



Tri-Valley Regional Occupational Program

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JOINT POWERS GOVERNING BOARD

Minutes for the

Regular Board Meeting of September 16, 2015,

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

Roll Call/Establishment of Quorum

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

Administrators/Staff Members

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

Others in Attendance

Dan Cunningham, DUSD Board Vice Pres.

Middle College at Las Positas Students

Christen Suriben
Alyssa Anderson
Jappanjot Syal

- 2. PUBLIC COMMENT**
None
- 3. ADJOURN TO CLOSED SESSION - Pursuant to Government Code §54957 and §54957.6**

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

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

- 4.1 Pledge of Allegiance**

- 4.2 Approval of the Agenda**

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

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

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

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

6. **RECOGNITIONS**
None

7. **CONSENT CALENDAR**

CONSENT - MOTIONS

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

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

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

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

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

CONSENT – RESOLUTIONS

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

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

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

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

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

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

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

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

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

8. DEFERRED CONSENT ITEMS

None

9. INFORMATION / ACTION ITEMS

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

9.1 Technology Bid Announcement – *information*

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

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

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

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

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

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

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

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

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

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

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

Ms. Laursen encouraged and complimented students with their choices.

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

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

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

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

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

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

- 9.3 First Reading of Board Policy 4040.1, Staff Social Media Policy – information**
The Board will received the recommended addition to Board Policy 4040, Employee Use of Technology to add Board Policy 4040.1; Staff Social Media Guidelines.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

9.6 Approval of the 2014 – 2015 Unaudited Actuals - action

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

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

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

9.7 Approval of Personnel Document #091615 - action

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

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

10. CORRESPONDENCE

None

11. SUPERINTENDENT'S REPORT

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

12. BOARD MEMBER REPORTS

None

13. ANNOUNCEMENTS

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

14. ADJOURNMENT

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

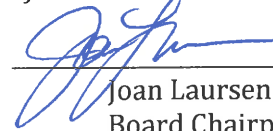
Original Signed

Submitted,



Julie Duncan
Secretary to the Board

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



Joan Laursen
Board Chairperson

JL: JD: as