



Tri-Valley Regional Occupational Center/Program

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

September 9, 2010 - 5:00 p.m.

TVROCP District Office

1.0 OPENING CEREMONY - MEETING OF THE BOARD IN PUBLIC

1.1 Call to Order /Roll Call

Board President Guin Van Dyke called to order the regular meeting of the Tri-Valley Regional Occupation Center/Program Joint Powers Governing Board on September 9, 2010, 5:00 p.m., in the TVROCP District Office Board Room.

Board Members Present

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

TVROCP Staff

Noreen Bastian
Jorja Ivie
Fred Rutledge
Leah Cleveland

Coordinating Council Representatives

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

1.2 Approval of the Agenda

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

Moved
Henry

Seconded
Ott

Ayes
4

Noes
0

1.3 Public Comment on Closed Session Agenda—*None*

2.0 ADJOURNMENT TO CLOSED SESSION

The Board immediately adjourned to closed session regarding one closed session item:

2.1 Public Employee Performance Evaluation (Goals for 2010-11) Title: Superintendent

3.0 RECONVENE INTO OPEN SESSION

The Board reconvened in open session at 5:30 p.m.

3.1 Pledge of Allegiance—*Held*

3.2 Welcome by Board President Guin Van Dyke—*Held*

4.0 ANNOUNCEMENT OF ANY REPORTABLE ACTION TAKEN IN CLOSED SESSION

Board President Guin Van Dyke stated that the Board discussed the Superintendent's evaluation and the Board goals in closed session, but no reportable action had been taken.

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

6.0 SUPERINTENDENT'S REPORT

Superintendent Diane Centoni provided her regular report of programs and activities, as follows: (1) She introduced her new Administrative Assistant, Leah Cleveland, who is attending her first Board meeting. (2) She announced that the Alameda County Office of Education Teacher of the Year Awards Ceremony will be held October 7, 2010, in the Castro Valley Arts Center. TVROCP teacher Lisa Pong (Dublin High) will be recognized as our Teacher of the Year. The Superintendent said she will forward details to the Board when they are received. (3) Last week, our CTE TEACH Project Lead, Shay Galletti, was recognized at the state level for her work on the project. She was asked to join a team that went to Sacramento to do a

presentation on the new induction program which ties to the related legislation. She met with 10 out of 13 of the industry sector folks and advisory groups, and they were very impressed with the work Shay is doing here in the Tri-Valley. (4) Diane said she just returned from the Jobs for Youth celebration with the Tri-Valley Business Council and the Tri-Valley Community Foundation. Some of the labor market information provided ties directly with Multiple Pathways and the future direction here in the Tri-Valley with a lot of Science, Technology, Engineering, and Math information. (5) TVROCP staff had a really good inservice to kick off the new school year, and feel that our programs are off to a good start. The Board will hear more during the informational reports later this evening.

7.0 ITEMS SCHEDULED FOR REPORT, DISCUSSION AND POSSIBLE ACTION

7.1 ADMINISTRATION

7.1.1 APPROVAL OF THE 2010-2011 TVROCP GOALS

Superintendent Centoni presented the updated TVROCP 2010-11 Goals and Strategic Intents document for Board approval. She reported that the Goals and Strategic Intents were developed over a series of meetings with all stakeholders and recommended at the JPGB Joint Member District Workshop on August 16, 2010, followed by a review and input by the Coordinating Council on August 23, 2010. The Goals and Strategic Intents reinforce the overall vision, mission and goals of the Tri-Valley ROCP to promote the success of all students and to maintain the direction of the Board. Action activities will be developed to accomplish the 2010-2011 Goals, and costs will be determined as action items to support the goals are established. Superintendent Centoni said that we anticipate the need to set aside start-up funds to support new programming, and that TVROCP and its partner districts will be able to do some very effective programming for our students, with the first goal being *high quality programming*. She said she is excited about the commitment for all of us to work together to promote a regional delivery system that promotes 21st Century skill development. She added that there was an acceptance of our recommendation for a CTE assessment system and the teacher support program, CTE Teach.

By the following vote, the Board **approved** 2010-2011 TVROCP Goals and Strategic Intent.

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

7.1.2 BIENNIAL REVIEW OF TVROCP CONFLICT OF INTEREST CODE, AND ADOPTION OF UPDATED BOARD BYLAW 9270, CONFLICT OF INTEREST

The Political Reform Act (Government Code §81000) requires every local governmental agency to review its Conflict of Interest Code in even-numbered years and to notify its code reviewing body as to whether it does or does not require amendments to its code. The Alameda County Board of Supervisors is the code reviewing body for local government agencies whose jurisdiction is solely within Alameda County. In reviewing the code, the Superintendent recommended the following amendments:

A. Changes to Designation Position Titles, as follows: Change “Director, Business & Technology Services” to “Business & Personnel Services Manager;” change “Principal, Correctional Education Principal” to “Correctional Education/Adult Programs,” and delete “Senior Accountant.”

B. Place of Filing - Statements of Economic Interest

The Board of Supervisors has requested that we specify in our code that when TVROCP officers and designated employees file a Statement of Economic Interest to the TVROCP Superintendent’s Administrative Assistant, the Board members’ and Superintendent’s original statements will be forwarded to the code reviewing body [Board of Supervisors] with a copy retained at TVROCP,

and the original statements for all others will be retained at TVROCP.

- C. Change "Tri-Valley Regional Occupational Program (TVROP)" to "Tri-Valley Regional Occupational Center/Program (TVROCP)."

By the following vote, the Board **adopted** updated Board Bylaws 9270, *Conflict of Interest*, as presented.

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

7.2 BUSINESS

7.2.1 UNAUDITED ACTUALS FOR 2009-10

The 2009-2010 Unaudited Actuals were submitted to the Board for review and approval. The Unaudited Actuals show the revenue and expenditures for the prior fiscal year and are submitted to the Alameda County Office of Education and then on to the California Department of Education (CDE) for inspection and approval. A full report was provided to each Board member and was available for review at the meeting.

Noreen Bastian, Business & Personnel Services Manager, reported that TVROCP ended the year with revenue of close to \$4.6 million, expenditures of \$4.6 million, a transfer of \$57,000 into Fund 35 for the Prop 1-D grant, and had a net surplus of \$-88,000. She said that, during the year, it was expected that our deficit would be closer to \$300,000, but we ended stronger than expected because we were able to recognize all of our ROP apportionment. She explained that we received authorization from the County to show as receivables the deferred amount of the apportionment that was deferred into FY11 at P-2 certification in April; additionally, the State certified our share of local income which we typically don't have estimated until mid-year. That additional \$252,000 in ROP revenue improved our revenue statement. She added that, as seen in our Components of Ending Fund Balance, we have some cash and some monies that are legally restricted, such as funding for the jail program. We have the required 5% reserve Designated for Economic Uncertainty. She said that in 2010-2011, we will be deficit spending due to the flexibility that the districts are exercising this year. Our Capital Outlay and Equipment Replacement Reserve is at \$250,000, which is an improvement from the amount reserved at Second Interim. Undesignated is at \$11,000, so our total ending fund balance is close to \$1.4 million. She said that our ending cash, \$176,000, is the issue. Our receivables are \$1.38 million, but this is money we have not yet received.

By the following vote, the Board **approved** the unaudited actuals which shows income and expenditures for the 2009-2010 fiscal year.

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

7.2.2 ADOPTION OF RESOLUTION #2010-2011.17 - DISTRIBUTION OF FUNDS INTO CAPITAL OUTLAY AND EQUIPMENT REPLACEMENT RESERVE

Education Code §52321 provides the Joint Powers Governing Board with the authority to accumulate funds that are necessary to meet its long-term needs in its Capital Outlay and Equipment Replacement Reserve. Noreen Bastian, Business & Personnel Services Manager, presented an update regarding the balance of the Reserve, and provided projections for future use of Capital Outlay and Equipment Replacement Reserve funds.

In September 2009, the Board designated \$960,518 for the Reserve. In March 2010, that amount was modified to \$837,600 to allow the District to meet its State-required 5% reserve for Economic Uncertainties at Second Interim. With the ongoing budget crisis affecting our member districts, the decision was reached by the member districts to withhold \$637,000 of the 2010-11 ROCP apportionment as allowed by the Tier III

flexibility provision. In addition, the districts decided not to pass-through \$119,000 of ROCP-generated lottery funds.

In order for Tri-Valley ROCP to maintain programming in 2010-2011 and meet its 5% reserve requirement, it will be necessary to re-bench the Capital Outlay and Equipment Replacement Reserve to \$250,000—a reduction of \$587,600 from March 2010. Noreen Bastian stated that the \$250,000 amount is, coincidentally, equal to our share of local revenue, and it has been the intent of the Board that those funds find their way to the reserve for expansion of programs. The Board received a chart proposing how the money would be spent, to include technology for the Dublin High School multi-media project (\$27,000 for each of three years for leasing of 30 computers), the match for the Prop 1-D project (\$83,000), a front-end alignment rack for the Automobile Collision course at Livermore HS (\$15,000), program expansion to fill Pathway gaps, e.g., Project Lead the Way Regional Course/Green Technology (\$21,000), and the ROCP technology set-aside for the current and subsequent two fiscal years (total \$50,000).

By the following roll call vote, the Board **adopted** Resolution #2010-2011.17, *Distribution of Funds into the Capital Outlay and Equipment Replacement Reserve Account*.

<u>Henry</u>	<u>Gary</u>	<u>Ott</u>	<u>Van Dyke</u>
Aye	Aye	Aye	Aye

- 7.2.3 ADOPTION OF RESOLUTION #2010-2011.19 – AUTHORIZATION FOR BANK SIGNATURES
Noreen Bastian recommended that the Board adopt Resolution 2010-2011.19, *Authorization for Bank Signatures*, which will allow the Superintendent and the Business & Personnel Services Manager to open and close accounts, with full privileges, and to designate TVROCP staff as signator for the 2010-11 fiscal year. Aside from Superintendent Diane Centoni and Business & Personnel Services Manager Noreen Bastian, signators for all accounts will include Fred Rutledge, Principal of Correctional Education/Adult Programs, and Jorja Ivie, Director of Instructional and Student Support Services.

By the following roll call vote, the Board **adopted** Resolution 2010-2011.19, *Authorization for Bank Signatures*, for the 2010-2011 fiscal year.

<u>Henry</u>	<u>Gary</u>	<u>Ott</u>	<u>Van Dyke</u>
Aye	Aye	Aye	Aye

- 7.2.4 ADOPTION OF RESOLUTION 2010-2011.20, AUTHORIZATION FOR BUDGET/CASH TRANSFERS
Education Code §42600, District Budget Limitation on Expenditure, requires that the Tri-Valley ROCP Joint Powers Governing Board approve all fund transfers by means of written resolution approved by a majority vote of the Board.

Noreen Bastian reported that, given the financial crisis at the State level, the CDE is planning to delay apportionment payments to beyond June 30, 2011. Adoption of Resolution 2010-2011.20 will authorize the Superintendent and/or Business & Personnel Services Manager to make budget and/or cash transfers within and between funds and release funds from the Capital Outlay and Equipment Replacement Reserve in order to maintain payroll and payable obligations during the current State fiscal and cash crisis for the current fiscal year. The District will continue to meet payroll and other cash flow requirements of Fund 10 by merit of the fund balances in our other funds, specifically Fund 35. This resolution authorizing budget/cash transfers is offered to meet Education Code regulations during this crisis period.

By the following roll call vote, the Board **adopted** Resolution #2010-2011.20, *Authorization for Budget/Cash Transfers*.

<u>Henry</u>	<u>Gary</u>	<u>Ott</u>	<u>Van Dyke</u>
Aye	Aye	Aye	Aye

7.2.5 MEMORANDUM OF UNDERSTANDING FOR DIRECT DEPOSIT OF TVROCP FUNDS

Noreen Bastian reported that, last year, two of our member districts, Pleasanton Unified and Livermore Valley Joint Unified, opted to have the Alameda County Treasurer transfer all ROCP apportionments directly to their respective accounts. Within the following month, checks were issued to TVROCP for the appropriate amounts. This created a cash flow problem for TVROCP. Given the member districts' plan to flex funds in FY2010-11, TVROCP administration is concerned that this protocol will further impact our cash flow issue. The flex funds agreed to for FY11 are as follows: Dublin, \$120,000; Livermore, \$217,000; and Pleasanton, \$300,000, for a total of \$637,000.

TVROCP administration proposes to have each district authorize the County to deposit ROCP apportionments directly to TVROCP, and we will remit their respective flex amounts throughout the year as funds are available and no negative impact to TVROCP cash flow is created. Noreen Bastian stated that she has been advised by the Alameda COE Program Coordinator that we need something in writing to describe the amounts and the mechanism by which the money will change hands. Since there is no ROP apportionment when there is no state budget, TVROCP will soon have a cash flow situation. She stated that she sent the draft Memorandum of Understanding to the member district CBOs and asked for feedback and has heard from one district. She said she has also requested a meeting next week with the member districts to discuss how this would work and to work through any issues. She stated that Dublin USD already has Alameda County transfer the apportionment over to TVROCP when it is received, and they have no objection to the MOU, but we still need some discussions with Livermore and Pleasanton districts.

Board Member Stewart Gary asked if the Board can approve the concept of the MOU and leave the language up for discussion with the member districts, or if it must be approved verbatim. Noreen Bastian replied that it is presented to the Board this evening as a draft for discussion. She said she anticipates that TVROCP and the districts can come up with workable language which would then take affect prior to the next Board meeting, and that the Board could be advised of the final language. Mr. Gary stated that the MOUs could be emailed to the Board members who could let the Superintendent know if they have any objections.

By the following vote, the Board **approved** the concept of the MOU between TVROCP and member districts for the direct deposit of funds to the TVROCP, with language to be worked out between TVROCP with member districts.

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

At approximately 5:55 p.m., Board President Van Dyke departed the meeting to attend a school event. In accordance with Board Bylaws 9220, *Duties of Board Member in Charge*, Vice President Jennifer Henry presided over the remainder of the meeting.

7.2.6 APPROVAL OF THE SET-ASIDE OF FUNDS INTO FUND 35 FOR ANTICIPATED EXPENSES FOR THE PROP 1-D AUTO COLLISION, REPAIR AND REFINISHING MODERNIZATION PROJECT

Noreen Bastian presented an update on the Prop 1-D Project along with cost projections and recommendations for how to proceed. There are two variations with the spray

booth: one includes replacement of the sprinkler system, and the other includes a Dry Chemical Fire Replacement System which would cost \$30,000 less than the sprinklers. This Dry Chemical System, if approved by the State, is staff's recommendation; however, we believe it is prudent to be prepared in the event we need to go with a sprinkler system.

In the original proposal, staff were advised that the \$192,934 expense from a prior modernization project completed in 2006 would count as part of our match. We recently learned that we may need to verify that the prior modernization project was DSA-approved in order to use that expense as part of our cash match. In the absence of that match, TVROCP would have to contribute \$276,227 above the \$57,000 already transferred to Fund 35, which we cannot afford. Therefore, if the \$192,934 match is *allowed*, we recommend going forward with the full project and the set-aside of \$83,000 into Fund 35 from the Capital Outlay and Equipment Replacement Reserve. If the \$192,934 match is *disallowed*, we would not be able to meet the financial obligations of the full project and we recommend doing *only* the Spray Booth portion and the set-aside of \$45,000 into Fund 35 from the Capital Outlay and Equipment Replacement Reserve. Even by doing only the Spray Booth, we believe that the Auto Collision facility would be state-of-the-art and would provide a quality program for our students that would meet the industry standards that we strive to achieve.

Board Vice President Jennifer Henry asked who determines if the match is allowed. Noreen replied that the DSA Analyst makes the determination, the criteria being that the previous project had to be one that was DSA-approved. She said we are trying to ascertain documents from Livermore Valley Joint USD, and they are confident that they have all of the approvals.

Superintendent Centoni said that progress on this project is changing rapidly. Just this afternoon she received notification that the form that we submitted with the application is certification that the project was completed prior to the time frame to be able to be counted in Cycle 2 of this project. She said that when we went through all the work when we applied for the grant approval, all of our information indicated that we could use it as a match. She said it wasn't looking good last week when our contact at the Office of Public School Construction (OPSC) didn't have the answers, but the OPSC Fiscal Auditor then contacted her and has said that, because we did put it on our application and certified it as part of the project, it's very likely that it *will* be counted as part of the match. She said that, in working with our architect, he is also comfortable that it will be counted.

Board Vice President Jennifer Henry said that when she worked with the law firm of Atkinson, Andelson, Loya, Ruud & Romo they were just starting to see signs that OPSC was aggressively auditing where the money is coming from and where it's going. She said that we might call attorney Chet Quaide if the match is denied and we want to pursue an appeal. Superintendent Centoni said that that's a good resource. She added that the State Allocation Board and the State Board of Education did approve the allocation for the project some time ago.

By the following vote, the Board **approved** going forward with the full project and the transfer of \$83,000 into Fund 35 from the Capital Outlay and Equipment Replacement Reserve (Scenario 1), as amended, if the \$192,934 match is allowed, and **approved** only the Spray Booth portion and the transfer of \$61,000 into Fund 35 from the Capital Outlay and Equipment Replacement Reserve (Scenario 2), as amended, if the \$192,934 match is disallowed.

<u>Moved</u>	<u>Seconded</u>	<u>Ayes</u>	<u>Noes</u>	<u>Absent</u>
Gary	Ott	3	0	Van Dyke

7.2.7 APPROVAL OF EXPENDITURES FROM THE CAPITAL OUTLAY AND EQUIPMENT REPLACEMENT RESERVE

Noreen Bastian presented a request for Board approval of the expenditure of \$25,000 for equipment for an expanded Arts, Media and Entertainment pathway, and the expenditure of \$143,102 for the Prop 1-D Project.

TVROCP has been working with Dublin High School to provide room for the expanding Art, Media and Entertainment pathway. The plan has been to move into an additional classroom in January once a classroom is ready. In the meantime, we will continue to co-locate two classes and teachers in one room. With an increase in enrollment, we presently have 51 students in the one classroom. We need 10 additional Apple Computers, a server and printer to meet the demands of all the students. These 10 computers will be moved in January to the new classroom and 20 more will be purchased/leased in December. Estimated costs are: 10 Apple Computers (with a 3-year warranty): \$17,000; 1 Apple Server/Teacher Computer: \$4,000; Adobe software licenses: \$1,000; and a Printer: \$3,000, for a total of \$25,000.

In addition, administration requested approval to move forward with bid process and expend the money for the Prop 1-D Project for the purchase of a spray booth, compressor, and other associated costs (see action Item 7.2.6), for a total of \$143,102. Superintendent Centoni said that we may be able to expend the money without interfering with the Capital Outlay and Equipment Replacement Reserve, but she'd like to have Board approval just in case. She said that, once we get DSA approval (which should come next week) and CDE approval, all of the applications will go to OPSC where it takes about three weeks for release of funds. Noreen Bastian added that the quote from Rohner shows a fast turn-around, so we would need the money to be funded right away.

By the following vote, the Board **approved** the expenditure of \$25,000 for equipment for an expanded Arts, Media and Entertainment pathway, and **approved** the expenditure of \$143,102 for the Prop 1-D Project: Purchase of Spray Booth, Compressor and other associated costs, from the Capital Outlay and Equipment Replacement Reserve, as amended.

<u>Moved</u>	<u>Seconded</u>	<u>Ayes</u>	<u>Noes</u>	<u>Absent</u>
Gary	Ott	3	0	Van Dyke

7.2.8 APPROVAL OF REVISED SECTIONS OF THE CONSTRUCTION BIDDING DOCUMENTS

During its meeting of June 16, 2010, the TVROCP Joint Powers Governing Board approved the construction bidding documents for the Prop 1-D Auto Collision, Repair and Refinishing Modernization Project. Permission was granted from our member district, Livermore Valley Joint USD, to use their bidding package with a modification to reflect TVROCP and the Prop 1-D project, specifically. During the meeting, the Board requested that the Superintendent determine when the LVJUSD documents had been reviewed by LVJUSD's legal counsel. Research determined that the documents were created in 2005 and that they have not been used for bidding in recent years given that LVJUSD utilizes the lease-leaseback option.

With that information, the Superintendent followed Board advisement to seek legal counsel regarding specific sections of the bidding package related to insurance, indemnification, and disqualification of bidders due to non-responsibility (specifically, as it relates to bidder's involvement in litigation). Legal counsel has cautioned TVROCP against language presented in these specific sections of the bidding documents, and has recommended revisions that were presented for Board approval this evening. The

Notice Inviting Bids and qualification documents utilize an established, valid basis for determining non-responsible, unreliable bids. The qualification process includes a uniform system of rating bidders' financial ability and experience in performing public works on the basis of the completed questionnaires and financial statements.

Board Vice President Jennifer Henry said she is familiar with the Pre-Qualification document, and said it is a way of making sure the lowest bidder is responsible and weeding out those who are not.

By the following vote, the Board **approved** the revised sections of the construction bidding documents, as presented.

<u>Moved</u>	<u>Seconded</u>	<u>Ayes</u>	<u>Noes</u>	<u>Absent</u>
Ott	Gary	3	0	Van Dyke

7.3 PERSONNEL

7.3.1 ADOPTION OF RESOLUTION #2010-11.18 - REDUCTION/ELIMINATION OF CLASSIFIED EMPLOYEE SERVICES

Administration recommended Board adoption of Resolution 2010-2011.18, Reduction/ Elimination of Classified Employee Services. If adopted, the Custodian position will be reduced .045 from .295 FTE to .25 FTE and shall be a ten-month position. This reduction will result in a savings of \$1,844 for FY2010-11, and will become effective November 1, 2010, to allow for the statutory 45-day notice period.

By the following roll call vote, the Board **adopted** Resolution 2010-2011.18, Reduction/Elimination of Classified Employee Services (.045 FTE), as presented.

<u>Henry</u>	<u>Gary</u>	<u>Ott</u>
Aye	Aye	Aye

7.4 EDUCATIONAL SERVICES—None

8.0 APPROVAL OF CONSENT CALENDAR

Superintendent Centoni requested that item 8.1.2, Board Calendar for 2010-2011, be removed from the Consent Calendar and addressed individually under item 9.0, Deferred Consent Items.

By the following vote, the Board **approved** the Consent Calendar, as amended (omitting item 8.1.2, Board Calendar – 2010-11).

<u>Moved</u>	<u>Seconded</u>	<u>Ayes</u>	<u>Noes</u>	<u>Absent</u>
Ott	Gary	3	0	Van Dyke

8.1 ADMINISTRATION

8.1.1 APPROVAL OF MINUTES

Approved the minutes of the regular meeting of June 16, 2010, and the special meeting/workshop of August 16, 2010.

~~8.1.2 BOARD CALENDAR – 2010-2011 - PULLED FROM CONSENT~~

8.2 BUSINESS

8.2.1 MEMORANDUMS OF UNDERSTANDING BETWEEN TVROCP AND THE COLTON REDLANDS YUCAIPA ROP FOR PARTICIPATION IN THE CTE TEACH PROJECT AND FOR ACCEPTANCE AND USE OF EQUIPMENT PROVIDED TO TVROCP THROUGH THE CTE TEACH PROJECT

Approved the two Memorandums of Understanding for TVROCP's participation in the CTE Teach Project and use of equipment, as presented.

8.3 PERSONNEL

8.3.1 APPROVAL OF PERSONNEL DOCUMENT – ROCP

Approved the Personnel Document for ROCP, as presented.

- 8.3.2 APPROVAL OF PERSONNEL DOCUMENT – ADULTS IN CORRECTIONAL EDUCATION
Approved the Personnel Document for Adults in Correctional Education, as presented.
- 8.3.3 APPROVAL OF EMPLOYER ADVISORY COMMITTEES
Approved the TVROCP Employer Advisory Committees, as presented.
- 8.3.4 APPROVAL OF THE TRI-VALLEY ROCP 2010-2011 CERTIFICATED HOURLY RATE
Approved the 2010-2011 certificated hourly rate for Saturday, evening, and summer teachers and non-student contact time for the Tri-Valley ROCP.
- 8.3.5 APPROVAL OF THE TRI-VALLEY ROCP CLASSIFIED SALARY SCHEDULE
Approved the classified salary schedule, as presented.

8.4 EDUCATIONAL SERVICES

- 8.4.1 TEXTBOOK APPROVAL – Environmental Science: A Global Concern
Approved the new textbook, *Environmental Science: A Global Concern*, for use in the Environmental Science and AP Environmental Science courses, as presented.

9.0 DEFERRED CONSENT ITEMS

- 9.1 BOARD CALENDAR – 2010-2011
Superintendent Centoni recommended that the regular Board meeting of December 9, 2010, be changed to November 30, 2010, 4:00 p.m. closed session, 4:30 p.m. open session. With Board approval, scheduled meeting dates for the remainder of the 2010-11 school year are: October 26, 2010 (Special), 10:00 a.m.; November 30, 2010, 4:00 p.m.; January 20, 2011 (annual organizational meeting), 5:00 p.m.; March 20, April 7 (special), May 12, and June 23, 2011, 5:00 p.m..

By the following vote, the Board *approved* the revised JPCB Board calendar, as recommended.

<u>Moved</u>	<u>Seconded</u>	<u>Ayes</u>	<u>Noes</u>	<u>Absent</u>
Ott	Gary	3	0	Van Dyke

10.0 INFORMATION ITEMS

10.1 ADMINISTRATION

- 10.1.1 2009-2012 TVROCP STRATEGIC PLAN
Superintendent Centoni presented the Board with an updated 2009-2012 Strategic Plan. The 2008-2011 Strategic Plan was approved by the TVROCP Joint Powers Governing Board on December 11, 2008. The Plan has been updated for 2009-2010, and has been a standing informational agenda item. During its meeting of March 12, 2009, the Board recognized the difficulty of setting goals in these tough economic times of budget cuts. The Board recommended that, given we have a good strategic plan, we finish what has been charted out and survive the next year fiscally. The TVROCP 2009-2012 Strategic Plan was developed with that focus. The updated plan, presented to the Board this evening for information, reinforces the overall vision, mission and goals of the Tri-Valley ROCP to promote the success of all students. The Plan has been updated to show the progress of actions including those completed and also shows what resources were used in 2009-2010. The Plan will be updated to include resources estimated to accomplish the goals in 2010-11.

10.2 BUSINESS

- 10.2.1 TRI-VALLEY ROCP BUDGET AND CASH FLOW REPORT
Noreen Bastian, Business & Personnel Services Manager, presented the budget and cash flow reports. The budget report and cash flow 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. Noreen Bastian,

Business and Personnel Services Manager, reported on the status of both this evening.

Budget: Adjustments to Budget Revenue include FY10 deferrals budgeted in FY11 but now recognized as receivables in FY10 (-\$232,000) and additional Workforce Investment Act (WIA) grant money (\$32,498). Adjustments to Budget Expenses include the offset for additional WIA revenue.

Cash Flow: No income has been received except for the Accounts Receivable amount of \$367,000, although funds are coming in every day. We did receive a loan of \$400,000 from the Alameda County Treasurer so we could cover September payroll, and we will repay that loan as soon as possible so as not to incur interest, which is currently at 2%. Also, we contacted Piper Jaffray regarding our pursuing a Tax Revenue Anticipation Note (TRAN). The Board will hear more about that and will receive a resolution for adoption during its November meeting.

10.2.2 2009-2010 P-3 ATTENDANCE REPORT

Noreen Bastian presented the P-3 Attendance Report which itemizes ADA attendance by high school district and off-campus programs. The report covers the period July 1, 2009, through June 30, 2010, and includes Adult CalWORKs and Handicap ADA. Noreen reminded the Board that the new Budget Act suspended the requirement to report attendance, and established the 2007-08 P-3 as the basis for funding through the 2012-2013 school year. However, CDE and Superintendent Centoni highly recommend the continuation of attendance reporting for planning and accountability purposes. Noreen reported that we ended the 09-10 year with a total of 726.88 P-3 ADA for all of our district programs and 373.86 for the jail.

10.3 PERSONNEL—None

10.4 EDUCATIONAL SERVICES

10.4.1 OPENING ENROLLMENT UPDATE 2010-2011

Jorja Ivie, Director of Instructional and Student Support Services, reported on the 2010-2011 opening of school, to include class schedules and student enrollment. She presented a chart of the enrollment numbers from the schools as of August 20 and the counts of students in seats on September 9. Jorja stated that staff have done an analysis as we carefully watch the enrollment numbers and ensure that we continue to grow. Figures show that the number of students who showed up for class in August is 9% less than those who requested the courses in the Spring, slightly better than the 11% difference the previous school year. She said that we have reduced enrollment in some areas but have a slight increase overall.

Board Vice President Jennifer Henry asked what the top 2 or 3 classes are among students. Jorja stated that Video Game Art and Design (which is the class with 41 students and 30 computers) and Sports and Entertainment Marketing are the most popular. There is also a great interest in the nursing career and medical occupations but we can only accept a certain number of students so those enrollment numbers are consistent. The Waste Water Treatment course also had more interest than the 100 students we are able to invite to orientation. Unfortunately, there has been a drop in enrollment in Developmental Psychology of Children.

10.4.2 CORRECTIONAL EDUCATION/ADULT PROGRAMS

Fred Rutledge, Principal of Correctional Education/Adult Programs presented an update on programs. (1) They had a graduation on July 21 and were pleased to have Superintendent Centoni and Board Vice President Jennifer Henry in attendance. The next graduation is scheduled for November 17, 12:00 noon. (2) The Career Expo will be

held September 22 at the jail. They are expecting approximately 700 inmates to be rotated through the gymnasium in a round-robin with the opportunity to meet face-to-face with employers, present their resumes, and inform the employers of when the inmates will be out and available. It's very exciting for the inmates. (3) On September 28 there will be a follow-up to the Strategic Planning that began in Summer 2008. Commander Harris has requested an update prior to her retirement September 30. Next week, the new Commander will be announced. (4) We have been encouraged to start our programs with new inmates. We began the GED class in June, and a Computer Applications Employability class in August with a pilot program of ten inmates. Currently, it's three days a week and may be expanded to five, which will help with ADA. Other classes have dropped since last December when there was an influx of inmates leaving early. He said that stopped when jail personnel realized that the early-release program is for state prisons and not county inmates. (5) On October 21, the California Jail Programs Association is meeting here in Alameda County, and we'll be an active part of that.

11.0 CORRESPONDENCE

- 11.1 Letter from the Alameda County Office of Education regarding the Adopted TVROCP Budget for fiscal year 2010-11

12.0 BOARD MEMBER REPORTS

- 12.1 Board Vice President Jennifer Henry: (1) She attended the jail graduation and found it to be very rewarding. The food was great, and they had a nice tour of the facility in a golf cart. (2) She said that, as many people know, she has decided not to run for re-election to the Dublin USD Board. Sean Kenney is running for her position and will be seated unopposed. John Ledahl also resigned from the Board due to health issues, and the Board will appoint someone to fill his seat. She noted that several women have applied.

Board Members Stewart Gary and Jim Ott had no report.

13.0 ANNOUNCEMENTS

- 13.1 The next regular meeting of the Tri-Valley ROCP JPGB will be held **November 30, 2010, 4:00 p.m. closed session/4:30 p.m. open session**, in the Tri-Valley ROCP District Office Board Room, 2600 Kitty Hawk Rd #117, Livermore. A special meeting is tentatively scheduled for October 26, 2010, 10:00 a.m.
- 13.2 Alameda County Teacher of the Year Awards Ceremony, October 7, 2010, 6:00-9:00 p.m., Castro Valley Center for the Arts.

14.0 ADJOURNMENT

There being no further business to discuss, the regular meeting was adjourned at approximately 6:35 p.m.

Sincerely,

Diane Centoni
Secretary to the Board

Original signed

*Approved and entered into the proceedings
of the Board this 30th day of November, 2010.*

Jennifer Henry
Board Vice President