



Tri-Valley Regional Occupational Center/Program

2600 Kitty Hawk Rd #117, Livermore, CA 94551-9699
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AGENDA FOR THE SPECIAL MEETING/BUDGET WORKSHOP OF THE TVROCP JOINT POWERS GOVERNING BOARD

Monday, June 6, 2011

9:30 a.m.

TVROCP District Office

1. OPENING – 9:30 a.m.

1.1 Call to Order

1.2 Roll Call

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

1.3 Pledge of Allegiance

1.4 Approval of the Agenda

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

2. PUBLIC COMMENT on agenda items

3. BUSINESS ACTION ITEM

3.1 Approval of MOUs with Member Districts to Provide for a Temporary Bridge Loan to TVROP

Background: Due to State deferrals of apportionments, our cash for June is insufficient to cover payables. In July 2010, we borrowed \$400,000 from the Alameda County Treasurer to offset the FY10 deferrals, but county policy does not allow for a bridge loan spanning two fiscal years. Our three larger member districts (Dublin, Livermore Valley Joint, and Pleasanton unified school districts) have offered to loan us a total of \$500,000 to be repaid by September 30, 2011, with interest at the 3rd Quarter County Treasurer pool rate. The 1st Quarter 2011 rate was published at .35%. At that rate, our interest payment would be approximately \$1,750 per month.

Recommended Action: *Approve* the MOUs with Dublin USD, Livermore Valley Joint USD, and Pleasanton USD to provide temporary bridge loans to TVROCP, as presented.

Fiscal Impact: With Board approval, TVROP will borrow \$93,000 from Dublin USD, \$162,000 from Livermore Valley Joint USD, and \$245,000 from Pleasanton USD to be repaid by September 30, 2011, with interest at the posted 3rd Quarter County Treasurer pool rate.

Key Questions and Answers:

Q: How does TVROP anticipate being able to repay the loans by September 30, 2011?

A: TVROP will be able to repay loans as ROP apportionment deferrals, estimated to be \$945,000 from 2010-11, will be received by September.

Q: When will we know the exact rate?

A: The County will publish the 3rd Quarter 2011 rate after September 30, 2011. The principal will be paid back on or before September 30, and the interest will be paid when the rate is announced.

Supporting documents attached: Draft MOUs with DUSD, LVJUSD, and PUSD

Accessibility to Facilities and Agenda Materials: The Tri-Valley ROP desires to make all of its public meetings accessible to the public. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities, as required by Section 202 of the Americans with Disabilities Act of 1990. Any person with a disability who requires a modification or accommodation in order to participate in this meeting should direct such request to the Tri-Valley ROP Superintendent, 2600 Kitty Hawk Road, Suite 117, Livermore, CA 94551, or by calling (925) 455-4800 at least 48 hours before the meeting, when possible. Non-confidential materials related to an item on this agenda submitted to the Board after distribution of the agenda packet are available for public inspection in the Superintendent's Office (address above) during normal business hours.

4. BUDGET WORKSHOP—*Informational session only; no action will be taken*

The Board will receive and discuss information on the status of the state budget and the TVROCP proposed budget as it prepares to conduct a 2011-12 budget hearing and adoption of the budget during its regular meeting of June 16, 2011.

4.1 State Budget Presentation: A Global Perspective—*Damon Smith, Associate Superintendent, Business Services, Alameda County Office of Education (ACOE)*
Damon Smith will present information on the State budget.

4.2 ACOE Report on Review of TVROCP Budget and Expense Reporting and Tracking System
—*Damon Smith*

At the request of TVROCP, Damon Smith examined the TVROCP budget and its expense reporting and tracking systems to determine where we stand with our cash position, expenditures, compliance in reporting to appropriate agencies, governance policies, etc., in order to provide clarity and transparency. At this time, Damon Smith will present his findings to the Board.

4.3 2011-12 TVROCP Budget Presentation—*Noreen Bastian, Business and Personnel Services Manager*

An overview of the proposed budget for 2011-12 will be presented that includes the budget recommendations developed by member district Superintendents and Coordinating Council (to be presented in detail under agenda item 4.4), and a review of restricted and unrestricted programs.

4.4 Withholding of Funds - Budget Solutions and Impact Recommendations

Summary: The Board will review the 2011-12 program reduction priority recommendations and Impact Statement of the TVROCP Coordinating Council and Member District Superintendents. Attending Superintendents and Coordinating Council members will be introduced, and may be called upon by the Board to share their input on their recommendations and process.

Background: In February 2011, Pleasanton USD notified TVROCP of its proposal to secure \$150K of ROP funds on a one-time basis to support the PUSD General Fund as a possible budget solution for 2011-2012. Pursuant to the TVROCP Third Amended Joint Powers Agreement, TVROCP Superintendent Diane Centoni convened a meeting of the member district superintendents to identify the impact of that action and to develop a recommendation to the TVROCP Board on what action to take. TVROCP staff and member district superintendents met and directed the Coordinating Council to meet to establish program reduction priorities and recommendations that were brought back to the Superintendents on May 24, 2011, for concurrence/amendments. Those recommendations will be presented to the Board for discussion at this meeting.

Supporting documents attached:

- (a) Superintendents and Coordinating Council Recommended 2011-12 Planning Results
- (b) Proposed FY12 Multi-Year Estimates
- (c) Capital/Investment/Program Expansion Projections

5. ADJOURNMENT

The next regular meeting of the Board will be held June 16, 2011, 7:00 p.m., at which time there will be a budget hearing and Board adoption of the proposed 2011-12 budget.

SG:DC/lc/posted 6/2/11

MEMORANDUM OF UNDERSTANDING

TRI-VALLEY REGIONAL OCCUPATIONAL CENTER/PROGRAM
AND
DUBLIN UNIFIED SCHOOL DISTRICT

FY10-11

This is a Memorandum of Understanding (MOU) between the Tri-Valley Regional Occupational Center/Program (TVROCP) and Dublin Unified School District (DUSD) specific to assisting TVROCP meet cash flow through September, 2011.

- DUSD has agreed to lend TVROCP the amount of \$93,000 by June 20, 2011.
- TVROCP will pay DUSD by September 30, 2011 the amount of \$93,000 plus interest accrued at the rate published by the Alameda County Treasurer's Office for the borrowing period.

SIGNATURES OF AGREEMENT:

Beverly Heironimus, Assistant Superintendent
Business Services
Dublin Unified School District

Noreen Bastian, Manager
Business & Personnel Services
Tri-Valley Regional Occupational Center/Program

Date: _____

Date: _____

MEMORANDUM OF UNDERSTANDING

TRI-VALLEY REGIONAL OCCUPATIONAL CENTER/PROGRAM
AND
LIVERMORE VALLEY JOINT UNIFIED SCHOOL DISTRICT

FY10-11

This is a Memorandum of Understanding (MOU) between the Tri-Valley Regional Occupational Center/Program (TVROCP) and Livermore Valley Joint Unified School District (LVJUSD) specific to assisting TVROCP meet cash flow through September, 2011.

- LVJUSD has agreed to lend TVROCP the amount of \$162,000 by June 20, 2011.
- TVROCP will pay LVJUSD by September 30, 2011 the amount of \$162,000 plus interest accrued at the rate published by the Alameda County Treasurer's Office for the borrowing period.

SIGNATURES OF AGREEMENT:

Susan Kinder
Chief Business Official
Livermore Valley Joint Unified School District

Noreen Bastian, Manager
Business & Personnel Services
Tri-Valley Regional Occupational Center/Program

Date: _____

Date: _____

MEMORANDUM OF UNDERSTANDING

TRI-VALLEY REGIONAL OCCUPATIONAL CENTER/PROGRAM
AND
PLEASANTON UNIFIED SCHOOL DISTRICT

FY10-11

This is a Memorandum of Understanding (MOU) between the Tri-Valley Regional Occupational Center/Program (TVROCP) and Pleasanton Unified School District (PUSD) specific to assisting TVROCP meet cash flow through September, 2011.

- PUSD has agreed to lend TVROCP the amount of \$245,000 by June 20, 2011.
- TVROCP will pay PUSD by September 30, 2011 the amount of \$245,000 plus interest accrued at the rate published by the Alameda County Treasurer's Office for the borrowing period.

SIGNATURES OF AGREEMENT:

Luz Cazares, Assistant Superintendent
Fiscal Services
Pleasanton Unified School District

Date: _____

Noreen Bastian, Manager
Business & Personnel Services
Tri-Valley Regional Occupational Center/Program

Date: _____

Member District Superintendents/Coordinating Council Recommended 2011-2012 Planning Results

4.4.(a)

Description	Reduction	\$ based on budget year	Impact on Services	on-		CC/School Comments
				1 x	going	
BUDGET A - Phase I REDUCTIONS: Non-classroom PLUS course section reductions that would happen anyway.						
Management furloughs	-10,280	11-12	Reduction of five voluntary days from Superintendent, Director of Instructional and Student Support Services, and Manager of Business and Personnel Services contracts	x		Decided by TVROP
Custodian	-11,500	10-11	Elimination through attrition (retirement); position will not be continued		x	
Site Team Advisory Reps and Instructional Team Leader	-6,000	10-11	Reduction of Site Team Advisory Representatives, \$1,000 stipend for each high school representative & Instructional Team Leader and adult correctional ed; positions will not be continued		x	
Teacher on Assignment	-15,033	10-11	Reduction of 0.166 FTE Teacher on Assignment due to loss of grant funding		x	
Member district staff dev. day compensation	-8,000	10-11	Reduction of one optional day member district/high school site staff development for teachers	x		
Management professional membership stipend	-1,000	10-11	Reduction of professional membership for Director of Instructional and Student Support Services and Principal of Correctional Education/Adult Programs, \$500 each ROP budget and Jail budget	x		
subtotal -- non-classroom	-51,813					
ASL II (GHS)	-32,117	10-11	Reduction of six trimester sections (0.50 FTE) that will be picked up by GHS. No negative impact on students.		x	
Auto Collision Repair (LHS)	-20,430	10-11	Reduction of services (0.25 FTE) at LHS due to low enrollment. <u>8</u> students have requested to travel to this program planned for after lunch. Students have option to travel first period to receive services. (3 Amador and 5 Granada students) We anticipate program will grow in following year.	x		
Do-It-Yourself-Auto (LHS)	-5,909	10-11	Reduction of one trimester section (0.083 FTE) at LHS due to low enrollment. <u>13</u> students requested the class and will need to be rescheduled. <i>(The initial enrollment numbers were not available until after March 9 JPGB meeting.)</i>	x		
Entrepreneurship (LHS)	-12,254	10-11	Reduction of one trimester section plus cooperative (paid internship) education (0.139 FTE) at LHS due to low enrollment. <u>10</u> students have requested the class and will need to be rescheduled. <i>(The initial enrollment numbers were not available until after the March 9 JPGB meeting.)</i>		x	Anne Harter LHS agrees Entrepreneurship has not been strong. Site Decision: Keep Entrepreneurship on the Phase I list.
Health & Society (FHS)	-20,000	10-11	Reduction of one section (0.20 FTE) at FHS due to low enrollment. <u>11</u> students have requested the class and will need to be rescheduled.		x	
Small Engines (DHS)	-14,063	10-11	Reduction of one section (0.20 FTE) at DHS due to low enrollment and course review data. <u>18</u> students have requested the class and will need to be rescheduled.		x	
subtotal -- classroom	-104,773		1.372 FTE reductions -- 60 students will need to be rescheduled to other classes due to these reductions.			
BUDGET A - Phase I ADDITIONS: Additional sections planned due to high enrollment requests						
Auto Specialist	11,825	11-12	Addition of two trimester sections (0.167 FTE) at LHS. [We had initially budgeted for three trimesters, one each for Trimester 1, 2, and 3 in the morning and .35 FTE yearlong afternoon section for travelers.] This change would result in two T1 sections, two T2 sections, and one T3 section plus the afternoon session. Enrollment results if all second choice counts are included: T1 25/ <u>25</u> , T2 25/ <u>30</u> , T3 31. The additional morning sections would also provide an option for a few traveling students to attend in the morning rather than the afternoon if their schedule requires it.		x	Request from LHS.
Sports Medicine - GHS or LHS	17,885	11-12	One yearlong section plus internship supervision (0.25 FTE) at GHS or LHS. Initial requests: G-2, L-8. Amador section is overenrolled - 54 (A-44, G-2, L-8). <u>20 potential</u> students plus <u>potential</u> additions (10 LVJUSD students and 10 AVHS students)		x	Locating class in LVJUSD would likely increase enrollment. Students requested to travel to Amador because it is closer. <i>[After speaking with sites after May 24 meeting, recommend waiting until 12-13 due to being late in scheduling cycle and start-up costs.]</i>
subtotal - additions	11,825		0.417 FTE 0.167 FTE additions			
Budget A/Phase I Total	-144,761					

Description	Increase	\$ based on budget year	Impact on Services	1 x	on-going	CC/School Comments
BUDGET B - Phase II REDUCTIONS: Additional non-classroom reductions should additional reductions be necessary						
Management mileage stipend	-7,200	11-12	Reduction of mileage stipend for Director of Instructional and Student Support Services and Principal of Correctional Education/Adult Programs, \$300 a month each ROP budget and Jail budget.	x		These costs seem justifiable/defensible for ROP.
Management phone stipend	-2,160	11-12	Reduction of phone stipend for Superintendent, Director of Instructional and Student Support Services and Principal of Correctional Ed/Adult Programs (\$130/month from ROP budget and \$50/month from Jail budget)	x		These costs seem justifiable/defensible for ROP.
Counselor	-27,985	11-12	0.334 FTE reduction of Counselor & Student Services position	x		
<i>Budget B/Phase II Total</i>	-37,345					

Budget A/Phase I	-144,761
Budget B/Phase II	-37,345
Total	<u>-182,106</u>

**PROPOSED FY12 BUDGET
MULTI-YEAR ESTIMATES**

4.4.(b)

PUSD FLEXING = \$150,000 in 2011-12

LOCAL INCOME = \$200,000 IN FY10-11 (Adjustment to Fund Balance)

LOCAL INCOME = \$200,000 IN FY11-12 (Adjustment to Revenue)

BUDGET A- PHASE 1

FY11-12 ONLY:

Management Furloughs (5 days) = \$10,280

Member Staff Development Day Compensation = \$8,000

Management Professional Membership Stipends = \$1,000

ON-GOING

Custodian (.25 FTE) = \$11,500

Site Team Advisory Rep & Instructional Team Leader Stipends = \$6,000

Net Change of .166 Teacher On Assignment = \$15,033

Classroom Reductions -ROP Certificated Staff FTE = 1.372 = \$104,773

Classroom Additions -ROP Certificated Staff FTE = .617 = \$46,244

TOTAL REDUCTIONS \$110,342

CAPITAL OUTLAY IN FY11-12 = \$15,000 Alignment Rack - LHS Auto

COMPUTER REPLACEMENT IN FY12-13 = \$125,000

	FY11-12	FY12-13	FY13-14
REVENUES			
Federal Revenue	162,856	156,426	151,790
Other State Revenue-Prof Development	10,460	10,795	11,086
Other Local Revenues	3,944,209	3,837,238	3,922,510
	-150,000		
	200,000		
	<u>3,994,209</u>	<u>3,837,238</u>	<u>3,922,510</u>
TOTAL	4,167,525	4,004,459	4,085,386
EXPENSES			
SALARY & BENEFITS			
certificated	2,799,441	2,771,238	2,786,158
	-69,847		
	<u>2,729,594</u>		
classified	412,336	407,819	410,819
	-11,526		
	<u>400,810</u>		
benefits	508,848	495,766	502,669
	-8,969		
	<u>499,879</u>		
TOTAL SALARY & BENEFITS	3,630,283	3,674,823	3,699,646
BOOKS & SUPPLIES	171,888	150,000	150,000
		125,000	
		<u>275,000</u>	
SERVICES & OPERATING EXPENSES	402,242	390,000	390,000
Contract paid to PUSD for Health & Society Instructor	-20,000		
	<u>382,242</u>		
CAPITAL OUTLAY	15,000	0	0
TRANSFER TO FUND 35 - PROP 1D	40,000	0	0
OTHER OUTGOING	0	0	0
TOTAL	4,239,413	4,339,823	4,239,646

Income vs Expense	-71,888	-335,364	-154,260
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Beginning Fund Balance		665,766	859,767	524,403
BUDGET ADJs		65,889		
LOCAL INCOME		200,000		
		<u>931,655</u>		

Ending Fund Balance	859,767	524,403	370,143
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Components of Ending Fund Balance

Revolving Cash	20,250	20,250	20,250
5% Reserve for Economic Uncertainties	209,971	216,991	211,982
Legally Restricted Reserves	11,990	10,000	7,000
Local Income Reserve for Program Expansion	200,000	200,000	130,000
Capital Outlay/Equipment Reserve	250,000		
Undesignated	167,556	77,162	911
	<u>859,767</u>	<u>524,403</u>	<u>370,143</u>

TOTAL UNRESTRICTED RESERVES	20.00%	11.85%	8.57%
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Local Income Estimate included in FY11-12 **200,000**
It was determined not to include the
Local Income Estimate in 2012-13 and 2013-14

WORKING DRAFT FOR
FUTURE COORDINATING
COUNCIL PLANNING

PROJECTIONS: CAPITAL INVESTMENT/PROGRAM EXPANSION

		2010-11 estimated actuals	2011-12 budgeted	2012-13		2013-14		TOTAL	
				budgeted	proposed	budgeted	proposed		
PROGRAM GROWTH & EXPANSION									
DHS	ART MEDIA & ENTERTAINMENT PATHWAY	50,000	20,000	20,000				\$701,000	
TBD	ENGINEERING PATHWAY START-UP ON-GOING (2 sections)				75,000 40,000		40,000		
FHS/TBD	SPORTS MEDICINE								
FHS	START-UP 1 section 2010-11 ON-GOING 1 section 2010-11	17,000 15,000	15,000	15,000	17,000		15,000		
TBD	START-UP 1 section 2012-13 ON-GOING 1 section 2012-13				17,000 15,000	15,000			
FHS	INTRO TO NURSING CAREERS START-UP ON-GOING (2 sections)				10,000 40,000		40,000		
LHS	VITICULTURE START-UP ON-GOING (1 section)				5,000 20,000		20,000		
LHS	HORTICULTURE THERAPY START-UP ON-GOING (2 sections)				10,000 40,000		40,000		
TBD	CULINARY START-UP ON-GOING (2 sections)				10,000 40,000		40,000		
EQUIPMENT PURCHASE, REPLACEMENT, REPAIR									
LHS	ALIGNMENT RACK		15,000						\$15,000
TECHNOLOGY									
These expenses are budgeted for FY11-12, FY12-13 & FY13-14									
LCD PROJECTORS REPLACEMENT		2,400	2,400	2,400		2,400		\$139,600	
COMPUTER REPLACEMENT				125,000					
SERVER - STUDENT ATTENDANCE SYSTEM			5,000						
TOTAL		\$84,400	\$57,400	\$162,400	\$339,000	\$32,400	\$180,000	\$855,600	

updated June, 2011 from original presented to Board May 13, 2010