



## Tri-Valley Regional Occupational Center/Program

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### **JOINT POWERS GOVERNING BOARD** **Agenda for the Regular Meeting of January 26, 2011** **6:00 p.m.**

#### **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 Chairperson 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.

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#### **6:00 p.m.**

#### **1.0 CALL TO ORDER/ROLL CALL**

Board Member Stewart Gary will call to order the meeting of the Tri-Valley ROP Joint Powers Governing Board and will call for the Roll Call.

#### **2.0 PLEDGE OF ALLEGIANCE**

#### **3.0 ANNUAL ORGANIZATIONAL MEETING**

Superintendent Diane Centoni will lead 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 at 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 will introduce 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.

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**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.

- 3.2 **Election of Board Chairperson for 2011** – Passing of the gavel **ACTION**
- 3.3 **Election of Board Vice Chairperson for 2011** **ACTION**
- 3.4 **Approval of Dates and Times of Regular Meetings through January 2012** **ACTION**

**Recommendation:** *Approve* 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).

<b>February (TBD) 2011</b>	<b>Special Meeting</b> Board Governance Workshop
<b>MARCH 9, 2011</b>	<b>REGULAR MEETING</b>
<b>April 27</b>	<b>Special Meeting</b> Closed Session re Superintendent's Evaluation
<b>JUNE 16</b> (3rd Thu)	<b>REGULAR MEETING</b>
<b>SEPTEMBER 28</b>	<b>REGULAR MEETING</b>
<b>NOVEMBER 30</b>	<b>REGULAR MEETING</b>
<b>JANUARY 25, 2012</b>	<b>REGULAR MEETING</b>
<b>Date TBD</b>	<b>Special Meeting</b> Joint TVROCP/Member Districts' Planning Workshop

*Following the meeting, guests are invited to join the Board for refreshments as we congratulate our new Board members.*

- 4.0 **APPROVAL OF THE AGENDA**  
 The Board or Superintendent may remove or change the order of agenda items. **ACTION**  
 Recommendation: *Approve* the agenda, as presented.
- 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.
- 6.0 **SUPERINTENDENT'S REPORT**  
 The Superintendent will present two special recognitions:
  - 6.1.1 Nursing Career Program students **Sara Cha and Caitlyn Fox**, and their teacher Nancy McNeil, will be recognized by the Board for the students' exceptional care, encouragement, compassion, and integrity during their 2010-11 internship at Valley Care Hospital.

6.1.2 Dublin High School *Marketing and Economics of Business Ownership* teacher, **Lisa Pong**, will be recognized by the Board for being selected as **TVROCP Teacher of the Year for 2011.**

*Page in  
Back-up*

**7.0 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 8.0.

**7.1 ADMINISTRATION**

**7.1.1 Minutes of the Regular Meeting of November 30, 2010**

It is recommended that the Board approve the minutes, as presented.

2

**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**

It is recommended that the Board adopt Resolution 2011-01 recognizing February 2011 as Career Technical Education Month in TVROCP.

12

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

It is recommended that the Board approve the Course Sequencing, as presented.

14

Recommendation: **Approve** the Consent Calendar, as presented.

**ACTION**

**8.0 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.

**9.0 ACTION ITEMS**

**9.1 ADMINISTRATION**

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

Recommendation: **Approve** the 2009-10 TVROCP Annual Report to include the 2008-09 Student Follow-Up Study Results and 2009-10 Course Review, as presented.

**ACTION** 28

**9.2 BUSINESS**

**9.2.1 Approval of Budget Timeline**

Recommendation: **Approve** the budget timeline, as presented.

**ACTION** 41

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

**ACTION** 43

Recommendation: **Adopt** Resolutions 2011-02 through 2011-07, (a)-(f) below, as presented.

- (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

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

**ACTION** 51

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.

**Recommendation:** (The Board may wish to approve a contract with one of the three consultants who have presented a proposal to provide a half-day or full-day Governance Workshop for the Board and Superintendent.)

- 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: \$1800
- 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

**9.3 PERSONNEL—None**

**9.4 EDUCATIONAL SERVICES—None**

10.0 INFORMATION ITEMS

**Staff Reports**

10.1 ADMINISTRATION

—Diane Centoni

**Page in  
Back-up**

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

58

The Board will receive 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 are 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)

First Reading only; no action will be taken at this meeting.

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**

108

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*

**Page in  
Back-up**

**10.1.3 2009-13 TVROCP Strategic Plan and 2010-11 Action Plan** 115  
 The Superintendent will provide an update on the 2009-13 Strategic Plan and 2010-11 Action Plan.

**10.2 BUSINESS** —Noreen Bastian

**10.2.1 Tri-Valley ROCP Budget and Cash Flow Report** 128  
 The Business & Personnel Services Manager will review and answer questions on these regularly scheduled informational reports.

**10.2.2 2010-11 P-1 Attendance Report** 130  
 The Board will receive the P-1 attendance report for 2010-11.

**10.2.3 Update on Auto Collision Repair and Refinishing Prop 1-D Project** 132  
 The Board will receive an update on the Auto Collision Repair & 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 134

**12.0 BOARD MEMBER REPORTS**

Board members will have the opportunity to report on recent activities or share comments, including their recent participation in the California School Boards Association Annual Education Conference, if they so wish.

**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**