G. ASSUMPTIONS						
Please provide below or on a separate attachment, the assumptions used to determine the projections for the first and second subsequent fiscal years. Further, please include an explanation for any significant expenditure adjustments projected in lines B1d, B2d, and B10. For additional information, please refer to the Budget Assumptions section of the SACS Financial Reporting Software User Guide.						

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
A. REVENUES								
1) Revenue Limit Sources		8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	162,856.00	162,856.00	0.00	162,856.00	0.00	0.0%
3) Other State Revenue		8300-8599	10,480.00	10,480.00	0.00	10,480.00	0.00	0.0%
4) Other Local Revenue		8600-8799	3,977,792.00	3,977,792.00	436,742.06	3,977,792.00	0.00	0.0%
5) TOTAL, REVENUES			4,151,108.00	4,151,108.00	436,742.06	4,151,108.00		
B. EXPENDITURES								
1) Certificated Salaries		1000-1999	2,746,438.00	2,746,438.00	702,560.13	2,746,438.00	0.00	0.0%
2) Classified Salaries		2000-2999	420,911.00	420,911.00	103,777.09	420,911.00	0.00	0.0%
3) Employee Benefits		3000-3999	513,980.02	513,980.02	136,569.75	513,980.02	0.00	0.0%
4) Books and Supplies		4000-4999	179,788.00	179,788.00	25,399.39	181,788.00	(2,000.00)	-1.1%
5) Services and Other Operating Expenditures		5000-5999	392,242.00	392,242.00	121,898.29	390,242.00	2,000.00	0.5%
6) Capital Outlay		6000-6999	20,000.00	20,000.00	0.00	25,000.00	(5,000.00)	-25.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.00	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			4,273,339.02	4,273,339.02	1,090,204.65	4,278,339.02		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)								
			(122,231.02)	(122,231.02)	(653,462.59)	(127,231.02)		
D. OTHER FINANCING SOURCES/USES								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	40,000.00	40,000.00	0.00	40,000.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			(40,000.00)	(40,000.00)	0.00	(40,000.00)		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			(162,231.02)	(162,231.02)	(653,462.59)	(167,231.02)		
F. FUND BALANCE, RESERVES								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	1,062,992.37	1,062,992.37		1,062,992.37	0.00	0.0%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			1,062,992.37	1,062,992.37		1,062,992.37		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			1,062,992.37	1,062,992.37		1,062,992.37		
2) Ending Balance, June 30 (E + F1e)			900,761.35	900,761.35		895,761.35		
Components of Ending Fund Balance								
a) Nonspendable								
Revolving Cash		9711	0.00	0.00		0.00		
Stores		9712	0.00	0.00		0.00		
Prepaid Expenditures		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		
b) Restricted		9740	123,013.84	123,013.84		123,013.84		
c) Committed								
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9760	0.00	0.00		0.00		
d) Assigned								
Other Assignments		9780	394,000.00	394,000.00		394,000.00		
Program Expansion	0000	9780	144,000.00					
Capital Outlay/Equip. Replacement	0000	9780	250,000.00					
	0000	9780						
	0000	9780						
Program Expansion	0000	9780		144,000.00				
Capital Outlay/Equip. Replacement	0000	9780		250,000.00				
Program Expansion	0000	9780				144,000.00		
Capital Outlay/Equip. Replacement	0000	9780				250,000.00		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	213,690.95	213,802.65		215,918.95		
Unassigned/Unappropriated Amount		9790	170,056.58	169,944.86		162,830.56		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
A. REVENUES								
1) Revenue Limit Sources		8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.00	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.00	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	0.00	0.00	100.88	0.00	0.00	0.0%
5) TOTAL, REVENUES			0.00	0.00	100.88	0.00		
B. EXPENDITURES								
1) Certificated Salaries		1000-1999	0.00	0.00	0.00	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.00	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.00	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	347.69	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	0.00	0.00	3,458.00	0.00	0.00	0.0%
6) Capital Outlay		6000-6999	40,000.00	40,000.00	0.00	40,000.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.00	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			40,000.00	40,000.00	3,805.69	40,000.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			(40,000.00)	(40,000.00)	(3,704.81)	(40,000.00)		
D. OTHER FINANCING SOURCES/USES								
1) Interfund Transfers								
a) Transfers In		8900-8929	40,000.00	40,000.00	0.00	40,000.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			40,000.00	40,000.00	0.00	40,000.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			0.00	0.00	(3,704.81)	0.00		
F. FUND BALANCE, RESERVES								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	0.00	0.00		0.00	0.00	0.0%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			0.00	0.00		0.00		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			0.00	0.00		0.00		
2) Ending Balance, June 30 (E + F1e)			0.00	0.00		0.00		
Components of Ending Fund Balance								
a) Nonspendable								
Revolving Cash		9711	0.00	0.00		0.00		
Stores		9712	0.00	0.00		0.00		
Prepaid Expenditures		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		
b) Legally Restricted Balance								
c) Committed								
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9780	0.00	0.00		0.00		
d) Assigned								
Other Assignments		9780	0.00	0.00		0.00		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	0.00	0.00		0.00		
Unassigned/Unappropriated Amount		9790	0.00	0.00		0.00		

8.2 ACTION—Business

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

Recommendation: *Adopt* 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.

ROLL CALL VOTE

Davies: _____

Dunlop: _____

Hintzke: _____

Miller: _____

Background:

In order to conduct regular operations of the district, it is recommended that the Board adopt Resolution 2011-16, appointing Diane Centoni to replace Noreen Bastian as the TVROCP 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.

Fiscal Impact:

None

Supporting Documents:

- Board Resolution #2011-16—*Attached* [page 39](#)

TRI-VALLEY REGIONAL OCCUPATIONAL CENTER/ PROGRAM
County of Alameda, State of California

RESOLUTION # 2011-16

*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 ROP is a member of the East Bay Schools Insurance Group (EBSIG) and the Alameda County Schools Insurance Group (ACSIG); and

WHEREAS, East Bay Schools Insurance Group and Alameda County Schools Insurance Group entitle each member district to appoint a Representative to attend all meetings of the Board of Directors; and

WHEREAS, the Bylaws of the East Bay Insurance Group and Alameda County Schools Insurance Group entitle each member district the authority to designate its Alternate representative;

NOW, THEREFORE, BE IT RESOLVED, that **Diane Centoni** is hereby appointed as the official **Representative** and **Anna Lisa Hutchinson** is hereby designated as the official **Alternate** from this district to attend the East Bay Schools Insurance Group and Alameda County Schools Insurance Group meetings.

PASSED AND ADOPTED this 9th day of December, 2011, by the Joint Powers Governing Board of the Tri-Valley Regional Occupational Center/Program by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Amy Miller, Acting Chairperson
TVROCP Joint Powers Governing Board

I, Diane Centoni, Secretary to the Joint Powers Governing Board of the TRI-VALLEY REGIONAL OCCUPATIONAL/CENTER PROGRAM, do hereby certify that the foregoing resolution was regularly introduced, passed, and adopted by the JPGB at its regular meeting held December 9, 2011.

Diane Centoni
Secretary, Joint Powers Governing Board

8.3 ACTION—Personnel

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

Recommendation: *Approve* a one-time off-the-salary-schedule bonus, payable to all TVROCP 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, *approve* 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.

Moved Seconded Ayes Noes Abstain Absent

Background:

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 TVROCP 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% would demonstrate value to our employees, most of whom work side-by-side with member district employees who are paid higher salaries.

Fiscal Impact:

A one-time bonus for all classified, certificated, and management employees would cost approximately \$35,000.

Supporting Documents:

None

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 will receive an update on the Auto Collision Repair and Refinishing Prop 1-D Project.

9.3 Personnel

9.4 Educational Services—None

10. CORRESPONDENCE—None

11. SUPERINTENDENT'S REPORT

Superintendent Centoni will report on recent meetings or activities of interest to the Board.

12. BOARD MEMBER REPORTS

Board members may wish to report on recent meetings/activities and/or share “take aways” from their attendance at the CSBA Annual Education Conference in San Diego December 1-3.

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

AM:DC:lc/posted 12-6-11, 11:00 a.m.