



Tri-Valley Regional Occupational Center/Program

2600 Kitty Hawk Rd #117, Livermore, CA 94551-9699
ph (925) 455-4800 fax (925) 449-9126

JOINT POWERS GOVERNING BOARD MEETING

Regular Meeting of September 9, 2010

5:00 p.m. Closed Session/5:30 p.m. Open Session

THE MISSION OF TRI-VALLEY ROCP IS TO:

- *Educate and train a broad spectrum of students by providing a bridge of opportunity connecting school to continuing education and career.*
- *Support and guide the development of life and career skills valued by business, industry, colleges, and society.*
- *Provide an environment of continuous program improvement, responsive to the changing needs of students, employers, and industry.*

JOINT POWERS GOVERNING BOARD MEETING PROCEDURES

Members of the public are encouraged to attend meetings of the Board. Individuals may address the Board regarding items **on** the agenda during the agenda item or, for Closed Session items, prior to Board adjournment into Closed Session. To address the Board regarding an item that **is** on the agenda, please complete a **blue speaker card** and submit it to the Administrative Assistant prior to Call to Order of the meeting, when possible, or prior to the agenda item you wish to address. This allows the Board President to divide the available time among speakers.

Speakers may address the Board under agenda item 5.0, PUBLIC COMMENT, regarding topics that are under the Board's jurisdiction but are **not** on the agenda. Speakers should complete a **yellow speaker card** and submit it to the Administrative Assistant prior to Call to Order of the meeting. By law, the Board may listen to comments, but may not enter into discussion nor take action on any item not on the agenda. Time is limited to 5 minutes per speaker and 20 minutes per subject matter.

AGENDA

5:00 p.m.

1.0 OPENING CEREMONY - MEETING OF THE BOARD IN PUBLIC

1.1 Call to Order /Roll Call

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

1.2 Approval of the Agenda

The Board or Superintendent may remove or change the order of agenda items.
Recommendation: **Approve** the agenda, as presented.

ACTION

1.3 Public Comment on Closed Session Agenda

2.0 ADJOURNMENT TO CLOSED SESSION

Pursuant to Government Code §54957:

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

Title: Superintendent

Accessibility to Facilities and Agenda Materials: The Tri-Valley ROCP desires to make all of its public meetings accessible to the public. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities, as required by Section 202 of the Americans with Disabilities Act of 1990. Any person with a disability who requires a modification or accommodation in order to participate in this meeting should direct such request to the Tri-Valley ROCP Superintendent, 2600 Kitty Hawk Road, Suite 117, Livermore, CA 94551, or by calling (925) 455-4800 at least 48 hours before the meeting, when possible. Non-confidential materials related to an item on this agenda submitted to the Board after distribution of the agenda packet are available for public inspection in the Superintendent's Office (address above) during normal business hours.

5:30 p.m. (approximately)

3.0 RECONVENE INTO OPEN SESSION

- 3.1 Pledge of Allegiance
- 3.2 Welcome by Board President Guin Van Dyke

4.0 ANNOUNCEMENT OF ANY REPORTABLE ACTION TAKEN IN CLOSED SESSION

5.0 PUBLIC COMMENT on matters not on the agenda

At this time, members of the public may address the Board regarding any matter that is *not* on the agenda. (For items that *are* on the agenda, the opportunity for public comment will be presented during each agenda item.) Speakers should submit a speaker card to the Administrative Assistant prior to Call to Order of the meeting: a *yellow card* for items not on the agenda and a *blue card* to speak during an agenda item. Speakers will be called upon in random order.

6.0 SUPERINTENDENT'S REPORT

The Superintendent will report on her activities that are of interest to the Board and community.

7.0 ITEMS SCHEDULED FOR REPORT, DISCUSSION AND POSSIBLE ACTION

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Back-up*

7.1 ADMINISTRATION

- 7.1.1 APPROVAL OF THE 2010-2011 TVROCP GOALS **ACTION** 1
 Recommendation: **Approve** 2010-2011 TVROCP Goals and Strategic Intent.
- 7.1.2 BIENNIAL REVIEW OF TVROCP CONFLICT OF INTEREST CODE, AND **ACTION** 7
 ADOPTION OF UPDATED BOARD BYLAW 9270, CONFLICT OF INTEREST
 Recommendation: **Adopt** updated Board Bylaw 9270, *Conflict of Interest*.

7.2 BUSINESS

- 7.2.1 UNAUDITED ACTUALS FOR 2009-10 **ACTION** 20
 Recommendation: **Approve** the *unaudited actuals which shows income and expenditures for the 2009-2010 fiscal year*.
- 7.2.2 ADOPTION OF RESOLUTION #2010-2011.17 - DISTRIBUTION OF FUNDS **ACTION** 70
 INTO CAPITAL OUTLAY AND EQUIPMENT REPLACEMENT RESERVE ACCOUNT
 Recommendation: **Adopt** *Resolution #2010-2011.17 authorizing the distribution of funds into the Capital Outlay and Equipment Replacement Reserve Account*.
- 7.2.3 ADOPTION OF RESOLUTION #2010-2011.19 – AUTHORIZATION FOR **ACTION** 73
 BANK SIGNATURES
 Recommendation: **Adopt** *Resolution #2010-2011.19, Authorization for Bank Signatures*.
- 7.2.4 ADOPTION OF RESOLUTION 2010-2011.20, AUTHORIZATION FOR **ACTION** 76
 BUDGET/CASH TRANSFERS
 Recommendation: **Adopt** *Resolution #2010-2011.20, Authorization for Budget/Cash Transfers*.
- 7.2.5 MEMORANDUM OF UNDERSTANDING FOR DIRECT DEPOSIT OF **ACTION** 78
 TVROCP FUNDS
 Recommendation: **Approve** the *MOU between TVROCP and member districts for the direct deposit of funds to the TVROCP*.

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| 7.2.6 | <u>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</u> Recommendation: <i>The Board may choose to act on one or both of the following:</i> a. If the \$192,934 match is allowed, approve going forward with the full project and the transfer of <u>\$83,000</u> into Fund 35 from the Capital Outlay and Equipment Replacement Reserve (Scenario 1); and/or b. If the \$192,934 match is disallowed, approve only the Spray Booth portion and the transfer of <u>\$61,000</u> into Fund 35 from the Capital Outlay and Equipment Replacement Reserve (Scenario 2) | ACTION | 80 |
| 7.2.7 | <u>APPROVAL OF EXPENDITURES FROM THE CAPITAL OUTLAY AND EQUIPMENT REPLACEMENT RESERVE</u> Recommendation: Approve the expenditure of \$25,000 for equipment for expanded Arts, Media and Entertainment pathway, and the expenditure of \$165,106 for Prop 1-D Project: Purchase of Spray Booth, Compressor and other associated costs, from the Capital Outlay and Equipment Replacement Reserve. | ACTION | 83 |
| 7.2.8 | <u>APPROVAL OF REVISED SECTIONS OF THE CONSTRUCTION BIDDING DOCUMENTS</u> Recommendation: Approve the revised sections of the construction bidding documents, as presented. | | 88 |
| 7.3 | PERSONNEL | | |
| 7.3.1 | ADOPTION OF RESOLUTION #2010-11.18 - REDUCTION/ELIMINATION OF CLASSIFIED EMPLOYEE SERVICES Recommendation: Adopt Resolution #2010-11.18, <i>Reduction/Elimination of Classified Employee Services.</i> | ACTION | 142 |
| 7.4 | EDUCATIONAL SERVICES—None | | |
| 8.0 | APPROVAL OF CONSENT CALENDAR The Consent Calendar is for items that require Board approval but are of routine nature. The Board acts upon these items in one vote. Any member of the Board or public may pull an item from Consent to be discussed and acted upon separately under agenda item 9.0. Recommendation: Approve the Consent Calendar, as presented. | ACTION | 144 |
| 8.1 | ADMINISTRATION | | |
| 8.1.1 | APPROVAL OF MINUTES Approve the minutes of the regular meeting of June 16, 2010, and the special meeting/workshop of August 16, 2010. | | 145 |
| 8.1.2 | BOARD CALENDAR – 2010-2011 The JPGB Board calendar is included for approval of any date changes. Approve the JPGB Board calendar, as presented. | | 159 |
| 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 Approve the two Memorandums of Understanding for TVROCP’s participation in the CTE TEACH Project and use of equipment, as presented. | | 161 |

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| 8.3 | PERSONNEL | | |
| 8.3.1 | APPROVAL OF PERSONNEL DOCUMENT – ROCP The Board must act on all issues regarding employees of the ROCP. The personnel document is used to specify each area. Approve the Personnel Document for ROCP, as presented. | | 170 |
| 8.3.2 | APPROVAL OF PERSONNEL DOCUMENT – ADULTS IN CORRECTIONAL EDUCATION The Board must act on all issues regarding employees of the ROCP. The personnel document is used to specify each area. Approve the Personnel Document for Adults in Correctional Education, as presented. | | 172 |
| 8.3.3 | APPROVAL OF EMPLOYER ADVISORY COMMITTEES Approve the TVROCP Employer Advisory Committees, as presented. | | 174 |
| 8.3.4 | APPROVAL OF THE TRI-VALLEY ROCP 2010-2011 CERTIFICATED HOURLY RATE Approve the 2010-2011 certificated hourly rate for Saturday, evening, and summer teachers and non-student contact time for the Tri-Valley ROCP. | | 180 |
| 8.3.5 | APPROVAL OF THE TRI-VALLEY ROCP CLASSIFIED SALARY SCHEDULE Approve the classified salary schedule, as presented. | | 181 |
| 8.4 | EDUCATIONAL SERVICES | | |
| 8.4.1 | TEXTBOOK APPROVAL – Environmental Science: A Global Concern Approve the new textbook, <i>Environmental Science: A Global Concern</i> , for use in the Environmental Science and AP Environmental Science courses, as presented. | | 183 |

9.0 DEFERRED CONSENT ITEMS

If any items were pulled from the Consent Calendar to be addressed individually, they will be discussed and acted upon at this time.

10.0 INFORMATION ITEMS

Staff Reports

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| 10.1 | ADMINISTRATION | | |
| 10.1.1 | 2009-2012 TVROCP STRATEGIC PLAN The Superintendent will provide an update on the 2009-2012 Strategic Plan. | —Diane Centoni | 184 |
| 10.2 | BUSINESS | —Noreen Bastian | 196 |
| 10.2.1 | TRI-VALLEY ROCP BUDGET AND CASH FLOW REPORT The Business & Personnel Services Manager will review and answer questions on these regularly scheduled informational reports. | | |
| 10.2.2 | 2009-2010 P-3 ATTENDANCE REPORT The Board will receive the P-3 attendance report for 2009-2010. | —Noreen Bastian | 199 |
| 10.3 | PERSONNEL —None | | |
| 10.4 | EDUCATIONAL SERVICES | | |
| 10.4.1 | OPENING ENROLLMENT UPDATE 2010-2011 The Director of Instructional and Student Support Services will report on the 2010-2011 opening of school, to include class schedules and student enrollment. | —Jorja Ivie | 210 |

10.4.2 CORRECTIONAL EDUCATION/ADULT PROGRAMS —*Fred Rutledge* 202
The Principal of Correctional Education/Adult Programs will present
an update on programs.

11.0 CORRESPONDENCE

11.1 Letter from the Alameda County Office of Education regarding the Adopted TVROCP Budget 203
for fiscal year 2010-11

12.0 BOARD MEMBER REPORTS

Board members will have the opportunity to report on recent activities or share comments. There will be
no Board discussion and no action taken during this item.

13.0 ANNOUNCEMENTS

13.1 The next regular meeting of the Tri-Valley ROCP JPGB will be held **December 9, 2010, 5:00 p.m.**,
in the Tri-Valley ROCP District Office Conference Room, 2600 Kitty Hawk Rd #117, Livermore.

14.0 ADJOURNMENT

GVD:DC:lc/Posted 09-02-10

**Textbooks under consideration for Board approval (agenda item 8.4.1) will be available for viewing
September 3-9, 2010, 8:00 a.m.- 3:00 p.m.
in the Tri-Valley ROCP Administrative Office, 2600 Kitty Hawk Rd #117, Livermore, CA.**