



Tri-Valley Regional Occupational Program

1040 Florence Road, Livermore, CA 94550

Ph. (925) 455-4800 - Fax (925) 449-9126

JOINT POWERS GOVERNING BOARD

**Special Board Meeting of October 28, 2015,
4:00 pm Closed Session, 5:00 pm Open Session**

THE MISSION OF TRI-VALLEY ROP 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.*
- *Educate all students, including Adults in Correctional Facilities, to acquire the skills, attitudes and values needed to find and retain jobs, to be socially responsible, and to make positive contributions to their families and the community.*

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 only at Special Board meetings, 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 or prior to the agenda item you wish to address. This allows the Board Chairperson to divide the available time among speakers.

JOINT POWERS GOVERNING BOARD

Joan Laursen, Chairperson
(925) 519-5310
jlaursen@pleasantonusd.net
Member District:
Pleasanton USD

Chuck Rogge, Vice Chairperson
(925) 447-1604
rogge.lvjUSD@isp.com
Member District:
Livermore Valley Joint USD

Dan Cunningham, Member
925-808-1084
cunninghamdan@dublinusd.org
Member District:
Dublin USD

Julie Duncan, Superintendent
(925) 455-4800 x 106
jduncan@tvrop.org
Secretary to the Governing Board

www.tvrop.org

Accessibility to Facilities and Agenda Materials: The Tri-Valley ROP 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 ROP Superintendent, 1040 Florence Road, Livermore, CA 94550, 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.

1. **CALL TO ORDER / ROLL CALL – 4:00 pm**

2. **PUBLIC COMMENT** – on posted closed session item

3. **ADJOURN TO CLOSED SESSION** - Pursuant to Government Code §54957 and §54957.6

3.1 **Public Employee: Performance Goals/Evaluation (14-15/15-16)**
Title: Superintendent

4. **RECONVENE IN OPEN SESSION**

4.1 **Pledge of Allegiance**

4.2 **Approval of the Agenda**

Prior to approving the agenda, a Board member may request that an agenda item be pulled or moved on the agenda.

4.3 **Announcement of Any Reportable Action Taken in Closed Session**

5. **PUBLIC COMMENT** on agenda item only

Only items published on the agenda may be discussed during a Special Meeting of the Joint Powers Governing Board.

6. **CONSENT CALENDAR**

The Consent Calendar is for items that require the approval of the Board, but are routine in nature. The Board acts upon these items in one vote. Any member of the Board, administration, or public may request that an item be pulled from the Consent Calendar and discussed and/or acted upon separately under Deferred Consent Items.

CONSENT - MOTIONS

6.1 **Approval of Minutes from the Regular Board Meeting of September 16, 2015**

The Board will consider the approval of the minutes from the September 16, 2015 Board Meeting.

6.2 **Approval of Bill and Salary Reports – September 1 – 30, 2015**

The Board will consider the approval of Bill and Salary warrants which show payment of the District's operating and salary expenditures for the prior month.

6.3 **Approval of Purchase Order Summary – September 1 – 30, 2015**

The Board will consider the approval of the purchase order summary which shows encumbrances of the District funds for the prior month.

6.4 **Approval of Workforce Innovation and Opportunity Act (WIOA) Title II Adult Education and Family Literacy Act Grant Program for 2015 - 2016**

Approve and accept the preliminary 2015 - 2016 allocation for the Workforce Innovation and Opportunity Act Grant, as presented.

7. DEFERRED CONSENT ITEMS

Items that are pulled from the Consent Calendar to be addressed individually will be discussed and acted upon at this time.

8. INFORMATION / ACTION ITEMS

Informational items are noted as informational only; Action items are up for a vote by the Board. Most items require a simple majority of Board member votes to pass.

8.1 Proposed Calendar of Meeting Dates for 2016 – information

Staff will present a proposed draft calendar of meeting dates for 2016.

8.2 Second Reading of Board Policy 4040.1, Staff Social Media Policy – information/action

The Board will receive a second reading of proposed Board Policy 4040.1; Staff Social Media Guidelines, with Board recommended changes. If the policy is found appropriate, the Board may approve.

9. CORRESPONDENCE

- Alameda County Office of Education, 2015-16 Adopted Budget
- Assembly California Legislature, Catharine Baker, Assemblywoman

10. SUPERINTENDENT'S REPORT

Julie Duncan, Superintendent, will report on recent meetings, activities, or legislation.

11. BOARD MEMBER REPORTS

Board members may wish to report on their recent activities.

12. ANNOUNCEMENTS

- The next Regular Meeting of the Board is scheduled for Wednesday, December 9, 2015 at 5:00 pm.

13. ADJOURNMENT

JD/as



TRI-VALLEY REGIONAL OCCUPATIONAL PROGRAM
JOINT POWERS GOVERNING BOARD SPECIAL MEETING
OCTOBER 28, 2015

CONSENT CALENDAR – MOTION – 6.1

AGENDA ITEM:

6.1 – Approval of Minutes from the Regular Board Meeting of September 16, 2015

RECOMMENDED ACTION:

As part of the Consent Calendar, approve the minutes, as presented.

BACKGROUND:

The minutes from the Regular Board Meeting of September 16, 2015 are presented for Board Approval.

FISCAL IMPACT:

None

SUPPORTING DOCUMENTS:

- Draft Minutes of September 16, 2015

Moved by:

Seconded by:

Passed by:



Tri-Valley Regional Occupational Program

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JOINT POWERS GOVERNING BOARD

Draft Minutes for the

Regular Board Meeting of September 16, 2015,

- 1. **CALL TO ORDER / ROLL CALL - 4:01 pm**
Chairperson, Joan Laursen called to order this regular meeting of the Joint Powers Governing Board on Thursday, September 16, 2015

Roll Call/Establishment of Quorum

Joan Laursen, Chairperson
 Chuck Rogge, Vice Chairperson
 Amy Miller, Alternate Member
 Julie Duncan, Secretary to the Board

Administrators/Staff Members

Kathleen Frazer, Administrative Program Dir.
 Cindy Alba, Asst. Supt. Ed. Services, LVJUSD
 Glen Sparks, CTE Apprenticeship Coord., PUSD
 Susan Kinder, CBO, LVJUSD
 Bill Branca, DUSD
 Tim McCarty, Assist. Superintendent, DUSD
 Anne Spalasso, Administrative Assistant

Others in Attendance

Dan Cunningham, DUSD Board Vice Pres.

Middle College at Las Positas Students

Christen Suriben
 Alyssa Anderson
 Jappanjot Syal

- 2. **PUBLIC COMMENT**
None

- 3. **ADJOURN TO CLOSED SESSION - Pursuant to Government Code §54957 and §54957.6**

- 3.1 **Public Employee: Performance Goals/Evaluation (14-15/15-16)**
Title: Superintendent

- 4. **RECONVENE IN OPEN SESSION - 5:01 pm**

- 4.1 **Pledge of Allegiance**

- 4.2 **Approval of the Agenda**

Ms. Laursen asked if there were any changes to the agenda. Superintendent Duncan introduced LVJUSD Chief Business Official, Susan Kinder. Ms. Kinder explained the page replacement, Fund 01, page 2, the assigned amount for 2015-2016 was not entered correctly and would detail at item 9.6.

<u>Moved</u>	<u>Seconded</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstain</u>	<u>Absent</u>
Miller	Rogge	3	0	0	0

- 4.3 **Announcement of Any Reportable Action Taken in Closed Session**
None

5. **PUBLIC COMMENT** on matters *not* on the agenda
None

6. **RECOGNITIONS**
None

7. **CONSENT CALENDAR**

CONSENT - MOTIONS

<u>Moved</u>	<u>Seconded</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstain</u>	<u>Absent</u>
Rogge	Miller	3	0	0	0

7.1 **Approval of Minutes from the Regular Board Meeting of June 17, 2015**
The Board will consider the approval of the minutes from the June 17, 2015 Board Meeting.

7.2 **Approval of Bill and Salary Reports – June 1 – August 31, 2015**
The Board will consider the approval of Bill and Salary warrants which show payment of the District's operating and salary expenditures for the prior months.

7.3 **Approval of Purchase Order Summary – June 1 – August 31, 2015**
The Board will consider the approval of the purchase order summary which shows encumbrances of the District funds for the prior months.

7.4 **Approval of Carl D. Perkins CTE Grant Funds for 2015-2016**
The Board will consider approving the 2015 -2016 Carl D. Perkins Grant Award.

CONSENT – RESOLUTIONS

In order to conduct regular operations of the District, the Board is being asked, in one roll call vote, to adopt Resolutions 2015-16.1 through 2015-16.6.

Secretary Duncan executed roll call; Miller, Laursen and Rogge.

<u>Moved</u>	<u>Seconded</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstain</u>	<u>Absent</u>
Miller	Rogge	3	0	0	0

7.5 **Resolution No. 2015-16.1 - Signature Card – Authorized Agents Payroll Warrants & Disbursements**
The Board will consider approval of this Resolution authorizing persons named to sign warrants and approval of payments on behalf of the District.

7.6 **Resolution No. 2015-16.2, Authorization for Bank Signatures**

7.7 **Resolution No. 2015-16.3, Appointment of Authorized Agents for State and Federal Applications**

7.8 **Resolution No. 2015-16.4, Budget Transfers of Funds – Revenues and Expenditures**

7.9 **Resolution No. 2015-16.5, Delegation of Authority**

7.10 Resolution No. 2015-16.6, Authorized Agents for Official Documents and Reports

8. DEFERRED CONSENT ITEMS

None

9. INFORMATION / ACTION ITEMS

Informational items are noted as informational only; Action items are up for a vote by the Board. Most items require a simple majority of Board member votes to pass.

9.1 Technology Bid Announcement – information

Superintendent Duncan reviewed the Technology information from last school year. Most tech updates and purchases were made during the summer but there are additional needs. The next purchase will exceed the State of California \$86,000 threshold and the request for bids will be published next week.

9.2 Middle College High School at Las Positas College Update – information

Superintendent Duncan introduced Kathleen Frazer, Administrative Program Director, who will introduce students.

Middle College consists of fifteen students from LVJUSD, five from PUSD and six from DUSD. When Ms. Frazer extended the invitation to students to come speak to the Board, these three students jumped at the chance; Alyssa Anderson, Christen Suriben and Jappanjot Syal. All three students home district is LVJUSD.

Alyssa Anderson (Granada) described her experience so far in Middle College. She likes the environment, fast pace and maturity level of other students. She feels this is the perfect transition to college and the best decision she has made so far in her life. Alyssa is taking the following college courses; Math 38, Intro to Engineering and English 1A.

Christen Suriben (Livermore) described his experience in Middle College. He likes the personal experience and environment. The no cost program is great. Christen is taking the following college courses; Math 65, Anatomy and Physiology.

Jappanjot Syal (Granada) described his experience in Middle College. He also feels it's the greatest decision he has made so far. He likes the independent feeling this program has given him. For the past year he didn't want to attend school and now he looks forward to going every day. Previously his GPA was very low and so far is earning straight A's. Jappanjot is taking the following college courses; Health 1, Psychology 1 and Math 65.

Students collectively complemented the program and staff, use of more technology by both instructor and student and stressing how this environment seems to work really well.

Students can take three high school courses, English, U.S. History and AVID and up to eleven college units.

Superintendent Duncan asked students what ROP should do to encourage more applications for next school year. Students felt promoting the fact that all the courses

and textbooks are “free” make the program very attractive. Students said that the personal invitation to each sophomore was what got them to attend the information night. In addition, advertise success stories early on webpages and other media with student testimonials.

Ms. Laursen encouraged and complimented students with their choices.

Mr. Rogge and Ms. Miller asked if the students still have activities at their home-high school or jobs. Jappanjot has applied at Calvin Klein at the outlets, goes to football games and the gym. Christen is looking forward to trying out for volleyball and Alyssa is going to try out for the diving team and wants to play powderpuff.

Ms. Frazer noted that there are ten seats available for the spring semester and 35 for 2015-2016.

Ms. Laursen and Ms. Miller both requested a field trip to visit Middle College.

Superintendent Duncan commented that we would plan an ROP tour for all the Board Members.

Ms. Frazer mentioned the next meeting of the Middle College “Joint Powers of the State” will be November 5th to review the year, what’s worked, what hasn’t and where do we go from here.

Ms. Duncan thanked the students for sharing the wonderful experiences and everyone involved in getting this program up and running in such a positive and extraordinary manner. Ms. Duncan was sad Dr. Douglas, Assistant Superintendent of Academic Services for PUSD was not here to enjoy the student testimony. Dr. Douglas was our starting inspiration for the Middle College Program.

9.3 First Reading of Board Policy 4040.1, Staff Social Media Policy – information

The Board will received the recommended addition to Board Policy 4040, Employee Use of Technology to add Board Policy 4040.1; Staff Social Media Guidelines.

Superintendent Duncan introduced the item and gave background on the policy and thanked Ms. Frazer for her great work on the policy. Our Attorney, Mr. Quaide gave it his seal of approval.

Ms. Laursen asked for an addition to policy on page 37 of the packet, (page one of the policy) to include the verbiage; Technology includes, but is not limited to.

Mr. Rogge asked to have Ed. Code cited where appropriate; he also complemented the policy that it is very comprehensive.

9.4 Approval of Tri-Valley ROP TEC California Career Pathways Trust (CCPT) Grant Coordinator Position – action

Superintendent Duncan presented the job description and compensation information in preparation of posting for the TEC CCPT Grant Coordinator Position.

This is a contractor position to coordinate the CCPT grant TVROP, PUSD, DUSD,

LVJUSD and Las Positas has been awarded. LVJUSD is the fiscal lead and this person will be the liaison between us all. TVROP budgeted for this position through the grant. This will be posted this week after approved.

Mr. Rogge asked about the minimum requirement of a CDL.

Superintendent Duncan explained this is because the person will be traveling between all districts.

<u>Moved</u>	<u>Seconded</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstain</u>	<u>Absent</u>
Rogge	Laursen	3	0	0	0

9.5 **Approval of the 2015 – 2016 Certificated Salary Schedule A, Classified Salary Schedule and Classified Confidential Salary Schedule – action**

Superintendent Duncan presented background information on Member District Salary Schedules and all the differences. The changes that were made are to start the process to equalize the TVROP salary schedule. Placement and growth were not logical in the present schedule. The presented changes will create more logical progression and allow granting of up to 16 years teaching experience for proper placement on the schedule. This only affected three teachers outside the planned budget resulting in the fiscal impact being \$7,931. The education stipend has been added for all columns. Mr. Rogge had asked back in June for a three to five year plan to bring TVROP salary schedules more closely aligned. All ROP employees had not received an increase for almost ten years, their work days were reinstated so it appeared their salaries were increased but that wasn't actually the case. The other piece was to increase Classified and Confidential schedules by 5%. Longevity verbiage was clarified. Salary Schedule A is high school, Salary Schedule B is Corrections. Corrections budget will not be adjusted at this time. It will be reviewed in this next budget. The percentage plan worksheet was also reviewed. The potential salary increases to be granted at member districts was also discussed.

Ms. Laursen asked for clarification on experience and credential for placement, benefit allowance for member districts and other ROP salary schedules.

<u>Moved</u>	<u>Seconded</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstain</u>	<u>Absent</u>
Miller	Laursen	3	0	0	0

9.6 **Approval of the 2014 – 2015 Unaudited Actuals - action**

Superintendent Duncan introduced Susan Kinder, Chief Business Official of LVJUSD. Ms. Kinder reviewed the 2014-2015 Unaudited Actuals and explained the General Fund, page 2 replacement. The change is the Assigned Amount, which is the funding set aside for Middle College, for 2015-2016. The correction is in F. Fund Balance, Reserves, 2) d) Assigned 2014-2015, which should read, \$655,466 and 2015-2016, which should read, \$373, 183.

Tri-Valley ROP is very healthy and able to meet all liabilities and within budget. Unaudited Actuals approved with the page replacement.

<u>Moved</u>	<u>Seconded</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstain</u>	<u>Absent</u>
Rogge	Miller	3	0	0	0

9.7 Approval of Personnel Document #091615 - action

Superintendent Duncan presented information regarding the Personnel Document and our newest Developmental Psychology of Children instructor, Fabilola Salceda. Fabilola is a former ROP and Las Positas student.

<u>Moved</u>	<u>Seconded</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstain</u>	<u>Absent</u>
Laursen	Rogge	3	0	0	0

10. CORRESPONDENCE

None

11. SUPERINTENDENT'S REPORT

Superintendent Duncan reviewed the staff in-service on August 19th, the upcoming Back-to-School nights, the upcoming College and Career Fair on October 14th being held at Dublin High School and the summer Welding Camp, where students learned in eight days how to build their own barrel BBQ and two field trips, to Alliance Welding Supply and Custom Gear and Machine.

12. BOARD MEMBER REPORTS

None

13. ANNOUNCEMENTS

- The next Regular Meeting of the Board will be held December 9, 2015 at 4:00 pm.

14. ADJOURNMENT

There being no further business, Chairperson Laursen adjourned the meeting at 6:22 pm.

Submitted,

Julie Duncan
Secretary to the Board

*Approved and entered into the proceedings
of the Board this 28th day of October, 2015.*

Joan Laursen
Board Chairperson

JL: JD: as



TRI-VALLEY REGIONAL OCCUPATIONAL PROGRAM
 JOINT POWERS GOVERNING BOARD SPECIAL MEETING
 OCTOBER 28, 2015

CONSENT CALENDAR – MOTION – 6.2

AGENDA ITEM:

6.2 – Approval of Bill and Salary Reports – September 1 – 30, 2015

RECOMMENDED ACTION:

As part of the Consent Calendar, approve bill and salary warrants, as presented.

BACKGROUND:

Bill and salary warrants are presented to the Board for ratification under the Consent Calendar at each regular JPGB meeting. The attached list of bill and salary warrants shows payment of the District’s operating and salary expenditures for the past two months. All of the warrants have been approved by the Alameda County Office of Education.

FISCAL IMPACT:

Operating Expenditures were \$102,761.59 and salary related expenditures were \$324,353.12.

SUPPORTING DOCUMENTS:

Warrant – Disbursements

WARRANT – DISBURSEMENTS	September 2015	TOTAL FOR PERIOD
PAYROLL RELATED	\$324,353.12	\$324,353.12
BOOKS/SUPPLIES	\$65,311.53	\$65,311.53
SERVICES	\$37,450.06	\$37,450.06
TOTAL	\$427,114.71	\$427,114.71

- Transaction Totals Report September 1 – 30, 2015

Moved by:
 Seconded by:
 Passed by:

SORT ORDER: Major Ob

SELECT Object Detail: 1000-5999

	Sort Value	Sort Level Description	Sort Level	Type	Debit	Credit	Net
=====							
**	Total 1000	By Major Object	(1)	DR-CR	291,861.29	50,583.34	241,277.95
**	Total 2000	By Major Object	(1)	DR-CR	36,336.33	0.00	36,336.33
**	Total 3000	By Major Object	(1)	DR-CR	54,834.51	8,095.67	46,738.84
**	Total 4000	By Major Object	(1)	DR-CR	65,984.06	672.53	65,311.53
**	Total 5000	By Major Object	(1)	DR-CR	44,815.68	7,365.62	37,450.06
		** G R A N D T O T A L **		DR-CR	493,831.87	66,717.16	427,114.71



TRI-VALLEY REGIONAL OCCUPATIONAL PROGRAM
JOINT POWERS GOVERNING BOARD SPECIAL MEETING
OCTOBER 28, 2015

CONSENT CALENDAR – MOTION – 6.3

AGENDA ITEM:

6.3 – Approval of Purchase Order Summary – September 1 – 30, 2015

RECOMMENDED ACTION:

As part of the Consent Calendar, approve the Summary of Purchase Orders, as presented.

BACKGROUND:

A summary of purchase orders is presented for Board approval under the Consent Calendar at each regular JPGB meeting and includes the purchase orders generated during the period since the last regular Board meeting. By issuing Purchase Orders the District is setting aside, or encumbering, funds for a specific purpose.

FISCAL IMPACT:

Total funds encumbered for this period are \$35,631.29

SUPPORTING DOCUMENTS:

- Purchase Order Descriptive Summary, September 2015

Moved by:

Seconded by:

Passed by:

LIVERMORE VALLEY JOINT UNIFIED SCHOOL DISTRICT

PURCHASE ORDER DESCRIPTIVE SUMMARY

<u>PO #</u>	<u>VENDOR NAME</u>	<u>REQUESTED BY</u>	<u>OBJECT DESCRIPTION</u>	<u>DATE</u>	<u>AMOUNT</u>
R16105	ACP DIRECT	WOODWORTH/LHS/TVROP	Materials & Supplies	09/02/2015	1,350.30
R16106	SCHOOL OUTFITTERS LLC	Morelli/Pavon	Materials & Supplies	09/02/2015	764.16
R16107	MEDCO SUPPLY CO	HELFRICH/LHS/TVROP	Materials & Supplies	09/02/2015	687.84
R16108	BLACK TIE TRANSPORTATION	SPALASSO/DGI/TVROP	Transportation Contracted	09/02/2015	983.44
R16109	CALIFORNIA REHABILITATION	MARSHALL/SRJ/TVROP	Travel & Conferences	09/02/2015	80.00
R16110	HOTEL CARLTON	MARSHALL/SRJ/TVROP	Travel & Conferences	09/08/2015	327.28
R16111	QES COMPUTERS	NYSWONGER/TVROP	Licensing agreements	09/08/2015	1,905.30
R16112	AMAZON.COM CORPORATE CREDIT	FRAZER/MIDDLECOLL/TVROP	Materials & Supplies	09/08/2015	1,000.00
R16113	MEDCO SUPPLY CO	HELFRICH/LHS/FHS/TVROP	Materials & Supplies	09/09/2015	563.63
R16114	CNS PRODUCTIONS	SLUSSER/SRJ/TVROP	Materials & Supplies	09/09/2015	878.34
R16115	ASSOC OF CALIFORNIA SCHOOL	DUNCAN/TVROP	Travel & Conferences	09/09/2015	125.00
R16116	SCHOOL SERVICES CALIF INC	SPALASSO/TVROP	Travel & Conferences	09/09/2015	255.00
R16117	FEDERAL RESERVE BANK OF SAN	MARSHALL/SRJ/TVROP	Travel & Conferences	09/09/2015	95.00
R16118	QES COMPUTERS	NYSWONGER/TVROP	Technology Supplies	09/18/2015	9,963.41
R16119	SQUAREUP	RAAKER/GHS/AVHS/DHS/FHS/TVROP	Technology Supplies	09/18/2015	7,481.06
R16120	THE REPRESENTATION PROJECT	SLUSSER/SRJ/TVROP	Materials & Supplies	09/22/2015	254.26
R16121	WESTERN ASSOC FOR COLLEGE	MORELLI/TVROP	Dues & Memberships	09/22/2015	225.00
R16122	SCANTRON CORPORATION	NYSWONGER/SRJ/TVROP	Non-Capitalized Equipment	09/22/2015	3,455.08
R16123	PEARSON EDUCATION INC	BUCKLEY/GHS/TVROP	Materials & Supplies	09/23/2015	54.68
R16124	AVID CENTER	FRAZER/MIDDLECOLL/TVROP	Travel & Conferences	09/25/2015	930.00
R16125	HYATT CORPORATION	SPALASSO/TVROP	Travel & Conferences	09/25/2015	183.45
R16126	CABLE WHOLESALE.COM	NYSWONGER/TVROP	Materials & Supplies	09/25/2015	130.26
R16127	GRAINGER INC, W W	Spalasso	Materials & Supplies	09/28/2015	411.59
R16128	HARRIS SCHOOL SOLUTIONS	SPALASSO/TVROP	Equipment Maint Agreements	09/30/2015	3,527.21
Grand Total:					35,631.29



TRI-VALLEY REGIONAL OCCUPATIONAL PROGRAM
JOINT POWERS GOVERNING BOARD SPECIAL MEETING
OCTOBER 28, 2015

CONSENT CALENDAR – MOTION – 6.4

AGENDA ITEM:

6.4 – Approval of Workforce Innovation and Opportunity Act (WIOA), Title II Adult Education and Family Literacy Act Grant Program for 2015 - 2016

RECOMMENDED ACTION:

As part of the Consent Calendar, approve receipt of the Workforce Innovation and Opportunity Act Grant Award Notification.

BACKGROUND:

The Tri-Valley ROP submitted an application for the Workforce Innovation and Opportunity Act Grant for Correctional Education programs at Santa Rita and Glenn Dyer jail. The California Department of Education completed its review of our application and found it to be in order.

This grant will provide support and enhance curriculum for high school diploma, ESL and prepare inmates to take the HiSET exam, all programs compile data into California's Comprehensive Adult Student Assessment program.

FISCAL IMPACT:

The grant will supplement programs at Santa Rita and Glenn Dyer in the amount of \$22,077.

SUPPORTING DOCUMENTS:

- California Department of Education, Grant Award Notification

Moved by:
Seconded by:
Passed by:

Grant Award Notification

GRANTEE NAME AND ADDRESS Julie Duncan, Superintendent Tri-Valley Regional Occupational Program 1040 Florence Road Livermore, CA 94550			CDE GRANT NUMBER			
			FY	PCA	Vendor Number	Suffix
Attention Fred Rutledge, Principal			15	13971	7400	00
			STANDARDIZED ACCOUNT CODE			COUNTY
Program Office Adult Education			Resource Code	Revenue Object	01	
Telephone 925-551-6694			3940	8290	INDEX	
Name of Grant Program Workforce Innovation and Opportunity Act, Title II: Adult Education and Family Literacy Act, Public Law 113-128, Section 225, Section 231, and Section 243					615	
GRANT DETAILS	Original/Prior Amendments	Amendment Amount	Total	Amend. No.	Award Starting Date	Award Ending Date
	\$22,077		\$22,077		July 1, 2015	June 30, 2016
CFDA Number	Federal Grant Number	Federal Grant Name			Federal Agency	
84.002A	V002A150005	Adult Education and Family Act			U.S. Department of Education	
<p>I am pleased to inform you that you have been funded for the Workforce Innovation and Opportunity Act, Title II: Adult Education and Family Literacy Act grant program.</p> <p>This award is made contingent upon the availability of funds. If the Legislature takes action to reduce or defer the funding upon which this award is based, then this award will be amended accordingly.</p> <p>Please return the original, signed Grant Award Notification (AO-400) to:</p> <p style="text-align: center;">Janet Morrison, Associate Governmental Program Analyst Adult Education Office California Department of Education 1430 N Street, Suite 4202 Sacramento, CA 95814-5901</p>						
California Department of Education Contact Janet Morrison				Job Title Associate Governmental Program Analyst		
E-mail Address jamorris@cde.ca.gov				Telephone 916-323-6045		
Signature of the State Superintendent of Public Instruction or Designee ▶ <i>Tom Tomblason</i>				Date October 15, 2015		
CERTIFICATION OF ACCEPTANCE OF GRANT REQUIREMENTS						
<i>On behalf of the grantee named above, I accept this grant award. I have read the applicable certifications, assurances, terms, and conditions identified on the grant application (for grants with an application process) or in this document or both; and I agree to comply with all requirements as a condition of funding.</i>						
Printed Name of Authorized Agent <i>Julie Duncan</i>				Title <i>Superintendent</i>		
E-mail Address <i>jduncan@trop.org</i>				Telephone		
Signature ▶ <i>Julie Duncan</i>				Date <i>10/19/15</i>		

Grant Award Notification (Continued)

Program Focus Area	Resource Code/PCA	Project Code	Payment Points	Value of Payment Point	2015-16 Grant Award Total
Section 225: Adult Basic Education (ABE), English as a Second Language (ESL), Adult Secondary Education (ASE)	3940/ 13971	38	130	\$169.83	\$22,077
Section 225 Core Performance Follow-up Survey			0	\$50	
Section 231: ABE, ESL	3905/ 14508	39	0	\$218.51	\$0
Section 231: ABE, ESL Core Performance Follow-up Survey			0	\$50	
Section 231: ASE	3913/ 13978	41	0	\$431.71	\$0
Section 231: ASE Core Performance Follow-up Survey			0	\$50	
English Literacy and Civics Education: Civic Participation and Citizenship Preparation	3926/ 14109	42	0	\$95.06	\$0
Total Award					\$22,077



TRI-VALLEY REGIONAL OCCUPATIONAL PROGRAM
JOINT POWERS GOVERNING BOARD SPECIAL MEETING
OCTOBER 28, 2015

INFORMATION ITEM - 8.1

AGENDA ITEM:

8.1 – Proposed Calendar of Meeting Dates for 2016

INFORMATIONAL BACKGROUND:

Administration will present the proposed meeting calendar for 2016.

SUPPORTING DOCUMENTS:

- *Draft TVROP Joint Powers Governing Board Meeting Calendar for 2016*

TVROP Joint Powers Governing Board
and
Member District Meeting Dates 2016

*Board Agendas will typically be posted and distributed by email the Friday before the Board Meeting.

	TVROP JPGB Meeting 5:00 pm closed session 6:00 pm open session (unless otherwise noted on Agenda)	TVROP Coordinating Council 3:30-5:00 pm	* Agenda Prep and Posting
January 2016	LVJUSD - 1/19 PUSD - 1/13, 1/27, DUSD - TBD	1/20 for 2/3 meeting	1/27, 28, 29
February 2016	TVROP (Organizational) - 2/03 LVJUSD - 2/2, 2/16 PUSD - 2/9, 2/23 DUSD - TBD		
March 2016	LVJUSD - 3/1, 3/16 PUSD - 3/10, 3/24 DUSD - TBD	3/23 for 4/20 meeting	
April 2016	TVROP - 4/20 LVJUSD - 4/12, 4/26 PUSD - 4/14, 4/28 DUSD - TBD		4/13, 14, 15
May 2016	LVJUSD - 5/10, 5/24 PUSD - 5/12, 5/26 DUSD - TBD		
June 2016	TVROP - 6/15 LVJUSD - 6/7, 6/28 PUSD - 6/9, 6/23 DUSD - TBD	6/01 for 6/15 meeting	6/10, 11, 12
July 2016	NO MEETINGS		
August 2016	LVJUSD - TBD PUSD - TBD DUSD - TBD		
September 2016	TVROP - 9/14 LVJUSD - TBD PUSD - TBD DUSD - TBD	9/02 for 9/14 meeting	9/7, 8, 9
October 2016	LVJUSD - TBD PUSD - TBD DUSD - TBD		
November 2016	LVJUSD - TBD PUSD - TBD DUSD - TBD	11/16 for 12/07 meeting	
December 2016	TVROP - 12/09 LVJUSD - TBD PUSD - TBD DUSD - TBD		11/30, 12/1, 2

DRAFT 10/23/15



TRI-VALLEY REGIONAL OCCUPATIONAL PROGRAM
JOINT POWERS GOVERNING BOARD SPECIAL MEETING
OCTOBER 28, 2015

INFORMATION / ACTION ITEM – 8.2

AGENDA ITEM:

8.2 – Second Reading of Board Policy 4040.1, Staff Social Media Policy

INFORMATIONAL BACKGROUND:

Administration will present the updated Staff Social Media Policy that will be added to Series 4000 - Personnel.

RECOMMENDED ACTION:

Should the Board find Policy 4040.1, Staff Social Media Policy appropriate, approve as written and adopt as policy.

SUPPORTING DOCUMENTS:

- Tri-Valley ROP Staff Social Media Guidelines

TRI-VALLEY ROP STAFF SOCIAL MEDIA GUIDELINES

The Tri-Valley Regional Occupational Program (hereinafter referred to as “Tri-Valley ROP” or “TVROP” or “District”) supports the use of online social media to facilitate District programs, departments and school sites in building a more successful parent, community, student and employee network. This document contains Tri-Valley ROP’s guidelines regarding the use of online social media.

Official District social media platforms are operated by the District for the purpose of communicating the District’s messages, and shall be used only for their stated purposes and in a manner consistent with this policy and the mission and goals of the District. In using social media, the District does not intend to create a limited public forum or otherwise guarantee an individual’s right to free speech. All official District-authorized communication through social media platforms shall comply with District policies and regulations, and be in accordance with the District’s Acceptable Use Rules and Regulations. [\(Education Code 35010\)](#)

A. Definitions:

“**Social Media**” means any online platform for collaboration, interaction, or active participation, including but not limited to, social networking sites such as Facebook, Twitter, YouTube, and LinkedIn.

“**Official District social media platform and District-authorized social media**” are sites authorized by the Superintendent or designee. Sites that have not been authorized by the Superintendent or designee but that contain content related to the District or comments on District operations, such as a site created by a parent-teacher organization, or other school-connected organization, or a student’s or employee’s personal site, are not considered official District social media platforms or District-authorized social media.

“**Technology**” **includes, but is not limited to;** computers, notebooks, the Internet, telephones, cellular telephones, personal digital assistants, pagers, MP3 players (e.g., iPods, etc.), USB drives, wireless access points (routers), or any wireless communication device.

“District Technology” is that which is owned or provided by the District, which includes the District’s Internet services.

“Personal Technology” is technology that is not owned or provided by the District.

B. Privacy

The District shall aim to protect the privacy rights of students, parents/guardians, employees, and other individuals in connection with official District social media platforms. [\(20 U.S.C. 1232g, 34 CFR 99.3, Education Code 49602\)](#)

The District’s Board policy pertaining to the posting of student photographs and the privacy of telephone numbers, home addresses, and email addresses, as specified in Board policy 1113: District Websites, shall also apply to official District social media platforms. [\(Education Code 49073\)](#)

District-authorized social media and networking sites and other online platforms shall not be used by District employees to transmit confidential information about students, employees, or District operations.

By submitting content to any of the District’s social media pages, users understand and acknowledge this information is available to the public. The District may use this information for internal and external purposes, and other users may use posted information in ways beyond the District’s control. Users who do not wish to have the information used, published, copied, or reprinted, should not post on the social media pages.

All posted content is subject to the California Public Records Act. All users of the District’s social media pages are also subject to any terms, policies, laws or regulations governing the social media website, platform, media, software, devices, or networks. [\(Government Code 6250 et seq.\)](#)

C. Official District Social Media Presence:

The District’s Internet home page, located at www.tvrop.org, contains links to District-approved social media pages which are authorized and administered by the Superintendent or designee. The Superintendent or designee has the discretion and right to temporarily or permanently disable, alter settings of, or shut down any social media pages at any time and for any reason.

Social media pages that have not been authorized by the Superintendent or designee and that contain posts, links, or comments related to or about the District, such as a site created by a parent-staff organization, or other

similar organization, or by an individual student or employee, are not administered by the District. The District is not responsible for any such social media pages or content.

The Superintendent may determine whether District social media sites or pages will permit "posting" of content by outside users. District-approved social media pages need not accept posts by any user other than an authorized District content owner. This determination shall be made in the best interests of the District and the educational program.

D. Requisite Authorization

1. **Authorization** - District presence on any social media site, including school-related accounts, such as clubs, teams, field trips, course, or other sites associated with the District or a District school must have the prior authorization of the TVROP administration before such a site is established. Any sites, accounts, or pages existing absent prior authorization will be subject to review, editing, and removal. As appropriate, a recommendation for disciplinary action may result.

To request permission for a District-related site, please utilize the following form and identify a "content owner," or individual responsible for performing regular monitoring and maintenance of the website or account, and a responsible administrator assigned to the specific site. Please note that for emergency purposes only, each District-affiliated site or social media account must name TVROP as an administrator. However, the site, specifically, the content owner and responsible administrator shall be responsible for monitoring and maintaining these sites and accounts.

If asked by media to comment on a school related issue, refer them to school and/or ROP administration.

2. **District Logo** - The use of the TVROP logo(s) on a social media site must be approved by the TVROP administration.

3. **General District Sites and Accounts** - Tri-Valley ROP's general social media sites, including the District's blogs, Facebook and Twitter accounts, will be managed by TVROP administration or their designee. Duplicate, unofficial sites shall be reported, and investigated.

4. **Sponsors and Advertising** - Sponsor logos are permissible on District-related websites, with the prior approval of TVROP administration. The page must also include or link to contact information for an individual who can provide information about sponsorship. Advertising for third-party events or activities unassociated with official District business is strictly prohibited.

5. **Content Disclaimer** – Each site shall contain a statement that specifies the site’s purpose along with a statement that users are expected to use the site for only those purposes. Each site shall also contain a statement that users are personally responsible for the content of their posts. These guidelines must be displayed to users or made available by hyperlink. Any content removed based on these guidelines must be retained, including the time, date and identity of the poster when available. The District reserves the right to restrict or remove any content that is deemed to violate this social media policy or any applicable law.

Any approved official presence on social media sites outside of those created and monitored by the District’s Communications Department shall include the following text:

“The views expressed on this site do not reflect the views of the Tri-Valley Regional Occupation Program. This site contains user-created content which is not endorsed by the District. Users are personally responsible for the content of their posts. The purpose of this site is” ... (then specify the purpose). Users are expected to use this site only for these stated purposes.

E. Maintenance and Monitoring Responsibilities

The content of all official District online social media pages shall be limited to current and useful information regarding the District’s official and sponsored educational programs, activities, and operations. Such content shall support the District’s educational mission and be appropriate for all audiences. Official District social media pages consist of District messages and re-messaged District related content (re-tweets) and shall not display or otherwise communicate content not expressly authorized by these guidelines.

The posting on official District social media pages of links to other online platforms or social media sites is permissible if the linked sites’ content is of an academic nature, supports the District’s educational mission, and is consistent with the District’s policies and regulations. The District is not responsible for the content of external online platforms, not associated with the specifically linked information.

Content owners are responsible for monitoring and maintaining official presences on social media sites as follows:

1. Content must conform to all applicable state and federal laws, as well as all District and board policies and administrative procedures.
2. Content must be kept current and accurate.
3. Content must not violate copyright or intellectual property laws and the content owner must secure the expressed consent of all involved parties for the right to distribute or publish recordings, photos, images, video, text, slideshow presentations, artwork or any other materials. Before posting any photographs of students, content owners shall review the list of students whose parents have not consented to having their child's photograph taken or published. No student photographs should be published for personal, promotional use or any other non-school related purpose. (17 U.S.C. 101 et seq., Education Code 49073)

TVROP administration recommends that content owners request that a second person review all photographs prior to publication. One person may catch issues that the first set of eyes overlooked.

4. Posting Photos or Movies without Permission - Do not post photos or movies of fellow employees without their prior written authorization. Do not use photos or movies taken at school without permission. Do not post photos or movies that contain students without parent consent.
5. All postings and comments by users are monitored and responded to as necessary on a regular basis. Postings and comments of an inappropriate nature or containing information unrelated to official or District business should be deleted promptly. Such postings shall be reported, investigated, and authors will be disciplined as appropriate.

F. Content Guidelines

Although the District does not regularly review or monitor content, the Superintendent or designee, may remove posts based on viewpoint-neutral considerations, such as lack of relation to the site's purpose or violation of the District's policy, regulation, or content guidelines.

Each official District social media platform shall prominently display:

1. The purpose of the site with a statement that users are expected to use the site only for the intended purpose(s).
2. Information regarding how to use the social media platform's security settings.
3. A statement that the site is regularly monitored and any inappropriate content will be removed.

4. A statement that the District is not responsible for the content of external online platforms.
5. A disclaimer that any user's reference to a specific commercial product or service is not the District's endorsement or recommendation of that product or service.
6. The individual(s) to contact regarding violation(s) of District's social media policy and regulation.

If the Superintendent or designee determines user-posted content will be allowed on a specific District social media page, the social media platform shall also:

- a. Prohibit inappropriate posts, including those with content that:
 - i. Is obscene, libelous, or so incites students as to create a clear and present danger of the commission of unlawful acts on school premises, violation of District or school rules, or substantial disruption of the school's orderly operation; or
 - ii. Is not related to the site's stated purpose, including but not limited to, comments of a commercial nature, political activity, and comments that constitute discrimination, harassment, bullying, or otherwise violate federal or state laws, or District policies, procedures, or regulations. [\(5 C.C.R. 80331 et seq., Education Code 200 et seq., 48907, 48900\(r\)\)](#)
- b. Include protocols for users, including expectations that users will communicate in a respectful, courteous, and professional manner.
- c. State that users are personally responsible for the content of their posts and the District is not responsible for the content of external online platforms.
- d. Include a disclaimer that the views and comments expressed on the site are those of the users and do not necessarily reflect the District's views.

G. Off-Campus versus On-Campus Social Media and Internet Use Guidelines

Although staff members enjoy free speech rights guaranteed by the First Amendment to the United States Constitution, certain types of communication, typically by virtue of their subject-matter connection to campus, may relate enough to school to have ramifications for the author or subject at the District site.

When using District technology, electronic communication is governed by the District acceptable use policy, which will be enforced accordingly. Students and staff have no right to privacy in any information stored on or accessed

by District technology (e.g., in the contents of personal files on the District's Internet system or other District technology, District email accounts, information accessed through the District's Internet system, etc.). District technology may only be used for educational purposes. Use for non-work purposes, including but not limited to, personal blogging, instant messaging, online shopping or gaming is not allowed. The use of District technology is a privilege and may be revoked at any time.

Use of personal technology/devices may violate the District's acceptable use policy if the District reasonably believes the conduct or speech will cause actual, material disruption of school activities or a staff member's ability to perform his or her job duties.

Courts have held that the off-campus online communications may be connected enough to campus to result in either student or staff-member discipline. [\(San Diego Unified School District v. Commission on Professional Competence \(Lampedusa\) \(2011\) 194 Cal.App.4th 1454\)](#)

This section of the guidelines is intended to present to District staff members examples of such situations, and guidelines for responsible, professional internet use.

1. Staff Use of Personal Technology (Best Practices)

a. Restrict On-Duty Use – Staff members may not use personal technology for non-work purposes during duty hours. The acceptable use of Personal Technology for non-District business must be limited to off-duty time and designated breaks.

b. Be Transparent - How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity or misrepresenting your identity. Be honest about who you are, where you work and what you do.

c. Always a School Employee - The lines between public and private, personal and professional are blurred in the digital world. Even when you have a disclaimer or use a different user-name, you will always be considered to be a District employee. Whether it is clearly communicated or not, you will be identified as working for and sometimes representing the school in what you do and say online. Always write in the first person and make it clear that you are speaking for yourself and not on behalf of the District.

d. Work/Personal Distinction – Staff members are encouraged to maintain a clear distinction between their personal social media use and any District-related social media sites.

e. School Values - Represent the District values. Express ideas and opinions in a respectful manner. All communications should be done in a professional manner. Build trust and responsibility in your relationships. Do not denigrate or insult others including students, staff, administrators, parents, or other Districts. Don't use unprofessional language or any other inappropriate content. Even though you are of legal age, consider carefully what you post through comments and photos. There are school Districts who have taken disciplinary action on staff that made posts relative to alcohol, sexual activities, and inappropriate comments regarding students and staff.

f. Professional Effectiveness - District employees must be mindful that any Internet information is ultimately accessible to the world. To avoid jeopardizing their professional effectiveness, employees are encouraged to familiarize themselves with the privacy policies, settings, and protections on any social networking websites to which they choose to subscribe and be aware that information posted online, despite privacy protections, is easily and often reported to administrators or exposed to District students.

g. Personal Social Networking & Media Accounts – Before employees create or join an online social network, they should ask themselves whether they would be comfortable if a 'friend' decided to send the information to their students, the students' parents, or their supervisor. Educators must give serious thought to the implications of joining an online social network.

h. Responsible Online Identity Monitoring – Employees are encouraged to monitor their 'online identity,' by performing search engine research on a routine basis in order to prevent their online profiles from being fraudulently compromised or simply to track information posted about them online. Often, if there is unwanted information posted about the employee online, that employee can contact the site administrator in order to request its removal.

i. Friending District Students – Employees may not have online interactions with students on social networking sites outside of those forums dedicated to academic use. District employees' social networking profiles and personal blogs may not be linked to District students' online profiles. Additionally, District employees should use appropriate discretion when using social networks for personal communications and must limit this activity to off-duty hours and the use of their own electronic communication devices.

j. Use of District Social Media - Staff members who participate in official District social media platforms shall adhere to all applicable District policies and regulations, including but not limited to professional standards related to interactions with students, staff, and the public. Use of official District social media pages in violation of this policy may result in disciplinary action, up to and including termination of employment and referral to the appropriate law enforcement agencies. The District may suspend or terminate user rights for individuals who violate District standards.

k. Contacting Students Off-Hours – When in doubt about contacting a District student during off-duty hours, begin by contacting the student’s parent(s) or legal guardian through their District registered phone number. District employees should only contact District students for educational purposes and must never disclose confidential information possessed by the employee by virtue of his or her District employment.

Because online content can be spread in mere seconds to a mass audience, the District encourages employees to ask themselves before posting any information online whether they would be comfortable having this information printed in the newspaper alongside their photo.

**If you would not bring it into the classroom,
do not post it online!**

SOCIAL MEDIA SITE AUTHORIZATION FORM

Employees of the Tri-Valley Regional Occupation Program who wish to create and maintain an official District or school presence on any social media site must have a copy of this completed form on file in the school/department supervisor's office, and a copy submitted to the TVROP administration, prior to a social media site's activation. Either a hard copy or pdf copy filed electronically is acceptable. Note: Once authorized by TVROP or department supervisor, the social media site administrator and their supervisor are fully responsible for regular monitoring of the site, appropriate online conduct and adhering to the District's policies, regulations, acceptable use policies, and related guidelines, including the official Social Media Guidelines. By submitting this form, you are agreeing to comply with the Terms and Conditions set forth in the Tri-Valley ROP Staff Social Media Guidelines.

Date: _____

Dept. or School Site: _____

Employee Name: _____ ID: _____

Employee Title: _____ District e-mail: _____

Nature of request:

- Website: _____
- Blog: _____
- Other: _____
- Other: _____
- Other: _____

Purpose of presence on social media site:

SITE ACCOUNT INFORMATION:

E-mail address associated with site: _____

User name: _____

Password: _____

All individuals with site account access:

Name: _____ Title: _____
Name: _____ Title: _____
Name: _____ Title: _____

AUTHORIZATION BY SCHOOL PRINCIPAL OR DEPARTMENT SUPERVISOR:

Name: _____ Signature: _____

Title: _____ Date: _____



TRI-VALLEY REGIONAL OCCUPATIONAL PROGRAM
JOINT POWERS GOVERNING BOARD SPECIAL MEETING
OCTOBER 28, 2015

CORRESPONDENCE – 9.0

AGENDA ITEM:

9.0 – Correspondence

RECOMMENDED ACTION:

No action required.

BACKGROUND:

Letters mailed or hand delivered (hard copy), excluding email, addressed to the Board and received at the District Office 72 hours prior to the Board meeting are summarized for Board review.

FISCAL IMPACT:

None

SUPPORTING DOCUMENTS:

- Alameda County Office of Education, 2015-16 Adopted Budget
- Assembly California Legislature, Catharine Baker, Assemblywoman



Alameda County Office of Education

L. Karen Monroe
Superintendent

September 28, 2015

BOARD OF EDUCATION

Joaquin Rivera
Trustee Area 1

Marlon L. McWilson
Trustee Area 2

Ken Berrick
Trustee Area 3

Aisha Knowles
Trustee Area 4

Fred Sims
Trustee Area 5

Eileen McDonald
Trustee Area 6

Yvonne Cerrato
Trustee Area 7

Joan Laursen, Chairperson
Board of Education
Tri-Valley ROP
1040 Florence Rd.,
Livermore, CA 94550

RE: 2015-16 Adopted Budget

Dear Chairperson Laursen:

In accordance with Education Code Section 42127, we have examined the Adopted Budget of Tri-Valley ROP (the ROP) for fiscal year 2015-16 to determine if it complies with the Criteria and Standards adopted by the State Board of Education, and if it allows the ROP to meet its financial obligations during the upcoming fiscal year. By statute, this review must be completed on or before September 15 of each fiscal year.

Based on our review and analysis, we are satisfied that the Adopted Budget approved by the ROP's Governing Board on June 17, 2015 accurately reflects the financial status of the ROP and is consistent with the State's Criteria and Standards. We therefore **approve** the Adopted Budget with the comments outlined below.

Cash Flow Concerns

We continue to recommend that all LEAs closely monitor their cash flow throughout the fiscal year. We encourage the ROP to continue to maintain a healthy reserve in excess of the required minimum to adequately meet cash flow needs for payroll and other obligations.

ROP Issues

The ROP will need to stay informed of the possibility of their participating districts exercising flexibility with the ROP funds. It is essential that the ROP maintain strong communication with the member districts to assess any possible reduction in the ROP's revenue stream.

313 W. Winton Ave.
Hayward, California
94544-1136

(510) 887-0152

www.acoe.org

We want to express our appreciation to the ROP staff, the Governing Board, and the community for their continued diligence and hard work. If you have any questions or concerns regarding our review process, please feel free to call me at (510) 670-4140, or contact Gary Jones at (510) 670-4270.

Sincerely,



L. Karen Monroe, Superintendent
Alameda County Office of Education

cc: Board of Education, Tri-Valley ROP
Julie Duncan, Director, Tri-Valley ROP
Susan Kinder, Chief Business Official, Livermore Valley Joint USD
Gary Jones, Associate Superintendent, ACOE
Jeffrey B. Potter, Executive Director, ACOE
Shirene Moreira, Director, ACOE

STATE CAPITOL
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FAX (916) 319-2116

DISTRICT OFFICE
2440 CAMINO RAMON, SUITE 345
SAN RAMON, CA 94583
(925) 328-1515
FAX (925) 328-1514

Assembly California Legislature



CATHARINE B. BAKER
ASSEMBLYWOMAN, SIXTEENTH DISTRICT

COMMITTEES
VICE CHAIR: HIGHER EDUCATION
TRANSPORTATION
BUSINESS AND PROFESSIONS
PRIVACY AND CONSUMER PROTECTION

JOINT LEGISLATIVE AUDIT

Tri-Valley Regional Occupation Program
1040 Florence Road
Livermore, CA 94550

Dear Tri-Valley ROP,

Congratulations on the election as a recipient of the grant for career technical education by the State Superintendent of Public Instruction Tom Torlakson!

You clearly have a passion for helping students in our community, evident by the work put into helping students connect with employers and training students for employment. The dedication to our community is inspiring and commendable.

I wish you great success in all of your future endeavors. I also wish you a rewarding and successful year! Again, congratulations as a recipient of the grant for career technical education, and thank you for making our community a better place.

Warm regards,

A handwritten signature in blue ink that reads "Catharine B. Baker".

CATHARINE B. BAKER
Assemblywoman, 16th District