



Tri-Valley Regional Occupational Center/Program

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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

Original Signed

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

Board Chairperson