



## Tri-Valley Regional Occupational Program

1040 Florence Road, Livermore, CA 94550

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

### **JOINT POWERS GOVERNING BOARD** **Regular Board Meeting of February 3, 2016** **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 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.

Speakers may address the Board under agenda item **4.0, PUBLIC COMMENT**, regarding items of public interest within 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 3 minutes per speaker and 20 minutes per subject matter.

#### **JOINT POWERS GOVERNING BOARD**

**Joan Laursen**, Chairperson  
(925) 519-5310

[jlaursen@pleasantonusd.net](mailto:jlaursen@pleasantonusd.net)

Member District: Pleasanton USD

**Chuck Rogge**, Vice Chairperson  
(925) 447-1604

[rogge.lvjUSD@isp.com](mailto:rogge.lvjUSD@isp.com)

Member District:  
Livermore Valley Joint USD

**Dan Cunningham**, Member  
925-808-1084

[cunninghamdan@dublinusd.org](mailto:cunninghamdan@dublinusd.org)

Member District: Dublin USD

**Julie Duncan**, Superintendent  
(925) 455-4800 x 106

[jduncan@tvrop.org](mailto:jduncan@tvrop.org)

Secretary to the Governing Board

[www.tvrop.org](http://www.tvrop.org)

**1. CALL TO ORDER / ROLL CALL – 5:00 pm**

**2. CONVENE TO ANNUAL ORGANIZATIONAL MEETING OF THE BOARD**

TVROP Board Bylaws 9100, *Organization*, and the Fifth Amended Joint Powers Agreement require the Governing Board to hold its annual organizational meeting during the first meeting of the calendar year. At this meeting, the Board shall elect a Chairperson and Vice Chairperson from its members and develop a schedule of regular meetings for the year.

**2.1 Election of Board Chairperson for 2016**

**2.2 Election of Board Vice Chairperson for 2016**

**2.3 Approve the 2016 TVROP Joint Powers Governing Board Calendar**

*The newly appointed Chairperson of the Joint Powers Governing Board will assume the Chair at this time. Past Chair shall pass the Chairpersons Gavel to newly the newly appointed Chair.*

**3. RECONVENE TO OPEN SESSION**

**3.1 Flag Salute - Pledge of Allegiance**

**3.2 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. PUBLIC COMMENT**

At this time, members of the public may address the Board regarding matters not on the agenda but within the Board's jurisdiction. (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. Time is limited to 3 minutes per speaker and 20 minutes per topic.

**5. RECOGNITIONS**

**5.1** Recognition of Donald Nyswonger, TVROP Instructor, Computer Applications, Santa Rita Adult Program

**5.2** Recognition of Sophie Samii, Granada High School, Medical Occupations Student, Veterinary Studies

**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 December 9, 2016**

The Board will consider approving minutes from the December 9, 2016 Board Meeting.

**6.2 Approval of Bill and Salary Reports – December 1, 2015 – January 31, 2016**

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

**6.3 Approval of Purchase Order Summary – December 1, 2015 – January 31, 2016**

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

**6.4 Adopt Proclamation for CTE Month – February 1 – 29, 2016**

The Board will consider the approval of a Proclamation in support of the Association for Career Technical Education and National CTE Month.

**CONSENT – RESOLUTIONS**

**6.5 Resolution No. 2015-16.7, Board Members' Signature Card**

Education Code Section 42632 states, each order drawn on the funds of a school district shall be signed by at least a majority of the Governing Board or by a person or persons authorized by the Governing Board and said Governing Board signatures shall be updated annually with the residing County Office of Education.

**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 Approval Personnel Document #020316 - action**

The Board must act on all issues regarding employees of the TVROP. The Personnel Document specifies each area, to include new hires, resignations, retirements and vacancies.

**9. CORRESPONDENCE**

➤ California State Controller, Betty T. Yee, 2014-15 Fiscal Certification Letter

**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 Joint Powers Governing Board is scheduled for Wednesday, April 20, 2016.

**13. ADJOURNMENT**

JD/as



TRI-VALLEY REGIONAL OCCUPATIONAL PROGRAM  
JOINT POWERS GOVERNING BOARD MEETING  
February 3, 2016

## **ANNUAL REORGANIZATION – 2.1**

### **ANNUAL REORGANIZATION:**

2.1 – Election of Board Chairperson for 2016

### **BACKGROUND:**

TVROP Board Bylaws 9100, Organization, and the Fifth Amended Joint Powers Agreement require the Governing Board to hold its annual organizational meeting during the first meeting of the calendar year.

TVROP Board Bylaw 9130, states the Board shall consist of three members, with two being officers, a Chairperson, and Vice Chairperson. The Superintendent (or designee) shall be an ex officio, non-voting member of the Board and will serve as Secretary to the Board. The Board shall, during the first meeting of each year, elect a Chairperson and Vice Chairperson from among the Representatives. This information is subsequently filed with the County Superintendent of Schools.

### **FISCAL IMPACT:**

None

### **SUPPORTING DOCUMENTS:**

None

Moved by:

Seconded by:

Passed by:



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February 3, 2016

## **ANNUAL REORGANIZATION – 2.2**

### **ANNUAL REORGANIZATION:**

2.2 – Election of Board Vice Chairperson for 2016

### **BACKGROUND:**

TVROP Board Bylaws 9100, Organization, and the Fifth Amended Joint Powers Agreement require the Governing Board to hold its annual organizational meeting during the first meeting of the calendar year.

TVROP Board Bylaw 9130, states the Board shall consist of three members, with two being officers, a Chairperson, and Vice Chairperson. The Superintendent (or designee) shall be an ex officio, non-voting member of the Board and will serve as Secretary to the Board. The Board shall, during the first meeting of each year, elect a Chairperson and Vice Chairperson from among the Representatives. This information is subsequently filed with the County Superintendent of Schools.

### **FISCAL IMPACT:**

None

### **SUPPORTING DOCUMENTS:**

None

Moved by:

Seconded by:

Passed by:



TRI-VALLEY REGIONAL OCCUPATIONAL PROGRAM  
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February 3, 2016

## **ANNUAL REORGANIZATION - 2.3**

### **ANNUAL REORGANIZATION:**

2.3 - Proposed Calendar of Meeting Dates for 2016

### **INFORMATIONAL BACKGROUND:**

Administration will present the proposed meeting calendar for 2016.

### **SUPPORTING DOCUMENTS:**

- TVROP Joint Powers Governing Board Meeting Calendar for 2016

**DRAFT 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.

	<b>TVROP JPGB Meeting 5:30 pm closed session 6:30 pm open session (unless otherwise noted on Agenda)</b>	<b>TVROP Coordinating Council 3:30-5:00 pm</b>	<b>* Agenda Prep and Posting</b>
<b>January 2016</b>	LVJUSD - 1/19 PUSD - 1/12, 1/26 DUSD - 1/12, 1/26	1/20 for 2/3 meeting	1/27, 28, 29
<b>February 2016</b>	<b>TVROP (Organizational) - 2/03</b> LVJUSD - 2/2, 2/16 PUSD - 2/9, 2/23 DUSD - 2/9, 2/23		
<b>March 2016</b>	LVJUSD - 3/1, 3/16 PUSD - 3/8, 3/22 DUSD - 3/8, 3/22	3/23 for 4/20 meeting	
<b>April 2016</b>	<b>TVROP - 4/20</b> LVJUSD - 4/12, 4/26 PUSD - 4/12, 4/26 DUSD - 4/12, 4/26		4/13, 14, 15
<b>May 2016</b>	LVJUSD - 5/10, 5/24 PUSD - 5/10, 5/24 DUSD - 5/10, 5/24		
<b>June 2016</b>	<b>TVROP - 6/15</b> LVJUSD - 6/7, 6/28 PUSD - 6/14, 6/28 DUSD - 6/14, 6/28	6/01 for 6/15 meeting	6/08, 09, 10
<b>July 2016</b>	<b>NO MEETINGS</b>		
<b>August 2016</b>	LVJUSD - TBD PUSD - TBD DUSD - 8/9, 8/23		
<b>September 2016</b>	<b>TVROP - 9/14</b> LVJUSD - TBD PUSD - TBD DUSD - 9/13, 9/27	8/31 for 9/14 meeting	9/7, 8, 9
<b>October 2016</b>	LVJUSD - TBD PUSD - TBD DUSD - 10/11, 10/25		
<b>November 2016</b>	LVJUSD - TBD PUSD - TBD DUSD - 11/8, 11/29	11/16 for 12/07 meeting	
<b>December 2016</b>	<b>TVROP - 12/07</b> LVJUSD - TBD PUSD - TBD DUSD - 12/6		11/30, 12/1, 2

DRAFT 1/19/16



TRI-VALLEY REGIONAL OCCUPATIONAL PROGRAM  
JOINT POWERS GOVERNING BOARD MEETING  
FEBRUARY 3, 2016

**CONSENT CALENDAR – MOTION – 6.1**

**AGENDA ITEM:**

6.1 – Approval of Minutes from the Regular Board Meeting of December 9, 2015

**RECOMMENDED ACTION:**

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

**BACKGROUND:**

The minutes from the Regular Board Meeting of December 9, 2015 are presented for Board Approval.

**FISCAL IMPACT:**

None

**SUPPORTING DOCUMENTS:**

- Draft Minutes of December 9, 2015 Regular Board Meeting

Moved by:

Seconded by:

Passed by:





**Tri-Valley Regional Occupational Program**

1040 Florence Road, Livermore, CA 94550

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

**JOINT POWERS GOVERNING BOARD**

**Minutes of the Regular Board Meeting of December 9, 2015,**

**1. CALL TO ORDER / ROLL CALL – 6:00 pm**

Chairperson, Joan Laursen called to order this regular meeting of the Joint Powers Governing Board on Thursday, December 9, 2015.

**Roll Call/Establishment of Quorum**

Joan Laursen, Chairperson  
Chuck Rogge, Vice Chairperson  
Dan Cunningham, Member  
Julie Duncan, Secretary to the Board

**2. REGULAR MEETING**

**2.1 Pledge of Allegiance**

**2.2 Approval of the Agenda**

Ms. Laursen asked if there were any changes to the agenda.

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

**3. PUBLIC COMMENT**

None

**4. RECOGNITIONS**

Superintendent Duncan first introduced Jennifer Slusser and thanked her for the outstanding work she performs with the students at Santa Rita and congratulated her on receipt of the letter of recognition from Sheriff Ahern. Mr. Fred Rutledge, Principal of Adult Program at Santa Rita spoke of Jennifer’s history, outstanding work and the Sheriff’s letter.

Superintendent Duncan congratulated Christine Buckley for being nominated as Outstanding Educator of the Year by the California League of High Schools. Ms. Buckley was nominated by Heather Morelli, Program Coordinator. All staff, friends and family of Ms. Buckley heartily believed she should have won the award.

Both recognized recipients received certificates and thanks from the Board.

**4.1** In recognition of Christine Buckley for her nomination to the California League of High Schools, Outstanding Educators of the Year Awards and Dinner.

**4.2** In recognition of Jennifer Slusser for her Letter of Recognition, awarded by Alameda County Sheriff Gregory J. Ahern.

**5. CONSENT CALENDAR**

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

**CONSENT - MOTIONS**

**5.1 Approval of Minutes from the Special Board Meeting of October 28, 2015**

The Board will consider approving minutes from the October 28, 2015 Board Meeting.

**5.2 Approval of Bill and Salary Reports – October 1 – November 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.

**5.3 Approval of Purchase Order Summary – October 1 – November 30, 2015**

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

**5.4 Approval of CTEIG Memorandum of Understanding with Member Districts**

The Board will consider approving the Memorandum of Understanding with Member Districts for the Career Technical Education Incentive Grant.

**6. DEFERRED CONSENT ITEMS - None**

**7. 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.

**7.1 Corrections Program - Santa Rita Jail Update - information**

Fred Rutledge, Principal, Adult and Correctional Education, gave an overview of the Mid-Alameda County Consortium, possible course offerings with the upcoming opening of the new Sandy Turner II building and possible budget bumps for 2016-2017. The Board was extended invitations to the Sandy Turner II Ribbon Cutting Ceremony. Graduation was held in the Maximum area for the first time, separate ceremonies in four housing units.

Mr. Rogge inquired if educational participation had any impact on sentencing.

**7.2 Approval of the 2015 – 2016 First Interim Report - action**

Superintendent Duncan welcomed Laura Johnson, Budget Specialist from LVJUSD. Ms. Johnson gave an overview of the First Interim Report. First Interim is July 1 through October 31<sup>st</sup>. The First Interim is presented with a positive certification and Ms. Johnson asked for approval.

Mr. Rogge asked if the 5% reserve would actually cover a month of payroll. As it would not, the possibility of increasing reserve was discussed.

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

**7.3 Approval of the 2014-2015 Audit Report - action**

Ms. Duncan explained we had no audit findings and the year received a positive certification. Livermore was the best decision TVROP made for fiscal oversight. Nigro & Nigro has audited TVROP for the last three years.

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

**8. CORRESPONDENCE – None**

**9. SUPERINTENDENT'S REPORT**

Superintendent Duncan reported on the following items:

- Advisory Dinner was held on November 17<sup>th</sup> at Amador Valley High School, this was

the first time holding an advisory meeting with all participants in one place. After dinner individual advisories broke out and met.

- Leadership Pleasanton was held on December 2<sup>nd</sup>. Middle College was highlighted and Kathleen Frazer, Administrative Program Director was asked about the MC students during the presentation. She expressed her pride as the students articulated their experiences, expressed their happiness and continued desire to remain in such a positive atmosphere.
- CSBA Conference attendance in San Diego December 3-5, TEC (Tri-Valley Educational Collaborative) presented. Anne White, LVJUSD, spoke of the 25 year collaboration, Superintendent Duncan spoke of the overall TEC program, Nadine Horner spoke on community business partnerships and Glen Sparks spoke about Career Technical Education. The session had good attendance and positive feedback on our presentation.
- The Career Technical Education Incentive Grant application has been submitted and recipients will be notified soon. The first year of funding for the TEC CCPT grant was received.
- The TEC (Tri-Valley Educational Collaborative) General Session meeting is tomorrow, December 10<sup>th</sup>.
- TVROP Holiday Staff Meeting is Thursday, December 17<sup>th</sup>.

#### **10. BOARD MEMBER REPORTS**

Mr. Rogge commented that he stayed after the TEC presentation at the CSBA Conference, there was a positive reaction from the group. He asked questions about pathway exploration. Mr. Rogge also suggested that TVROP maybe participate in the Rodeo Parade and have a float.

Mr. Cunningham noted that Dublin has set their new calendars for school years 2016-2017 and 2017-2018. The school year will start earlier and end earlier now.

#### **11. ANNOUNCEMENTS**

- The concurrent Las Positas classes being held on our Tri-Valley school campus' will start the week of January 19, 2016.
- The next Regular Meeting of the Joint Powers Governing Board is scheduled for Wednesday, February 3, 2016.

#### **12. ADJOURNMENT**

There being no further business, Chairperson Laursen adjourned the meeting at 7:07 pm.

JD: as



TRI-VALLEY REGIONAL OCCUPATIONAL PROGRAM  
 JOINT POWERS GOVERNING BOARD MEETING  
 February 3, 2016

**CONSENT CALENDAR – MOTION – 6.2**

**AGENDA ITEM:**

6.2 – Approval of Bill and Salary Reports – December 1 – January 31, 2016

**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 \$220,901.35 and payroll related expenditures were \$633,455.29.

**SUPPORTING DOCUMENTS:**

Warrant – Disbursements – See Chart Below

<b>WARRANT – DISBURSEMENTS</b>	<b>December 2015</b>	<b>January 2016</b>	<b>TOTAL FOR PERIOD</b>
<b>PAYROLL RELATED</b>	\$320,295.29	\$313,160.00	\$633,455.29
<b>BOOKS/SUPPLIES</b>	\$2,331.43	\$42,994.54	\$45,325.97
<b>SERVICES</b>	\$92,615.37	\$82,960.01	\$175,575.38
<b>TOTAL</b>	<b>\$415,242.09</b>	<b>\$439,114.55</b>	<b>\$854,356.64</b>

- Transaction Listing December 2015
- Transaction Listing January 2016

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	238,339.29	0.00	238,339.29
**	Total 2000	By Major Object	(1)	DR-CR	36,353.06	0.00	36,353.06
**	Total 3000	By Major Object	(1)	DR-CR	45,602.94	0.00	45,602.94
**	Total 4000	By Major Object	(1)	DR-CR	2,331.43	0.00	2,331.43
**	Total 5000	By Major Object	(1)	DR-CR	99,464.58	6,849.21	92,615.37
		** G R A N D T O T A L **		DR-CR	422,091.30	6,849.21	415,242.09

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	233,924.29	0.00	233,924.29
**	Total 2000	By Major Object	(1)	DR-CR	34,004.72	0.00	34,004.72
**	Total 3000	By Major Object	(1)	DR-CR	45,230.99	0.00	45,230.99
**	Total 4000	By Major Object	(1)	DR-CR	52,316.51	9,321.97	42,994.54
**	Total 5000	By Major Object	(1)	DR-CR	89,668.64	6,708.63	82,960.01
		** G R A N D T O T A L **		DR-CR	455,145.15	16,030.60	439,114.55



TRI-VALLEY REGIONAL OCCUPATIONAL PROGRAM  
JOINT POWERS GOVERNING BOARD MEETING  
February 3, 2016

### **CONSENT CALENDAR – MOTION – 6.3**

**AGENDA ITEM:**

6.3 – Approval of Purchase Order Summary –December 1 – January 31, 2016

**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 \$144,768.48

**SUPPORTING DOCUMENTS:**

- Purchase Order Descriptive Summary, December 1 – January 31, 2016

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>
R16157	RYERSON INC	FRAZER/TVROP	Materials & Supplies	12/02/2015	1,364.32
R16158	OFFICE DEPOT	NYSWONGER/SRJ/TVROP	Materials & Supplies	12/02/2015	709.54
R16159	APPLE COMPUTERS INC	SPALASSO/TVROP	Materials & Supplies	12/02/2015	118.27
R16160	OFFICE DEPOT	NYSWONGER/SRJ/TVROP	Materials & Supplies	12/02/2015	65.67
R16161	ALLIANCE WELDING SUPPLIES INC	WOODWORTH/LHS/TVROP	Non-Capitalized Equipment	12/09/2015	65,000.00
R16162	INGERSOLL RAND	RANDALL/LHS/TVROP	Materials & Supplies	12/09/2015	536.33
R16163	ASSOC OF CALIF SCHOOL ADMIN (ACSA)	Spalasso/Duncan	Travel & Conferences	12/09/2015	657.00
R16164	HILTON GARDEN INN MONTEREY	Spalasso/Duncan	Travel & Conferences	12/09/2015	485.96
R16165	LARSON, GAYLE	Spalasso/Duncan	Contracted Services	12/10/2015	60,000.00
R16166	TOURO UNIVERSITY CALIFORNIA	MORELLI/TVROP	Travel & Conferences	12/15/2015	1,560.00
R16167	STATE UNIVERSITY OF IOWA	MORGAN/DUBLIN/TVROP	Licensing agreements	12/15/2015	99.00
R16168	SMARTSHEET.COM INC.	SPALASSO/TVROP	Licensing agreements	12/15/2015	577.00
R16169	SIGNS DIRECT INC	PEREIRA/TVROP	Materials & Supplies	12/15/2015	1,522.08
R16170	CALIF DEPT OF GEN SERV	SPALASSO/TVROP	Fees & Assessments	12/16/2015	146.00
R16171	MEDCO SUPPLY CO	HELFRICH/TVROP	Materials & Supplies	01/05/2016	745.15
R16172	WESTERN ASSOC FOR COLLEGE	MORELLI/TVROP	Travel & Conferences	01/06/2016	240.00
R16173	HARLAND TECHNOLOGY SERVICES	RUTLEDGE/SRJ/TVROP	Equipment Maint Agreements	01/06/2016	812.00
R16174	WIX.COM	SPALASSO/TVROP	Contracted Services	01/06/2016	299.00
R16175	LIVERMORE VALLEY JOINT UNIFIED	SPALASSO/TVROP	Contracted Services	01/06/2016	2,000.00
R16176	CALIF DECA	RAAKER/TVROP	Travel & Conferences	01/06/2016	300.00
R16177	SAN RAMON MARRIOTT	RAAKER/TVROP	Travel & Conferences	01/06/2016	735.72
R16178	ASBURY ENVIROMENTAL SERVICES	WOODWORTH/LHS/TVROP	Contracted Services	01/13/2016	200.00
R16179	DUBLIN HIGH SCHOOL	MORELLI/TVROP	Materials & Supplies	01/13/2016	200.00
R16180	AMADOR VALLEY HIGH SCHOOL	MORELLI	Materials & Supplies	01/13/2016	1,000.00
R16181	PERFORATEDPAPER.COM	PEREIRA/TVROP	Materials & Supplies	01/15/2016	803.68
R16182	SIERRA PACIFIC TOURS	MINTZ/TVROP	Transportation Contracted	01/15/2016	1,050.00
R16183	GRAINGER INC, W W	RANDALL/MORELLI/TVROP	Materials & Supplies	01/22/2016	107.97
R16184	ORCHARD SUPPLY HARDWARE INC	SPALASSO/WOODWORTH/TVROP	Materials & Supplies	01/25/2016	500.00
R16185	ADMINISTRATIVE SOFTWARE	SIMS/TVROP	Travel & Conferences	01/25/2016	400.00
R16186	DECA IMAGES	MORGAN/TVROP	Travel & Conferences	01/27/2016	650.00
R16187	SOUTHWEST AIRLINES	MORGAN/TVROP	Travel & Conferences	01/27/2016	373.96
R16188	DEL VALLE/PHOENIX HIGH SCHOOL	MORELLI/TVROP	Materials & Supplies	01/27/2016	800.00
R16189	US DIGITAL MEDIA INC	PEREIRA/TVROP	Advertising	01/27/2016	709.83

**Grand Total:** 144,768.48





TRI-VALLEY REGIONAL OCCUPATIONAL PROGRAM  
JOINT POWERS GOVERNING BOARD MEETING  
February 3, 2016

## CONSENT CALENDAR – MOTION – 6.4

### AGENDA ITEM:

6.4 – Adopt Proclamation for Career Technical Education Month - February 1-29, 2016

### RECOMMENDED ACTION:

As part of the Consent Agenda, adopt the Proclamation.

### BACKGROUND:

Each year it is recommended that the Board support the Association for Career Technical Education and the National CTE Month by proclaiming February as CTE Month for Tri-Valley ROP.

In recognition of this month, activities have been planned at our school sites and Career Centers, as follows:

- Display a banner recognizing National CTE Month
- Use school marquee for National CTE Month and invite students to visit the Career Center
- Promotional materials to be distributed to each high school administrator and counselor
- High school newspaper articles highlighting CTE month
- Video bulletins or announcements spotlighting CTE courses and featuring different careers choices.
- CTE Month publicized on school websites, Facebook pages, news feeds, etc.

### FISCAL IMPACT:

No fiscal impact, the approved operating budget accounts for this expense.

### SUPPORTING DOCUMENTS:

- Proclamation

Motion by:

Seconded by:

Passed by:



TRI-VALLEY REGIONAL OCCUPATION PROGRAM  
JOINT POWERS GOVERNING BOARD  
County of Alameda  
State of California



## *Proclamation*

**CAREER AND TECHNICAL EDUCATION MONTH  
FEBRUARY 1-29, 2016**

**WHEREAS**, February 1-29, 2016, has been designated Career and Technical Education Month by the Association for Career and Technical Education; and

**WHEREAS**, profound economic and technological changes in our society are rapidly reflected in the structure and nature of work, thereby placing new and additional responsibilities on our educational system; and

**WHEREAS**, career and technical education provides Americans with a school-to-career connection and is the backbone of a strong, well-educated workforce, which fosters productivity in business and industry and contributes to America’s leadership in the international marketplace; and

**WHEREAS**, career and technical education gives high school students experience in practical, meaningful applications of basic skills such as reading, writing and mathematics, thus improving the quality of their education, motivating potential dropouts and giving all students leadership opportunities in their fields and in their communities; and

**WHEREAS**, career and technical education offers individuals lifelong opportunities to learn new skills, which provide them with career choices and potential satisfaction; and

**WHEREAS**, the ever-increasing cooperative efforts of career and technical educators, business and industry stimulate the growth and vitality of our local economy and that of the entire nation by preparing graduates for career fields forecast to experience the largest and fastest growth in the next decade;

**NOW, THEREFORE**, the Tri-Valley Regional Occupational Program, Joint Powers Governing Board hereby proclaims **February 1-29, 2016**, as **Career and Technical Education Month** and urges all citizens to become familiar with the services and benefits offered by the career and technical education programs in this community and to support and participate in these programs to enhance their individual work skills and productivity.

*Passed and adopted this 3<sup>rd</sup> day of February, 2016, by the following vote:*

*Ayes* \_\_\_\_ *Noes* \_\_\_\_ *Absent* \_\_\_\_ *Abstain* \_\_\_\_

\_\_\_\_\_  
Joan Laursen, Board Chairperson

ATTEST: \_\_\_\_\_  
Julie Duncan, Secretary to the Board



TRI-VALLEY REGIONAL OCCUPATIONAL PROGRAM  
JOINT POWERS GOVERNING BOARD MEETING  
FEBRUARY 3, 2016

**CONSENT - RESOLUTION - 6.5**

**AGENDA ITEM:**

6.5 - Resolution No. 2015-16.7, Board Members' Signature Card

**RECOMMENDED ACTION:**

As part of the Consent Calendar, Approve Resolution No. 2015-16.7

**BACKGROUND:**

California Education Code Sections 42632, 42601 allow the Governing Board to authorize a person or persons to sign on its behalf. Resolution No. 2014-15.7 updates the Governing Board Signature Authority. Persons named on Resolution No. 2014-15.1 are authorized by the Board of Education to sign warrants and approval of payments on behalf of the District.

**FISCAL IMPACT:**

None

**SUPPORTING DOCUMENTS:**

- Resolution No. 2015-16.7 - Board Members' Signature Card

**BEFORE THE JOINT POWERS GOVERNING BOARD  
OF THE TRI-VALLEY REGIONAL OCCUPATIONAL PROGRAM  
COUNTY OF ALAMEDA, STATE OF CALIFORNIA**

**RESOLUTION NO. 2015-16.7  
SIGNATURE CARD - BOARD MEMBERS  
AUTHORIZED SIGNATURES**

TO THE ALAMEDA COUNTY SUPERINTENDENT OF SCHOOLS:

WHEREAS, pursuant to Education Code Section 42632 for K-12 Education and Section 85232 for Community Colleges, each order drawn on the funds of a school district shall be signed by at least a majority of the members of the Governing Board of the district, or by a person or persons authorized by the Governing Board to sign orders in its name; and

WHEREAS, the Governing Board of each school district shall be responsible for filing such signatures with the County Office of Education per Education Code Section 42633; and

WHEREAS, this resolution supersedes all previous resolutions representing signatures of the Governing Board, and declares said prior resolutions null and void;

NOW, THEREFORE BE IT RESOLVED that the following signatures are those of each member presently serving on the Governing Board:

1. _____ Signature	_____ Dan Cunningham Type Name
2. _____ Signature	_____ Joan Laursen Type Name
3. _____ Signature	_____ Chuck Rogge Type Name

**PASSED AND ADOPTED** by the Joint Powers Governing Board of Tri-Valley Regional Occupational Program on this 3<sup>rd</sup> day of February, 2016, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTENTIONS:**

By approval of this resolution, I hereby certify that the signatures appearing above are true and were affixed in my presence.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairperson, Joint Powers Governing Board



TRI-VALLEY REGIONAL OCCUPATIONAL PROGRAM  
JOINT POWERS GOVERNING BOARD MEETING  
February 3, 2016

**ACTION ITEM – 8.1**

**AGENDA ITEM:**

8.1 – Approval of Personnel Document #020316

**RECOMMENDED ACTION:**

Approve Personnel Document #020316, as presented.

**BACKGROUND:**

The Board must act on all issues regarding employees of the TVROP. The Personnel Document specifies each area, to include new hires, resignations, retirements and vacancies.

**FISCAL IMPACT:**

Personnel expenses are included in the proposed 2015-16 budget.

**SUPPORTING DOCUMENTS:**

- Personnel Document #020316

Moved by:

Seconded by:

Passed by:

**PERSONNEL DOCUMENT #020316**

**TRI-VALLEY REGIONAL OCCUPATIONAL PROGRAM**

<b>Name / FTE</b>	<b>Description / Location</b>	<b>Effective Date</b>	<b>Superintendent's Recommendation</b>
<b><u>2015-2016 CLASSIFIED RESIGNATION</u></b>			
Linda Canaan .50	Secretary I / Attendance	01/19/2016	Approve
<b><u>2015-2016 CLASSIFIED HIRE</u></b>			
Colette Ray .50	Secretary I / Attendance	01/21/2016	Approve
<b><u>2015-2016 HOURLY HIRE</u></b>			
Faith Vandegriff	Student Worker	01/19/2016	Approve



TRI-VALLEY REGIONAL OCCUPATIONAL PROGRAM  
JOINT POWERS GOVERNING BOARD SPECIAL MEETING  
FEBRUARY 3, 2016

**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:**

- California State Controller, Betty T. Yee, 2014-15 Fiscal Certification Letter



BETTY T. YEE

California State Controller

December 28, 2015

Tri-Valley ROP  
1040 Florence Rd  
Livermore, CA 94550

Re: Certification Letter for Fiscal Year 2014-15 Tri-Valley ROP

The State Controller's Office (SCO) has completed its desk review of your annual audit report for the fiscal year ended June 30, 2015. As a result of the review, the SCO certifies that the audit report conforms to the reporting standards contained in the audit guide, *Standards and Procedures for Audits of California K-12 Local Education Agencies 2014-15*, prescribed in the *California Code of Regulations*, Title 5, Section 19810 and following. In addition, the SCO determined that the report generally meets the requirements of the United States Office of Management and Budget (OMB) Circular A-133.

You may now release the portion of the audit fee withheld under the provisions of *Education Code* Section 14505.

If you have any questions regarding this letter or any other local education agency (LEA) audit issue, please contact a member of my LEA staff by telephone at (916) 324-6442 or by email at [leaaudits@sco.ca.gov](mailto:leaaudits@sco.ca.gov).

Sincerely,

A handwritten signature in black ink that reads "Jim L. Spano".

Jim L. Spano, Interim Chief  
Financial Audits Bureau  
Division of Audits

MAILING ADDRESS P.O. Box 942850, Sacramento, CA 94250-5874  
SACRAMENTO 3301 C Street, Suite 700, Sacramento, CA 95816 (916) 324-8907  
LOS ANGELES 901 Corporate Center Drive, Suite 200, Monterey Park, CA 91754-7619 (323) 981-6802