

7.0 CONSENT CALENDAR

Recommendation: *Approve* the Consent Calendar, as presented.

Moved *Seconded* *Ayes* *Noes* *Abstain* *Absent*

Background:

7.1 ADMINISTRATION

7.1.1 **Approval of the Minutes of the Regular Meeting of November 30, 2010**

Approve the minutes, as presented.

7.2 BUSINESS—None

7.3 PERSONNEL—None

7.4 EDUCATIONAL SERVICES

7.4.1 **Resolution 2011-01, Recognizing February 2011 as Career Technical Education Month in TVROCP**

Adopt Resolution 2011-01 recognizing February as Career Technical Education Month in TVROCP.

7.4.2 **Approval of Course Sequencing for 2010-11 School Year**

Approve the Course Sequencing for 2010-11, as presented.

Impact: See individual agenda pages

Back-up enclosed: YES

ACTION

7.0 CONSENT CALENDAR

7.1 ADMINISTRATION

7.1.1 Approval of the Minutes of the Regular Meeting of November 30, 2010

Recommendation: *Approve* the minutes of the regular meeting of November 30, 2010, as presented (or as amended by the Board).

Moved *Seconded* *Ayes* *Noes* *Abstain* *Absent*

Background: The minutes are presented to the Board for approval.

Impact: None

Back-up enclosed: YES

CONSENT



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

November 30, 2010 – 10:00 a.m.
TVROCP District Office

1.0 OPENING CEREMONY - MEETING OF THE BOARD IN PUBLIC

1.1 Call to Order /Roll Call

Tri-Valley ROP Joint Powers Governing Board President Guin Van Dyke and Vice President Jennifer Henry set aside their authority to allow Board Member Stewart Gary to preside over today's meeting. Stewart Gary called to order the regular meeting of the Joint Powers Governing Board on November 30, 2010, 10:00 a.m., in the TVROCP District Office Board Room.

Board Members Present

Guin Van Dyke, President
Jennifer Henry, Vice President
Stewart Gary, Presiding Member
Jim Ott, Member
Diane Centoni, Secretary

TVROCP Staff

Noreen Bastian
Fred Rutledge
Leah Cleveland

Coordinating Council Representatives

Bryce Custodio, Coordinator, DUSD
Cindy Alba, Assistant Superintendent, LVJUSD
Cindy Galbo, Assistant Superintendent, PUSD

Others Attending

Amy Miller, Board Member, DUSD
Julie Duncan, Coordinator, PUSD
Luz Cazares, Assistant Supt, Business Services, PUSD
Susan Kinder, CBO, LVJUSD

1.2 Public Comment on Closed Session Agenda—None

2.0 ADJOURN TO CLOSED SESSION

The Board immediately adjourned to closed session for discussion on the following:

2.1 Public Employee Performance Evaluation Government Code §54957

Title: Superintendent

2.2 Conference With Labor Negotiator Government Code §54957.6

Agency Designated Representative: Guin Van Dyke, Governing Board President
Unrepresented Employee: Superintendent

3.0 RECONVENE INTO OPEN SESSION

The Board reconvened in open session at 10:30 a.m.

3.1 Welcome by Presiding Member Stewart Gary

3.2 Pledge of Allegiance

3.3 Approval of the Agenda

By the following vote, the Board **approved** the agenda, with the following amendments:

- a. Pulled agenda item 7.1.4 from the agenda. This item was no longer needed.
- b. Pulled the following three agenda items from the Consent Calendar with item 7.1.3 to be discussed but not acted upon during the regular business report, and

agenda items 7.2.2 and 7.2.3 to be discussed and acted upon under item 8.0, *Deferred Consent Item*:

- 7.1.3, *Adoption of Proclamation 2010-1, In Support of TVROCP Fiscal Stability*
- 7.2.2, *Authorization for the Superintendent to Enter Into Contract for an Inspector of Record and Testing Lab for the Auto Collision Repair and Refinishing Prop 1-D Spray Booth Replacement and Construction of a Site Canopy Project*
- 7.2.3, *Approval of Contract for Labor Compliance Monitoring Services for the Auto Collision Repair and Refinishing Prop 1-D Spray Booth Replacement and Construction of a Site Canopy Project*

e. Amended page 1 of the proposed Agreement under agenda item 7.4.2 to include participation in activities on district-owned facilities **“and other DECA-sponsored facilities.”** (It was also noted that on the main agenda document, item 7.4.2(b) should state “for the remainder of the 2010-11 school year” and not “for the remainder of the 2011-12 school year.”)

<u>Moved</u>	<u>Seconded</u>	<u>Ayes</u>	<u>Noes</u>
Ott	Van Dyke	4	0

4.0 ANNOUNCEMENT OF ANY REPORTABLE ACTION TAKEN IN CLOSED SESSION—None

5.0 PUBLIC COMMENT on matters not on the agenda—None

6.0 SUPERINTENDENT’S REPORT

The Superintendent reported on the following:

- a. She congratulated new Dublin USD Board Member Amy Miller on her appointment and welcomed her to the meeting.
- b. She reported on her visit to Dublin High ROP classes with TVROP Board Vice President Jennifer Henry and Amy Miller. Dublin USD Superintendent Steve Hanke and Dublin High Principal Carol Schimizu were able to join the group for part of the visit.
- c. She reported on her attendance last week at the CAROCP/CALCP State Conference, including participation in board and committee meetings, in addition to professional development. She provided details on the budget provided by Peter Birdsall and an update on Governor-Elect Jerry Brown’s position on the issues of CTE and budget.
- d. She reported on Dr. Pedro Noguera’s November 12 presentation, “Making Systemic Change: Building Shared Leadership for innovations in Classroom Practice, and Multiple Measures for Sustained Student Success.”
- e. She reported that much work is being done to get the Prop 1-D project underway.

7.0 APPROVAL OF CONSENT CALENDAR

By the following vote, the Board **approved** the Consent Calendar, as amended.

<u>Moved</u>	<u>Seconded</u>	<u>Ayes</u>	<u>Noes</u>
Van Dyke	Ott	4	0

7.1 ADMINISTRATION

7.1.1 MINUTES OF THE REGULAR MEETING OF SEPTEMBER 9, 2010
Approved the minutes of the September 9, 2010, as presented.

7.1.2 ENDORSEMENT OF THE CAROCP RESPONSE TO THE MULTIPLE PATHWAYS TO STUDENT SUCCESS REPORT
Endorsed The CAROCP Response to the Multiple Pathways to Student Success Report.

~~7.1.3 ADOPTION OF PROCLAMATION 2010-1, IN SUPPORT OF TVROCP FISCAL STABILITY – Pulled from Consent to be discussed as part Business Services report.~~

~~7.1.4 AUTHORIZATION FOR THE SUPERINTENDENT TO ACT ON BEHALF OF THE TVROCP GOVERNING BOARD ON MATTERS OF URGENCY, INCLUDING, BUT NOT LIMITED TO, PERSONNEL MATTERS AND ENTERING INTO CONTRACTS FOR THE PERIOD DECEMBER 3, 2010, THROUGH JANUARY 20, 2011 - Pulled from the agenda; no longer needed~~

7.2 BUSINESS

7.2.1 ACCEPTANCE OF DONATIONS

Accepted donations, as presented, including \$200 in cash and equipment, services and supplies.

~~7.2.2 AUTHORIZATION FOR THE SUPERINTENDENT TO ENTER INTO CONTRACT FOR AN INSPECTOR OF RECORD AND TESTING LAB FOR THE AUTO COLLISION REPAIR AND REFINISHING PROP 1-D SPRAY BOOTH REPLACEMENT AND CONSTRUCTION OF A SITE CANOPY PROJECT - Pulled from Consent to be discussed and acted upon under item 8.0, Deferred Consent Items~~

~~7.2.3 APPROVAL OF CONTRACT FOR LABOR COMPLIANCE MONITORING SERVICES FOR THE AUTO COLLISION REPAIR AND REFINISHING PROP 1-D SPRAY BOOTH REPLACEMENT AND CONSTRUCTION OF A SITE CANOPY PROJECT - Pulled from Consent to be discussed and acted upon under item 8.0, Deferred Consent Items~~

7.3 PERSONNEL

7.3.1 APPROVAL OF JOB DESCRIPTION FOR THE POSITION OF CAREER GUIDANCE COUNSELOR

Approved the job description for the position of Career Guidance Counselor, as presented.

7.4 EDUCATIONAL SERVICES

7.4.1 APPROVAL OF RECEIPT OF WORKFORCE INVESTMENT ACT (WIA) TITLE II ADULT EDUCATION GRANT FUNDS FOR 2010-11

Approved receipt of Workforce Investment Act Grant funds in the amount of \$36,139 for 2010-11, as presented.

7.4.2 SUSPEND BOARD POLICY 1322, *COMPETITIONS AND ACTIVITIES FOR STUDENTS* AND APPROVE AGREEMENT WITH PLEASANTON USD FOR NON-TVROCP ENROLLED STUDENT PARTICIPATION IN DECA ACTIVITIES FOR THE REMAINDER OF THE 2010-11 YEAR ONLY

By the following vote, the Board

a. **Suspended** the enrollment requirement of Board Policy 1322, *Competitions and Activities for Students*, which requires that students must be currently enrolled and actively attending a TVROCP course to be eligible to participate in TVROCP-sponsored contests, activities and student organizations, consistent with the *Agreement with Pleasanton USD for Non-TVROCP Enrolled Student Participation in DECA Activities*, provided that, and only if, Pleasanton USD enters into said Agreement; and

b. **Approved** the *Agreement with Pleasanton USD for Non-TVROCP Enrolled Student Participation in DECA Activities*, for the remainder of the 2011-12 school year only, as amended with the addition of “and other DECA-sponsored facilities” on page 1 and noting that the Agreement is for “the remainder of 2010-11 school year.”

8.0 DEFERRED CONSENT ITEMS

The Board discussed and acted upon, in one motion, agenda items 7.2.2 and 7.2.3 which were pulled from the Consent Calendar.

8.1 (7.2.2) AUTHORIZATION FOR THE SUPERINTENDENT TO ENTER INTO CONTRACTS FOR AN INSPECTOR OF RECORD AND TESTING LAB FOR THE AUTO COLLISION REPAIR AND REFINISHING PROP 1-D SPRAY BOOTH REPLACEMENT AND CONSTRUCTION OF A SITE CANOPY PROJECT

8.3 (7.2.3) APPROVAL OF CONTRACT FOR LABOR COMPLIANCE MONITORING SERVICES FOR THE AUTO COLLISION REPAIR AND REFINISHING PROP 1-D SPRAY BOOTH REPLACEMENT CONSTRUCTION OF A SITE CANOPY PROJECT

Business & Personnel Services Manager Noreen Bastian provided an update on the Auto Collision Repair and Refinishing Prop 1-D project. She informed the Board that she learned yesterday that the Office of Public School Construction (OPSC) still had not approved funding for the project and that OPSC will be issuing a 15-day letter to TVROP to include three items that require additional information in order to proceed with approval. Noreen stated that once we receive the letter, we will file a 5004 Form to request that the funding be released, plus submit our Notice to Proceed for the contractor that has been selected and for the Inspector of Record, the testing lab, and the Labor Compliance Monitoring. Once we have approval, the turn-around time is approximately three weeks.

Noreen reported that we can't complete the project without the funding. During a previous meeting, she had presented the Board with the figures for completing the project with just the spray booth, which would have been approximately \$80,000. She told the Board this evening that it may want to revisit just that part of the project, depending on what OPSC does. She said that the \$224,000 cost estimate was based on the assumption that the funding match was going to be honored. She recommended that the Board authorize the Superintendent to enter into contracts for an Inspector of Record and Testing Lab and to approve the contract for Labor Compliance Monitoring "contingent upon approval of OPSC funding."

Stewart Gary asked audience member Susan Kinder, Livermore Valley Joint USD Chief Business Official, about Livermore's experience with the architect and about the possible use of stimulus funds for this project. Susan Kinder said that the federal jobs money is very restricted but the State Fiscal Stabilization Fund (SFSF) is unrestricted. Stewart said that the Auto Collision Repair and Refinishing program is hugely valuable to all of TVROP and Livermore and that, if the funding falls through, one of us is going to have to find the money to fund it. He said he'd be willing to ask the Livermore Valley Joint USD Board to fund it, and possibly also the other larger member districts.

By the following vote, the Board

...authorized the Superintendent to enter into contracts for an Inspector of Record and Testing Lab for the Auto Collision Repair and Refinishing Prop 1-D *Spray Booth Replacement and Construction of a Site Canopy* project **contingent upon approval of OPSC funding,**

and

...approved the contract with Contractor Compliance and Monitoring, Inc., for Labor Compliance Monitoring services for the Auto Collision Repair and Refinishing Prop 1-D *Spray Booth Replacement and Construction of a Site Canopy* project **contingent upon approval of OPSC funding.**

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

9.0 ITEMS SCHEDULED FOR REPORT, DISCUSSION AND POSSIBLE ACTION

9.1 ADMINISTRATION—None

9.2 BUSINESS

9.2.1 PROP 1-D SPRAY BOOTH REPLACEMENT AND CONSTRUCTION OF A SITE CANOPY CONTRACT AWARD

By the following vote, the Board **accepted** the bid and **approved** the contract with JD General for the Prop 1-D *Spray Booth Replacement and Construction of a Site Canopy* on the Livermore High School campus for a total bid price of \$261,450 to be paid with Prop 1-D and Fund 35 funds, **contingent upon approval of OPSC funding.**

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

9.2.2 FIRST INTERIM REPORT

Noreen Bastian presented a summary of the First Interim report for the Board, and reported that we are recommending a positive certification at this time:

- We had to take into consideration the flex option the districts took this year.
- ROP revenue was held at the FY10 level.
- We didn't apply a COLA in the 2011-12 year, per the recommendation from School Services of California, but we did use a 1.9% COLA for 2012-13.
- We held salaries and expenses pretty flat through three years in the multi-year projections. She said she predicts that the Second Interim is going to look a lot different in multi-year projections than it looks today.
- As we go forward in years, the \$250K Outlay and Equipment Replacement Fund will be pretty much depleted in 2012-13.
- Cash flow is an issue. We currently have a \$400K loan from Alameda County to be repaid in April. Because of the deferral of 25% of apportionments to 2011-12, we need another type of loan to bridge us from June to August when we anticipate receiving some of the deferrals. She said she is contacting the California School Boards Association to see about a bridge Tax and Revenue Anticipation Note (TRAN). Our member districts are facing the same situation. We will certify positive, but we have glaring holes that have to be addressed.

Superintendent Centoni reported that Noreen received notification this morning from Lou Highlander, Executive Director of Business and Advisory Services for Alameda COE, regarding the County's previous direction to TVROP to put into writing an agreement between TVROP and its member districts regarding the restoration of the flex reductions. Lou's letter stated that they are no longer requiring an agreement in writing, but an understanding as we plan our multi-year that we must be in line with our member districts. The Superintendent said she believes everyone is on the same page and can communicate this verbally.

Stewart Gary asked Noreen if she had met with the CBOs of the member districts together; Noreen replied that she met with two of the three. Stewart said it would be healthy for all of us if the three CBOs would get together at key milestones, such as prior to the First Interim and the Second Interim, to agree on certain principles and key points prior to bringing those matters to the TVROP Board. Then, the TVROP Board members can take the matters to their member district Boards for input. He said that the four CBOs can come to the Board to tell the Board what the member districts can do to help. He said that if we start eating dollars and borrowing for this small ROP, we'll be taking the dollars away from the kids, which is a losing proposition. He suggested that the superintendents direct the CBOs to meet and, if there is

disagreement, the issues can then be brought to the superintendents. Noreen said she would welcome that kind of meeting and that it would certainly help.

Susan Kinder said that Noreen was talking about doing a year-over-year TRANS and that she had told Noreen that her Board (Livermore Valley Joint USD) might not approve it. She said that if we are short only \$150K in June, there should be something we can do internally instead of having the TRANS issuance costs.

Diane said she and Noreen spoke yesterday about reworking the budget timeline to include working with member districts at benchmark times, after the Governor's Workshop, for example, prior to coming to the Board. Noreen said that, as part of the collaborative approach, Coordinating Council could review the Second Interim and such prior to the Board meeting to report to TVROP what the districts are requesting regarding program changes, additions, etc., that would impact the budget. Stewart said we need to get a common calendar where the Coordinating Council meets on the action plans, it's presented to Business Services to determine what can or cannot be supported by the budget, then it comes to the TVROP Board.

Jennifer Henry requested that Noreen explain, and the minutes reflect, the background regarding the member districts' flex option for the benefit of the incoming board members. Noreen summarized the following:

- Apportionments are received by member districts first and they forward to ROP.
- This fiscal year, \$637K was flexed by the member districts.
- The ACOE said that if the flex continues to happen, ROP will no longer be fiscally solvent but will be qualified or negative.
- ACOE said that the districts need to be on the same page with ROP and be clear about whether they are going to continue holding funds.
- The member districts can legally flex up through 2013, then it is uncertain whether that option will remain or be modified.

Noreen said we haven't really cut services; we have modified or reduced. If there is continued flex, TVROP will be in jeopardy. She said she welcomes her colleagues' suggestions.

Diane said we need to keep an eye on services to kids. Even though there has been significant reduction with flex, we have moved forward with continued education for kids. In addition to \$637K, there was also a loss of \$119K in lottery. We will have to make changes if the districts flex next year. For the benefit of the new board members coming in, Diane explained that in 2013 when flex supposedly ends, if a district withdraws from the JPA, the district will no longer have those funds. The funding that was previously passed to a district will stay with the JPA. She said it will be important for the new board to understand that. Stewart said this may mean that career technical education will go countywide. We need to be leaner and meaner with a different model on a very large footprint.

Jennifer added that it's good to have a meeting of the minds with the CBOs, but it's still under the approval of the member district boards. A majority of the boards could say they want to flex again when they are under pressure by their districts to save a teacher or two. Stewart said we need to be able to show how a flex would specifically impact the program. Noreen said that if a district keeps \$120K, TVROP would have to reduce that amount of services to that district's students. We're all trying to make the decisions that are best for the kids. If that means evaluating our course offerings, we're willing.

By the following vote, the Board **approved** the First Interim Report, as presented.

<u>Moved</u>	<u>Seconded</u>	<u>Ayes</u>	<u>Noes</u>
Ott	Henry	4	0

9.3 PERSONNEL

9.3.1 RENUMBERING OF SELECTED BOARD POLICIES IN SERIES 4000–PERSONNEL: BP/AR 4212, AR 4212A-F, AND BP/AR 4217, 4219, 4219, 4222, 4224, 4270-4273

By the following vote, the Board **approved** the renumbering of Board Policies and Administrative Regulations, as follows: Renumber BP/AR 4212 to 4041, AR 4212a-e to AR 4041.1-4041.5, AR 4212f to 4214, BP/AR 4217 to 4042, BP/AR 4219 to 4043, BP/AR 4222 to 4030, BP/AR 4224 to 4031, BP/AR 4270 to 4022, BP/AR 4271 to 4023, BP/AR 4272 to 4021, and BP/AR 4273 to 4020.

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

9.4 EDUCATIONAL SERVICES—None

10.0 INFORMATION ITEMS

10.1 ADMINISTRATION

10.1.1 UPDATE ON 2009-2013 TVROCP STRATEGIC PLAN AND 2010-11 GOALS

The 2008-2011 Strategic Plan was approved by the TVROCP Joint Powers Governing Board on December 11, 2008, and has been updated for 2009-2013. During each meeting, Superintendent Centoni provides an update for the Board on the progress and status of its Strategic Plan. Tonight’s update included the 2010-11 Goals and the progress in working with member districts to establish an action plan. Diane reported that the Coordinating Council met on November 15, 2010, and worked further on the action items to meet the goals established in August. Action items are for the districts to first develop their multi-year plans then to bring them to the Council to develop a TVROP multi-year plan; the need for flexible programming, to include after-school, evening, and summer programs; and for TVROCP to work with member districts to identify and articulate CTE courses that meet academic graduation requirements.

10.2 BUSINESS

10.2.1 UPDATE ON MEMORANDUMS OF UNDERSTANDING FOR DIRECT DEPOSIT OF FUNDS WITH MEMBER DISTRICTS

During its meeting of September 9, 2010, the Board authorized the Superintendent to enter into a Memorandum of Understanding for direct deposit of funds with each of our member districts, and to return to the Board to present the final language as an informational item. Each member district received a draft version of the MOU and, at the time of posting this board agenda, TVROP staff were working to finalize the language and had planned to provide an update to the Board at this meeting.

Noreen Bastian explained that, as reported earlier during discussion on the First Interim report, the Alameda COE is no longer requiring an agreement in writing between TVROP and the member districts, but wants us to proceed with dialogue and understanding of how to move forward. We were informed that it is not possible for the funding to be deposited directly to TVROP and that it must go through the districts, with the exception of Dublin USD. (Noreen stated that Dublin was “grandfathered in” and TVROP does receive their direct deposit.) Noreen said it is

understood that TVROP will receive a check from Pleasanton USD and Livermore Valley Joint USD within a reasonable amount of time after the districts receive their funding, and that a delay in the exchange of funding would result in a cash flow situation for TVROP.

Stewart said that the county isn't doing the best it can to send a consistent message when it needs to be sent. He said that serial conversations aren't as healthy as a comprehensive conversation, and that the four CBOs and the County representative should get on one phone call to allow the TVROP CBO to restate the understanding and ask to have it put into writing.

10.2.2 BUDGET TIMELINE

Noreen Bastian presented a budget timeline for Board discussion. It was agreed that Noreen will rework the timeline and pertinent district timelines, which will drive the TVROP budget formation as we discuss district needs and concerns. She said she will bring a revised timeline to the January board meeting. Diane said we will send a draft timeline back to the CBOs so they are part of setting the benchmarks. Stewart said that ROP should always be part of the discussions with the district boards.

10.3 PERSONNEL—None

10.4 EDUCATIONAL SERVICES—None

11.0 CORRESPONDENCE

11.1 Letter from the CDE School Facilities Planning Division – Final Plan Approval for Prop 1-D Spray Booth and Canopies at Livermore High School

11.2 Letter from Colton-Redlands-Yucaipa ROP - Congratulations to TVROCP for being accepted as a CTE Teach team pilot site

Stewart congratulated staff on being accepted as a CTE Teach pilot site. He reported that Livermore received a \$250K Enhancing Education through Technology (EETE) American Recovery and Reinvestment Act (ARRA) grant, part of which will fund Project Lead the Way at one of Livermore's middle schools, plus part of their Green Engineering Pathway (college and career readiness). Stewart said he fully supports the Multiple Pathways and, in fact, he meant to pull agenda item 7.1.2, Endorsement of the CAROCP Response to the Multiple Pathways to Student Success Report, to have an opportunity to voice his support. He said we must open multiple doors and get the right kids on the right path that works for them.

12.0 BOARD MEMBER REPORTS

Board members had the opportunity to report on recent activities or to share comments.

- a. Jennifer Henry: (1) Jennifer said it was great to visit sites yesterday. She toured ROP classes with Superintendent Centoni and Amy Miller, who was appointed to the Dublin USD Board several months ago to fill John Ledahl's vacant seat. She said it's great to see the kids who might have fallen through the cracks be so successful in these classes. She encouraged the Superintendent to visit the sites with the new board members so they can meet the teachers and put faces with the names. (2) Jennifer said that Diane Centoni has done a great job for TVROP and that, under Diane's leadership, TVROP keeps getting better and better, even with the budget cuts. She said that Diane has gone out of her way to try to keep everyone happy and she is very appreciative. Jennifer said she will miss everyone, and she hopes staff continue to send her invitations to events and site visits.

- b. Jim Ott echoed Jennifer's comments and relayed his appreciation for Diane's leadership. He said he is thankful for having had the opportunity to serve. He wished everyone the best of luck and said he won't be far away.
- c. Guin Van Dyke said it's bittersweet for her. She said she has been a part of the TVROP Board for more than eight years, and she can say that ROP is a better place with Diane Centoni. She added that she's a little glad to be leaving with all of the fiscal uncertainties, but she will miss everyone and especially the kids.

13.0 RECOGNITION OF OUTGOING BOARD MEMBERS GUIN VAN DYKE, JENNIFER HENRY, AND JIM OTT

The Board and administration recognized and thanked outgoing Board Members Guin Van Dyke, Jennifer Henry, and Jim Ott who were completing their terms of dedicated service to the TVROCP Joint Powers Governing Board.

On behalf of the ACSA Amador Valley Chapter, Diane presented each of the outgoing board members with a framed Certificate of Commendation.

On behalf of TVROCP, Superintendent Centoni said that this board has been totally committed to the kids. All of the board members have led from the heart. We have been very fortunate to have a board that is intelligent, thinks through things, understands policy and education, and still keeps the focus on kids. She said that all of the board members have different strengths, and the mix, as well as their commonalities, is amazing. The members of our board have shown great leadership not only to TVROP, but to their member districts, as well. Diane wished the three outgoing members a long and successful future, and she presented each of them with an engraved gavel plaque for their exemplary service.

14.0 ANNOUNCEMENTS

The next regular meeting of the Joint Powers Governing Board will be held January 20, 2011, 5:00 p.m., in the Tri-Valley ROCP District Office Board Room, 2600 Kitty Hawk Rd #117, Livermore, and will serve as the Annual Organizational Meeting of the Board. [Since this meeting, the date for the January meeting has been changed from January 20 to January 26, 2011, 6:00 p.m.]

15.0 ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 12:20 p.m.

Sincerely,

Diane Centoni
Secretary to the Board

*Approved and entered into the proceedings
of the Board this 26th day of January, 2011.*

Board Chairperson

DC:lc

7.0 CONSENT CALENDAR

7.2 BUSINESS—None

7.3 PERSONNEL—None

7.4 EDUCATIONAL SERVICES

7.4.1 Resolution 2011-01, Recognizing February 2011 as Career Technical Education Month in TVROCP

Recommendation: *Adopt* Resolution 2011-01 recognizing February 2011 as Career Technical Education Month in TVROCP.

Moved Seconded Ayes Noes Abstain Absent

Background: While every month is Career Technical Education Month for ROP and the Tri-Valley Educational Collaborative (TEC), it is recommended that the Board support the Association for Career Technical Education and the National CTE Month by adopting Resolution 2011-01 declaring February 1-28, 2011, as CTE Month in Tri-Valley ROP.

Impact: None
 (financial, community, other)

Back-up enclosed: YES

CONSENT



TRI-VALLEY REGIONAL OCCUPATION CENTER/PROGRAM
JOINT POWERS GOVERNING BOARD
County of Alameda
State of California



Resolution 2011-01
CAREER AND TECHNICAL EDUCATION MONTH
FEBRUARY 2011

WHEREAS, February 1-28, 2011, has been designated Career and Technical Education Month by the Association for Career and Technical Education with the theme, “**CTE: Learning Today, Earning Tomorrow!**”; and

WHEREAS, profound economic and technological changes in our society are rapidly reflected in the structure and nature of work, thereby placing new and additional responsibilities on our educational system; and

WHEREAS, career and technical education provides Americans with a school-to-career connection and is the backbone of a strong, well-educated workforce, which fosters productivity in business and industry and contributes to America’s leadership in the international marketplace; and

WHEREAS, career and technical education gives high school students experience in practical, meaningful applications of basic skills such as reading, writing and mathematics, thus improving the quality of their education, motivating potential dropouts and giving all students leadership opportunities in their fields and in their communities; and

WHEREAS, career and technical education offers individuals lifelong opportunities to learn new skills, which provide them with career choices and potential satisfaction; and

WHEREAS, the ever-increasing cooperative efforts of career and technical educators, business and industry stimulate the growth and vitality of our local economy and that of the entire nation by preparing graduates for career fields forecast to experience the largest and fastest growth in the next decade;

NOW, THEREFORE, be it resolved that the Tri-Valley Regional Occupational Center/Program Joint Powers Governing Board declares **February 1-28, 2011**, as **Career and Technical Education Month** in Tri-Valley ROP, and urge all citizens to become familiar with the services and benefits offered by the career and technical education programs in this community and to support and participate in these programs to enhance their individual work skills and productivity.

Passed and adopted this 26th day of January, 2011, by the following vote:

Ayes _____ Noes _____ Absent _____ Abstain _____

Board Chairperson

ATTEST: _____
Diane Centoni, Superintendent

7.0 CONSENT CALENDAR

7.4 EDUCATIONAL SERVICES

7.4.2 Approval of TVROCP Course Sequencing for 2010-2011

Recommendation: *Approve* the Course Sequencing for 2010-2011, as presented.

Moved Seconded Ayes Noes Abstain Absent

Background:

As prescribed by EC 52302(a), the governing board of each ROP shall ensure that at least 90% of all state-funded courses offered by the ROP in occupation areas in which both the ROP and the community college offer instruction are part of occupational sequences that target comprehensive skills by June 30, 2011.

Tri-Valley ROP actively collaborates with our local community colleges, Las Positas College and Chabot College, as well as our local high schools to align (sequence) courses in which both the ROP and the community college offer instruction. These course sequences prepare our students for their next level of education or employment while eliminating duplication of effort.

The Tri-Valley ROP Course Sequencing for the 2010-2011 school year shows the alignment (sequencing) of courses as required by AB2448. Course sequences and “credit-by-exam” articulations are re-evaluated each year and, as new courses are developed, TVROP works closely with our Community Colleges to identify college courses that can be articulated. At this time, 94% of TVROCP courses are articulated with our local Community Colleges, which includes three that are currently in the submission process and approvals are pending.

Impact: Supports a seamless Career Technical Education delivery system, benefiting students by eliminating unnecessary duplication of coursework and expense.

Back-up enclosed: YES

14
CONSENT

TVROP Career Pathways Grid 2010-2011

Community College Career Pathways	California Department of Education Industry Sectors	TVROP Career Pathways Grid 2010-2011											
		Las Positas College	Livermore Valley				Dublin		Pleasanton			Tri-Valley ROP	
		Granada	Livermore	Del Valle	Phoenix	Vineyard	Dublin	Valley	Amador Valley	Foothill	Horizon	Village	
Agriculture and Natural Resources	Agricultural Business, Agricultural Mechanics, Agriscience, Animal Science, Forestry and Natural Resources, Ornamental Horticulture, Plant and Soil Science	x	x										
Arts, Media and Entertainment	Media and Design Arts, Performing Arts, Production and Managerial Arts	x	x				x/R	x	x			x/R	x
Building Trades and Construction	Cabinetmaking and Wood Products, Engineering and Heavy Construction, Mechanical Construction, Residential and Commercial Construction	x	x										x
Energy and Utilities	Electromechanical Installation and Maintenance, Energy and Environmental Technology, Public Utilities, Residential and Commercial Energy and Utilities		x				R			R			
Engineering and Design	Architectural and Structural Engineering, Computer Hardware, Electrical, and Networking Engineering, Engineering Design, Engineering Technology, Environmental and Natural Science Engineering	x	x						x	x			
Fashion and Interiors	Fashion Design, Manufacturing, and Merchandising, Interior Design, Furnishings, and Maintenance		x						x	x			
Finance and Business	Accounting Services, Banking and Related Services, Business Financial Management	x	x/R				x/R	x	x/R	x/R			x
Health and Human Services	Biotechnology Research and Development, Diagnostic Services, Health Informatics, Support Services, Therapeutic Services	x	x/R				x/R		x/R	x/R			x
Hospitality, Tourism and Recreation	Food Science, Dietetics, and Nutrition; Food Service and Hospitality; Hospitality, Tourism, and Recreation	x	x						x	x		x	
Information Technology	Information Support and Services, Media Support and Services, Network Communications, Programming and Systems Development	x	x					x	x	x		x	
Manufacturing and Product Development	Graphics Arts Technology, Integrated Graphics Technology, Machine and Forming Technology, Welding Technology	x	x										
Public and Private Education Services	Child Development, Consumer Services, Education, Family and Human Services	x	x/R				x		x/R	x/R			x
Public Services	Human Services, Legal and Government Services, Protective Services	x	x				R		x/R	x/R			x
Retail and Wholesale Trade	E-Commerce, Entrepreneurship, International Trade, Professional Sales and Marketing	x	x/R				R		R	x/R			x
Transportation	Automotive and Heavy Equipment Services Technology, Aviation and Aerospace Transportation Services, Collision Repair and Refinishing	x	x				R						x

*R indicates TVROP class on site.

**Tri-Valley ROP Sequencing Plan with Las Positas College and DUSD, LVJUSD, PUSD and SUSD
 2010-2011**

System's Office Career Pathways		Arts, Media and Entertainment
California Department of Education Industry Sectors		Media and Design Arts, Performing Arts, Production and Managerial Arts
Las Positas College Degrees and Certificates		Music (C) Visual Communications (AA,C) Mass Communication, Journalism (C)
Tri-Valley ROP*		Animation and Motion Graphics I (UC pending) & II, Multimedia Production I (CBE) & II, Television Production (CBE), Video Game Art & Design, Visual Communications (CBE/UC)
Livermore Valley Joint Unified	Granada	Computer Graphics, Digital Photography,
	Livermore	Adobe PhotoShop, Web Page Design, Multimedia, Video Production 1 & 2, Animation/Claymation 1 & 2
	Del Valle	
	Phoenix	
	Vineyard	
Dublin Unified	Dublin	TVROP Animation and Motion Graphics I (UC pending) & II, TVROP Visual Communications (CBE/UC), TVROP Multi-media Production I (CBE) & II, Video Game Art and Design
	Valley	
Pleasanton Unified	Amador Valley	Intro to Digital Arts, Digital Arts and Communication
	Foothill	Video Production, Communication Technology, Arts Communication & Technology Academy, Desktop Publishing
	Horizon	
	Village	TVROP Television Production(CBE)
Tri-Valley Area Demands		
Work-Based Learning Career Exploration Activities		TVROP GetSet-Girls Exploring Technology, Science and Engineering Together (Hands on Workshops and Fieldtrips for girls grade 9-12), Animation, TV Production & Web Page Design - fieldtrips
K-5 Grade Level Activities		
6-8 Grade Level Career Exploration Activities		TVROP Reflections on Your Future (Introduction to GetSet for girls grades 7-8)

*TVROP provides CTE Courses for Dublin, Livermore, Pleasanton School District students, regardless of home school enrollment or course site location.
 CBE - Credit by Exam Articulation
 UC- "a-g" approval

**Tri-Valley ROP Sequencing Plan with Las Positas College and DUSD, LVJUSD, PUSD and SUSD
 2010-2011**

System's Office Career Pathways		Energy and Utilities
California Department of Education Industry Sectors		Electromechanical Installation and Maintenance, Energy and Environmental Technology, Public Utilities , Residential and Commercial Energy and Utilities
Las Positas College Degrees and Certificates		
Tri-Valley ROP*		Alternative/ Renewable Energy (UC), Environmental Science (UC), AP Environmental Science (UC), Water Pollution Control (Industry Certification)
Livermore Valley Joint Unified	Granada	
	Livermore	
	Del Valle	
	Phoenix	
	Vineyard	
Dublin Unified	Dublin	TVROP Alternative/Renewable Energy (UC), TVROP Environmental Science (UC), TVROP AP Environmental Science (UC)
	Valley	
Pleasanton Unified	Amador Valley	
	Foothill	TVROP Environmental Science (UC), TVROP AP Environmental Science (UC)
	Horizon	
	Village	
Tri-Valley Area Demands		Energy Management, Waste Management, "Green" Energy Development
Work-Based Learning Career Exploration Activities		TVROP GetSet-Girls Exploring Technology, Science and Engineering Together (Hands on Workshops and Fieldtrips for girls grade 9-12), Water Pollution Control-Community Classroom & CVE, Environmental Science-fieldtrips
K-5 Grade Level Activities		
6-8 Grade Level Career Exploration Activities		TVROP Reflections on Your Future - Introduction to GetSet for girls grade 7-8

*TVROP provides CTE Courses for Dublin, Livermore, Pleasanton School District students, regardless of home school enrollment or course site location.
 CBE - Credit by Exam Articulation

**Tri-Valley ROP Sequencing Plan with Las Positas College and DUSD, LVJUSD, PUSD and SUSD
 2010-2011**

System's Office Career Pathways		Finance and Business
California Department of Education Industry Sectors		Accounting Services, Banking and Related Services, Business Financial Management
Las Positas College Degrees and Certificates		Accounting Technician (C) Business (AS) Administrative Assistant (AA, C)
Tri-Valley ROP*		Business Careers, Economics of Business Ownership (CBE/UC), Entrepreneurship
Livermore Valley Joint Unified	Granada	TVROP Economics of Business Ownership (CBE/UC), TVROP Business Careers
	Livermore	Personal Finance, Computerized Accounting, Consumer Survival, Intro to Business, Business Basics, Personal Finance, TVROP Economics of Business Ownership (CBE/US), TVROP Entrepreneurship
	Del Valle	
	Phoenix	
	Vineyard	
Dublin Unified	Dublin	TVROP Economics of Business Ownership (CBE/UC)
	Valley	
Pleasanton Unified	Amador Valley	Business Law and Public Policy, Accounting and Finance TVROP Economics of Business Ownership (CBE/UC)
	Foothill	Information Processing I & II, Business & Home Computing I & II, TVROP Economics of Business Ownership (CBE/UC)
	Horizon	
	Village	
Tri-Valley Area Demands		Entrepreneurship (growth above national average), Innovative Services (regions largest specialization), Business Services (Financial, Legal, Insurance, Accounting, Data Processing, Facilities Support, Employment Support)
Work-Based Learning Career Exploration Activities		TVROP-CVE (Cooperative Vocational Education and fieldtrips)
K-5 Grade Level Activities		
6-8 Grade Level Career Exploration Activities		

*TVROP provides CTE Courses for Dublin, Livermore, Pleasanton School District students, regardless of home school enrollment or course site location.
 CBE - Credit by Exam Articulation
 UC- "a-g" approval

**Tri-Valley ROP Sequencing Plan with Las Positas College and DUSD, LVJUSD, PUSD and SUSD
 2010-2011**

System's Office Career Pathways		Health and Human Services/Health Science and Medical Technology
California Department of Education Industry Sectors		Biotechnology Research and Development, Diagnostic Services, Health Informatics, Support Services, Therapeutic Services
Las Positas College Degrees and Certificates		Physical Education Sports Medicine (C) Administrative Medical Assistant (C pending) Surgical Technician (C pending)
Tri-Valley ROP*		Nursing Careers (CBE), Health & Society I (CBE), Medical Occupations (CBE), Sports Medicine/Athletic Trainer (UC)
Livermore Valley Joint Unified	Granada	TVROP Medical Occupations (CBE)
	Livermore	
	Del Valle	Heath
	Phoenix	
	Vineyard	
Dublin Unified	Dublin	TVROP Sports Medicine/Athletic Trainer (UC)
	Valley	
Pleasanton Unified	Amador Valley	Health Education, Senior Seminar n Health, TVROP Sports Medicine/Athletic Trainer (UC)
	Foothill	Health Education, Senior Seminar in Health Sciences, TVROP Health & Society 1 (CBE), TVROP Nursing Careers (CBE), TVROP Sports Medicine/Athletic Trainer (UC)
	Horizon	Health Education
	Village	
Tri-Valley Area Demands		Scientific and Biomedical Products and Services (Pharmaceutical Mfg, Medical Equipment & Supplies, Scientific Instruments, Hospitals, Healthcare Providers, Medical Testing/Diagnostic Labs)
Work-Based Learning Career Exploration Activities		TVROP GetSet-Girls Exploring Technology, Science and Engineering Together (Hands on Workshops and Fieldtrips for girls grade 9-12), TVROP Med Occs, Nursing Careers and Sports Medicine/Athletic Trainer Community Classroom
K-5 Grade Level Activities		
6-8 Grade Level Career Exploration Activities		TVROP Reflections on Your Future - Introduction to GetSet for girls grade 7-8

*TVROP provides CTE Courses for Dublin, Livermore, Pleasanton School District students, regardless of home school enrollment or course site location.
 CBE - Credit by Exam Articulation
 UC- "a-g" approval

**Tri-Valley ROP Sequencing Plan with Las Positas College and DUSD, LVJUSD, PUSD and SUSD
 2010-2011**

System's Office Career Pathways		Public and Private Education Services, Child Development, and Family Services
California Department of Education Industry Sectors		Child Development, Consumer Services, Education, Family and Human Services
Las Positas College Degrees and Certificates		Psychology Counseling (C) Early Childhood Development (AA) EDC Teaching (C) EDC Family Childcare (C)
Tri-Valley ROP*		Developmental Psychology of Children 1 (CBE/UC) & 2 (CBE/UC)
Livermore Valley Joint Unified	Granada	Relationships and Human Development, TVROP Developmental Psychology of Children 1 (CBE/UC) & II (CBE)
	Livermore	Human Development/Relationships, TVROP Developmental Psychology of Children 1 (CBE/UC) & II
	Del Valle	
	Phoenix	
	Vineyard	
Dublin Unified	Dublin	Child Growth & Development, Psychology
	Valley	
Pleasanton Unified	Amador Valley	Parenting & Child Development, Psychology, AP Psychology, TVROP Developmental Psychology of Children 1 (CBE/UC) & II (CBE)
	Foothill	Parenting & Child Development, Psychology, AP Psychology, TVROP Developmental Psychology of Children 1 (CBE/UC) & II
	Horizon	Human Development, Parent Education
	Village	
Tri-Valley Area Demands		
Work-Based	Learning	Career
Exploration Activities		TVROP community classroom & CVE
K-5 Grade Level Activities		
6-8 Grade Level Career Exploration Activities		

*TVROP provides CTE Courses for Dublin, Livermore, Pleasanton School District students, regardless of home school enrollment or course site location.
 CBE - Credit by Exam Articulation
 UC- "a-g" approval

**Tri-Valley ROP Sequencing Plan with Las Positas College and DUSD, LVJUSD, PUSD and SUSD
 2010-2011**

System's Office Career Pathways		Public Services
California Department of Education Industry Sectors		Human Services, Legal and Government Services , Protective Services
Las Positas College Degrees and Certificates		Administration of Justice (AA) Fire Service Technology (AS, C) Occupational Safety and Health (AS, C)
Tri-Valley ROP*		Criminal Justice (CBE), Criminal Justice/Crime Scene Investigation (CBE)
Livermore Valley Joint Unified	Granada	Psychology, TVROP Criminal Justice/CSI (CBE)
	Livermore	Psychology, TVROP Criminal Justice/CSI (CBE)
	Del Valle	
	Phoenix	
	Vineyard	
Dublin Unified	Dublin	TVROP Criminal Justice (CBE)
	Valley	
Pleasanton Unified	Amador Valley	Law & Society, Business Law & Publi Policy, Psychology, AP Psychology, TVROP Criminal Justice/CSI (CBE)
	Foothill	Law & Society, Psychology, AP Psychology, TVROP Criminal Justice/CSI (CBE)
	Horizon	
	Village	Social Justice
Tri-Valley Area Demands		Marriage and Family Therapists, Attorney/Legal Clerk, Police Officer, Firefighter, Substance Abuse Counselors,
Work-Based	Learning	Career
Exploration Activities		TVROP GetSet-Girls Exploring Technology, Science and Engineering Together (Hands on Workshops and Fieldtrips for girls grade 9-12)
K-5 Grade Level Activities		
6-8 Grade Level Career Exploration Activities		TVROP Reflections on Your Future - Introduction to GetSet for girls grade 7-8

*TVROP provides CTE Courses for Dublin, Livermore, Pleasanton School District students, regardless of home school enrollment or course site location.
 CBE - Credit by Exam Articulation
 UC- "a-g" approval

**Tri-Valley ROP Sequencing Plan with Las Positas College and DUSD, LVJUSD, PUSD and SUSD
 2010-2011**

System's Office Career Pathways		Retail and Wholesale Trade/Marketing, Sales and Service
California Department of Education Industry Sectors		E-Commerce, Entrepreneurship , International Trade, Professional Sales and Marketing
Las Positas College Degrees and Certificates		Marketing (AA) Entrepreneur (AA, C) Retail Management (C) Supervisory Management (C)
Tri-Valley ROP*		Marketing (CBE), Sports and Entertainment Marketing, Introduction to Sports and Entertainment Marketing, Cosmetology, Manicuring
Livermore Valley Joint Unified	Granada	TVROP Marketing (CBE)
	Livermore	TVROP Marketing (CBE), TVROP Introduction to Sports and Entertainment Marketing
	Del Valle	
	Phoenix	
	Vineyard	
Dublin Unified	Dublin	TVROP Marketing (CBE)
	Valley	
Pleasanton Unified	Amador Valley	TVROP Marketing (CBE), TVROP Sports and Entertainment Marketing
	Foothill	TVROP Marketing (CBE)
	Horizon	
	Village	
Tri-Valley Area Demands		
Work-Based Learning Career Exploration Activities		TVROP: CVE
K-5 Grade Level Activities		
6-8 Grade Level Career Exploration Activities		

*TVROP provides CTE Courses for Dublin, Livermore, Pleasanton School District students, regardless of home school enrollment or course site location.
 CBE - Credit by Exam Articulation
 UC- "a-g" approval

**Tri-Valley ROP Sequencing Plan with Las Positas College and DUSD, LVJUSD, PUSD and SUSD
 2010-2011**

System's Office Career Pathways		Transportation
California Department of Education Industry Sectors		Automotive and Heavy Equipment Services Technology , Aviation and Aerospace Transportation Services, Collision Repair and Refinishing
Las Positas College Degrees and Certificates		Automotive Technology
Tri-Valley ROP*		Auto Specialist (CBE), Auto Collision Repair and Refinishing 1I & II, Small Engine/Motorcycle, Auto Machinist (CBE), Do-it-Yourself Automotive Service
Livermore Valley Joint Unified	Granada	Automotive Technology, Advanced Automotive Technolougy
	Livermore	Power Energy & Transportation 1 & 2, TVROP Auto Collision Repair and Refinishing I & II Auto Specialist (CBE), TVROP Do-it-Yourself Automotive Service
	Del Valle	
	Phoenix	
	Vineyard	
Dublin Unified	Dublin	TVROP Auto Machinist (CBE), TVROP Small Engines/Motorcycle Repair
	Valley	
Pleasanton Unified	Amador Valley	
	Foothill	
	Horizon	
	Village	
Tri-Valley Area Demands		Insurance Claims Adjuster, Auto Collision Repair Shops, Parts and Service Manager, Vehicle Sales, Vehicle Maintenance
Work-Based Learning Career Exploration Activities		TVROP GetSet-Girls Exploring Technology, Science and Engineering Together (Hands on Workshops and Fieldtrips for girls grade 9-12)
K-5 Grade Level Activities		
6-8 Grade Level Career Exploration Activities		TVROP Reflections on Your Future - Introduction to GetSet for girls grade 7-8

*TVROP provides CTE Courses for Dublin, Livermore, Pleasanton School District students, regardless of home school enrollment or course site location.
 CBE - Credit by Exam Articulation

Certification of State-Funded Course Sequencing (2010-2011)

Listed by pathway and course title all state-funded ROCP courses. In addition, listed are the corresponding community college course.

Name of Pathway: Arts, Media and Entertainment		E.C. 52302 (a) (1) Skill Certificate Issued by:		E.C. 52302(a) (2)	E.C. 52302 (a) (3)	E.C. 52302 (a) (4)
ROCP Course Title	Las Positas College Course Title	ROCP (Yes/No)	Community College (Yes/No)	*Prerequisite Course: (Enter title or AA or AS degree)	Leads to High Wage or Significant Wage Increase ("yes" or "no")	Indicate the 'a-g' requirement met for admission to UC, if applicable
Animation and Motion Graphics I		Yes	No		Yes	Pending 2011-12
Animation and Motion Graphics II		Yes	No		Yes	
Multimedia I	Website and Multimedia	Yes	Yes	MCOM 33A Intro to TV Studio Techniques (Chabot)	Yes	Pending 2010-11
Multimedia II				Request in Process - Pending Approval (Chabot)	Yes	
Television Production	Intro to TV Studio Operations Inter. TV Studio Operations	Yes	No	MCOM 33B Intermediate TV Studio Techniques (Chabot)	Yes	
Visual Communications I	Intro to Design Studio Process of Design Color for Digital Design Photoshop for Digital Design	Yes	Yes	VCOM 56 Digital Design Concepts I (LPC)	Yes	"F" Visual Arts
Visual Com. II	Digital Design Concepts II	Yes	No		Yes	
Video Game Art & Design	Introduction to Game Programming Concepts	Yes	No		Yes	

Name of Pathway: Energy and Utilities		E.C. 52302 (a) (1) Skill Certificate Issued by:		E.C. 52302(a) (2)	E.C. 52302 (a) (3)	E.C. 52302 (a) (4)
ROCP Course Title	Las Positas College Course Title	ROCP (Yes/No)	Community College (Yes/No)	*Prerequisite Course: (Enter title or AA or AS degree)	Leads to High Wage or Significant Wage Increase ("yes" or "no")	Indicate the 'a-g' requirement met for admission to UC, if applicable
Environmental Science		Yes	No		Yes	"g" Science-Integrated
AP Environmental Science		Yes	No		Yes	"d" Interdisciplinary Science
Alternative and Renewable Energy	Energy and Sustainability	Yes	No		Yes	"g" Science-Physical
Water Pollution Control		Yes	Yes	CSU Sacramento – Operation of Wastewater Treatment Plants I & II Water Resource Control Board Grade I	Yes	

Name of Pathway: Finance and Business		E.C. 52302 (a) (1) Skill Certificate Issued by:		E.C. 52302(a) (2)	E.C. 52302 (a) (3)	E.C. 52302 (a) (4)
ROCP Course Title	Las Positas College Course Title	ROCP (Yes/No)	Community College (Yes/No)	*Prerequisite Course: (Enter title or AA or AS degree)	Leads to High Wage or Significant Wage Increase ("yes" or "no")	Indicate the 'a-g' requirement met for admission to UC, if applicable
Business Careers single trimester course	Intro. to Business	Yes	No	---	Yes	
Economics of Business Ownership	Business Ethics and Society Intro. to Business Business Communications Introduction to Management Small Business Management	Yes	Yes	Business 59 Leadership Activity (LPC) Business 95 Business Work Experience (LPC) Business 96 Business Work Experience Seminar (LPC) Business 105 A Business Arithmetic (LPC)	Yes	"g" History/Social Science
Entrepreneurship single trimester course	Small Business Management	Yes	No	---	Yes	

Name of Pathway: Health and Human Services/Health Science & Medical Technology		E.C. 52302 (a) (1) Skill Certificate Issued by:		E.C. 52302(a) (2)	E.C. 52302 (a) (3)	E.C. 52302 (a) (4)
ROCP Course Title	Las Positas College Course Title	ROCP (Yes/No)	Community College (Yes/No)	*Prerequisite Course: (Enter title or AA or AS degree)	Leads to High Wage or Significant Wage Increase ("yes" or "no")	Indicate the 'a-g' requirement met for admission to UC, if applicable
Nursing Careers	Basic Medical Terminology	Yes	Yes	Health 70A (Chabot)	Yes	
Medical Occupations	Basic Medical Terminology	Yes	Yes	Health 55 Introduction to Health Care (LPC)	Yes	
Health & Society	Introduction to Health	Yes	Yes	Health 55 Introduction to Health Care (LPC)	Yes	
Sports Medicine/ Athletic Trainer	Intro to Athletic Training Athletic Training Practicum	Yes	No	Request in Process – pending approval (LPC)	Yes	"g" Science, Biological

Name of Pathway: Public and Private Education Services, Child Development, and Family Services		E.C. 52302 (a) (1) Skill Certificate Issued by:		E.C. 52302(a) (2)	E.C. 52302 (a) (3)	E.C. 52302 (a) (4)
ROCP Course Title	Las Positas College Course Title	ROCP (Yes/No)	Community College (Yes/No)	*Prerequisite Course: (Enter title or AA or AS degree)	Leads to High Wage or Significant Wage Increase ("yes" or "no")	Indicate the 'a-g' requirement met for admission to UC, if applicable
American Sign Language II	American Sign Language I American Sign Language II American Sign Language III American Sign Language IV	Yes	No		Yes	"e" Language other than English 2010-11

Developmental Psychology of Children I	Prenatal to Early Childhood Child, Family & Community Early Childhood Curriculum Infant/Toddler Development	Yes	Yes	ECD 64 Play: Materials & Environments ECD 95 Work Experience ECF: Work Experience Seminar (LPC)	Yes	"g" History/Social Science
Developmental Psychology of Children II	Early Childhood Curriculum Social & Emotional Foundations Child Study Through Observation Supervised Experience	Yes	Yes	ECD 50: ECD Principles and Practices (LPC)	Yes	

Name of Pathway: Public Service		E.C. 52302 (a) (1) Skill Certificate Issued by:		E.C. 52302(a) (2)	E.C. 52302 (a) (3)	E.C. 52302 (a) (4)
ROCP Course Title	Las Positas College Course Title	ROCP (Yes/No)	Community College (Yes/No)	*Prerequisite Course: (Enter title or AA or AS degree)	Leads to High Wage or Significant Wage Increase ("yes" or "no")	Indicate the 'a-g' requirement met for admission to UC, if applicable
Criminal Justice	Investigative Reporting	Yes	Yes	AJ 50 Intro to Admin of Justice (LPC)	Yes	
Criminal Justice/Crime Scene Investigation	Investigative Reporting Criminal Investigation	Yes	Yes	AJ 50 Intro to Admin of Justice (LPC) AJ 61 Evidence (LPC)	Yes	

Name of Pathway: Retail and Wholesale Trade/ Marketing, Sales & Service		E.C. 52302 (a) (1) Skill Certificate Issued by:		E.C. 52302(a) (2)	E.C. 52302 (a) (3)	E.C. 52302 (a) (4)
ROCP Course Title	Las Positas College Course Title	ROCP (Yes/No)	Community College (Yes/No)	*Prerequisite Course: (Enter title or AA or AS degree)	Leads to High Wage or Significant Wage Increase ("yes" or "no")	Indicate the 'a-g' requirement met for admission to UC, if applicable
Marketing	Introduction to Marketing Marketing Strategy Introduction to Advertising	Yes	Yes	BUSN 59 Leadership Activity (LPC) BUSN 95 Business Work Exp. (LPC) BUSN 96 Business Work Exp. Seminar (LPC)	Yes	
Sports & Entertainment Marketing	Introduction to Marketing Marketing Strategy Introduction to Advertising	Yes	No		Yes	
Intro to Sports & Entertainment Marketing single trimester course	Introduction to Marketing Marketing Strategy Introduction to Advertising	Yes	No	---	Yes	
Cosmetology		Yes	No	California Cosmetician License	Yes	
Manicuring		Yes	No	California Manicurist License	Yes	

Name of Pathway: Transportation		E.C. 52302 (a) (1) Skill Certificate Issued by:		E.C. 52302(a) (2)	E.C. 52302 (a) (3)	E.C. 52302 (a) (4)
ROCP Course Title	Las Positas College Course Title	ROCP (Yes/No)	Community College (Yes/No)	*Prerequisite Course: (Enter title or AA or AS degree)	Leads to High Wage or Significant Wage Increase ("yes" or "no")	Indicate the 'a-g' requirement met for admission to UC, if applicable
Automotive Repair & Engine Rebuilding	Engine Performance Systems	Yes	Yes	Auto Tech 70 (Chabot) Auto 55 Automotive Service (LPC)	Yes	
Auto Collision Repair and Refinishing I		Yes	No		Yes	
Auto Collision Repair and Refinishing II		Yes	No			
Auto Specialist	Auto Electrics/Electronics Fuel Induction & Emission Ctrls Advanced Diagnosis & Troubleshooting Brakes and Safety Auto Steering & Suspension	Yes	Yes	Auto 55 Automotive Service (LPC)	Yes	
Small Engines/ Motorcycle Repair		Yes	No		Yes	
Do-It-Yourself Automotive single trimester course		Yes	No	---	No	

Date certification of state-funded course sequencing was approved by ROCP governing board: December 11, 2008, updated 1-17-11.

9.0 ACTION ITEMS

9.1 ADMINISTRATION

9.1.1 Approval of TVROCP 2009-10 Annual Report and Course Review

Recommendation: *Approve* the 2009-10 TVROCP Annual Report to include the 2008-09 Student Follow-Up Study Results and 2009-10 Course Review, as presented.

Moved Seconded Ayes Noes Abstain Absent

Background: Superintendent Centoni will present the 2009-10 TVROCP Annual Report and Jorja Ivie, Director of Instructional and Support Services, will present the Course Review that includes results of the 2008-09 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.

Impact: The Annual Report and Course Review are information, communication and planning tools. No direct cost, but provides a structure for program planning and budget preparation.

Back-up enclosed: 2009-10 Annual Report

Attached separately: 2009-10 Course Review

ACTION

9.0 ACTION ITEMS

9.2 BUSINESS

9.2.1 Approval of Budget Timeline

Recommendation: *Approve* the budget timeline, as presented

Moved Seconded Ayes Noes Abstain Absent

Background: The purpose of the Budget Timeline is to ensure that the District is meeting specific target dates as it prepares the 2011-2012 budget. Factors, both external and internal to the District, that are likely to have the greatest impact on the next year's budget must be tracked throughout the development process.

The Board received the draft budget timeline for information during its meeting of November 30, 2010. An amended timeline that includes key dates from our member districts' budget timelines is presented to the Board for approval this evening.

Impact: No direct cost, but provides a structure for budget preparation.

Back-up enclosed: YES

ACTION

TVROCP 2011-12 BUDGET DEVELOPMENT TIMELINE

DATE	ACTIVITY	RESPONSIBLE PARTY
<u>DECEMBER</u>		
13	Develop preliminary enrollment /course offerings for 2011-12	Director of Instructional Services Principal, Correctional Services
<u>JANUARY</u>		
14	Review and analyze Governor's Preliminary State Budget	Business & Personnel Services Manager
26	Presentation to Board 2011-12 Budget Development Timeline Update on Governor's Budget	Business & Personnel Services Manager
27	Meeting with Member CBOs	Business & Personnel Services Manager
<u>FEBRUARY</u>		
1	Meeting with Sheriff's Dept	Business & Personnel Services Manager Principal, Correctional Services
1-15	Develop staffing projections for 2011-12	Business & Personnel Services Manager Director of Instructional Services Principal, Correctional Services
16-27	Develop Budget Assumptions	Business & Personnel Services Manager
28	Present 2011-12 Budget Assumptions to Coordinating Council	Business & Personnel Services Manager
<u>MARCH</u>		
1-4	Prepare Certificated lay off notices - if necessary (for March 15 deadline)	Business & Personnel Services Manager
9	Presentation to Board 2010-11 2nd Interim Report 2011-12 Budget Assumptions	Business & Personnel Services Manager
14-23	Prepare 2011-12 Tentative Budget	Business & Personnel Services Manager
24	Present 2011-12 Tentative Budget to member CBOs for review and input	Business & Personnel Services Manager
<u>APRIL</u>		
15	Present 2011-12 Tentative Budget to Coordinating Council for review / input	Business & Personnel Services Manager
16-30	Revise 2011-12 Tentative Budget as necessary	Business & Personnel Services Manager
<u>MAY</u>		
15	Review and analyze Governor's May Revise and update Budget as necessary	Business & Personnel Services Manager
24-31	Prepare Proposed 2011-12 Budget including SACS forms	Business & Personnel Services Manager
<u>JUNE</u>		
1-3	Prepare Proposed 2011-12 Budget including SACS forms	Business & Personnel Services Manager
3-15	Public Inspection of Budget	Business & Personnel Services Manager
16	Budget Hearing and Adoption	Board

9.0 ACTION ITEMS

9.2 BUSINESS

9.2.2 **Adoption of Annual Resolutions 2011-02 through 2011-07**

Recommendation: *Adopt* Resolutions 2011-02 through 2011-07 (a)-(f) below, as presented.

Moved *Seconded* *Ayes* *Noes* *Abstain* *Absent*

Background: In order to conduct regular operations of the district, it is recommended that the Board adopt the following annual resolutions:

- (a) **Resolution 2011-02**, Approval of Representative and Alternate to the East Bay Schools Insurance Group and the Alameda County Schools Insurance Group
- (b) **Resolution 2011-03**, Delegation of Authority
- (c) **Resolution 2011-04**, Approval of Official Signatures
- (d) **Resolution 2011-05**, Appointment of Authorized Agents for State and Federal Applications
- (e) **Resolution 2011-06**, Submission of Warrants to the Alameda County Superintendent without an itemized Billing
- (f) **Resolution 2011-07**, Approval to Establish a Revolving Fund for the Tri-Valley ROP

Impact: None

Back-up enclosed: YES

ACTION

TRI-VALLEY REGIONAL OCCUPATIONAL CENTER/ PROGRAM

RESOLUTION NO. 2011-02

**APPROVAL OF REPRESENTATIVE AND ALTERNATE TO THE
EAST BAY SCHOOLS INSURANCE GROUP (EBSIG) AND ALAMEDA COUNTY
SCHOOLS INSURANCE GROUP (ACSIG)**

WHEREAS, Tri-Valley ROP is a member of the East Bay Schools Insurance Group and Alameda County Schools Insurance Group; and,

WHEREAS, East Bay Schools Insurance Group and Alameda County Schools Insurance Group entitle each member district to have a Representative 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 to appoint this Representative; and,

WHEREAS, the Bylaws of the East Bay Insurance Group and Alameda County Schools Insurance Group entitle each of the Authority to designate its alternate;

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

PASSED AND ADOPTED this 26th day of January, 2011 by the Joint Powers Governing Board of the Tri-Valley Regional Occupational Center/ Program, Alameda County, State of California.

AYES:

NOES:

ABSENT:

President, Board of Trustees

I, Diane Centoni, Secretary of the JPA Board of the TRI-VALLEY REGIONAL OCCUPATIONAL/CENTER PROGRAM, do hereby certify that the foregoing resolution was regularly introduced, passed, and adopted by the JPA Board at its meeting held on January 26, 2011.

Secretary, Board of Trustees

TRI-VALLEY REGIONAL OCCUPATIONAL CENTER/ PROGRAM

RESOLUTION NO. 2011-03

DELEGATION OF AUTHORITY

WHEREAS, the Joint Powers Board of the Tri-Valley Regional Occupational Center/ Program (ROP) wishes to procure goods and services for the ROP efficiently and cost effectively;

WHEREAS, this objective is furthered through minimizing delays in the procurement process consistent with observing all statutory requirements;

WHEREAS, Education Code Section 35161 provides that the Board may delegate to an officer or employee any power or duty granted to the Board by law provided the Board retains ultimate responsibility for the performance of delegated responsibilities;

WHEREAS, Education Code Section 39656 permits the Board to delegate its authority to contract to the Superintendent or the Superintendent's designee with such limitations as the Board may prescribe; and

WHEREAS, Education Code Section 39657 permits the Board to delegate to any employee the authority to purchase supplies, materials, apparatus, equipment and services consistent with Section 20111 of the Public Contract Code with prescribed limits as to time, money and subject matter;

NOW, THEREFORE, BE IT RESOLVED that:

1. The Joint Powers Board of the Tri-Valley Regional Occupational Center/ Program, pursuant to Education Code Sections 35161, 39656 and 39657, hereby delegates to the Superintendent and his/her designee, the authority to (a) advertise for bids, (b) purchase goods and services, including labor and materials, (c) approve change orders in accordance with Public Contract Code Section 20118.4; and (d) finally accept work on behalf of the ROP consistent with the limitations set forth in this Resolution.

2. No contract, purchase or expenditure shall exceed \$100,000;

3. All contracts, purchases and expenditures shall be presented to the Board for ratification within sixty (60) days; and

4. All contracts, purchases and expenditures shall be consistent with the ROP's adopted budget and shall conform to all applicable statutory requirements including but not limited to Public Contract Code Sections 20111 (competitive bid requirement), 20114 (day labor/force account) and 20118.4 (change orders).

5. This delegation of authority shall not apply to the award of contracts in State-funded projects in which the State requires a resolution of the Board to release funds.

PASSED, AND ADOPTED by the following this 26th day of January, 2011 by the Joint Powers Governing Board of the Tri-Valley Regional Occupational Center/ Program, Alameda County, State of California.

AYES:

NOES:

ABSENT:

President, Board of Trustees

I, Diane Centoni, Secretary of the JPA Board of the TRI-VALLEY REGIONAL OCCUPATIONAL/PROGRAM, do hereby certify that the foregoing resolution was regularly introduced, passed, and adopted by the JPA Board at its meeting held on January 26, 2011.

Secretary, Board of Trustees

TRI-VALLEY REGIONAL OCCUPATIONAL CENTER/ PROGRAM

RESOLUTION NO. 2011-04

APPROVAL OF OFFICIAL SIGNATURES

WHEREAS, the Joint Powers Governing Board of Tri-Valley Regional Occupational Center/ Program of Alameda County, California wishes to designate certain persons employed by the Tri-Valley Regional Occupational Center/ Program to sign orders drawn on funds of the Tri-Valley Regional Occupational Center/ Program in its behalf; and

WHEREAS, although Education Code Section 42632 requires at least a majority vote of the members, the Tri-Valley Regional Occupational Center/ Program Joint Powers Agreement, Sections VIII.B and XII.A, requires that an unanimous vote of the Joint Powers Governing Board of Tri-Valley Regional Occupational Center/ Program approves all orders drawn on the funds of the Tri-Valley Regional Occupational Center/ Program; and

WHEREAS, Education Code Section 42632 also allows the Joint Powers Governing Board of said Tri-Valley Regional Occupational Center/ Program to authorize a person or persons to sign said orders in its behalf;

NOW, THEREFORE, BE IT RESOLVED that the person or persons listed below are herewith so designated:

Name/Title:

Diane Centoni
Superintendent

Noreen Bastian
Business & Personnel Services Manager

AND, BE IT FURTHER RESOLVED that pursuant to Education Code Section 42633, said authorized signatures shall be filed with the County Superintendent of Schools on the signature cards that have been provided by the County Superintendent of Schools.

PASSED AND ADOPTED this 26th day of January, 2011, by the Joint Powers Governing Board of the Tri-Valley Regional Occupational Center/ Program, of Alameda County, State of California.

AYES:

NOES:

ABSENT:

President, Board of Trustees

I, Diane Centoni, Secretary of the JPA Board of the TRI-VALLEY REGIONAL OCCUPATIONAL CENTER/PROGRAM, do hereby certify that the foregoing resolution was regularly introduced, passed, and adopted by the JPA Board at its meeting held on January 26, 2011.

TRI-VALLEY REGIONAL OCCUPATIONAL CENTER/ PROGRAM

RESOLUTION NO. 2011-05

**APPOINTMENT OF AUTHORIZED AGENTS FOR
STATE AND FEDERAL APPLICATIONS**

WHEREAS, the Joint Powers Governing Board of Tri-Valley Regional Occupational Center/ Program of Alameda County, California wishes to designate certain persons employed by the Tri-Valley Regional Occupational Center/ Program to sign for all matters pertaining to state and federal specially funded projects; and

WHEREAS, although Education Code Section 42632 requires at least a majority vote of the members, the Tri-Valley Regional Occupational Center/ Program Joint Powers Agreement, Sections VIII.B and XII.A, requires that an unanimous vote of the Joint Powers Governing Board of Tri-Valley Regional Occupational Center/ Program approves all orders drawn on the funds of the Tri-Valley Regional Occupational Center/ Program; and

WHEREAS, Education Code Section 42632 also allows the Joint Powers Governing Board of Tri-Valley Regional Occupational Center/ Program to authorize a person or persons to sign said orders in its behalf;

NOW, THEREFORE, BE IT RESOLVED that the person or persons listed below are herewith so designated:

Name/Title:

Diane Centoni
Superintendent

Noreen Bastian
Business & Personnel Services Mgr.

Jorja Ivie
Dir., Inst. & Student Support

AND, BE IT FURTHER RESOLVED that pursuant to Education Code Section 42633, said authorized signatures shall be filed with the County Superintendent of Schools on the signature cards that have been provided by the County Superintendent of Schools.

PASSED AND ADOPTED this 26th day of January, 2011 by the Joint Powers Governing Board of the Tri-Valley Regional Occupational Center/ Program, of Alameda County, State of California.

AYES:

NOES:

ABSENT:

President, Board of Trustees

I, Diane Centoni, Secretary of the JPA Board of the TRI-VALLEY REGIONAL OCCUPATIONAL CENTER/PROGRAM, do hereby certify that the foregoing resolution was regularly introduced, passed, and adopted by the JPA Board at its meeting held on January 26, 2011.

TRI-VALLEY REGIONAL OCCUPATIONAL CENTER/ PROGRAM

RESOLUTION NO. 2011-06

**SUBMISSION OF WARRANTS TO THE
ALAMEDA COUNTY SUPERINTENDENT WITHOUT AN
ITEMIZED BILLING**

WHEREAS, Education Code Section 42631 et seq. requires that all payments from the funds of a school district shall be made by warrants executed by the Governing Board of the school district; and

WHEREAS, such warrants must be submitted to the Alameda County Superintendent of Schools for his examination and approval; and

WHEREAS, Education Code Section 42634 requires that the warrants (excluding the payments of salaries) shall be accompanied by an itemized bill showing the separate items and the price for each unless it is impractical to do so; and

WHEREAS, the district is not fiscally independent as defined in Education Code Section 42650; and

WHEREAS, the County Superintendent of Schools has determined that including an itemized bill with the order is impractical under the current computerized system of payment.

NOW, THEREFORE, BE IT RESOLVED, that the Joint Powers Governing Board hereby authorizes the Tri-Valley Regional Occupational Center/ Program Superintendent or her designee to submit warrants to the Alameda County Superintendent of Schools without the itemized bills.

BE IT FURTHER RESOLVED, that pursuant to Education Code Section 42634, the district shall be responsible for retaining all itemized bills showing the separate items and prices for the warrants and for the accuracy of information in those warrants, and shall make them available for audit by the Alameda County Superintendent of Schools.

PASSED AND ADOPTED this 26th day of January, 2011, by the Joint Powers Governing Board of the Tri-Valley Regional Occupational Center/ Program, of Alameda County, State of California.

AYES:

NOES:

ABSENT:

President, Board of Trustees

I, Diane Centoni, Secretary of the JPA Board of the TRI-VALLEY REGIONAL OCCUPATIONAL CENTER/ PROGRAM, do hereby certify that the foregoing resolution was regularly introduced, passed, and adopted by the JPA Board at its meeting held on January 26, 2011.

TRI-VALLEY REGIONAL OCCUPATIONAL CENTER/ PROGRAM

RESOLUTION NO. 2011-07

**APPROVAL TO ESTABLISH A REVOLVING CASH ACCOUNT FOR THE
TRI-VALLEY REGIONAL OCCUPATIONAL CENTER/ PROGRAM**

WHEREAS, the Tri-Valley Regional Occupational Center/ Program's Joint Powers Governing Board may under Section 42800 of the California Education Code establish a Revolving Cash Account for various programs throughout the district; and,

WHEREAS, the Tri-Valley Regional Occupational Center/ Program has a need for a Revolving Cash Account for the payment of unanticipated and emergency obligations; and,

WHEREAS, the Tri-Valley Regional Occupational Center/ Program desires to provide greater flexibility in the payment of Tri-Valley Regional Occupational Center/ obligations;

THEREFORE, BE IT RESOLVED, that pursuant to Education Code Section 39891, the Tri-Valley Regional Occupational Center/ Program Joint Powers Governing Board authorizes the establishment of a Revolving Cash Account, to be established in the U.S. Bank, in an amount not to exceed \$20,000, for the Tri-Valley Regional Occupational Center/ Program.

BE IT FURTHER RESOLVED, that Tri-Valley Regional Occupational Center/ Program's Superintendent or designee, who are designated on the bank's signature card, are authorized and empowered make immediate payments by check drawn on the Revolving Cash Account bank account and to execute in the name of Tri-Valley Regional Occupational Center/ Program all the necessary documents to implement and carry out the purposes of this resolution.

PASSED AND ADOPTED this 26th day of January, 2011 by the Joint Powers Governing Board of the Tri-Valley Regional Occupational Center/ Program, Alameda County, State of California.

AYES:

NOES:

ABSTAIN:

ABSENT:

President, Board of Trustees

I, Diane Centoni, Secretary of the JPA Board of the TRI-VALLEY REGIONAL OCCUPATIONAL CENTER/PROGRAM, do hereby certify that the foregoing resolution was regularly introduced, passed, and adopted by the JPA Board at its meeting held on January 26, 2011.

9.0 ACTION ITEMS

9.2 BUSINESS

9.2.3 Approval of Consultant for Board Governance Workshop

Recommendation:

(The Board may wish to approve a contract with one of the three consultants who have presented a proposal to provide a half-day or full-day Governance Workshop for the Board and Superintendent.)

a. California School Boards Association (*Christopher Maricle*)

Pre-workshop planning to include one-on-one confidential phone interviews with Board and Superintendent, a 4- to 6-hour workshop, and post-workshop preparation of formal report to record all board agreements and action steps.

Cost: 4 hours: \$1,500 plus reasonable travel expenses

6 hours: \$1,800 plus reasonable travel expenses

b. Dave Nakashima and Associates (*Dave Nakashima*)

Pre-workshop planning, 4- to-8-hour workshop facilitation, and post-workshop follow-up with Superintendent.

Cost: \$1800

c. The Cosca Group (*Steve Goldstone and Frank Cosca*)

Pre-workshop planning meetings with the Superintendent, individual Board members, and our four district representatives, and facilitation of one or two 4-hour workshops sessions.

Cost: \$400 per hour plus expenses for a total cost not to exceed \$4,300 for one 4-hour workshop or \$6,500 for two 4-hour workshops.

Moved Seconded Ayes Noes Abstain Absent

Background: It is recommended that governing boards with new members participate in governance training as a group to assist the board incoming to consensus on policies and practices that will guide Board operations. Based on Board members' recommendations, the Superintendent requested proposals for a half-day and full-day governance workshop from three consultants: the California School Boards Association, Dave Nakashima and Associates, and The Cosca Group. The three proposals are presented for the Board's consideration.

One critical topic for the governance workshop is the alignment of the Board Bylaws with the Third Amended Joint Powers Agreement. The

workshop may be tailored to meet the desired outcomes of the Board and could included topics such as:

- Unity of Purpose
- Board powers and responsibilities
- Board Policies and Protocols
- Relationship between board, superintendent and member districts
- Short- and long-term goals

Impact: *Financial:* See attached proposals

Organizational: Provides a means to develop a strong leadership and governance team.

Back-up enclosed: YES

ACTION



**JPA Board Development
A Proposal for Tri-Valley ROP JPA**
Christopher Maricle: 1-800-266-3382 x3278

Context

The Tri-Valley ROP is a joint powers agency established to provide quality career preparation and technical education opportunities to the students of Dublin, Livermore Valley Joint, Pleasanton and Sunol Glen unified school districts, and is governed by a board of selected elected representatives of the member school districts. The TVROP JPA is experiencing a transition in the members of the governing board and is interested in board development consultation to ensure a smooth transition. CSBA has more than 75 years experience in providing consulting services to governing boards for school districts.

Process

The consultant will conduct one-on-one confidential phone interviews with board member and the superintendent prior to the scheduled study session. The consultant will use 1) the findings of these conversations, and 2) an advance review of board bylaws & current JPA agreement to plan and facilitate a board study session. The study session will focus on:

- Relationship between board and superintendent, and the board, superintendent, and member districts
- Board powers and responsibilities
- Board operations, meetings and communication

The consultant will prepare a formal report recording all board agreements and action steps.

Time: 3.5 – 4.0 hours

Price: \$1,500.00 plus reasonable travel expenses for one on-site visit.

At the board's request, the study session can be extended to include:

- Board metrics for accountability of JPA operations
- Long term goals and planning

Time: Up to 6 hours

Price: \$1,800.00 plus reasonable travel expenses for one on-site visit.

Christopher Maricle has twenty years experience in K-12 education as a teacher, school principal and assistant superintendent. Christopher joined CSBA as a governance consultant in summer 2006. His work with boards has focused on helping board reach clarity regarding their collective understanding and agreements of board purpose, culture, operations and effectiveness. Mr. Maricle completed his B.A. in Psychology at California State University at Sacramento, and graduated with honors from St. Mary's College in Moraga, California with a Master's degree in Educational Leadership.

References:

Los Gatos - Saratoga JPA
Cary Matsuoka, Superintendent
408-354-2820

Spring 2010

Tri-Valley ROP Governance Workshop Proposal
David Nakashima, Nakashima & Associates (1.18.11)

Pre-Workshop Planning

- consult with ROP staff to develop workshop outcomes and timeline
- distribute pre-workshop planning electronic survey to all participants to identify issues and discussion topics
- compile responses and develop survey summary for discussion at workshop
- schedule brief interviews to collect additional information for agenda development on governance issues
- design workshop with objectives, topics and activities based on identified needs from pre-planning process
- develop and distribute agenda to participants
- finalize agenda
- identify and distribute resource materials

Workshop Facilitation – 4-8 hours (date TBD in February '11)

- provide workshop facilitation on potential governance issues
 - develop agreements on board functions
 - review bylaws and joint powers agreement
 - clarify understanding of decision-making process
 - discuss implications of multiple organizational/constituency identities
- identify issues and/or topics for follow-up
- create action plan for priority issues

Post-Workshop Follow-up

- de-brief with ROP staff on issues identified in workshop
- recommend follow-up activities
- identify resource materials

Proposed Consultant Fee for Services:

\$1,800.00



TCG Leadership Development Corporation

Governance Workshop Tri-Valley Regional Occupational Program

Project Proposal (Subject to Board Modification and Approval)

Elements of Board-Superintendent Workshop

- Board and Superintendent Effectiveness Assessment
- The Role and Function of the Board and Superintendent
- Unique Challenge of Joint Powers Organizations
- Superintendent -Board Protocols
- Tri-Valley Regional Occupational Program Goals and Objectives: Superintendent's Goals
- Superintendent Evaluation

Meeting(s) Schedule

- Meet with Superintendent
- Meet with individual Board members
- Meet with Superintendents of participating districts
- Meet with Joint Powers Board and Superintendents in Workshop setting (estimated two, four hour meetings)

Professional Fees

TCG's fee for consultation services in the preparation for and facilitation of the Governance Workshop for the Tri-Valley Regional Occupational Program is \$400.00 per hour plus expenses. The consultation fee will be billed following completion of the Workshop(s).



TCG Leadership Development Corporation

Tri-Valley Regional Occupational Program
2600 Kitty Hawk Road #117
Livermore, CA 94551

January 19, 2011

Dear Superintendent Centoni and Members of the Tri-Valley Regional Occupational Program Joint Powers Governing Board:

Thank you for the opportunity to be considered as the consultants to work with the Superintendent and Governing Board of the Tri-Valley Regional Occupational Program. As you are keenly aware, the relationship between a Superintendent and her Board is of great significance in the operation of an educational organization. We are also aware of the unique challenges that exist in Board and Superintendent relationships in an enterprise such as yours consisting of representatives from four separate school districts.

The Cosca Group represents twenty-one principal members, four distinguished emeritus members, and ten associate members reflecting a diversity of major educational leaders with experience in a range of districts from 1,500 to 50,000 California students. This experience includes working with a tri-district Regional Occupation Program in the search and selection of a Superintendent as well as service as a Superintendent of a district engaged in such a multi-district organization such as yours. We are proud of the fact that the Cosca Group has been successful in making lasting matching relationships between Superintendents and districts in the Superintendent searches that we have conducted and then working with Boards and their Superintendents in establishing and clarifying roles and responsibilities, developing Board and Superintendent protocols, identifying goals and objective, and developing parameters for Superintendent evaluations..

Dr. Frank Cosca and Dr. Steve Goldstone will be the consultants, if the Cosca Group is selected by the Governing Board. As indicated in the attached information about each of them, you will notice that they have extensive experience with Boards as Superintendents, consultants working with Boards, and leaders of administrative organizations. Because of this experience, they are regarded as experts in the areas of Board/Superintendent relations and school district governance.

We look forward to the consideration of our proposal by those involved, the Board and the Superintendent, and then working with you in this most important endeavor. Thank you for your consideration.

Sincerely,

Frank A. Cosca, Jr., Ed.D.
President
The Cosca Group

Steve Goldstone, Ed.D.
Chairman, Board of Directors
The Cosca Group



TCG Leadership Development Corporation

Governance Workshop Tri-Valley Regional Occupational Program Search Consultants

Frank Cosca, Ed.D.

Menlo Park School District Superintendent Search and Selection

Dr. Cosca was an elementary teacher, and an assistant principal in Santa Ana. He was then an elementary and junior high principal in Fullerton. Dr. Cosca went on to become the Superintendent of the Eastside School District in Lancaster for three years, Central School District in Rancho Cucamonga for six years and finally the Superintendent of Ontario Montclair School District in Ontario for the remaining eleven years of his career.

Dr. Cosca has led or been part of searches for more than twenty years. However, since retirement in 2000, he has been the President of The Cosca Group (TCG) and involved himself in all searches TCG has conducted.

Dr. Cosca has served as an advisor to ACSA, CSBA, the State Secretary of Education and the State Superintendent of Schools.

Steve Goldstone, Ed.D

Menlo Park School District Superintendent Search and Selection

Dr. Goldstone has served for over twenty three years as superintendent of both urban and suburban unified school districts throughout California. Prior to serving as superintendent Dr. Goldstone was an assistant superintendent, principal, counselor and teacher.

Dr. Goldstone served as the Founding Dean of Touro University's College of Education. He has been an Associate Professor at the University of Southern California, the University of La Verne, and California State University Hayward. In addition, he is a School Support Team Leader for the Nevada Department of Education. He has also served as an interim superintendent for the Berkeley Unified School District and the Fairfield-Suisun Unified School District.

Dr. Goldstone earned his doctorate from the University of Southern California and an MA in administration and a BA in history from California State University Northridge.

Dr. Goldstone is the Chairman of the Board of the Cosca Group. He has served as the lead consultant in a number of the firm's superintendent searches.

10.0 INFORMATION ITEMS

10.1 ADMINISTRATION

10.1.1 First Reading of Board Bylaws 9000 Series

Recommendation: First Reading only; no action required

Background: Superintendent Centoni will present a First Reading of recommended changes to the 9000 Series, Board Bylaws, which are necessary in order to bring our bylaws in line with the approved Third Amended Joint Powers Agreement.

Revise:

BB 9110, *Number of Members and Terms of Office*

BB 9130, *Officers of the Governing Board*

BB 9240, *Secretary*

BB 9320 (changed from 9331), *Meetings and Notices*

Additional changes are recommended to bring bylaws in line with CSBA's sample bylaws, including the addition of two mandated bylaws:

Revise:

BB 9100 (renumbered from 9333), *Organization*

BB 9200 (renumbered from 9120), *Limits of Board member Authority*

BB 9310, *Adoption of Policies*

Add:

BB 9322, *Agenda/Meeting Materials* **(mandated)**

BB 9323, *Meeting Conduct* **(mandated)**

BB 9324, *Minutes and Recordings*

Delete:

BB 9220, *Duties of Board Member in Charge* (covered in BB 9130)

BB 9330, *Meetings* (covered in new BB 9322 and BB 9323)

BB 9335, *Governing Board Meeting Agenda Items and Limitations*
(covered in new BB 9322)

The Board may wish to further review its Bylaws during an upcoming Board Governance Workshop prior to receiving a Second Reading and recommendation for adoption at a regular meeting. No action will be taken at this meeting.

Impact: Organizational
(financial, community, other)

Back-up enclosed: YES

FIRST READING

**Recommended revisions/additions/deletions to Board Bylaws 9000 Series
First Reading – January 26, 2011 Board Meeting**

- Revisions in **blue** are recommended by administration and/or CSBA
 - Revisions in **red** are required by the approved TVROCP Joint Powers Agreement
- (Bylaws left in black text are not being changed but are included to allow Board members to view the entire 9000 Series as a whole.)*

Annual Organizational Meeting Organization	9333	<u>9100</u>	revise
Number of Members and Terms of Office		9110	revise
Officers of the Governing Board		9130	revise
Members <u>Limits of the Governing Board</u> <u>Member Authority</u>	9120	9200	revise
Governing Board Functions		9210	
Duties of Board Member in Charge		9220	delete
Delegation of Authority		9230	
Secretary		9240	revise
Duties of the Auditor		9250	
Conflict of Interest		9270	
Adoption of Policies		9310	revise
Governing Board Meetings and Notices	9331	<u>9320</u>	revise *
Agenda/Meeting Materials		9322	add *
Meeting Conduct		9323	add *
Minutes and Recordings		9324	add
Meetings		9330	delete
Governing Board Meeting Agenda Items and Limitations		9335	delete

* Mandated Bylaws

Updated: 3-12-10
First Reading – January 26, 2011

10.0 INFORMATION ITEMS

10.1 ADMINISTRATION

10.1.2 First Reading of Updated Board Policy 4143 and New Administrative Regulation 4143, Salary Deductions and Employee Insurance Coverage, Related to Certificated Employees, and New Board Policy and Administrative Regulation 4154/4254/4354, Health and Welfare Benefits, Related to All Employees

Recommendation: First Reading only; no action required.

Background:

Current Board Policy (BP) 4143 related to **certificated** employees states only the following: *Employees of the ROP may elect to have amounts withheld from earnings as payments for all approved benefits. Deductions will be optional with each employee.* Current Administrative Regulation (AR) 4246 related to **classified** employees is more detailed, and includes language which requires employees to participate in the district's medical plan or a spouse's plan.

It is the desire of TVROCP, and the recommendation of legal counsel, to update the Board's Health and Welfare Benefits policy and add a regulation to provide more details related to certificated coverage and to add a mandated policy and regulation concerning federal COBRA and Cal-COBRA coverage for all employees. There will be no change to employee health plans.

- Update BP 4143, *Salary Deductions and Employee Insurance Coverage* (renamed from *Optional Salary Deductions*)
- Add new AR 4143, *Salary Deductions and Employee Insurance Coverage*
- Add new BP and AR 4154/4254/4354, *Health and Welfare Benefits*

An opportunity will be provided for Board input. No action will be taken at this meeting.

Impact: Financial: None; no change to employee health plans.
Organizational: Because TVROP does not have collective bargaining agreements, it is required that this added information be included in Board Policy.

Back-up enclosed: YES

SERIES 4000 – PERSONNEL

4100 Certificated Personnel (continued)

Compensation and Related Benefits	4140	BP
Salary Guidelines	4141	BP
Salary Warrants.....	4142	BP
<u>Optional Salary Deductions and Employee Insurance Coverage</u>	4143	<u>BP/AR</u>
Retirement Benefits	4144	BP
Payment for Damaged Property	4145	BP
Salary Moves	4146	BP/AR
Absences and Leaves	4150	BP/AR
<u>Health and Welfare Benefits</u>	<u>4154</u>	<u>BP/AR</u>
Basic Skills Proficiency for Designated Subjects Vocational Credential.....	4160	BP/AR

4200 Classified Personnel

General Provisions	4210	BP/AR
Appointment Procedures.....	4214	AR
Assignment/Transfer/Promotion.....	4215	BP/AR
Suspension, Demotion, Release and Dismissal	4216	BP/AR
Layoff and Re-Employment	4218	BP/AR
Professional Growth.....	4229	BP/AR
Salary Guidelines and Compensation	4230	BP/AR
Holidays	4236	BP/AR
Retirement Benefits	4239	BP/AR
Hours and Overtime.....	4241	BP/AR
Leaves	4243	BP/AR
Vacations.....	4244	BP/AR
Evaluations.....	4245	BP/AR
Employee Benefits	4246	BP/AR
Organizations	4253	BP
<u>Health and Welfare Benefits (See 4154)</u>	<u>4254</u>	<u>BP/AR</u>

4300 Administrative and Supervisory Personnel

Management Team Employment Conditions	4310	
<u>Health and Welfare Benefits (See 4154)</u>	<u>4254</u>	<u>BP/AR</u>

9/24/10
 11/30/10
 First Reading 1/26/11

Certificated Personnel

OPTIONAL SALARY DEDUCTIONS AND EMPLOYEE INSURANCE COVERAGE

~~Employees of the ROP may elect to have amounts withheld from earnings as payments for all approved benefits.~~

~~Deductions will be optional with each employee.~~

Eligible certificated employees of the TVROCP will have deductions from earnings withheld as payment for all approved health and welfare benefits the employees select through TVROCP's section 125 plan established for the benefit of all eligible employees.

Certificated Personnel

SALARY DEDUCTIONS AND EMPLOYEE INSURANCE COVERAGE

The TVROCP has established and will maintain an IRC section 125 Plan for the benefit of all eligible employees, including eligible certificated employees. Salary deductions from earnings will be withheld to purchase benefits selected by the employee from the IRC section 125 Plan.

The maximum amount of the deduction is subject to annual adjustment by the TVROCP Governing Board. The TVROCP Governing Board will typically consider adjusting the maximum amount of deductions in June of each year with the adjustment in deductions withheld (if any) effective July 1.

Each eligible employee must participate in the core level of benefits established by the IRC section 125 Plan. Core benefits and other Plan offerings will be established annually by the Governing Board.

Each eligible certificated employee must participate in the IRC section 125 Plan by purchasing health and welfare benefits offered through the Plan unless an employee provides evidence of comparable coverage through a spouse or domestic partner. If an employee loses comparable coverage through divorce, death of a spouse or domestic partner, or loss of coverage through a spouse or domestic partner, the employee may convert to medical coverage during the next open enrollment period, or earlier, if the carrier will approve the conversion to medical coverage prior to open enrollment.

Legal Reference:

California Correctional Peace Officers' Association v. State of California (2010) 188 Cal.App.4th 646

**BP 4154 (a)
4254
4354**

All Personnel

HEALTH AND WELFARE BENEFITS

The TVROCP shall provide health and welfare benefits for certificated and classified employees in accordance with state and federal law.

For purposes of granting benefits pursuant to state law, a registered domestic partner and his/her child shall have the same rights, protections, and benefits as a spouse and spouse’s child. (Family Code 297.5.)

The Superintendent or designee shall not use or disclose any medical information the TVROCP possesses pertaining to an employee without the employee’s authorization obtained in accordance with Civil Code 56.21, except for the purpose of administering and maintaining employee benefit plans and for other purposes specified in law. (Civil Code 56.20.)

To receive continuation coverage, covered employees and their qualified beneficiaries shall pay the premiums, dues, and other charges, including any increases in premiums, dues, and costs incurred by the TVROCP in administering this program.

All Personnel

HEALTH AND WELFARE BENEFITS

COBRA/CAL-COBRA Continuation Coverage

Covered TVROCP employees and their qualified beneficiaries shall be offered the opportunity to continue health and disability insurance coverage when they otherwise would lose coverage due to one of the following qualifying events: (Health and Safety Code 1366.21, 1366.23, 1373; Insurance Code 10128.51, 10128.53, 10277; 26 USC 4980B; 26 CFR 54.4980B-4.)

1. Death of covered employee
2. Termination or reduction in hours of the covered employee's employment, other than termination by reason of the employee's gross misconduct
3. Divorce or legal separation of the covered employee
4. Covered employee's becoming entitled to Medicare benefits
5. A dependent child ceasing to be a dependent child of a covered employee

Continuation health coverage shall be the same as provided to similarly situated individuals under the group benefit plan. (Health and Safety Code 1366.23; Insurance code 10128.53; 26 USC 4980B.)

The Superintendent or designee shall notify the health care service plan administrator of a qualifying event listed in item #1, 2 or 4 above, within 30 days of the event. A qualified beneficiary shall notify the service plan administrator of a qualifying event listed in item #3 or 5 above within 60 days of the event or of the date that the beneficiary would lose coverage, whichever is later. (26 USC 4980B; 29 USC 1163, 1166.)

Continuation coverage shall be terminated in accordance with the TVROCP's insurance plan and federal and state law. (26 USC 4980B; 29 USC 1163, 1166; 26 CFR 54.4980B-6; Health and Safety Code 1373.621; Insurance Code 10116.5.)

The Superintendent or designee shall notify covered employees and qualified beneficiaries of the availability of conversion and continuation coverage. This notification shall include the statement in Labor Code 2800.2 encouraging individuals to examine their options carefully before declining such coverage. (Labor Code 2800.2)

Personnel

HEALTH AND WELFARE BENEFITS

Disability Insurance

The Superintendent or designee shall give notice of disability insurance rights and benefits to each new employee and each employee leaving work due to pregnancy, nonoccupational illness or injury, the need to provide care for any sick or injured family member, or the need to bond with a minor child within the first year of the child's birth or placement in connection with foster care or adoption. (Unemployment Insurance Code 2613.)

Legal References:

CIVIL CODE

56.20-56.245 Use and disclosure of medical information by employers

FAMILY CODE

297-297.5 Rights, protections and benefits under law; registered domestic partners

HEALTH AND SAFETY CODE

1366.20-1366.29 Cal-COBRA program, health insurance

1373 Health services plan, coverage for dependent children over 18 who are full-time students

1373.621 Continuation coverage, age 60 or older after five years with TVROCP

INSURANCE CODE

10116.5 Continuation coverage, age 60 or older after five years with TVROCP

10128.50-10128.59 Cal-COBRA program, disability insurance

10277-10278 Group and individual health insurance, coverage for dependent children

LABOR CODE

2800.2 Notification of conversion and conversion and continuation coverage

UNEMPLOYMENT INSURANCE CODE

2613 Education program; notice of rights and benefits

UNITED STATES CODE, TITLE 26

4980B COBRA continuation coverage

CODE OF FEDERAL REGULATIONS, TITLE 26

54.4980B-1-54.4980B COBRA continuation coverage

10.0 INFORMATION ITEMS

10.1 ADMINISTRATION

10.1.3 Update on 2009-2013 TVROCP Strategic Plan and 2010-11 Goals

Recommendation: Information item only; no action required.

Background: The 2008-2011 Strategic Plan was approved by the TVROCP Joint Powers Governing Board on December 11, 2008, and at the request of the Board, extended through 2013. During each meeting, Superintendent Centoni provides an update for the Board on the progress and status of its 2009-2013 Strategic Plan. This update includes the 2010-11 Goals and the progress in working with member districts to establish an action plan.

Impact: None
(financial, community, other)

Back-up enclosed: YES

INFORMATION

PROGRESS REPORT

TVROCP 2020-2011 GOALS and 2009-2013 STRATEGIC PLAN

Progress to Date: updates through January 18, 2011 following the November 30, 2010 report

TVROCP 2020-2011 GOALS

- Met with Coordinating Council (CC) January 10, 2011, The Council reviewed and discussed items on the January Draft JPGB Agenda and continued action planning to meet Goals established at the August 16 Joint District and TVROCP JPGB workshop. Discussions were deeper regarding the regional approach to ROP course offerings that included the status of long-range planning of CTE courses by each district. Next CC meeting - February 15, 2011.

STATUS
4 = Fully implemented
3 = Substantially Implemented
2 = Partially Implemented
1 = Minimally Implemented
0 = Not yet begun

2009-2013 TVROCP STRATEGIC PLAN

Progress to date: December 7, 2011

Accomplishments that align with the overarching goal to sustain quality programs and services for students by developing high quality programming, fiscal stability/budget, and marketing/public relations, which align with Strategic Goals 1 – 6.

Goal 1

Promote the success of all students by assuring long-term fiscal integrity of TVROCP budget to ensure continued service to students

Complete Separation from PUSD Budget

- 4 – fully implemented

Strengthen Internal Business Services / Develop Reorganization Plan

- 4 – fully implemented- ongoing

Establish an ongoing Technology Plan including purchasing standards and a three-year replacement rotation

- 2 – partially implemented

Establish a Capital Outlay and Small Equipment Plan to support TVROCP, students, and schools (includes Technology Plan)

- 3– significantly implemented – Capital Outlay plan revised throughout the year.

Determine JPGB priorities related to spending and reserve limits

- 4 – fully implemented, ongoing

Establish a contingency plan for further mid-year reductions that assures a continuance of programs and services into 2013-2014

- 3– substantially implemented, ongoing

Challenges/ Unknowns: Newly elected officials- Governors budget, member districts' future financial needs, FY11 drawing down of reserves due to flex.

Remain up-to-date on fiscal interpretations and formulas for implementation through 2012-13 (Budget Acts, revenue formulas, federal funding, etc.)

- 4 – fully implemented, ongoing
- Noreen Bastian attended School Services Governor's Budget Conference on January 14, 2011
- Superintendent participated in CAROCP Future Funding Model Committee
- Reading, researching, and Q & A continue

Establish strategies to maintain and, where possible, increase revenue and leverage resources to meet the needs of students

- 4 – fully implemented, ongoing

Goal 2

**Promote the success of all students by
establishing a vision and focus on Strong Teaching and Learning**

Gain certification of all courses

- 4 – Fully Implemented, ongoing

Develop and implement an ROP Technology Plan that supports powerful and meaningful instruction

- 2 – partially implemented
- Ties to Goal 1

Program accountability data related to student learning are used to develop the school vision and goals

- 3 – significantly implemented, ongoing
- Student follow-up survey will be a workshop topic at the next ROP Inservice, 2-2-10. Staff will be involved with developing and implementing the follow-up study with the goal to most effectively and efficiently gather necessary data
- Updated TVROCP fact sheet for 2009-2010 and developed Correctional Education Facts sheet
- Prepared 2009-2010 Annual (accountability) Report for presentation to JPGB December 26, 2011.

Develop a professional development plan

- 3 – significantly implemented, ongoing
- Planning February 2 regular all-staff Inservice with STAR Council / Staff input
- Helped plan and facilitated TEC Civil Service Employment Panel, December 6, 2010. TVROP staff participating on TEC were present.
- Superintendent and Director participated in Contra Costa Leadership Conference.

- A team has been identified to attend the Educating for Careers Conference, March 2011. Registration for conference and hotel stay has been completed.
- Grant funded CTE Teach program has submitted the second quarter report. Staff response to teacher induction and support program has been very positive. We are in the process of determining how to sustain the program without grant funding for next year and beyond.
- CBO attended Budget workshop, January 14, 2011.

Identify and collect necessary data

- 3 – significantly implemented, ongoing
- Completed 2008-2009 student follow-up study, 2009-2010 Course Review and Prepared Annual Report for review by Coordinating Council on January 10 and in preparation for presentation to the JPGB.
- Second year of the download of student data bases from districts for ROP registrations. This has turned out to be less successful than originally anticipated, using more time rather than saving time that was anticipated. System is being evaluated.

Employ and support highly qualified teachers

- 4 – fully implemented , ongoing as new hires are needed

Goal 3

Promote the success of all students by amending the JPA and updating procedures and agreements that assure standardized operating procedures for work and learning environments.

Review, align and revise JPA

- 4 – Fully implemented

Align policies and procedures with JPA and develop an employee handbook.

- 3 – substantially implemented, ongoing
- 4000 Series numbering – aligned with CSBA numbering approved by JPGB November 30, 2010
- Next targets – 2000 Series, and 9000 Series to align with Third Amended JPA. 9000 Series Draft prepared for first JPGB reading January 26, 2011.
- Updated BP/AR 4143 and new BP/AR 4154/4254/4354 concerning employee Health and Welfare Benefits presented for first reading of the JPGB January 26, 2011.
- Assessed staff roles and responsibilities with staff input and developed and adopted job descriptions and standardized job announcements.
- Updated Employee Handbook: Employer Advisory Committees, Chapter 9; five chapters are under construction.
- Some Policies and Procedures posted on website with challenges to posting to be address with an upgrade to the website.

Review and update Community Classroom (CC)/CVE agreements and procedures

- 4 – Fully implemented, ongoing as new sites are developed

Update and keep current on District MOUs

- 3 – significantly implemented, ongoing

Develop Governance Standards

- Governance Workshop proposal to be presented to JPGB for consideration January 26, 2011.

Goal 4

Promote the success of all students by developing and managing standardized operating procedures for work and learning environments that are efficient, effective, consistent and fair, that maximize opportunities for successful teaching and learning, and reduce risk.

Develop effective and efficient systems and procedures to ensure fiscal resources of the school are managed responsibly and support teaching and learning

- 4 – fully implemented, ongoing

Ensure effective use of technology to manage school and ROCP office operations

- 3 – significantly implemented, ongoing

Increase effectiveness and maximize use of Student Attendance/Database System (Schoolhouse)

- 3 – significantly implemented, Student data base system's capabilities still being evaluated
Challenge: Vendor has not as of yet responded to repeated requests for a complete manual and for training on queries as well.

Develop Human Resource functions that support the attainment of school goals/ Establish effective hiring practices and procedures/ Update Identified Policies and Procedures including job descriptions

- 4 – fully implemented, ongoing
- Uniform salary schedule recommendation on hold due to current fiscal state of the state.

Review and ensure certificated staffs hold appropriate credentials

- 4 – fully implemented

Establish ROCP specific calendars that align with member district and jail calendars

- 4 – fully implemented, ongoing
- Challenges: Changes and variances in furlough, staff development, instructional and work days.

Develop a system that improves communication between Personnel and Business Services

- 4 – fully implemented, ongoing

Goal 5

Promote the success of all students by developing a Tier III and AB2448 exit strategy.

Develop a plan and establish Recognized Sequenced 9-16 Pathways per AB2448

- 3 – significantly implemented, ongoing
- TVROP providing leadership with TEC to complete 1st phase documents for publication and 2nd phase of cross district Career Pathways Project. Implementation in progress for March Cross District Pathways workshop. Ongoing updates and gap analyses reviewed with TEC Admin Council (member districts, LPC and business (LLNL) rep) emailed for further updates and review- November 5, 2010

Meet <10% Adult ADA requirement

- 4 – fully implemented, ongoing
- Tracking ADA each year for sound planning and management regardless of suspension of requirement to report ADA

Develop a Tier III exit strategy for 2013-2014

- 2– partially implemented
- Developing strategies to increase number of courses with regional student access.
- 4– fully implemented AB2448 requirements, ongoing

Challenges/Unknowns: future funding model, Multiple Pathways, declining enrollment- barriers to student access (schedules, graduation requirements, transportation, significant loss of funds due to state deficit and flex. Further reduction in funds will result in loss of programs for students and thus reduced ADA and funding. Must increase enrollment to assure sufficient ADA in 2013 (current end of flex) to sustain funding.

Goal 6

Promote the success of all students by further developing relationships

Increase school site relationships (also see JPA relationships below)

- 3 – significantly implemented, ongoing
- Counselor/administrator lunches provided to each high school site by the ROP Counselor and Director have been scheduled for January and February. LHS meeting held January 14, 2011. Attendees will be given an update on ROP course offerings, highlights on students successes, receive handouts for students registration packets and the 2011-2012 ROP Course Catalog. For the first time, available ROP instructors will available for a question and answer session.

Further develop JPA relationships (includes Community relationships)

- 3 – significantly implemented, ongoing
- Entered into Worksite Training Agreements with East Bay Municipal Utility District and the City of Brentwood Wastewater Division for our Waste Water Treatment Program
- Employer Advisories are being revitalized by additional training being provided to staff by the CTE Teach Certified Project Leader.
- Continuing to be available to our districts and schools to support their work.
- Continuing to meet formally and informally with Member District Superintendents with consideration of their time and responsibilities.
- Coordinating Council is active.
- Accessing and sharing opportunities and resources with Districts- workshops, expertise, materials, and relevant information
- Met (beyond informal) with new Superintendents and administrators.
- Held two Board Agenda planning meetings with two Board Members each, January 7 and January 10, 2011.
- Planned orientations with new district Board members. One orientation held at the PUSD D.O. on January 14, 2011
- Class visits with JPGB and Area 7 Alameda county Board Trustee Yvonne Cerrato held January 14, 2011.

- Contacted CDE lead to provide presentations for TEC and districts.
- Promoting high quality public education in the community
 - Continue to participate in Leadership Livermore- gaining valuable knowledge of the area, services, resources, and has widened by circle of community and business contacts. As the educator in the cohort, promote public education at every opportunity
 - Invite and encourage business community and elected officials participation on TEC and support of CTE.
 - Coordinate students presentations in various venues
- Continue to coordinating Prop-1-D Modernization project on LHS with LVJUSD facilities staff and communicate to member districts.
- Continued strong relationship with the Alameda County Sherriff's office.
- Continue to serve on Congressman Jerry McNerney's Education Advisory Committee.
- In the process of updating TVROCP Website software to include a refreshed look and variety of options to make the website easier to post information and to update by office staff with the option of access by off-site staff.

Continue to actively participate in the Tri-Valley Education Collaborative (TEC)

- 4 – fully implemented, ongoing
- Superintendent serves as Co-Director and is 2010-11 Lead; facilitates monthly Admin Council, planning, and full collaborative meetings. Facilities TEC Civil Service, Government Employment panel presentations January 6, 2011.
- ROP site leads/teachers participate in addition to Director, Counselor and Career Education Specialists
- Envisioned Cross District pathways to support CTE, build capacity and a regional delivery system; built support with TEC Admin Council, then full membership and led collaborative process to build pathways cross districts, TVROCP and colleges. Included format, promotion, communications to stakeholders, and creation of prototypes.
- Continue to provide leadership to facilitate cross district workshops and completion of Tri-Valley wide Career Pathways Project.
- Handling fiscal services (without indirect charge) for Career Pathways Project.

TVROCP ACTION PLAN ~ 2010-2011

STATUS	
4 = Fully implemented	
3 = Substantially Implemented	
2 = Partially Implemented	
1 = Minimally Implemented	
0 = Not yet begun	

Participants in Action Planning: Coordinating Council Members: Cindy Alba, Diane Centoni, Bryce Custodio, Cindy Galbo, Jorja Ivie, Noreen Bastian Guest: Julie Duncan
 Dates: October 4, 2010 / November 15, 2010 / **January 10, 2011**
 Facilitator: Diane Centoni Recorder: Leah Cleveland

Strategic Goal 1.0: Promote the success of all students by maintaining a focus on strong teaching and learning and by providing engaging, high quality programs of instruction that lead to careers

Strategic Priority 1.1 - High Quality Programming: Establish an efficient, coherent, *high quality* regional delivery system that supports the learning of 21st Century skills and provides targeted local industry needs, equity of opportunity, and maximizes career choices for students.

WHAT / ACTION	RESOURCES NEEDED		WHO'S RESPONSIBLE	SUCCESS INDICATOR(s) for this Goal	TIMELINE		CURRENT STATUS Progress Report/ Results/Evidence of Success	EVALUATION Commendations/ Recommendations
		\$			WHEN	STATUS		
1.1.1 Select pathway to serve as regional model <ul style="list-style-type: none"> Explore Project Lead the Way Engineering Pathway as a possible model for a regional delivery system → Create a conceptual flowchart visual → CC Reps will share "concept" with TEC and talk to each superintendent to gain input on which courses to offer, etc. 	TEC Pathways		→ B. Custodio → CC and Superintendents	→ Shared and discussed at 1.10.11 CC meeting.	1.10.11			
					2.15.11			

COMMENTS/REFLECTIONS

What helped the achievement of results? _____

What hindered the achievement of results? Individual district identity vs. shared

Strategic Priority 1.1 - High Quality Programming (Continued)

WHAT / ACTION	RESOURCES NEEDED		WHO'S RESPONSIBLE	SUCCESS INDICATOR(s) for this Goal	TIMELINE		CURRENT STATUS Progress Report/ Results/Evidence of Success	EVALUATION Commendations/ Recommendations
		\$			WHEN	STATUS		
1.1.2 Work with member districts to identify priorities in course offerings and to develop a multi-year regional plan to implement programming.	Individual district multi-year program/pathway plan.				1.10.11		<p>January 10, 2011, Coordinating Council meeting: Districts will report on their multi-year plans.</p> <ul style="list-style-type: none"> ▪ PUSD distributed FHS Professional Career Academies 2011-12 document and excerpts of their CTE plan. ▪ DUSD has about 6 pathways to wean down to 4, so they need more time. They aren't offering any new classes unless they fit in the pathways. ▪ LVJUSD began discussions with the high schools. Still need to bring key teachers/admin together to narrow down the pathways and decide if they will offer more options or less. ▪ TVROCP shared "rough draft" of 2011-12 course planning doc. 	
1.1.3 Work with member districts to assess challenges, trends and opportunities that impact high quality programming and efficiencies.							<p>There is a need for flexible programming.</p> <p>a) Identify challenges, trends and opportunities that impact student access to CTE programs. Consensus belief that transportation is a barrier that can be resolved.</p> <p>b) Explore extended learning opportunities for students, such as before and after school, evening, and summer.</p>	
1.1.4 Work with member districts to provide opportunities for students to meet graduation requirements. Identify and articulate CTE courses with high school core academic courses that will meet academic graduation requirements.								

COMMENTS/REFLECTIONS

What helped the achievement of results? _____

What hindered the achievement of results? Individual district identity vs. shared

WHAT / ACTION	RESOURCES NEEDED		WHO'S RESPONSIBLE	SUCCESS INDICATOR(s) for this Goal	TIMELINE		CURRENT STATUS Progress Report/ Results/Evidence of Success	EVALUATION Commendations/ Recommendations
		\$			WHEN	STATUS		
1.1.5 Establish a joint cross-district meeting with TVROCP, Coordinating Council, and site administrators to coordinate regional planning.								
1.1.6 Establish standards for a "High Quality CTE Program" and develop criteria for establishing new classes.	CA CTE Plan						Shaped CA CTE Plan – 11 elements of a high quality CTE program	

DRAFT

COMMENTS/REFLECTIONS

What helped the achievement of results? _____

What hindered the achievement of results? Individual district identity vs. shared

WORKING DRAFT

TVROCP ACTION PLAN ~ 2010-2011

STATUS
 4 = Fully implemented
 3 = Substantially Implemented
 2 = Partially Implemented
 1 = Minimally Implemented
 0 = Not yet begun

Strategic Goal 2.0 - Promote the success of all students and strengthen our investments by assuring Fiscal Stability that ensures HIGH QUALITY service to students.

Strategic Priority 2.1(a) - Fiscal Stability: Develop a shared, Tri-Valley-wide strategic approach for TVROCP and member districts to jointly apply for grants and to leverage resources.

WHAT / ACTION	RESOURCES NEEDED		WHO'S RESPONSIBLE	SUCCESS INDICATOR(s) for this Goal	TIMELINE		CURRENT STATUS Progress Report/ Results/Evidence of Success	EVALUATION Commendations/ Recommendations
		\$			WHEN	STATUS		

COMMENTS/REFLECTIONS

What helped the achievement of results? _____

What hindered the achievement of results? Individual district identity vs. shared _____

DRAFT

WORKING DRAFT

TVROCP ACTION PLAN ~ 2010-2011

STATUS
4 = Fully implemented
3 = Substantially Implemented
2 = Partially Implemented
1 = Minimally Implemented
0 = Not yet begun

Strategic Goal 3.0 - Promote the success of all students by establishing a strong marketing and public relations strategy

Strategic Priority 3.1 - Marketing/Public Relations: Establish a common message/talking points that all member districts communicate regarding CTE

WHAT / ACTION	RESOURCES NEEDED		WHO'S RESPONSIBLE	SUCCESS INDICATOR(s) for this Goal	TIMELINE		CURRENT STATUS Progress Report/ Results/Evidence of Success	EVALUATION Commendations/ Recommendations
		\$			WHEN	STATUS		
Coordinating Council (CC) members shall define <i>Students Success</i> and common talking points.	Supts, District Admin, HS Admin		District Reps		11.15.10		CC members shall meet with their District Superintendents regarding draft definition of <i>Students Success</i> for talking points and report back to CC at November 15, 2010, meeting. <i>Pending</i>	

COMMENTS/REFLECTIONS

What helped the achievement of results? _____

What hindered the achievement of results? Individual district identity vs. shared

WORKING DRAFT

TVROCP ACTION PLAN ~ 2010-2011

STATUS
 4 = Fully implemented
 3 = Substantially Implemented
 2 = Partially Implemented
 1 = Minimally Implemented
 0 = Not yet begun

Strategic Goal 4.0 - Promote the success of all students by continuing to address the 2009-2013 Strategic Plan

Strategic Priority 4.1 - Continue to address 2009-2013 Strategic Plan: Review and update progress monthly; report progress to the JPGB as a standing board agenda item.

WHAT / ACTION	RESOURCES NEEDED		WHO'S RESPONSIBLE	SUCCESS INDICATOR(s) for this Goal	TIMELINE		CURRENT STATUS Progress Report/ Results/Evidence of Success	EVALUATION Commendations/ Recommendations
		\$			WHEN	STATUS		
Target priority goals								

COMMENTS/REFLECTIONS

What helped the achievement of results? _____
 What hindered the achievement of results? Individual district identity vs. shared

WORKING DRAFT

10.2 BUSINESS

10.2.1 Tri-Valley ROCP Budget and Cash Flow Report

Recommendation: Information item only; no action required.

Background: The Budget Summary and Cash Flow Reports showing activity through December 31, 2010 on following pages. Both are regularly scheduled reports which are given at every Joint Powers Governing Board meeting. The Budget Report shows the revenue and expenditures as of the most recent monthly period. The Cash Flow Report shows the cash receipts and disbursements for the same period. Staff will report on the status of the TVROP budget and cash flow and answer questions.

Impact: It is prudent for the Board to review these financial statements on a regular basis. These reports provide good measures of fiscal health and solvency and help to monitor revenue, expenses and cash.

Back-up enclosed: YES

INFORMATION

Tri-Valley ROCP

Budget Report

July 1, 2010 - December 31, 2010

Budget Classification	Original Budget	Budget Transfers	Current Budget	Expended/ Received	Encumbered	Unencumbered Bal.	% Remaining
<u>Revenue</u>	\$ 3,662,208	\$ (24,299)	\$ 3,637,909	\$ 1,106,966	\$ -	\$ 2,530,943	69.6%
<u>Expenses</u>							
Certificated Salaries	\$ 2,667,762	\$ 43,303	\$ 2,711,065	\$ 1,150,537	* \$ -	\$ 1,560,527	57.6%
Classified Salaries	368,101	\$ 3,799	\$ 371,900	\$ 172,754	* -	\$ 199,146	53.5%
Employee Benefits	454,119	\$ 45,730	\$ 499,849	\$ 192,655	* 4,227	\$ 302,967	60.6%
Books and Supplies	172,458	\$ 9,178	\$ 181,636	\$ 91,259	75,692	\$ 14,685	8.1%
Services and Other Operating Expenditures	487,791	\$ (14,557)	\$ 473,234	\$ 357,585	87,813	\$ 27,836	5.9%
Total	\$ 4,150,231	\$ 87,454	\$ 4,237,685	\$ 1,964,790	\$ 167,733	\$ 2,105,162	49.7%
<u>Net Surplus/(Deficit)</u>	\$ (488,023)	\$ (111,752)	\$ (599,775)	\$ (857,824)			
*Includes January 3 payroll							

10.2 BUSINESS

10.2.2 2010-11 P-1 Attendance Report

Recommendation: Information item only; no action required.

Background: Attached for Board information is a comparison of 2010-2011 vs. 2009-10 at P1.

Impact: No impact on ROCP Categorical as Tier III is benched at 2007-08 funding level. However, we continue to monitor ADA closely anticipating ROP funding being moved from Tier III.

ADA for the Correctional Education Program has been impacted by the early release of inmates and recent lock-downs at Santa Rita Jail. We will continue to monitor ADA to meet our ADA cap of 391.97 as stated in the 2009-10 P2 Certification.

Back-up enclosed: YES

INFORMATION

TRI-VALLEY ROCP
P-1 ADA (December 31, 2010)
2009-10 vs 2010-11

	ADA		Difference	% Change
	2009 - 2010	2010-2011		
High School				
Pleasanton	196.79	181.14	-15.65	-7.95%
Livermore	181.24	170.90	-10.34	-5.71%
Dublin	139.60	171.13	31.53	22.59%
TOTAL	517.63	523.17	5.54	1.07%

	ADA		Difference	% Change
	2009 - 2010	2010-2011		
Cosmetology				
High School				
Pleasanton	26.66	10.20	-16.46	-61.74%
Livermore	46.73	43.25	-3.48	-7.45%
Dublin	20.49	15.59	-4.90	-23.91%
TOTAL	93.88	69.04	-24.84	-26.46%
Adult	53.81	0.00	-53.81	- 100.00%
TOTAL	147.69	69.04	-78.65	-53.25%

	ADA		Difference	% Change
	2009 - 2010	2010-2011		
Adult				
Waste Water Treatment*	13.7	5.34	-8.36	-61.02%

	ADA		Difference	% Change
	2009 - 2010	2010-2011		
Correctional Education				
Santa Rita Jail Programs	378.88	310.27	-68.61	-18.11%

	ADA		Difference	% Change
	2009 - 2010	2010-2011		
TOTAL				
High School (includes Cosmetology)	611.51	592.21	-19.30	-3.16%
Adult (includes Cosmetology & Waste Water Treatment)	67.51	5.34	-62.17	-92.09%
Sub-Total - Tier III funding	679.02	597.55	-81.47	-12.00%
Correctional Education- Tier II funding	378.88	310.27	-68.61	-18.11%
TOTAL	1,057.90	907.82	-150.08	-14.19%

* 2010-11 does not include internship hours

10.2 BUSINESS

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

Recommendation: Information item only; no action required.

Background: The Board will receive an update on the Auto Collision Repair and Refinishing Prop 1-D project.

TVROCP staff responded to 15-day letter received from OPSC; at issue was documentation of the matching funds (\$192,000 previously spent by LVJUSD). We anticipate their review of these expenses will result in a reduction of the allowable match. If it is a significant reduction, then we will need to re-evaluate our project and, perhaps, reduce the scope.

Impact: We have already experienced a delay of 6 weeks in beginning the project.

Back-up enclosed: 15-day letter from OPSC

INFORMATION



December 10, 2010

Ms. Diane Centoni
 District Representative
 Tri-Valley ROP School District
 2600 Kitty Hawk Rd. Suite #117
 Livermore, CA 94551

Dear Ms. Centoni:

The Office of Public School Construction (OPSC) is processing the District's School Facility Program (SFP) application for Career Technical Education Facilities Program (CTEFP) modernization funding for the following school:

<u>School Name</u>	<u>Application Number</u>	<u>CDE Score</u>
59/74005-00-001	59/74005-00-001	130.5

In the course of our review, the OPSC has determined that supporting documentation and/or information is needed in order for the OPSC to complete the processing of your application. **Action is required by the District immediately. To prevent the application from being returned, and in order to maintain its date in line for processing, the District must resolve the following issues within 15 calendar days from the date of this letter.**

- The District has listed a lump sum of \$192,934 as Work Done Under Previous Modernization the detailed construction cost estimate. The OPSC could not verify this amount on the submitted DSA approved plans. The District must submit further documentation to substantiate this cost.
- The District has listed a lump sum of \$8,000 in Division 1 for Other General Conditions. These costs are included within soft costs for General Requirements, Overhead & Profit, and Bonds. The District must submit a revised cost estimate with this ineligible expenditure omitted.
- The District has listed an allowance of \$4,000 in Division 1 for Deferred approval items. The OPSC standard allowance is nine percent of the amount requested for Fire Protection Systems in Division 15. The District must submit a revised cost estimate with this allowance reduced to \$1,035.
- The District has listed an allowance for Contingencies in the submitted detailed construction cost estimate. Allowances for contingencies are not permitted once final DSA approved plans are submitted. The District must remove this ineligible expenditure from the revised cost estimate.

I look forward to receiving the requested documentation in order to continue processing the District's application to the next available State Allocation Board meeting. Should you have any questions concerning this matter or need additional information, please feel free to contact me at Nathan.Higgins@dgs.ca.gov or (916) 375-4142.

Sincerely,

NATHAN HIGGINS
 Project Manager
 Office of Public School Construction

cc: Project file

11.0 CORRESPONDENCE

11.1 Letter from State Controller's Office granting approval of audit extension



JOHN CHIANG
California State Controller

December 14, 2010

Mr. Lou Highlander, Executive Director
Alameda County Office of Education
313 West Winton Avenue
Hayward, CA 94544-1198

Dear Mr. Highlander:

The State Controller's Office agrees to grant your November 29, 2010 request for an extension of the December 15, 2010, filing deadline for the Tri-Valley ROP annual audit report.

We expect to receive the fiscal year 2009-10 audit report by January 31, 2011. Please notify us promptly if additional delays are anticipated in filing the report.

If you have any questions, please leave a message at (916) 324-6442 and we will return your call.

Sincerely,

CASANDRA MOORE-HUDNALL, Chief
Financial Audits Bureau
Division of Audits

cc: Sheila Jordan, County Superintendent of Schools
Alameda County Office of Education
Noreen Bastian, Business & Personell Services Manager
Tri-Valley ROP
Moss, Levy & Hartzheim, LLP
Scott Hannan, Director
School Fiscal Services Division
California Department of Education
Arlene Matsuura, Education Fiscal Services Consultant
California Department of Education