



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 May 18, 2016

5:00 pm Closed Session

6:00 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 **5.0, 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

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

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1. **CALL TO ORDER / ROLL CALL – 5:00 pm**
2. **PUBLIC COMMENT** - on posted closed session item/s
3. **ADJOURN TO CLOSED SESSION** - Pursuant to Government Code §54957 and 54957.6
 - 3.1 **Public Employee Discipline/Dismissal/Release/Leave/Employment**
 - 3.2 **Public Employee Performance Evaluation/Goals (2015-16)**
Title: Superintendent
4. **RECONVENE TO OPEN SESSION**
 - 4.1 **Flag Salute - 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 Actions Taken in Closed Session**
5. **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.
6. **RECOGNITIONS**
 - 6.1 In recognition of Lynette Marshall for her tireless and outstanding work done on the Alameda County Inmate Education Proposal along with her daily duties of helping exiting inmates with re-entry preparation into the job market.
 - 6.2 In recognition of Christine Capitani-Buckley for her award of Teacher of the Year for Tri-Valley ROP.
 - 6.3 In recognition of Martin Hernandez, Granada High School student, Debbie Nelson’s Marketing class.
7. **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

- 7.1 **Approval of Minutes from the Regular Board Meeting of February 3, 2016**
The Board will consider approving minutes from the February 3, 2016 Board Meeting.
- 7.2 **Approval of Minutes from the Special Board Meeting of March 9, 2016**
The Board will consider approving minutes from the March 9, 2016 Board Meeting.
- 7.3 **Approval of Bill and Salary Reports – February 1, 2016 – April 30, 2016**
The Board will consider the approval of Bill and Salary warrants which show the District's operating and salary expenditures for the prior three months.
- 7.4 **Approval of Purchase Order Summary – February 1, 2016 – April 30, 2016**
The Board will consider the approval of the purchase order summary which shows encumbrances of District funds for the prior three months.

CONSENT - RESOLUTION

- 7.5 **Approval of Resolution No. 2015-16.11**
Commending Sarah Palmer for her Years of Service.

8. DEFERRED CONSENT ITEMS

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

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 **Course Offerings Schedule for 2016 - 2017 - information**
Staff will provide an update on scheduling and enrollment for the 2016-2017 school year.
- 9.2 **Approval Personnel Document #051816 - 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.
- 9.3 **Approval of Salary Schedule Increase for 2016-2017 - action**
Approve as presented; 2016-2017 Certificated Salary Schedule A, Classified Salary Schedule, Confidential Salary Schedule and Management Salary Schedule.
- 9.4 **Cosmetology Contract Renewal for 2016-2017 - action**
Approve as presented, the 2016-2017 Cosmetology and Barbering Renewal Contract.

10. CORRESPONDENCE

- Letter from Alameda County Office of Education, Second Interim Report 2015-2016

11. SUPERINTENDENT'S REPORT

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

12. BOARD MEMBER REPORTS

Board members may wish to report on their recent activities.

13. ANNOUNCEMENTS

- The next Regular Meeting of the Joint Powers Governing Board is scheduled for Wednesday, June 15, 2016.

14. ADJOURNMENT

JD/as



TRI-VALLEY REGIONAL OCCUPATIONAL PROGRAM
JOINT POWERS GOVERNING BOARD MEETING
May 18 2016

CONSENT CALENDAR – MOTION – 7.1

AGENDA ITEM:

7.1 – Approval of Minutes from the Regular Board Meeting of February 3, 2016

RECOMMENDED ACTION:

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

BACKGROUND:

The minutes from the Regular Board Meeting of February 3, 2016 are presented for Board Approval.

FISCAL IMPACT:

None

SUPPORTING DOCUMENTS:

- Draft Minutes of February 3, 2016 Regular Board Meeting



Tri-Valley Regional Occupational Program

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

JOINT POWERS GOVERNING BOARD

Minutes of the Regular Board Meeting of February 3, 2016

5:00 pm Open Session

1. CALL TO ORDER / ROLL CALL

Chairperson Laursen called the meeting to order at 5:29 pm.

Roll Call/Establishment of Quorum

Joan Laursen, Chairperson

Chuck Rogge, Vice Chairperson

Dan Cunningham, Trustee, joined the meeting at 5:40 pm

Julie Duncan, Secretary to the Board

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

Mr. Rogge nominated Ms. Laursen, Ms. Laursen accepted.

2.2 Election of Board Vice Chairperson for 2016

Ms. Laursen nominated Mr. Rogge, Mr. Rogge accepted.

2.3 Approve the 2016 TVROP Joint Powers Governing Board Calendar

Ms. Laursen noted that she is available to attend the JPGB meetings at 5:00 pm, the calendar will be updated to reflect this time.

Superintendent Duncan stated that there is a need for an additional meeting to approve the Second Interim Report. This calendar will be updated to reflect this Special Board Meeting in March.

<u>Moved</u>	<u>Seconded</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstain</u>	<u>Absent</u>
Laursen	Rogge	2	0	0	1

3. RECONVENE TO OPEN SESSION

3.1 Flag Salute - Pledge of Allegiance

3.2 Approval of the Agenda

No changes to the agenda, approved as written.

<u>Moved</u>	<u>Seconded</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstain</u>	<u>Absent</u>
Rogge	Laursen	2	0	0	1

4. **PUBLIC COMMENT**

None

5. **RECOGNITIONS**

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

Superintendent Duncan introduced Mr. Nyswonger and thanked him for the outstanding job he has done with our technology update and rollout. He was presented with a certificate of recognition.

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

Superintendent Duncan showed the TV clip from NBC's Class Action show where TVROP and veterinary student, Sophie Samii were highlighted by Jessica Aguirre. Sophie was presented with a certificate of recognition.

Board Members would like a copy of the video segment. Once the original copy is received we will send it out.

6. **CONSENT CALENDAR**

No consent deferral, approve items 6.1 – 6.5 as presented.

<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

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

No deferred items.

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

Superintendent Duncan presented the Personnel Document, for Board approval as presented.

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

9. CORRESPONDENCE

- California State Controller, Betty T. Yee, 2014-15 Fiscal Certification Letter
The Board acknowledges receipt of correspondence.

10. SUPERINTENDENT'S REPORT

The California Incentive Grant funding formula appears to be based on \$148 per ADA. The grant amount will be about 2.3 million and it will be distributed by the same contribution formula as the TVROP current usage formula.

ACSA Superintendent Conference was a good networking event but the convention center had many issues and attendees were physically uncomfortable due to the cold . CSBA conference is preferable but will attend once more to consider.

TVROP is doing lots of marketing; an ad was placed in the Independent covering all offered TVROP sections including Middle College and also purchased new banners to take to meetings and events.

Middle College has over 100 applications for the 2016/2017 school year.

There was a walkthrough of the district campuses for the TEC Grant purchases with all the technology personnel from all five districts.

TVROP is in need of space for the Public Safety/Legal Academy, the Alameda County Sherriff's office will be getting back to us on space availability and costs.

Superintendent Duncan will be going to Carondelet High School after this meeting to attend her daughters National Letter of Intent signing event. Maddy is signing with Purdue University.

11. BOARD MEMBER REPORTS

None

12. ANNOUNCEMENTS

- The next Regular Meeting of the Joint Powers Governing Board is scheduled for Wednesday, April 20, 2016, with the understanding that there is a need for a Special Meeting needed in March for the Second Interim Report.

13. ADJOURNMENT

Chairperson Laursen adjourned the meeting at 6:02 pm.

Original Signed

Submitted,

Julie Duncan
Secretary to the Board

*Approved and entered into the proceedings
of the Board this 18th day of May, 2016.*

Joan Laursen
Board Chairperson

JD/as



TRI-VALLEY REGIONAL OCCUPATIONAL PROGRAM
JOINT POWERS GOVERNING BOARD MEETING
May 18, 2016

CONSENT CALENDAR – MOTION – 7.2

AGENDA ITEM:

7.2 – Approval of Minutes from the Regular Board Meeting of March 9, 2016

RECOMMENDED ACTION:

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

BACKGROUND:

The minutes from the Regular Board Meeting of March 9, 2016 are presented for Board approval.

FISCAL IMPACT:

None

SUPPORTING DOCUMENTS:

- Draft Minutes of March 9, 2016 Regular Board Meeting



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JOINT POWERS GOVERNING BOARD

Minutes of the Special Board Meeting of March 9, 2016

5:00 pm Closed Session

6:00 pm Open Session

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

Chairperson Laursen called the meeting to order at 5:00 pm.

Roll Call/Establishment of Quorum

Joan Laursen, Chairperson

Chuck Rogge, Vice Chairperson

Dan Cunningham, Trustee, left the meeting at 5:45 pm

Julie Duncan, Secretary to the Board

2. PUBLIC COMMENT on posted closed session items only

The following individuals spoke during public comment;

Cathy Rigl, Instructor, TVROP Amador Valley, Marketing/Business/DECA

Tami Raaker, Instructor, TVROP Foothill, Marketing/Business/DECA

Shivam Dave, Student

Pooja Kumar, Student

Shubhra Kanti, Student

Harriet Jones, Student

Ryan Dean, Student

Beshoy Eskarous, Student

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

3.1 Public Employee Discipline/Dismissal/Release

4. RECONVENE IN OPEN SESSION

Meeting reconvened at 6:00 pm

4.1 Flag Salute - Pledge of Allegiance

4.2 Approval of the Agenda

4.3 Announcement of Any Reportable Action Taken in Closed Session

Chairperson Laursen noted that Trustee Cunningham had another obligation and had to leave the meeting. She reported that during closed session the Board took action to release temporary certificated employee's #1-23 at the end of the 2015-2016 school year, according to and in compliance with Ed Code 44954b and directed the Superintendent or designee to deliver the appropriate legal notices. The Board vote was unanimous.

There was no action taken on the item discussed during public comment.

Superintendent Duncan asked for a short recess at 6:02 pm.

Meeting resumed at 6:04 pm

5. PUBLIC COMMENT – on agenda items only

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

None.

6. 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.

6.1 Approval of the Second Interim Report - action

Superintendent Duncan introduced Laura Johnson as our Fiscal Representative from LVJUSD presenting the Second Interim Report.

Ms. Johnson presented highlights of the report and put forth the recommendation to approve the Second Interim with a positive certification.

<u>Moved</u>	<u>Seconded</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstain</u>	<u>Absent</u>
Rogge	Laursen	2	0	0	1

6.2 Approval of Resolution No. 2015-16.8. Reducing and/or Eliminating Specially Funded Classified Services as a Result of Lack of Funds – action

In the event that a particular kind of service is eliminated or reduced, the Tri-Valley ROP shall notify employees by March 15, 2016, that they may not have a position for the 2016-2017 school year.

Alameda County Sheriff's Office is taking their Inmate Education Program to bid after 25+ years of it being offered through Pleasanton/TVROP. Bid information will be available this Friday, March 11th. The award will not take place until May 23rd when the provider is chosen. Due to one of our classified positions being at SRJ and having the same title as another of our four classified employees, she has bumping rights. Due to this fact we must ask for this position to be notified of possible layoff.

Mr. Rogge questioned why the bid has gone out? Superintendent Duncan explained that ACSO informed Principal Rutledge that ACSO is supposed to go out to bid roughly every five years.

Principal Rutledge gave a review of the program history. This morning was graduation and all the important dignitaries were in attendance. This was the second time graduation was ever offered on the max side for inmates. With the chance TVROP may not receive this contract; the position must be laid off.

<u>Moved</u>	<u>Seconded</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstain</u>	<u>Absent</u>
Rogge	Laursen	2	0	0	1

7. CORRESPONDENCE

No correspondence received.

8. ANNOUNCEMENTS

Mr. Rogge visited Livermore High ROP classrooms during open house and everyone did a great job. Students were enthusiastic about classes and staff was very professional. I walked away with good information.

- The next Regular Meeting of the Joint Powers Governing Board is scheduled for Wednesday, April 20, 2016.

9. ADJOURNMENT

Chairperson Laursen adjourned the meeting at 6:15 pm.

Original Signed

Submitted,

Julie Duncan
Secretary to the Board

*Approved and entered into the proceedings
of the Board this 18th day of May, 2016.*

Joan Laursen
Board Chairperson

JD/as



TRI-VALLEY REGIONAL OCCUPATIONAL PROGRAM
JOINT POWERS GOVERNING BOARD MEETING
May 18, 2016

CONSENT CALENDAR - MOTION - 7.3

AGENDA ITEM:

7.3 - Approval of Bill and Salary Reports - February 1, 2016 - April 30, 2016

RECOMMENDED ACTION:

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

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 \$200,241.01 and payroll related expenditures were \$967,608.97.

SUPPORTING DOCUMENTS:

- Warrant - Disbursements Chart

WARRANT - DISBURSEMENTS	February 2016	March 2016	April 2016	TOTAL FOR PERIOD
PAYROLL RELATED	\$320,154.06	\$328,414.39	\$319,040.52	\$967,608.97
BOOKS/SUPPLIES	\$24,874.48	\$16,775.55	\$-998.73	\$40,651.30
SERVICES	\$51,528.92	\$45,132.80	\$62,927.99	\$159,589.71
TOTAL	\$396,557.46	\$390,322.74	\$380,969.78	\$1,167,849.98

- Transaction Listing February 2016
- Transaction Listing March 2016
- Transaction Listing April 2016

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	268,366.17	31,366.77	236,999.40
** Total 2000	By Major Object	(1)	DR-CR	37,181.66	285.00	36,896.66
** Total 3000	By Major Object	(1)	DR-CR	51,197.89	4,939.89	46,258.00
** Total 4000	By Major Object	(1)	DR-CR	33,116.28	8,241.80	24,874.48
** Total 5000	By Major Object	(1)	DR-CR	115,947.18	64,418.26	51,528.92
	** G R A N D T O T A L **		DR-CR	505,809.18	109,251.72	396,557.46

SORT ORDER: Major Ob

SELECT Object Detail: 1000-5999

	Sort Value	Sort Level Description	Sort Level	Sort Type	Debit	Credit	Net
	=====	=====	===	=====	=====	=====	=====
**	Total 1000	By Major Object	(1)	DR-CR	242,205.95	0.00	242,205.95
**	Total 2000	By Major Object	(1)	DR-CR	38,923.84	0.00	38,923.84
**	Total 3000	By Major Object	(1)	DR-CR	47,284.60	0.00	47,284.60
**	Total 4000	By Major Object	(1)	DR-CR	18,765.91	1,990.36	16,775.55
**	Total 5000	By Major Object	(1)	DR-CR	52,187.14	7,054.34	45,132.80
		** G R A N D T O T A L **		DR-CR	399,367.44	9,044.70	390,322.74

SORT ORDER: Major Ob

SELECT Object Detail: 1000-5999

	Sort Value	Sort Level Description	Sort Level	Sort Type	Debit	Credit	Net
	=====	=====	===	=====	=====	=====	=====
** Total	1000	By Major Object	(1)	DR-CR	235,392.77	0.00	235,392.77
** Total	2000	By Major Object	(1)	DR-CR	37,583.74	0.00	37,583.74
** Total	3000	By Major Object	(1)	DR-CR	46,064.01	0.00	46,064.01
** Total	4000	By Major Object	(1)	DR-CR	3,155.75	4,154.48	-998.73
** Total	5000	By Major Object	(1)	DR-CR	63,734.14	806.15	62,927.99
		** G R A N D T O T A L **		DR-CR	385,930.41	4,960.63	380,969.78



TRI-VALLEY REGIONAL OCCUPATIONAL PROGRAM
JOINT POWERS GOVERNING BOARD MEETING
May 18, 2016

CONSENT CALENDAR – MOTION – 7.4

AGENDA ITEM:

7.4 – Approval of Purchase Order Summary –February 1, 2016 – April 30, 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 \$86,778.43

SUPPORTING DOCUMENTS:

- Purchase Order Descriptive Summary, February 1 – April 30, 2016

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>
R16190	ASE	MORELLI/TVROP	Materials & Supplies	02/02/2016	1,149.75
R16191	LINKEDIN CORP	MARSHALL/SRJ/TVROP	Materials & Supplies	02/02/2016	359.88
R16192	HARLAND TECHNOLOGY SERVICES	SPALASSO/TVROP	Equipment Maint Agreements	02/02/2016	759.00
R16193	CALIF DECA	RAAKER/TVROP	Travel & Conferences	02/04/2016	320.00
R16194	TOWN AND COUNTRY HOTEL	RAAKER/TVROP	Travel & Conferences	02/04/2016	940.80
R16195	SOUTHWEST AIRLINES	NELSON/TVROP	Travel & Conferences	02/08/2016	304.20
R16196	TWO MEN AND A TRUCK	SPALASSO/TVROP	Contracted Services	02/08/2016	553.00
R16197	WHEELS/LAVTA	PEREIRA/TVROP	Materials & Supplies	02/08/2016	1,760.00
R16198	MATCO TOOLS		Materials & Supplies	02/08/2016	727.26
R16199	PERFORATEDPAPER.COM	PEREIRA/TVROP	Materials & Supplies	02/08/2016	674.14
R16200	FOTOLIA LLC	PEREIRA/TVROP	Materials & Supplies	02/10/2016	75.00
R16201	OFFICE DEPOT	SPALASSO/MIDDLECOLLEGE/TVROP	Materials & Supplies	02/17/2016	500.00
R16202	SOUTHWEST AIRLINES	Spalasso/Frazer	Travel & Conferences	02/18/2016	785.12
R16203	AVID CENTER	Spalasso/Frazer	Travel & Conferences	02/18/2016	2,175.00
R16204	DUBLIN HIGH SCHOOL	MORELLI/TVROP	Materials & Supplies	02/18/2016	144.00
R16205	MARRIOTT HOTELS	Spalasso/Frazer	Travel & Conferences	02/18/2016	2,359.86
R16206	MEDCO SUPPLY CO	HELFRICH/TVROP	Materials & Supplies	02/26/2016	600.79
R16207	LOGICAL OPERATIONS INC	NYSWONGER/TVROP	Materials & Supplies	02/26/2016	161.11
R16208	SHOW ME CABLES.COM	NYSWONGER/SRJ/TVROP	Materials & Supplies	02/26/2016	17.28
R16209	EDUCATIONAL TESTING SERVICE	RUTLEDGE/SRJ	Testing	02/26/2016	3,150.00
R16210	SOUTHWEST AIRLINES	RAAKER/TVROP	Travel & Conferences	03/02/2016	460.96
R16211	CALIF DECA	RAAKER	Travel & Conferences	03/04/2016	3,280.00
R16212	WESTERN ASSOC FOR COLLEGE	WALKER/CABADING/TVROP	Travel & Conferences	03/04/2016	750.00
R16213	AMERICAN RED CROSS	PAVON/HELFRICH/TVROP	Travel & Conferences	03/08/2016	600.00
R16214	LIFE-ASSIST INC	BUCKLEY/GHS/TVROP	Materials & Supplies	03/10/2016	11,303.00
R16215	JONES & BARTLETT LEARNING	BUCKLEY/GHS/TVROP	Materials & Supplies	03/10/2016	4,489.70
R16216	SOUTHWEST AIRLINES	NELSON/GHS/ROP	Travel & Conferences	03/17/2016	548.96
R16217	DEL VALLE/PHOENIX HIGH SCHOOL	SPALASSO/TVROP	Materials & Supplies	03/17/2016	1,000.00
R16218	INDEPENDENT, THE	MORELLI/TVROP	Advertising	03/17/2016	820.00
R16219	INSIGHT PRISON PROJECT	SLUSSER/SRJ/TVROP	Travel & Conferences	03/17/2016	240.00
R16220	BEYNE, SARA	MORELLI/TVROP	Consultants	03/21/2016	2,100.00
R16221	ALAMEDA COUNTY DEPUTY SHERIFF'S	RUTLEDGE/TVROP	Contracted Services	03/21/2016	17,500.00
R16222	COMMERCE PRINTING	FRAZER/MIDDLECOLL/TVROP	Materials & Supplies	03/21/2016	353.72
R16223	ESL.NET	NYSWONGER/TVROP	Materials & Supplies	03/24/2016	203.75
R16224	CASBO	SPALASSO/TVROP	Materials & Supplies	03/24/2016	44.58
R16225	SOUTHWEST AIRLINES	SPALASSO/TVROP	Travel & Conferences	04/11/2016	465.96
R16226	CASBO	SPALASSO/TVROP	Travel & Conferences	04/11/2016	1,058.75
R16227	DUBLIN HIGH SCHOOL	MINTZ/TVROP	Materials & Supplies	04/11/2016	712.50
R16228	QES COMPUTERS	Nyswonger	Technology Supplies	04/11/2016	160.97
R16229	HOLIDAY INN EXPRESS	LANG	Travel & Conferences	04/11/2016	1,328.84
R16230	AVID CENTER	SPALASSO/MIDDLE/TVROP	Dues & Memberships	04/12/2016	3,695.00
R16231	LIVERMORE VALLEY JOINT UNIFIED	SPALASSO/TVROP	Contracted Services	04/13/2016	7,687.00
R16232	JARMON D AND Q TRANSPORT		Contracted Services	04/15/2016	594.00
R16233	GRAY LINE OF TENNESSEE	RIGL/TVROP	Contracted Services	04/20/2016	1,400.00
R16234	AMAZON.COM CORPORATE CREDIT	CABADING/WALKER/TVROP	Materials & Supplies	04/20/2016	276.36

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>
R16235	AMAZON.COM CORPORATE CREDIT	PAVON/TVROP	Materials & Supplies	04/20/2016	28.80
R16236	MEDCO SUPPLY CO	RAMIREZ/DUBLIN/TVROP	Materials & Supplies	04/20/2016	1,347.64
R16237	EDUCATIONAL TESTING SERVICE	RUTLEDGE/SRJ/TVROP	Testing	04/21/2016	2,560.00
R16238	HARRIS SCHOOL SOLUTIONS	RUTLEDGE/SRJ/TVROP	Equipment Maint Agreements	04/21/2016	3,094.95
R16239	US DIGITAL MEDIA INC	PEREIRA/TVROP	Advertising	04/21/2016	667.95
R16240	SOUTHWEST AIRLINES		Travel & Conferences	04/21/2016	137.96
R16241	SOUTHWEST AIRLINES	CABADING/TVROP	Travel & Conferences	04/21/2016	137.96
R16242	HILTON GARDEN INN FOLSOM	SPALASSO/TVROP	Travel & Conferences	04/27/2016	212.93
Grand Total:					<u>86,778.43</u>



TRI-VALLEY REGIONAL OCCUPATIONAL PROGRAM
JOINT POWERS GOVERNING BOARD MEETING
May 18, 2016

CONSENT CALENDAR – RESOLUTION – 7.5

AGENDA ITEM:

7.5 – Resolution No. 2015-16.11, Commending Sarah Palmer for her Years of Service

RECOMMENDED ACTION:

As part of the Consent Calendar, Approve Resolution 2015-16.11, as presented.

BACKGROUND:

TVROP recognizes staff for important accomplishments, awards, retirements, etc. thanking staff for their accomplishments and/or commitment to education.

FISCAL IMPACT:

None

SUPPORTING DOCUMENTS:

- Resolution No. 2015-16.11, Commending Sarah Palmer for her Twenty Years of Service

Tri-Valley Regional Occupational Program
County of Alameda, State of California

RESOLUTION NO. 2015-16.11
IN RECOGNITION OF DEDICATED SERVICE TO
Sarah Palmer
TRI-VALLEY REGIONAL OCCUPATIONAL PROGRAM

WHEREAS, the Tri-Valley Regional Occupational Program (TVROP) Joint Powers Governing Board recognizes and appreciates **SARAH PALMER'S** twenty years of dedicated service; and

WHEREAS, **SARAH PALMER** has provided exemplary service as an Instructor from 1996 through 2016 preparing students for various occupations and helping students to take their first steps beyond the high school classroom into beginning their career path; and

WHEREAS, **SARAH PALMER** exemplifies hard work and positivity and encourages professionalism, critical thinking, and collaboration amongst students from several high schools within the Tri-Valley; and

WHEREAS, **SARAH PALMER** has an enthusiastic passion for Career Technical Education (CTE) and has been a role model and mentor for both employee and student emulating lifelong learning, personal integrity, collaboration and an unwavering commitment to CTE; and

NOW, THEREFORE, BE IT RESOLVED that the Tri-Valley Regional Occupational Program Joint Powers Governing Board does hereby, upon her retirement, honor

SARAH PALMER

For her commitment and dedicated service to education for,
Tri-Valley Regional Occupational Program,
and to all students she taught in the Regional Occupational Program.

PASSED AND ADOPTED this 18th day of May, 2016, by the following vote, to wit:

AYES:

NOES:

ABSTAIN:

ABSENT:

Joan Laursen, Chairperson

Julie Duncan, Superintendent

I, Julie Duncan, Secretary of the Joint Powers Governing Board of the Tri-Valley Regional Occupational Program, do hereby certify that the foregoing resolution was regularly introduced, passed, and adopted by the Board during its regular meeting.



TRI-VALLEY REGIONAL OCCUPATIONAL PROGRAM
JOINT POWERS GOVERNING BOARD MEETING
May 18, 2016

INFORMATION ITEM – 9.1

AGENDA ITEM:

9.1 – Course Offerings Schedule for 2016-2017

BACKGROUND:

Registration within the TVROP Member Districts occurs February – April. In May, the Coordinating Council reviews the requests and recommendations of the TVROP Administration. Member Districts' administration and counselors collaborate to ensure proper placement of the ROP courses on their site Master Schedule. ROP courses that accept traveling students are offered typically at the start of school or after lunch as to avoid conflict with home school scheduling. Letters to students will go out at the end of June explaining the logistics for the traveling class, including maps, parking information, and bell schedule.

FISCAL IMPACT:

All course costs shall be reflected in the 2016 – 2017 proposed budget.

SUPPORTING DOCUMENTS:

- Tri-Valley Regional Occupational Program Draft Master Schedule for 2016 -2017

Tri-Valley Regional Occupational Program – May 13, 2016

DRAFT

Yellow = Section can be moved

DRAFT

2016 – 2017

201 - AMADOR VALLEY HIGH SCHOOL 1155 Santa Rita Rd, Pleasanton, CA 94566

School Year – Aug 15-Jun 2

	<i>A period</i>	1st	2nd	Br	3rd	4th	L	5th	6th
461-6100	7:00 – 7:55	8:01-8:58	9:04-10:01		10:16-11:13	11:19-12:20		1:00-1:57	2:03-3:00
Tony Dennis Room: G2		<i>Digital Electronics</i>							
Cathy Rigl Room: P9 Ph: 462-4632			CVE <i>Off-site job training supervision</i>		CVE <i>Off-site job training supervision</i>	Marketing ROP132011		Econ of Bus Ownership ROP981511	Econ of Bus Ownership ROP981512
Diana Hasenpflug Room: P3 Ph: 833-7520 x7234						Sports Med. Athletic Trainer + supervision ROP992511		Sports Med. Athletic Trainer + supervision ROP992511	Sports Med. 2 Athletic Trainer + supervision ROP?
Dave Lang Room: P9 Ph: 461-6100		CJ/CSI ROP141111			@ FHS			@ LHS	@ LHS
Deborah Walker Career Center	Phone: 461-6128 FAX: 462-6738 Hours: Monday – Friday 8:15 – 4:45 pm								

WEDNESDAY COLLABORATION BELL SCHEDULE

Collaboration 7:51-8:46	8:52-9:41	9:47-10:36		10:51-11:40	11:46-12:35		1:11-2:00	2:06-2:55
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DRAFT

202 - DUBLIN HIGH SCHOOL 8151 Village Parkway, Dublin, CA 94568

School Year –Aug 15-Jun 2

833-3300	1 st	2 nd	3 rd	4 th	L	5 th	6 th	After School (No ROP 7 th Period Classes Taught)
	8:00-8:51	8:56-9:51	9:56-10:47	10:52-11:43		12:44-1:35	1:40-2:31	3:25-4:15
Dave Uken Room:	<i>Computer Integrated Mfg</i> ROP121021							
TBD	<i>Principles of Engineering</i>							
TBD Room: E6						Sports Med/ Athl Trainer ROP992521 + CC supervision		
TBD Room: J102						CJ/CSI ROP141121	CJ/CSI ROP141121	
Jodi Morgan Room: M205		<i>CVE</i> Off-site job training supervision	<i>CVE</i> Off-site job training supervision	Sports/Enter Marketing ROP131611		Marketing ROP132021	Econ of Bus Ownership ROP981521	
Chris Meyer Room: N108			Video Game Art & Design (DHS Only) ROP922921	Video Game Art & Design (DHS Only) ROP922921		Animation & Motion Graphics I& II ROP921021 / ROP921121		Video Game Art & Design ROP922921
Leann Nobida Career Center	Phone: 833-3360 FAX: 833-3322 Hours: Monday – Friday 7:30am – 4:00pm							

COLLABORATION DAYS BELL SCHEDULE:

0 period	1 st	2 nd	3 rd	4 th	L	5 th	6 th	7 th	Collaboration
7:00-7:52	8:00-8:42	8:47-9:33	9:38-10:20	10:25-11:07		12:08-12:50	12:55-1:37	1:42-2:24	2:29-3:29

DRAFT

203 - FOOTHILL HIGH SCHOOL 4375 Foothill Rd, Pleasanton, CA 94588

School Year – Aug 15-Jun 2

461-6600	1st	2nd	3rd	4th	L	5th	6th
	8:01-8:58	9:04-10:01	10:07-11:08	11:14-12:11		12:47-1:44	1:50-2:47
Fabiola Salceda Room: P4 Ph: 461-6600						Dev Psych of Children I & II ROP941031 / ROP 941131 + Off-site CC supervision	
Dave Lang Room: P4 Ph: 461-6600, x5834	@ AVHS		CJ/CSI ROP141131			@ LHS	@ LHS
Josh Hill Room: J10	Prin. of Biomed Sciences ROP993031						
Tami Raaker Room: A4 Ph: 461-0425		Marketing ROP132031	Marketing ROP132031	Econ of Bus Ownership ROP981531		CVE Off-site job training supervision	CVE Off-site job training supervision
Nancy McNeil Room: P3 Ph: 461-5604						Nursing Careers ROP992031 + Off-site CC supervision	
Katie Helfrich Room: P10 Ph: 461-6600, x5834							Sports Med. Ath. Trainer ROP992531 + CC supervision
TBD Room: P3 Ph: 461-5604		Medical Occupations ROP991541 FHS + Off-site CC supervision					
Solana Olsen Career Center	Phone: 461-6606 FAX: 461-6633 Hours: Monday – 7:30am – 4:00pm						

WEDNESDAY COLLABORATION BELL SCHEDULE:

	8:53-9:42	9:48-10:37	10:43-11:32	11:38-12:27		1:03-1:52	1:58-2:47
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606-4800	Trimester	1 st period	2 nd period	3 rd period	L	4 th period	5 th period	
		8:00-9:10	9:20-10:35	10:45-11:55		12:35-1:45	1:55-3:05	
Kim Connors Room: 108 Ph: 606-4800 x3661	T1-8/22-11/18							
	T2-11/28-3/9	Sports Med. Athletic Trainer ROP992541 + CC supervision						
	T3-3/13-6/8							
Christine Buckley Room: 108 Ph: 606-4800 x3640	T1-8/22-11/18			Medical Occupations ROP991541 (GHS)		Medical Occupations (1:05 – 3:05) ROP991542 (Travelers) + Off-site CC supervision		
	T2-11/28-3/9		Medical Occupations ROP991541 GHS + Off-site CC supervision					
	T3-3/13-6/8							
Debbie Nelson Room: 400 Ph: 606-4800 x3557	T1-8/22-11/18	CVE <i>Off-site job training supervision</i>	Marketing ROP132041	Econ of Bus Ownership ROP981541		Marketing ROP132042 (LHS Travelers)	(The Business Careers sections can be moved by administrator at GHS)	
	T2-11/28-3/9							
	T3-3/13-6/8		Business Careers ROP981043	Business Careers ROP981042			Business Careers ROP981041	
Dawn Pavon Room: 609 Mobile: 925-872-8277	T1-8/22-11/18	@ LHS (8:35 – 10:35) + Off-site CC supervision					Dev Psych of Children I & II ROP941041 / ROP941141 (12:35 – 2:35) + Off-site CC supervision	
	T2-11/28-3/9							
	T3-3/13-6/8							
Danielle Mintz Career Center	Phone: 606-4800 x 3520 FAX: 606-4808 Hours: Monday – Friday 7:30am – 4:00pm							

WEDNESDAY COLLABORATION BELL SCHEDULE :

* Academic Support and Enrichment

T1-T3	1 st Period 8:00-8:50	2 st Period 9:00- 9:50	3 rd Period 10:00-10:55	*A.S.E. 11:00-11:25	Lunch 11:25-12:00	4 th Period 12:00-12:50	5 th Period 1:00-1:50
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DRAFT

205 - LIVERMORE HIGH SCHOOL 600 Maples St, Livermore, CA 94550

School Year – Aug 22-Jun 8

642-9534	Trimester	1 st period	2 nd period	3 rd period		4 th period	5 th period
		8:00-9:10	9:20-10:35	10:45-11:55		12:35-1:45	1:55-3:05
Dave Lang Room: P15 Cell: 642-9534 cell	T1-8/22-11/18	@ AVHS (7:00 – 9:00)		@ FHS		CJ/CSI ROP141151	CJ/CSI ROP141152
	T2-11/28-3/9						
	T3-3/13-6/8						
Dawn Pavon Room: 7 Ph: 925-872-8277	T1-8/22-11/18	Dev Psych of Children I & II ROP941051 / ROP 941151 (8:35 – 10:35) + Off-site CC sup.				@ GHS (12:35 – 2:35) + Off-site CC supervision	
	T2-11/28-3/9						
	T3-3/13-6/8						
Skot Randall Room: 220 Ph:606-4812 x2434	T1-8/22-11/18	Auto Collision Repair I & II ROP151051 / ROP151151					
	T2-11/28-3/9						
	T3-3/13-6/8						
Ed Woodworth Room: 218 Ph: 606-4812 x2435	T1-8/22-11/18	LHS class	Auto Specialist ROP151851	LHS class		Auto Specialist ROP151852 (travelers into LHS) (1:00 – 3:00)	
	T2-11/28-3/9	LHS class		LHS class			
	T3-3/13-6/8	LHS class		LHS class			
Katie Helfrich Room: 7 Ph: 606-4812	T1-8/22-11/18		Sports Med. Athletic Trainer ROP992551 + CC sup.	Sports Med. Athletic Trainer ROP992551 + CC sup.			
	T2-11/28-3/9						
	T3-3/13-6/8						
Mike Waltz Room: TBD One Section needs to be 1 st Period for Travelers	T1-8/22-11/18	Civil Engi & Arch-A ROP961051	Civil Engi & Arch-B ROP961051				
	T2-11/28-3/9	Civil Engi & Arch-A ROP961051	Civil Engi & Arch-B ROP961051				
	T3-3/13-6/8						
Tom Curl		IT Essentials					
Paula-Ann Cabading		Career Center Phone: 606-4812 x2330 FAX: 606-4851 Hours: Monday – Friday 10:00am – 2:00pm					
WED COLLAB SCHEDULE:		8:00-8:55	9:05- 10:05	10:15-11:10		11:50-12:45	12:55-1:50
Bi-Weekly Advisory Schedule Starting 9/11/2014		P1 8:00 – 9:00	P2 9:10 – 10:15	Advisory 10:25 – 11:05	P3 11:15 – 12:15	P4 12:55 – 1:55	P5 2:10 – 3:05

DRAFT

VALLEY HIGH SCHOOL (DUSD) 6901 York Dr., Dublin, CA 94566

School Year – Aug 15-Jun 2

TBD Room 702		IT Essentials (10:05: 10:50) ROP	
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VILLAGE HIGH SCHOOL (PUSD) 4645 Bernal Ave., Pleasanton, CA 94566

School Year – Aug 15-Jun 2

Valerie Dillon Room 702		Business Careers (10:05: 10:50) ROP	
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DUBLIN BEAUTY COLLEGE 7305 Village Parkway, Dublin, CA 94568

Fred Rasuli

School Year – All Year

Fred Rasuli Ph: (209)678-7121 Fax: 829-2412	Cosmetology ROP131081 Tuesday – Friday 1:00pm – 5:00pm and Saturday 9:00am – 5:00pm— <i>attendance required</i>	
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TRI-VALLEY REGIONAL OCCUPATIONAL PROGRAM
JOINT POWERS GOVERNING BOARD MEETING
May 18, 2016

ACTION ITEM – 9.2

AGENDA ITEM:

9.2 – Approval of Personnel Document #051816

RECOMMENDED ACTION:

Approve Personnel Document #051816, 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:

None, personnel expenses are included in the annual budget.

SUPPORTING DOCUMENTS:

- Personnel Document #051816

PERSONNEL DOCUMENT #051816

TRI-VALLEY REGIONAL OCCUPATIONAL PROGRAM

Name / FTE	Description / Location	Effective Date	Superintendent's Recommendation
<u>2015-2016 CERTIFICATED RETIREMENT/RESIGNATION</u>			
Sarah Palmer .40	AP Environmental Science	6/10/2016	Approve
Maria Ramirez .25	Sports Medicine	6/10/2016	Approve
<u>2015-2016 HOURLY OPENING</u>			
Open hourly	Student Worker	06/01/2016	Approve
<u>2016-2017 CERTIFICATED OPENINGS</u>			
Open .50	Medical Occupations	8/15/2016	Approve
Open .25	Sports Medicine	8/15/2016	Approve
Open 1.0	Criminal Justice/Crime Scene .40 Teacher on Spec Assignment (TSA) .60	8/15/2016	Approve



TRI-VALLEY REGIONAL OCCUPATIONAL PROGRAM
JOINT POWERS GOVERNING BOARD MEETING
May 18, 2016

ACTION ITEM – 9.3

AGENDA ITEM:

9.3 – Approval of the 2016-2017 Certificated Salary Schedule A, Classified Salary Schedule, Confidential Salary Schedule and Administrative Salary Schedule.

RECOMMENDED ACTION:

Approve as presented; the 2016-2017 Certificated Salary Schedule A, Classified Salary Schedule, Confidential Salary Schedule and Administrative Salary Schedule.

BACKGROUND:

At the June 17, 2015 Regular Board Meeting, the Superintendent presented to the Board a certificated instructor salary comparison of TVROP and Member Districts. The average annual salary was \$20k greater than a TVROP annual instructor's salary. The Board discussed that they would like to see a projected plan for bringing TVROP salaries within range of Member District salary schedules. The Board approved the 2015-2016 TVROP Budget that accounted for a 5% increase in instructor and classified salaries.

The Superintendent will present for approval, a 3% increase, Certificated Schedule A, Classified, Confidential and Administrative Salary schedules.

FISCAL IMPACT:

The 3% increase has been accounted for in the 2016-2017 TVROP Budget and will show an annual increase of \$56,119.03 (including Middle College).

SUPPORTING DOCUMENTS:

- Proposed 2016 – 2017 Certificated Salary Schedule A
- Proposed 2016 – 2017 Classified Salary Schedule
- Proposed 2016 – 2017 Confidential Salary Schedule
- Proposed 2016 – 2017 Management Salary Schedule

Tri-Valley Regional Occupational Program

Certificated Salary Schedule - A

PROPOSED 2016 - 2017

Effective 7/1/2016

3% Proposed Increase

Based on 180 day instructional year

Step	Column I Prelim Designation	Proposed Column I Prelim Designation	Column II Clear Designation	Proposed Column II Clear Designation	Column III BA + 45	Proposed Column III BA + 45	Column IV BA + 60	Proposed Column IV BA + 60	Column V BA + 75	Proposed Column V BA + 75
1	\$ 51,563	\$ 53,110	\$ 53,186	\$ 54,782	\$54,808	\$ 56,452	\$ 58,052	\$ 59,794	\$ 61,297	\$ 63,136
2	\$ 53,186	\$ 54,782	\$ 54,808	\$ 56,452	\$56,430	\$ 58,123	\$ 59,675	\$ 61,465	\$ 62,919	\$ 64,807
3	\$ 54,808	\$ 56,452	\$ 56,430	\$ 58,123	\$58,052	\$ 59,794	\$ 61,297	\$ 63,136	\$ 64,540	\$ 66,476
4	\$ 56,430	\$ 58,123	\$ 58,052	\$ 59,794	\$59,675	\$ 61,465	\$ 62,919	\$ 64,807	\$ 66,163	\$ 68,148
5	\$ 58,052	\$ 59,794	\$ 59,675	\$ 61,465	\$61,297	\$ 63,136	\$ 64,540	\$ 66,476	\$ 67,785	\$ 69,819
6	\$ 59,675	\$ 61,465	\$ 61,297	\$ 63,136	\$62,919	\$ 64,807	\$ 66,163	\$ 68,148	\$ 69,407	\$ 71,489
7	\$ 61,297	\$ 63,136	\$ 62,919	\$ 64,807	\$64,540	\$ 66,476	\$ 67,785	\$ 69,819	\$ 71,029	\$ 73,160
8			\$ 64,540	\$ 66,476	\$66,163	\$ 68,148	\$ 69,407	\$ 71,489	\$ 72,652	\$ 74,832
9			\$ 64,540	\$ 66,476	\$66,163	\$ 68,148	\$ 69,407	\$ 71,489	\$ 72,652	\$ 74,832
10			\$ 64,540	\$ 66,476	\$69,407	\$ 71,489	\$ 72,652	\$ 74,832	\$ 75,896	\$ 78,173
11			\$ 64,540	\$ 66,476	\$71,029	\$ 73,160	\$ 74,274	\$ 76,502	\$ 77,518	\$ 79,844
12			\$ 66,163	\$ 68,148	\$72,652	\$ 74,832	\$ 75,896	\$ 78,173	\$ 79,141	\$ 81,515
13			\$ 66,163	\$ 68,148					\$ 80,763	\$ 83,186
14			\$ 66,163	\$ 68,148					\$ 82,384	\$ 84,856
15			\$ 66,163	\$ 68,148					\$ 84,006	\$ 86,526
16			\$ 67,785	\$ 69,819					\$ 85,629	\$ 88,198

Extra Duty

Approved Staff Development Day(s) paid at per diem rate not to exceed two days.

Degree Stipend

Doctor	\$1,500	
Master	\$1,350	
Associate	\$800	(for designated subjects credentials Column I & II)
Associate	\$500	(for designated subjects credentials Column I & II)

Longevity

- Longevity will be granted to employees who have reached the following steps and columns.
- Longevity payments shall be calculated on the appropriate salary of the final step and column and cannot be calculated on any other compensation to the employee, with the exception of Extra Duty as indicated above.
- Payments will be divided up by 11 months of the fiscal year.

3%	Start of 4th Year on Step 16 of Column II or Column V
4%	Start of 8th Year on Step 16 of Column II or Column V
5%	Start of 12th Year on Step 16 of Column II or Column V
6%	Start of 16th Year on Step 16 of Column II or Column V

Placement

- Instructors may be granted up to 16 years of teaching experience credit w/CA cleared credential dependent upon starting Column level.
- Instructors may be granted up to 6 years of industry experience with a Preliminary CTE credential
- All course work must be pre-approved by the *Superintendent or designee* and earned during the prior year for column advancement. units of credit must be directly related to instructional area and may be upper division, graduate credit or continuing education (16 hours of continuing education = 1 unit of credit). Deadline for submission is October 15 for the coming year.

Additional Hours/Cur

Variable Hourly Rate : \$29.82 (Evening and weekend program instruction and non-student contact services.)
 All monies for IRS flex 125 benefit packages are included in the base salary; TVROP does not provide separate allocation for medical insurance benefits.

**Tri-Valley Regional Occupational Program
Classified Salary Schedule**

**Proposed 2016 - 2017
Effective 7/1/16**

3% Proposed Increase

Hourly Rates

Position	Days	1	Proposed 1	2	Proposed 2	3	Proposed 3	4	Proposed 4	5	Proposed 5
ROP Senior Support Specialist	240	\$ 28.19	\$ 29.03	\$ 29.23	\$ 30.10	\$ 30.32	\$ 31.23	\$ 31.46	\$ 32.41	\$ 32.67	\$ 33.65
ROP Support Specialist	240	\$ 24.36	\$ 25.09	\$ 25.40	\$ 26.16	\$ 26.49	\$ 27.28	\$ 27.63	\$ 28.46	\$ 28.84	\$ 29.71
ROP College and Career Specialist	206	\$ 26.94	\$ 27.75	\$ 27.75	\$ 28.58	\$ 28.61	\$ 29.47	\$ 29.53	\$ 30.41	\$ 30.46	\$ 31.37
ROP Secretary 1 / Attendance	260	\$ 19.35	\$ 19.93	\$ 20.16	\$ 20.76	\$ 21.01	\$ 21.64	\$ 21.91	\$ 22.57	\$ 22.84	\$ 23.52
ROP Secretary 1 / Attendance	240	\$ 19.35	\$ 19.93	\$ 20.16	\$ 20.76	\$ 21.01	\$ 21.64	\$ 21.91	\$ 22.57	\$ 22.84	\$ 23.53

Overtime Rates

Position	Days	1	Proposed 1	2	Proposed 2	3	Proposed 3	4	Proposed 4	5	Proposed 5
ROP Senior Support Specialist	240	\$ 42.28	\$ 43.55	\$ 43.84	\$ 45.15	\$ 45.48	\$ 46.84	\$ 47.19	\$ 48.61	\$ 49.00	\$ 50.47
ROP Support Specialist	240	\$ 36.54	\$ 37.63	\$ 38.10	\$ 39.24	\$ 39.73	\$ 40.93	\$ 41.45	\$ 42.69	\$ 43.26	\$ 44.56
ROP College and Career Specialist	206	\$ 40.42	\$ 41.63	\$ 41.63	\$ 42.88	\$ 42.92	\$ 44.21	\$ 44.29	\$ 45.62	\$ 45.69	\$ 47.06
ROP Secretary 1 / Attendance	260	\$ 29.03	\$ 29.90	\$ 30.24	\$ 31.15	\$ 31.52	\$ 32.46	\$ 32.87	\$ 33.86	\$ 34.26	\$ 35.28
ROP Secretary 1 / Attendance	240	\$ 29.03	\$ 29.90	\$ 30.24	\$ 31.15	\$ 31.52	\$ 32.46	\$ 32.87	\$ 33.85	\$ 34.26	\$ 35.29

Annual Rates - Based on 1.0 FTE

Position	Days	1	Proposed 1	2	Proposed 2	3	Proposed 3	4	Proposed 4	5	Proposed 5
ROP Senior Support Specialist	240	\$ 54,117.84	\$ 55,741.38	\$ 56,113.68	\$ 57,797.09	\$ 58,210.32	\$ 59,956.63	\$ 60,407.76	\$ 62,219.99	\$ 62,726.16	\$ 64,607.94
ROP Support Specialist	240	\$ 46,767.84	\$ 48,170.88	\$ 48,763.68	\$ 50,226.59	\$ 50,860.32	\$ 52,386.13	\$ 53,057.76	\$ 54,649.49	\$ 55,376.16	\$ 57,037.44
ROP College and Career Specialist	206	\$ 44,403.07	\$ 45,735.16	\$ 45,735.48	\$ 47,107.54	\$ 47,154.41	\$ 48,569.04	\$ 48,659.86	\$ 50,119.66	\$ 50,199.91	\$ 51,705.91
ROP Secretary 1 / Attendance	260	\$ 40,251.12	\$ 41,458.65	\$ 41,932.80	\$ 43,190.78	\$ 43,701.84	\$ 45,012.90	\$ 45,580.08	\$ 46,947.48	\$ 47,502.00	\$ 48,927.06
ROP Secretary 1 / Attendance	240	\$ 37,152.00	\$ 38,266.56	\$ 38,707.20	\$ 39,868.42	\$ 40,339.20	\$ 41,549.38	\$ 42,067.20	\$ 43,329.22	\$ 43,852.80	\$ 45,168.38

*Includes holidays

Degree Stipend	
Masters stipend:	\$ 1,350
Bachelor stipend:	\$ 800
Associate Stipend:	\$ 500

Longevity	3%	Start of 6th year
Payment will be divided into equal monthly payments of the fiscal year.	4%	Start of 11th year
	5%	Start of 16th year
	6%	Start of 21st year
	7%	Start of 22nd year
	8%	Start of 23rd year

**Tri-Valley Regional Occupational Program
Classified Confidential Salary Schedule**

Proposed 2016 - 2017

Effective 7/1/16

3% Proposed Increase

Position	Work Year*	1	2	3	4	5	6	7
Assistant to the Superintendent - 11 mo	240	\$62,986	\$64,672	\$66,409	\$68,198	\$70,041	\$71,939	\$73,895
per-diem		\$262.44	\$269.47	\$276.70	\$284.16	\$291.84	\$299.75	\$307.90

Proposed

Position	Work Year*	1	2	3	4	5	6	7
Assistant to the Superintendent - 11 mo	240	\$64,876	\$66,612	\$68,401	\$70,244	\$72,142	\$74,097	\$76,112
per-diem		\$270.31	\$277.55	\$285.01	\$292.68	\$300.59	\$308.74	\$317.13

*Includes holidays

Degree Stipend

Masters stipend:	\$ 1,350
Bachelor stipend:	\$ 800
Associate Stipend:	\$ 500

Longevity

Payment will be divided into equal monthly payments of the fiscal year.	3%	Start of 4th year on Column 7
	4%	Start of 8th year on Column 7
	5%	Start of 12th year on Column 7
	6%	Start of 16th year on Column 7

**Tri-Valley Regional Occupational Program
Management Salary Schedule
Proposed 2016-2017
Effective 7-1-15
3% Proposed Increase
Certificated Management**

Position	Work Year	1	2	3	4	5	6	7
Administrative Program Director	215	\$120,515	\$122,925	\$125,387	\$127,893	\$130,450	\$133,059	\$135,668
	per-diem	\$560.53	\$571.74	\$583.20	\$594.85	\$606.74	\$618.88	\$631.01
Coordinator-Program Services	210	\$113,400	\$115,710	\$118,020	\$120,330	\$122,640	\$124,950	\$127,260
	per-diem	\$540.00	\$551.00	\$562.00	\$573.00	\$584.00	\$595.00	\$606.00
Principal, Correctional Education/Adult Programs	210	\$91,172	\$92,902	\$94,680	\$96,412	\$98,200	\$99,962	\$101,720
	per-diem	\$434.15	\$442.39	\$450.86	\$459.10	\$467.62	\$476.01	\$484.38

Proposed

Position	Work Year	1	2	3	4	5	6	7
Administrative Program Director	215	\$124,130	\$126,613	\$129,149	\$131,730	\$134,364	\$137,051	\$139,738
	per-diem	\$577.35	\$588.90	\$600.69	\$612.70	\$624.95	\$637.45	\$649.94
Coordinator-Program Services	210	\$116,802	\$119,181	\$121,561	\$123,940	\$126,319	\$128,699	\$131,078
	per-diem	\$556.20	\$567.53	\$578.86	\$590.19	\$601.52	\$612.85	\$624.18

Degree Stipend

Doctorate stipend: \$1,500

Masters stipend: \$1,350

Longevity

Payment will be divided into equal monthly payments of the fiscal year.

- 3 years on Step 7 3%
- 7 years on Step 7 4%
- 11 years on Step 7 5%
- 15 years on Step 7 6%

All monies for IRS flex 125 benefit packages are included in the base salary; TVROP does not provide separate allocation for medical insurance benefits.

Work days do not include holidays.



TRI-VALLEY REGIONAL OCCUPATIONAL PROGRAM
JOINT POWERS GOVERNING BOARD MEETING
May 18, 2016

ACTION ITEM – 9.4

AGENDA ITEM:

9.4 – Cosmetology Contract Renewal

RECOMMENDED ACTION:

Superintendent recommends the Board authorize renewal of the contract with R5 Educational Services (Toni & Guy Hairdressing Academy) to provide Cosmetology and Barbering education to the Tri-Valley Regional Occupational Program students.

FISCAL IMPACT:

\$190,000, as budgeted annually.

SUPPORTING DOCUMENTS:

Attachment A: Contract for Services between Tri-Valley Regional Occupational Program and Toni & Guy Hairdressing Academy, doing business as, R5 Educational Services.

COSMETOLOGY AND BARBERING PROGRAM AGREEMENT

This AGREEMENT is made and entered into this ____ day of _____, 2016 by and between the Tri-Valley Regional Occupational Program with its principal offices located at 1040 Florence Road, Livermore, California 94550, (hereinafter referred to as “TVROP” or “District”) and Toni & Guy Hairdressing Academy, doing business as, R5 Educational Services, with its principal offices located at 1019 South Main Street, Manteca, California 95337 (hereinafter referred to as “Provider.”)

WHEREAS, the District desires to provide a high quality Cosmetology and Barbering Program for students residing within the District; and

WHEREAS, the objective of this program is to train and prepare students in all phases of cosmetology through theory-based instruction, demonstration, and hands-on training; to prepare students to pass the California State Board Examination, Practicum and Theory to Obtain Licensure; and to provide students with the opportunity to complete all required training and instruction hours to obtain a California State licensure in cosmetology; and

WHEREAS, the District has determined to provide this program by establishing a Community Service Class pursuant to and compliant with all provisions of California Education Code sections 51810 through 51815; and

WHEREAS, the District desires this program to operate within the geographic boundaries of the District; and

WHEREAS, the Provider is a privately operated Cosmetology school, licensed through the Bureau for Private Postsecondary Education in California and certified by the California Board of Barbering and Cosmetology; and

WHEREAS, it is the intent of the parties that through this Agreement, each party shall be in compliance with all applicable federal and State statutes and regulations, the parties recognize that in the event that there are statutory or regulatory amendments there will be a need to amend this Agreement during its term to comply with any such changes;

NOW, THEREFORE, the parties hereby acknowledge and agree to the following:

I. PURPOSE OF THE AGREEMENT

- A.** Through this Agreement, the Provider agrees to provide a Cosmetology and Barbering Program for up to 50 District students during the 2016-2017 school year that meets the vocational training and educational needs of students in the District as set forth in this Agreement.
- B.** The Provider will provide these services at the following location: DUBLIN BEAUTY COLLEGE, 7305 VILLAGE PARKWAY, DUBLIN, CALIFORNIA 94568.

1. The District is not a part of or responsible for any transaction or process related to the Provider's lease of the above named facilities or use of the Dublin Beauty College cosmetology license.
- C. The District shall compensate the Provider for services provided under this Agreement at the rate of \$4.75 per student hour. Monthly billing will be predicated on actual instructional hours earned. The maximum number of students that may be enrolled under this Agreement is fifty (50). The maximum amount of this contract may be changed with written approval by both parties to this Agreement.
- D. The term of this Agreement shall be from July 1, 2016 to June 30, 2017.

II. PROVIDER REQUIREMENTS

- A. **General.** The Provider shall at all times:
 1. Be a licensed provider through the Bureau for Private Postsecondary Education in California.
 2. Be certified by the California Board of Barbering and Cosmetology.
- B. **Program Requirements.** The Cosmetology and Barbering Program provided by the Provider pursuant to this Agreement shall meet the following requirements:
 1. This program will be a 1600 hour course that will train and prepare students in all phases of cosmetology through theory-based instruction, demonstration, and hands-on training to prepare students to pass the California State Board Examination, Practicum and Theory to Obtain Licensure and to provide students with the opportunity to complete all required training hours to obtain a California State licensure in cosmetology.
 2. This program will meet all of the standards set forth in the *California Plan for Career-Technical Education*.
 3. Work and services performed by the Provider must be in accordance with standards specified by the California State Board of Cosmetology and Barbering.
 4. This program and the operation thereof shall comply with all applicable state and federal statutes, rules, and regulations, including but not limited to the California Education Code, California Code of Regulations, the Individuals with Disabilities Education Act, and state and federal Occupational Safety and Health regulations.
 5. This program will meet all requirements of a Community Service Class as established in California Education Code sections 51810 through 51815.

C. Additional Requirements.

1. **Records.** The Provider shall create and maintain all necessary student records. This includes but is not limited to maintaining and tracking student attendance, maintaining and tracking student hours towards their licensure, and student grades. Provider will send regular student grade progress reports to the District every nine weeks. Provider will also notify the District immediately if any students are in danger of failing the course or failing to receive high school credit for the course.

Student records shall be maintained in a confidential manner as required by the Federal Family Educational Rights and Privacy Act of 1974 (Public Law 93-380, "FERPA" or the "Buckley Bill"), and the California Pupil Records Act (Education Code §§ 49060 - 49078) and will be provided to TVROP following any termination of this Agreement.

2. **Staff.** Provider shall assign professional staff certified by the State of California Board of Cosmetology and Barbering. Provider shall coordinate the activities of the staff and shall be the liaison between the Staff and the District. The professional staff assigned shall possess the requisite Career Technical Education Teaching Credential as required by Education Code section 44260.9 and Title 5 California Code of Regulations section 80035.5 and proof of such credentialing shall be submitted by Provider to TVROP.

Provider shall not assign any staff to provide services under this Agreement who were previously employed by Arnold Beauty Colleges, Inc. within the last two years.

3. **Communication.** The Provider shall be readily available to the District during the course of the school year to respond to all questions and requests in a timely manner.
4. **Staff Assistance.** The District shall assign the Coordinator, Program Services and/or other staff to assist the Provider by providing required information and explanations as necessary.
5. **Independent Contractor.** The relationship of the Provider to the District is that of an Independent Contractor. The Provider, its agents and employees shall act in an independent capacity in the performance of this Agreement and shall not be considered employees or agents of the District and shall not have the right to bind or obligate the District in any manner.
6. **Nondiscrimination.** The Provider shall be fully responsible for the recruitment and hiring of staff necessary to perform this Agreement. The Provider shall not discriminate in the recruitment, selection, hiring, promotion or demotion of staff or the selection of services provided to children on the basis of race, creed, color, age, sex, national origin,

ancestry, marital status, sexual orientation, or familial status and shall operate in conformity with the provisions of all federal and state anti-discrimination statutes and directives, including Title VII of the Civil Rights Act and the Fair Employment and Housing Act.

III. OTHER PROVISIONS

A. Assignment of Contract or Purchase Order

1. The Provider shall not assign or transfer by operation of law or otherwise any or all of its rights, burdens, duties or obligations without the prior written consent of the surety on the proposal bond, if any, and the District.

B. Assignment and Subcontracting

1. The Provider shall not assign or subcontract the work, or any part thereof, without the previous written consent of the District, nor shall the Provider assign, by power of attorney or otherwise, any of the money payable under this contract unless written consent of the District has been obtained. No right under this Agreement, nor claim for any money due or to become due hereunder shall be asserted against the District, or persons acting for the District, by reason of any so-called assignment of this Agreement or any part thereof, unless such assignment has been authorized by the written consent of the District.

C. Extra Work

1. No bill or claim for extra work or materials shall be allowed or paid unless the doing of such extra work or the furnishing of such extra materials shall have been previously authorized in writing by the District.

D. Indemnity and Insurance

1. The Provider shall indemnify and hold harmless the District from and against all losses, claims, demands, payments, suits, actions, recoveries and judgments of every nature and description brought or recovered against it, by reason of any act or omission, of the said Provider, his agents or employees, in the execution of the work or in consequences of any negligence or carelessness in guarding the same.
2. The Provider shall carry Professional Liability insurance in an amount not less than one million dollars (\$1,000,000.00), and shall furnish the District with a certificate evidencing such coverage. The policy shall be endorsed with the following specific language:
 - a. District, its officers and employees, is named as additional insured for all liability arising out of the operations by or on behalf of the named insured in the performance of this Agreement.

- b. The inclusion of more than one insured shall not operate to impair the rights of one insured against another insured, and the coverage afforded shall apply as though separate policies had been issued to each insured, but the inclusion of more than one insured shall not operate to increase the limits of the company's liability.
 - c. The insurance provided herein is primary coverage to District with respect to any insurance or self-insurance programs maintained by District and no insurance held or owned by District shall be called upon to contribute to a loss.
 - d. This policy shall not be canceled or materially changed without first giving thirty (30) days prior written notice to District.
3. The Provider shall carry Workers' Compensation insurance. In accordance with California Labor Code section 3700, Provider shall sign and file with the District a certificate of insurance before performing work. (Note: Provider is not entitled to coverage by District workers' compensation insurance regardless of the Provider's certificate status.)

E. Changes

1. The District shall have the right to make any changes that may be hereafter determined upon, in the nature or dimensions of the work, either before or after its commencement, and such changes shall in no way affect or void the obligations of this contract. If such changes make any change in the cost of the work, an equitable adjustment shall be made by the District to cover said cost.

F. Fingerprinting and Felony Convictions

1. The Provider acknowledges that Education Code Section 45125.1 applies to contracts for the provision of administrative and any similar services. Section 45125.1 requires that employees of entities providing such services to school districts such as TVROP must be fingerprinted and their fingerprint cards must be submitted to the California Department of Justice for a criminal records check. The Provider is required to fulfill this requirement at its expense. No such employee may be permitted to come in contact with pupils until the records check is completed. No employee with a record of conviction for a serious or violent felony may be assigned to perform services which will place them in contact with pupils without the prior, written approval of the District. This contract does not grant such approval.
2. The Provider certifies that no employee who has a record of conviction for a serious or violent felony will be assigned to perform services under this Agreement which will permit or require them to come in close contact

with pupils unless the District first receives notice from the Provider and the District grants written permission.

G. Child Abuse and Neglect Reporting

1. The Provider acknowledges that any and all staff assigned to provide services to District students under this Agreement are mandated reporters pursuant to the provisions of the California Abuse and Neglect Reporting Act (Cal. Penal Code section 11165 *et seq.*). All staff assigned to provide services to District students under this Agreement shall follow all child abuse and neglect reporting obligations set forth in the law. The Provider shall ensure that any and all staff assigned to provide services to District students under this Agreement are aware of and trained in their reporting obligations under the California Abuse and Neglect Reporting Act (Cal. Penal Code section 11165 *et seq.*).

H. Tuberculosis

1. Pursuant to Education Code section 49406, Provider shall insure that any individuals providing services to TVROP pupils shall submit to and pass a tuberculosis risk assessment test or examination, as required by law.

IV. MONITORING OF PROGRAM PERFORMANCE

- A.** The District is responsible for monitoring the Provider on a regular basis to ensure that the Provider is delivering quality programs. The Provider shall provide the District access to its site and program records for purposes of monitoring and ensuring that the Provider is complying with all aspects of this Agreement.
- B.** The Provider shall inform the District in writing of all conditions that may negatively affect or are negatively affecting performance of services as soon as they are known. The disclosure shall be accompanied by a statement of the action taken or contemplated by the Provider to correct the problems and when corrective action will be taken.
- C.** The District may, at any reasonable time, make site visits to inspect the program, facility, books, records and equipment relating to the provision of the early childhood education services, review program accomplishments and management and financial control systems, as well as interview any officials and/or employees whose work involves the performance of this Agreement or compliance with its terms.

V. NO RENEWAL OF AGREEMENT

- A.** This Agreement is intended to be a one-year agreement between the District and the Provider and shall not automatically renew. If the District and the Provider wish for this arrangement to continue beyond June 30, 2017, then the terms of this Agreement will need to be renegotiated and finalized no later than May 31, 2017.

VI. TERMINATION OF AGREEMENT

- A. The District shall have the right to terminate this Agreement immediately upon:
1. Notice of revocation of the Provider's license or certification;
 2. Provider's breach of any of the provisions of this Agreement;
 3. Provider's action(s) or inaction(s) that place enrolled students in the Program at serious risk of harm.

VII. MISCELLANEOUS

- A. **Applicable Law.** The Parties agree that this Agreement shall be construed and enforced under the laws of the State of California.
- B. **Construction of Agreement:** This Agreement is to be construed fairly and not in favor of or against any party, regardless of which party or parties drafted or participated in the drafting of its terms. Any rule of construction that a document is to be construed against the drafting party shall not be applicable to this Agreement.
- C. **Entire Agreement.** This Agreement, together with all Attachments referred to herein, constitutes the entire Agreement between the parties and supersedes all oral and written Agreements, if any, between the parties. No amendment or modification changing the Agreement's scope or terms shall have any force and effect unless it is made in writing and signed by both parties.
- D. **Headings.** Section headings contained in this Agreement are for reference purposes only and shall not in any way affect the meaning or interpretation of this Agreement.
- E. **Severability.** If any of the provisions of this Agreement are determined to be invalid, such invalidity shall not affect or impair the validity of the other provisions, which shall be considered severable and shall remain in full force and effect.
- F. **Waiver.** No term or provision hereof shall be deemed waived and no breach excused by the parties unless such waiver or consent shall be in writing and signed by the appropriate officers of the parties.

IN WITNESS WHEREOF the parties have executed this Agreement as of the day and year above set forth.

TRI-VALLEY REGIONAL OCCUPATIONAL PROGRAM

Date: _____

By: _____

Julie Duncan
Superintendent

TONI & GUY HAIRDRESSING ACADEMY, DBA R5 EDUCATIONAL SERVICES

Date: _____

By: _____

Fred Rasuli
Academy Director



TRI-VALLEY REGIONAL OCCUPATIONAL PROGRAM
JOINT POWERS GOVERNING BOARD MEETING
May 18, 2016

CORRESPONDENCE - 10.0

AGENDA ITEM:

10.0 – Correspondence

RECOMMENDED ACTION:

No action required. Any letters are to be shared as Board Correspondence.

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:

- Letter from Alameda County Office of Education, Second Interim Report 2015-2016



Alameda County Office of Education

L. Karen Monroe
Superintendent

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

May 10, 2016

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

RE: 2015-16 Second Interim Report

Dear President *Joan* Laursen:

In accordance with Education Code Section 42127, we have examined the Second Interim Report of Tri-Valley 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.

Based on our review and analysis, we are satisfied that the Second Interim Report approved by the ROP's Governing Board on March 9, 2016 accurately reflects the current financial status of the ROP and is consistent with the State's Criteria and Standards. We therefore concur with the ROP's positive certification with our comments/concerns outlined below.

Deficit Spending

The ROP's Second Interim Report anticipates deficit spending in 2015-16 and the subsequent two years. The ROP's available reserve amounts exceed the JPA's reserve standard, however, we encourage the ROP to continue to maintain a healthy reserve in excess of these required minimums.

ROP Issues

The ROP will need to stay informed of the possibility of their participating districts exercising flexibility with the ROP funds. It is important 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

Conclusion

We want to acknowledge and 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

LKM:rt

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