



## Tri-Valley Regional Occupational Center/Program

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

January 26, 2011 – 6:00 p.m.

TVROCP District Office

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#### 1.0 CALL TO ORDER/ROLL CALL

Board Member Neil Davies called to order the regular meeting of the Tri-Valley Regional Occupation Center/Program Joint Powers Governing Board on January 26, 2011, 6:14 p.m., in the TVROCP District Office Board Room.

##### Board Members Present

Amy Miller, Vice Chairperson  
Jamie Hintzke, Member  
Neil Davies, Member  
Diane Centoni, Secretary  
*(Stewart Gary had an urgent matter  
and was unable to attend.)*

##### TVROCP Staff

Noreen Bastian  
Jorja Ivie  
Leah Cleveland  
Susan Pereira

##### Coordinating Council Representatives

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

##### Guests

Guin Van Dyke, Former TVROCP Board Member  
Sean Kenney, Dublin USD Board Member  
Sarah Cha, Student  
Caitlyn Fox, Student  
Vera Merlo, Community Member  
Neva Bandelow, Community Member

#### 2.0 PLEDGE OF ALLEGIANCE

#### 3.0 ANNUAL ORGANIZATIONAL MEETING OF THE BOARD

Superintendent Diane Centoni led the Annual Organizational Meeting of the Board. TVROCP Board Bylaws and the Third Amended Joint Powers Agreement require the Governing Board to hold its annual organizational meeting during the first meeting of the calendar year and to organize by electing a Chairperson and Vice Chairperson from its members.

##### 3.1 Introduction of Incoming Board Members

Superintendent Centoni introduced incoming Board members Amy Miller (Dublin USD), Jamie Hintzke (Pleasanton USD), and Neil Davies (Sunol Glen USD) who have been appointed to represent their district governing boards on the Tri-Valley ROP Joint Powers Governing Board for the 2011 calendar year. Diane also announced that Stewart Gary will continue as Livermore Valley Joint USD's representative.

##### 3.2 Election of Board Chairperson for 2011

Amy Miller nominated Stu Gary for the office of **Chairperson** of the Tri-Valley ROP Joint Powers Governing Board effective immediately through January 2012; Jamie Hintzke seconded the nomination.

By the following vote, the Board closed nominations and elected Stu Gary as Chairperson of the Governing Board effective immediately through January 2012.

<u>Moved</u>	<u>Seconded</u>	<u>Ayes</u>	<u>Noes</u>	<u>Absent</u>
Davies	Miller	3	0	Gary

**3.3 Election of Board Vice Chairperson for 2011**

Neil Davies nominated Jamie Hintzke for the office of **Vice Chairperson** of the Tri-Valley ROP Joint Powers Governing Board effective immediately through January 2012; Jamie Hintzke declined the nomination. Jamie Hintzke nominated Amy Miller for the office of **Vice Chairperson** of the Tri-Valley ROP Joint Powers Governing Board effective immediately through January 2012; Neil Davies seconded the nomination.

By the following vote, the Board closed nominations and **elected** Amy Miller as Vice Chairperson of the Governing Board effective immediately through January 2012.

<u>Moved</u>	<u>Seconded</u>	<u>Ayes</u>	<u>Noes</u>	<u>Absent</u>
Davies	Hintzke	3	0	Gary

In the absence of Board Chairperson Stu Gary, Vice Chairperson Amy Miller accepted the gavel and presided over the remainder of the meeting.

**3.4 Approval of Dates and Times of Regular Meetings through January 2012**

The Board reviewed the proposed board meeting dates for 2012. Amy Miller noted that she would not be able to attend a meeting the evening of September 28, and Jamie Hintzke said she is unable to attend the special meeting on April 27. The September meeting date was changed to September 26 and the April special meeting date will be determined, possibly the first week in April. Regular meetings are: March 9, June 16, September 26, November 30, 2011, and January 25, 2012.

By the following vote, the Board **approved** the calendar of regular meetings of the Board to be held the fourth Wednesday in scheduled months. Exceptions for 2011 shall be in March (where it shall be the second Wednesday) and June (where it shall be the third Thursday) due to budget timelines. Regular meetings shall begin at 6:00 p.m. with a closed session of the Governing Board directly following Call to Order; the Board resumes in open session at 7:00 p.m. (unless otherwise posted).

<u>Moved</u>	<u>Seconded</u>	<u>Ayes</u>	<u>Noes</u>	<u>Absent</u>
Davies	Hintzke	3	0	Gary

**4.0 APPROVAL OF THE AGENDA**

By the following vote, the Board **approved** the agenda, as presented.

<u>Moved</u>	<u>Seconded</u>	<u>Ayes</u>	<u>Noes</u>	<u>Absent</u>
Hintzke	Davies	3	0	Gary

**5.0 PUBLIC COMMENT** on matters not on the agenda—*None*

**6.0 SUPERINTENDENT’S REPORT**

The Superintendent presented two special recognitions:

- 6.1.1 Nursing Career Program students Sarah Cha and Caitlyn Fox, and their teacher Nancy McNeil, were recognized by the Board for the students’ exceptional care, encouragement, compassion, and integrity during their 2010-11 internship at Valley Care Hospital. Community members Vera Merlo and Neva Bandelow attested to the exceptional care the students provided to their step-father and the entire family, saying that the students were “way off the chart” with their compassion, and that they made a huge difference. Sarah and Caitlyn received Certificates of Achievement from the

Board, Jamba Juice gift cards donated by Superintendent Centoni, and flowers from Ms. Merlo and Ms. Bandelow.

- 6.1.2 Dublin High School *Marketing and Economics of Business Ownership* teacher, **Lisa Pong**, was recognized by the Board for being selected as **TVROCP Teacher of the Year for 2011**. The Superintendent said she has learned from Lisa as she does so much to promote teaching and is an incredible role model. Lisa said that teaching is her second career; she was in retail sales for 20 years before coming to ROP. She has spent the past nine years teaching at Dublin High School, and she is extremely happy to be there doing what she's doing. Lisa received an engraved Star Award from the Board and a Jamba Juice gift card donated by Superintendent Centoni.

## 7.0 APPROVAL OF CONSENT CALENDAR

Board members questioned whether they could approve minutes of a meeting they had not attended. The Board tabled the minutes of November 30 to be approved during the next regular meeting when the minutes could be endorsed by Stu Gary.

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

<u>Moved</u>	<u>Seconded</u>	<u>Ayes</u>	<u>Noes</u>	<u>Absent</u>
Hintzke	Davies	3	0	Gary

### 7.1 ADMINISTRATION

- 7.1.1 **Minutes of the Regular Meeting of November 30, 2010 – PULLED FROM CONSENT AND TABLED UNTIL NEXT REGULAR MEETING**

### 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**

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

- 7.4.2 **Approval of TVROCP Course Sequencing for 2010-2011**

Approved the Course Sequencing, as presented.

## 8.0 DEFERRED CONSENT ITEMS—None

## 9.0 ACTION ITEMS

### 9.1 ADMINISTRATION

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

Superintendent Centoni presented a detailed PowerPoint presentation of the 2009-10 Annual Report and Director of Instructional and Student Support Services Jorja Ivie presented the Course Review.

By the following vote, the Board **approved** the 2009-10 TVROCP Annual Report to include the 2008-09 Student Follow-Up Study Results and 2009-10 Course Review, as presented.

<u>Moved</u>	<u>Seconded</u>	<u>Ayes</u>	<u>Noes</u>	<u>Absent</u>
Davies	Hintzke	3	0	Gary

## 9.2 BUSINESS

### 9.2.1 Approval of Budget Timeline

The Board received the proposed budget timeline for approval. Business & Personnel Services Manager Noreen Bastian said she hopes to work closely with the Coordinating Council to share our preliminary numbers as we have them, and to continue working with her fellow CBO's. The timeline is pretty steady until May, and we plan to bring the final budget to the board for adoption on June 16.

Jamie Hintzke asked if TVROP has a special mailing list or emails for the parents of our students to inform them regarding a budget adoption or other pertinent information so they have the opportunity to weigh in. Superintendent Centoni said we've tried to gather the email information but do not currently have it. Jamie suggested we might contact ROP parents through the school districts, or perhaps PUSD District Spokesperson Myla Grasso could send something out from her office. Jamie said she wants to be sure that people have the opportunity to provide input before the Board adopts the budget, and she requested that there be an opportunity for public input at the March 9 regular board meeting in addition to the June 16 public hearing and adoption.

Superintendent Centoni explained that TVROCP's budget is contingent on the district's approved budgets and whether or not they flex funds. By the time the TVROP board adopts its budget, the district budgets have been adopted. Public comment would be more effective at the district level prior to the district boards adopting their budgets and making the decisions that will impact ROP programs.

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

The following annual resolutions were presented for board adoption:

- (a) **Resolution 2011-02**, Approval of Representative and Alternate to the East Bay Schools Insurance Group and 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

By the following vote, the Board adopted Resolutions 2011-02 through 2011-07, as presented.

<u>Moved</u>	<u>Seconded</u>	<u>Ayes</u>	<u>Noes</u>	<u>Absent</u>
Hintzke	Davies	3	0	Gary

**9.2.3 Approval of Consultant for Board Governance Workshop**

It is recommended that Boards with new members participate in a governance training as a group to assist the Board in reaching agreements that will guide Board operations. Superintendent Centoni stated that this would be an excellent opportunity to conduct a workshop with three new board members and with the Third Amended Joint Powers Agreement being just a year old. She recommended that the board consider one of the following three consultant proposals:

**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: \$1,800

**c. The Cosca Group (TCG) Leadership Development Corporation (Steve Goldstone/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

Jamie Hintzke asked the Superintendent what her intended outcomes would be for the workshop. Superintendent Centoni said she would ask that of the Board members, but she suggests topics could include the relationship between the Board and Superintendent, how the Board wants to function, run its meetings, address its Bylaws, and short- and long-range goal-setting.

The Board held a discussion on the qualities and experience of each of the consultants.

By the following vote, the Board **approved** consultant Dave Nakashima but also authorized the Superintendent to contract with consultant Christopher Maricle (CSBA) if Mr. Nakashima is not available within the Board's timeframe.

<u>Moved</u>	<u>Seconded</u>	<u>Ayes</u>	<u>Noes</u>	<u>Absent</u>
Davies	Hintzke	3	0	Gary

**9.3 PERSONNEL—None**

**9.4 EDUCATIONAL SERVICES—None**

## 10.0 INFORMATION ITEMS

### 10.1 ADMINISTRATION

#### 10.1.1 First Reading of Board Bylaws 9000 Series

The Board received 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 were 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)

No suggestions to the First Reading were received. A Second Reading and recommendation for adoption will be presented to the Board in March.

#### 10.1.2 First Reading of Updated Board Policy 4143 and New Administrative Regulations 4143, Salary Deductions and Employee Insurance Coverage (Renamed from Optional Salary Deductions), Related to Certificated Employees, and New Board Policy and Administrative Regulations 4154/4254/4354, Health and Welfare Benefits, Related to All Employees

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*

No suggestions to the First Reading were received. A Second Reading and recommendation for adoption will be presented to the Board in March.

At 7:37 p.m., it was necessary for Neil Davies to depart for another meeting. The Board received the remaining agenda items “for information only” as provided in their agenda binders.

**10.1.3 2009-13 TVROCP Strategic Plan and 2010-11 Action Plan**

**10.2 BUSINESS**

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

**10.2.2 2010-11 P-1 Attendance Report**

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

**10.3 PERSONNEL—None**

**10.4 EDUCATIONAL SERVICES—None**

**11.0 CORRESPONDENCE**

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

**12.0 BOARD MEMBER REPORTS—None**

**13.0 ANNOUNCEMENTS**

13.1 Next regular meeting: March 9, 2011

13.2 As we adjourn this meeting, guests are invited to stay and enjoy refreshments as we congratulate and welcome new Board members Amy Miller, Jamie Hintzke, and Neil Davies.

**14.0 ADJOURNMENT**

There being no further business to discuss, the regular meeting was adjourned at 7:38 p.m.

Sincerely,

Original Signed

Diane Centoni  
Secretary to the Board

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

Stewart Gary  
Governing Board President