



**Minutes of the Regular Meeting  
of the Tri-Valley Regional Occupational Center/Program  
Joint Powers Governing Board  
June 16, 2010  
TVROCP District Office Board Room**

**1.0 OPENING CEREMONY – MEETING OF THE BOARD IN PUBLIC – 10:05 a.m.**

The meeting was called to order by President Guin Van Dyke; also present were Vice President Jennifer Henry and Members Jim Ott and Stewart Gary. The Closed Session agenda was approved by S. Gary, seconded by J. Ott, motion carried 4-0.

**2.0 ADJOURNED TO CLOSED SESSION – 10:05 a.m.**

Superintendent Diane Centoni attended the closed session with present Board members.

**3.0 RECONVENE INTO REGULAR MEETING OF THE BOARD IN PUBLIC – 10:30 a.m.**

The meeting was called to order by President Guin Van Dyke; also present were Members Jennifer Henry, Jim Ott and Stewart Gary.

Carole Johnson led the Board in the Pledge of Allegiance.

**4.0 PUBLIC ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION**

G. Van Dyke reported two actions taken in closed session:

- 4.1 The Board voted 4/0 to extend the Superintendent's contract for an additional one year through the 2012-2013 school year.
- 4.2 The Board voted 4/0 to grant one classified administrative assistant health retirement benefits until age 65.

**5.0 APPROVAL OF THE AGENDA**

<b>MOTION:</b>	It was moved by J. Ott, seconded by J. Henry and motion carried 4-0, to approve the agenda for the June 16, 2010 Regular Board Meeting as presented
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**6.0 COMMENTS FROM THE AUDIENCE**

No audience present.

**7.0 SUPERINTENDENT'S REPORT**

D. Centoni reported that Shay Galletti, Jacque Barker and Tami Raaker were recognized at the Pleasanton PTA and School District Excellence in Education Awards. She reported that, out of the 12 people recognized, three were TVROCP employees. D. Centoni updated the Board on SB1298 (L. Hancock) and noted it passed in the Senate by a vote of 28-3. It will now go to the Assembly Education Committee. There is no date set for the hearing. D. Centoni reported that she and Noreen Bastian met with Jan Shipley from LVJUSD regarding the Prop 1-D project. They went through timelines and discussed working with the architect. She mentioned that the bid documents were in the Board members' packets. She stated that the project would not start this summer; it has just gone to DSA for approval. She was anticipating getting approval by mid-August and would then know if there will be any add-ons. She said that the cost to upgrade the sprinkler system would be higher than anticipated. She also said that if TVROCP decides to go to bid, it would take about 4-6 weeks for the award, plus lead time for receiving the equipment. At this time, we expect completion in mid-January if all goes as planned. She said that if we must do all the design contingencies, the cost is over the \$50,000 set as a cap. She stated that TVROCP would have to assess whether to do all or part of the project. The spray booth alone with the possible need to design and install a new sprinkler system may take all the funding.

D. Centoni reported on the Staff In-Service on May 27<sup>th</sup> at the Dublin School District Board Room, adding that J. Ivie did a great job putting together the agenda. The staff did an exercise on a topic from National Geographic "What's Right With the World." She reported that TVROCP Animation teacher, Brett Shapiro, and his students were recognized by the City of Dublin on June 1<sup>st</sup>. The students' projects work products were presented. D. Centoni reported that the Correctional Education program at Santa Rita Jail has begun serving state inmates with a new GED class and is working with inmate services on plans to start a computer employability class for state inmates, as well. D. Centoni reported on the TEC Administrative Council 2010-11 planning meeting. Agendas and themed presentations were drafted for each TEC Collaborative meeting. Yesterday, she visited the TEC cross-district faculty teams who worked two days on the Tri-Valley-wide CTE pathways as part of an SB 70 grant. TVROCP teachers Shay Galletti and Laurie Andrews served as facilitators. D. Centoni reported that the CTE Teach grant will fund significant materials and equipment which were recommended by the state grant coordinator recommended to be installed in our Boardroom. Included are a smart board, a \$1,500 conferencing center, and two 32-inch flat panels for training. D. Centoni reported that the Administrative Assistant position has been posted and since the job included assisting the Board, she asked for Board representation in the selection process. She invited trustees to the TVROCP Correctional Education Santa Rita Jail graduation on July 21. She recognized the TVROCP culinary instructors and inmates who will prepare the meal for the ceremony. She reported that Fred Rutledge will be the keynote presenter as T. Roosevelt at the Pleasanton Rotary North meeting at the Pleasanton Hilton on July 16, 12:00 p.m. D. Centoni reported that J. Ivie, N. Bastian, and S. Galletti will join her at the CAROCP Conference and Board meeting in San Diego. Ivie, Galletti and Centoni's participation is funded by the CTE Teach grant.

**8.0 OPENING OF PUBLIC HEARING: BUDGET FOR 2010-11**

<b>ITEM 8.1</b>	<b>PUBLIC COMMENTS</b> None
<b>ITEM 8.2</b>	<b>CLOSE OF PUBLIC HEARING</b> <b>10:40</b>

**9.0 ITEMS SCHEDULED FOR REPORT, DISCUSSION AND POSSIBLE ACTION**

<b>ITEM 9.1</b>	<b>ADOPTION OF RESOLUTION NO. 2010-11.15 - DESIGNATE FUNDS TO THE OUTLAY AND EQUIPMENT REPLACEMENT RESERVE</b>
Presentation:	N. Bastian presented Resolution No. 2010-11.15 to designate funds to the Capital Outlay and Equipment Replacement Reserve. She noted that at the Second Interim there was a modification to the amount to meet the TVROCP reserve. She said that, again, an adjustment must be made for the 2010-2011 school year that was significantly more than at the Second Interim. She noted that the deficit spending for next year would be \$448,000, part of which is due to the fact that TVROCP is losing \$756,000 of revenue from the withholding of funds from the member districts. She said that as of June 30, 2011, the capital reserve would be \$66,000; down from \$865,000. She noted that TVROCP is receiving prior year ROP funding and, as that money comes in, TVROCP would like to start building up the reserves to help develop programs for the future.
Discussion	S. Gary commented that he would like ROP to include the Board in any funds coming back in so the Board can communicate to their districts that the money would be going to programming and used wisely and would not disappear into normal ROP operations without Board decision.
MOTION:	It was moved by S. Gary, seconded by J. Ott and motion carried 4-0 to adopt Resolution 2010-11.15, Designate Funds to The Capital Outlay and Equipment Replacement Reserve.  Roll Call Vote: G. Van Dyke – Yes J. Henry – Yes S. Gary – Yes J. Ott – Yes

<b>ITEM 9.2</b>	<b>ADOPTION OF THE BUDGET FOR THE 2010-2011 SCHOOL YEAR</b>
Presentation:	<p>N. Bastian presented the Budget for the 2010-2011 school year and the estimated actuals for 2009-2010. She noted that cash flow is the most important issue TVROCP is dealing with because of the way the state is deferring apportionments. Once the state passes the state budget, the ROP budget will be reviewed. She also noted that TVROCP must hold strong that the amounts the districts are withholding have to stay as presented and not increase or that will definitely jeopardize the TVROCP budget. She spoke about working with the districts on how the apportionments will be paid out. S. Gary commented that the way it is stated for Livermore, the withholding of funds would help only this year's budget. He also stated that the Livermore Board never considered putting ROP into county control or destroying Career Technical Education. He expressed concern that because of the district's withholding, the ROP would have to spend money to float a TRAN. He mentioned that if ROP could not get the county borrowing, perhaps ROP could work with the three member districts' CFO's regarding the way the float is withheld so it could be done in a way that the ROP could avoid a TRAN until all the state money floats again. N. Bastian spoke about the money flow from the state and the rollercoaster effect. She mentioned that she is researching the way summer payments for payroll are made and would like to make some changes. D. Centoni explained that 10-month employees are paid three checks in June and how that affects the cash flow.</p> <p>N. Bastian reported that the JPA Agreement may need to be amended to allow TVROCP to issue a TRAN. ROP will know better about cash flow when the books are closed. She stated that her multi-year projections were projected to assure TVROCP's ability to have a 5% reserve for economic uncertainties to retain positive certification in the out years.</p>
Discussion:	S. Gary complimented N. Bastian on a very understandable, well put-together budget and narrative.
MOTION:	It was moved by J. Henry, seconded by J. Ott and motion carried 4/0 to adopt the 2010-2011 Budget as presented.
<b>ITEM 9.3</b>	<b>RESOLUTION NO. 2010-2011.16 – TEMPORARY BORROWING FROM THE ALAMEDA COUNTY TREASURY</b>
Presentation:	N. Bastian reported that the county offered to do this acknowledging that TVROCP may run into some difficulties in light of the withholding of funds from the member districts. She stated that TVROCP would like to have this ability to borrow funds from the County Treasurer should they need it and would like to have the preliminary documents in place to start the process in case of need.
Discussion:	There was no discussion.
MOTION:	<p>It was moved by J. Ott, seconded by S. Gary and motion carried 4-0 to adopt Resolution 2010-11.16, Temporary Borrowing from the Alameda County Treasury.</p> <p><u>Roll Call Vote:</u>  G. Van Dyke – Yes      J. Henry – Yes  S. Gary – Yes            J. Ott – Yes</p>
<b>ITEM 9.4</b>	<b>APPROVAL OF CONTRACT</b>
Presentation:	D. Centoni reported on the standard contract with the Dublin Beauty College (DBC). She said that TVROCP had a negotiations meeting with DBC, and TVROCP would be saving approximately \$40,000 from what was expended last year and will entirely phase out ROP services to adults. TVROCP will continue service for high school students and adults will contract directly with the DBC for their training.



<b>ITEM 9.8</b>	<b>FISCAL</b>
Presentation:	N. Bastian reported on the regularly scheduled budget report and cash flow. She reported she was monitoring cash flow very carefully this year and discussed the STRS/PERS liability that is incurred each month. She reported that it should have been reported as part of the cash flow bottom line. She said that the monthly income, May apportionments and the invoice from the Alameda County Jail would cover June's large payroll. D. Centoni noted that N. Bastian called for all receivables and invoices and most of it has now come in to cover the large payroll coming up.
Discussion:	There was no discussion.
MOTION:	Informational item only.
<b>ITEM 9.9</b>	<b>2009-2012 STRATEGIC PLAN</b>
Presentation:	D. Centoni briefly reviewed the most recent updates to the Strategic Plan since the May 13, 2010, JPGB meeting.
Discussion:	There was a brief discussion regarding the posting of the TVROCP Handbook and Policies and Procedures on the TVROCP Website. The Handbook will be posted for staff access at the present time, with the intention of public access in the future. She noted that TVROCP is exploring using CSBA's GAMUT Services because of its ease, but cost may be a limiting factor. GAMUT also sends out updates regarding legal changes to policy. It was suggested to post the procedures as a PDF and break it down into separate sections. J. Henry stated that she liked the idea of having the Handbook and Policies online so staff has instant access. D. Centoni said the goal is to have the information on the website for the August all-staff inservice.
MOTION:	Informational item only.
<b>ITEM 9.10</b>	<b>2010-2011 GOAL-SETTING WORKSHOP – SPECIAL BOARD MEETING</b>
Presentation:	D. Centoni briefly spoke about the upcoming JPGB goal-setting workshop that will be a joint meeting with member district Superintendents and their designated staff. The date has been confirmed for August 16 <sup>th</sup> at the Dublin Civic Center from 11:00 a.m. to 1:00 p.m. She asked the Board for input regarding specific format, facilitation and content. She suggested that an overview of the budget and an affirmation of the one-time withholding funds as an agenda item. She also noted that she facilitated the last workshop and asked the Board to consider a facilitator.
Discussion:	<p>There was discussion about hiring a facilitator and the cost of doing this. S. Gary was under the impression that the meeting was an updating workshop regarding budget and ROP's strategic plan goals and dialoging with the member districts. Several facilitators were considered and a no-cost solution was recommended. D. Centoni said she would research this further.</p> <p>D. Centoni said that the basic format and purpose of the meeting is to gain input from our member districts and trustees on our goals and strategic intent. The draft 2010-11 goals were referenced. The overarching goal is to provide high quality services in years to come with the following focus areas: programming, fiscal stability which ties to the budget, and marketing and promotion. We would bring in our goals and have the Superintendents and their designees give us input about specific outcomes. She suggested having a discussion about success indicators and what would help the districts in knowing that we are successfully serving their students. S. Gary remarked that two hours was not a great deal of time and we need to be sure to leave enough time for priorities; time management would be very important. It was suggested that perhaps a legal firm would donate sandwiches for lunch and donate their services for a 5- to 10-minute presentation on any legal updates related to ROPs. D. Centoni asked the Board to email</p>

	her if they have any comments or ideas for the agenda.
MOTION:	Informational item only.
<b>10.0 APPROVAL OF CONSENT CALENDAR</b>	
Presentation:	The consent calendar was presented for approval.
Discussion	J. Henry requested that Item 10.4, New Course Approval, be pulled for further discussion.
MOTION:	It was moved by J. Henry, seconded by S. Gary and motion carried 4/0 to approve the consent calendar as amended.
<b>ITEM 11.0 DEFERRED CONSENT ITEMS</b>	
J. Henry asked for clarification regarding who requested the ASL course and if it meets the “a-g” requirement for foreign language. J. Ivie remarked that it had been approved for “a-g” elective at another ROP and TVROCP has not yet received notification from the State. D. Centoni stated that this was a request from Livermore and Granada high schools for TVROCP to offer the course. A byproduct of this request is that there is some interest from other schools to offer the same. D. Centoni said that J. Ivie is working on making sure there is enough career emphasis and there are sufficient jobs in interpretive services. TVROCP is recommending that the capstone class, ASL II, be offered.	
MOTION:	J. Ott moved to approve 11.0 – Deferred Consent Item 10.4, New Course Approval, and S. Gary seconded. Motion carried 4/0 to approve the ASL II course.
<b>12.0 CORRESPONDENCE</b>	
A Letter of Commendation from the Pleasanton Council PTA for TVROCP Developmental Psychology of Children Instructor Shay Galletti and Career Education Specialist Jacque Barker.	
<b>13.0 COMMENTS FROM THE BOARD</b>	
J. Henry mentioned that Senator Loni Hancock would be doing a budget presentation at the Dublin Library on June 17 <sup>th</sup> from 6:30 pm to 9:00 pm.	
<b>14.0 AGENDA ITEMS FOR NEXT MEETING</b>	
August 16, 2010 – Special Board Meeting and Goal-Setting Workshop – 11:00 a.m. – 1:00 p.m. Sept. 9, 2010 – Regular Meeting – 5:00 p.m.	
<b>ADJOURNMENT: 11:40 a.m.</b>	

Respectfully submitted,

Diane Centoni  
Secretary to the Board

**Original Signed**

*Approved and entered into the proceedings of the Board this 9th day of September, 2010.*

Jennifer Henry  
Board Vice President