



## 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 September 14, 2016

5:00 pm Closed Session, 5:30 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](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)

**Accessibility to Facilities and Agenda Materials:** The Tri-Valley ROP desires to make all of its public meetings accessible to the public. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities, as required by Section 202 of the Americans with Disabilities Act of 1990. Any person with a disability who requires a modification or accommodation in order to participate in this meeting should direct such request to the Tri-Valley ROP Superintendent, 1040 Florence Road, Livermore, CA 94550, or by calling (925) 455-4800 at least 48 hours before the meeting, when possible. Non-confidential materials related to an item on this agenda submitted to the Board after distribution of the agenda packet are available for public inspection in the Superintendent's Office (address above) during normal business hours.

1. **CALL TO ORDER / ROLL CALL – 5:00 pm**
2. **PUBLIC COMMENT** – on posted closed session item
3. **ADJOURN TO CLOSED SESSION** - Pursuant to Government Code §54957 and §54957.6
  - 3.1 **Public Employee:** Conference with Labor Negotiator  
Unrepresented Employee: Superintendent
  - 3.2 **Personnel:** Board Consideration of Certificated Employee's Reduced Workload Request (Ed. Code 22713, 44922)
4. **RECONVENE IN OPEN SESSION**
  - 4.1 **Pledge of Allegiance**
  - 4.2 **Approval of the Agenda**  
Prior to approving the agenda, a Board member may request that an agenda item be pulled or moved on the agenda.
  - 4.3 **Announcement of Any Reportable Action Taken in Closed Session**
5. **PUBLIC COMMENT** on matters *not* on the agenda  
At this time, members of the public may address the Board regarding any matter that is *not* on the agenda. (For items that *are* on the agenda, the opportunity for public comment will be presented during each agenda item.) Speakers should submit a speaker card to the Administrative Assistant prior to Call to Order of the meeting: a *yellow card* for items not on the agenda and a *blue card* to speak during an agenda item. Time is limited to 3 minutes per speaker and 20 minutes per topic.
6. **RECOGNITIONS** – to recognize our recent retirees  
Nancy Emely, Seventeen Years of Service  
Alyce Ford-Gilbert, Nine Years of Service  
Noreen Johnson, Seven Years of Service  
Carolyn Kellams, Seven Years of Service  
Karen Pape, Twelve Years of Service  
Terry Williams, Seven Years of Service
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 June 15, 2016**  
The Board will consider approval of the minutes from the June 15, 2016 Board Meeting.
- 7.2 **Approval of Minutes from the Special Board Meeting of August 25, 2016**  
The Board will consider approval of the minutes from the August 25, 2016 Special Board Meeting

- 7.3 **Approval of Bill and Salary Reports – June 1 – August 31, 2016**  
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 three months.
- 7.4 **Approval of Purchase Order Summary – June 1 – August 31, 2016**  
The Board will consider the approval of the purchase order summary which shows encumbrances of the District funds for the prior three months.
- 7.5 **Approval of Donation**  
Approval to accept the donation of a 2000 Mercury Cougar to the Automotive Specialist Program at Livermore High School.
- 7.6 **Approval of Memorandum of Understanding for 2016-2017 for Transition Specialist Services, Adult Education**  
As part of the Consent Calendar, approve MOUs with Dublin Unified School District (DUSD), Livermore Valley Joint Unified School District (LVJUSD), Pleasanton Unified School District (PUSD) and Tri-Valley One Stop for shared services for the 2016-17 school year. MOUs will provide for TVROP employees to deliver services for the respective member districts with the agreed upon costs reimbursable to TVROP.

#### **CONSENT – RESOLUTIONS**

In order to conduct regular operations of the District, the Board is being asked, in one roll call vote, to adopt Resolutions 2016-17.2 through 2016-17.7.

- 7.7 **Resolution No. 2016-17.2 - 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.
- 7.8 **Resolution No. 2016-17.3, Authorization for Bank Signatures**  
The Board will consider approval of this Resolution authorizing persons named to sign bank documents on behalf of the District.
- 7.9 **Resolution No. 2016-17.4, Appointment of Authorized Agents for State and Federal Applications**  
The Board will consider approval of this Resolution authorizing persons named to sign State & Federal applications and documents on behalf of the District.
- 7.10 **Resolution No. 2016-17.5, Budget Transfers of Funds – Revenues and Expenditures**  
The Board will consider approval of this Resolution authorizing persons named to sign budget working documents on behalf of the District.
- 7.11 **Resolution No. 2016-17.6, Delegation of Authority**  
The Board will consider approval of this Resolution authorizing persons named to act with Board Authority to procure goods, services and labor on behalf of the District.
- 7.12 **Resolution No. 2016-17.7, Authorized Agents for Official Documents**  
The Board will consider approval of this Resolution authorizing persons named to act with Board Authority to sign Official Documents on behalf of the District.

**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 Adult Education Program – information**

Staff will present information to the Board on the progress of the Adult Education Program.

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

Kathleen Frazer, Administrative Program Director, will update the Board on the start of year two of Middle College at Las Positas College.

**9.3 Approval of the 2015 – 2016 Unaudited Actuals - action**

Presentation of, by California statute, the District's 2015 – 2016 unaudited actuals. This Board approved financials report will be sent to the Alameda County Office of Education and the California Department of Education for inspection and approval.

**9.4 Approval of Personnel Document #091615 - 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.

**9.5 Ratification of Superintendent Contract - action**

The Board will approve the Superintendent's Contract if the decision is made in closed session to hire a person in this position and if the parties have tentatively agreed on the terms of the resulting Employment Contract.

**10. CORRESPONDENCE – None**

**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 Board will be held December 7, 2016 at 4:00 pm.

**14. ADJOURNMENT**



TRI-VALLEY REGIONAL OCCUPATIONAL PROGRAM  
JOINT POWERS GOVERNING BOARD MEETING  
September 14, 2016

## **CONSENT CALENDAR – MOTION – 7.1**

### **AGENDA ITEM:**

7.1 – Approval of Minutes from the Regular Board Meeting of June 15, 2016

### **RECOMMENDED ACTION:**

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

### **BACKGROUND:**

The minutes from the Regular Board Meeting of June 15, 2016 are presented for Board Approval.

### **FISCAL IMPACT:**

None

### **SUPPORTING DOCUMENTS:**

- Minutes of June 15, 2016 Regular Board Meeting



## **Tri-Valley Regional Occupational Program**

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### **JOINT POWERS GOVERNING BOARD**

### **Minutes for the Regular Board Meeting and Budget Hearing**

**June 15, 2016**

**5:00 pm Closed Session, 6:00 pm Open Session**

**1. CALL TO ORDER / ROLL CALL**

Chairperson Laursen called the meeting to order at 5:03

**Roll Call/Establishment of Quorum**

Joan Laursen, Chairperson

Chuck Rogge, Vice Chairperson

Dan Cunningham, Member

Julie Duncan, Secretary to the Board

**2. PUBLIC COMMENT – None**

**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 (2015-16/2016-17)**

**Title: Superintendent**

**4. RECONVENE IN OPEN SESSION**

**4.1 Pledge of Allegiance**

**4.2 Approval of the Agenda**

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

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

Chairperson Laursen reported that in Closed Session the Board took action to release and non-reelect certificated employee #B at the conclusion of the 2015-2016 school year pursuant to Ed Code Sections 44954 b and 44929.21 and directed the Superintendent or designee to send out and deliver the appropriate legal notices.

*Roll Call Vote:*

*Rogge, Aye*

*Laursen, Aye*

*Cunningham, Aye*

The Board presented the Superintendent with her evaluation.

**5. PUBLIC HEARING**

**Public Hearing on the 2016- 2017 Budget**

Chairperson Laursen opened the hearing at 6:04 pm. Public comment was opened and there was no public comment. The hearing closed at 6:05 pm.

Note: Item 10.1 contains the recommended 2016-2017 budget.

**6. PUBLIC COMMENT** on matters *not* on the agenda

At this time, members of the public may address the Board regarding any matter that is *not* on the agenda

One yellow card presented by Mr. Rutledge to share a story about a student in his daughter's 4<sup>th</sup> grade class.

Board Members enjoyed the note and requested copies.

**7. RECOGNITIONS**

**7.1** In recognition of Jared Brandley, Granada High School student in Christine Capitani-Buckley's Medical Occupations Class. Jared was unable to attend this evening. His placement is at ValleyCare Emergency Room.

**8. CONSENT CALENDAR**

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**CONSENT - MOTIONS**

**8.1 Approval of Minutes from the Regular Board Meeting of May 18, 2016**

The Board will consider the approval of the minutes from the May 18, 2016 Board Meeting.

**8.2 Approval of Bill and Salary Warrants - May 2016**

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.

**8.3 Approval of Purchase Order Summary - May 2016**

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

**8.4 Approval of Memorandums of Understanding with Member Districts for Shared Services during 2016 - 2017**

The Board will consider approving MOU's between TVROP, Dublin, Livermore Valley Joint and Pleasanton Unified School Districts for shared services with costs reimbursable to TVROP and member districts respectively.

**8.5 Approval of Memorandums of Understanding with Livermore Valley Joint Unified School District for Services during 2016 - 2017**

The Board will consider approving MOU's between TVROP and Livermore Valley Joint Unified School District for the following services; Business Services, Custodial at the Livermore High Campus for Auto Shop complex and the TVROP District Office.

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

**9. DEFERRED CONSENT ITEMS**

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

**10. 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.

**10.1 Proposed Budget Adoption for 2016 – 2017 – action**

Following a mandated Public Hearing on the 2015-16 Budget, it is appropriate for the Board to consider approval.

Chairperson Laursen asked Superintendent Duncan to introduce the item. Superintendent Duncan introduced Laura Johnson, Budget Supervisor of LVJUSD to present the TVROP proposed 2016-2017 budget.

Superintendent Duncan explained the Career Technical Education Incentive Grant.

Mr. Rogge noted the 5% reserve would not cover operations for any extended period.

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

**10.2 Approval of Personnel Document #061516 - action**

Superintendent Duncan reviewed the document and noted that notices of assignment will be sent in the next couple weeks.

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

**11. CORRESPONDENCE – none**

**12. SUPERINTENDENT’S REPORT**

Superintendent Duncan reported on the following:

- May 25<sup>th</sup> was our Staff In-Service, Corrections staff was gracious, thanked us for fighting for their program
- Welding Camp being held at Las Positas again this summer and is full
- Concurrent Enrollment Classes with Las Positas flyer going out tomorrow
- Grants – TEC grant roll out for equipment this summer
- DGI grant met today as well, great things are happening
- ROP class tour in the Fall, possibly end of October or beginning of November

**13. BOARD MEMBER REPORTS – none**

**14. ANNOUNCEMENTS**

\* The next Regular Meeting of the Board will be held September 14, 2016 at 5:00 pm closed session, and 6:00 pm open session, unless otherwise posted.

**15. ADJOURNMENT**

There being no further business, Chairperson Laursen adjourned the meeting at 6:26 pm.





TRI-VALLEY REGIONAL OCCUPATIONAL PROGRAM  
JOINT POWERS GOVERNING BOARD MEETING  
September 14, 2016

## **CONSENT CALENDAR – MOTION – 7.2**

### **AGENDA ITEM:**

7.2 – Approval of Minutes from the Special Board Meeting of August 25, 2016

### **RECOMMENDED ACTION:**

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

### **BACKGROUND:**

The minutes from the Regular Board Meeting of August 25, 2016 are presented for Board Approval.

### **FISCAL IMPACT:**

None

### **SUPPORTING DOCUMENTS:**

- Minutes of August 25, 2016 Regular Board Meeting



## Tri-Valley Regional Occupational Program

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### **JOINT POWERS GOVERNING BOARD**

### **Minutes of the Special Board Meeting**

**August 25, 2016**

**5:00 pm Closed Session, 5:15 pm Open Session**

**1. CALL TO ORDER / ROLL CALL**

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, Member

Julie Duncan, Secretary to the Board

**2. PUBLIC COMMENT – None**

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

**3.1 Public Employee Discipline/Dismissal/Release/Leave/Employment**

**4. RECONVENE IN OPEN SESSION**

**4.1 Pledge of Allegiance**

**4.2 Approval of the Agenda**

No changes to the agenda

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

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

**5. PUBLIC COMMENT - None**

**6. ACTION ITEMS**

Action items are up for a vote by the Board. Items require a simple majority of Board member votes to pass.

**6.1 Approval of Job Description for Coordinator - Adult Education**

Superintendent Duncan introduced the Job Description for Coordinator, Adult Education. Mr. Rutledge has been working hard at shutting down the jail program, and starting to work in the Tri-Valley together to create and revitalize programs. He is a perfect example of what the Mid Alameda County Consortium is trying to do for overall collaboration between agencies for adult students. This position will bring in Metrix Program, OSHA, Transition Specialist, Welding, Computer Applications, Adults with Disabilities Program. Mr. Rutledge will work with our three member districts, Las Positas and Chabot Colleges and the Tri-Valley One Stop. TVROP will be able to assist our member districts with program set up with equipment and supplies.

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

**6.2 Approval of Management Salary Schedule**

Superintendent Duncan explained the change on the salary schedule from Principal, Correctional Education/Adult Programs to Coordinator, Adult Education.

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

**6.3 Approval of Job Description for Adult Education Transition Specialist**

Position will be posted next week.

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

**6.4 Approval of Adult Program Certificated Salary Schedule**

Salary Schedule has been reduced to 180 days worked per diem remains the same less days.

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

**6.5 Approval to Surplus Inventory/Property**

Superintendent Duncan explained the property on the list and how TVROP would like to be able to redistribute some items out into the districts or sell.

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

**6.6 Authorize Resolution No. 2016-17.1 – Authorization to Sell Surplus Property**

Superintendent Duncan explained the list of proposal from Five Keys to purchase the list of items.

*Roll Call Vote:*

*Rogge, Aye*

*Laursen, Aye*

*Cunningham, Aye*

**7. CORRESPONDENCE - none**

**8. ANNOUNCEMENTS**

- The next Regular Meeting of the Joint Powers Governing Board is scheduled for Wednesday, September 14, 2016.

**9. ADJOURNMENT**

There being no further business, Chairperson Laursen adjourned the meeting at 5:28 pm.

JD/as



TRI-VALLEY REGIONAL OCCUPATIONAL PROGRAM  
 JOINT POWERS GOVERNING BOARD MEETING  
 SEPTEMBER 14, 2016

**CONSENT CALENDAR – MOTION – 7.3**

**AGENDA ITEM:**

7.3 – Approval of Bill and Salary Reports – June 1 – August 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 \$627,105.94, salary expenditures were \$918,332.56.

**SUPPORTING DOCUMENTS:**

Warrant – Disbursements – See Chart Below

<b>WARRANT – DISBURSEMENTS</b>	<b>June 2016</b>	<b>July 2016</b>	<b>August 2016</b>	<b>TOTAL FOR PERIOD</b>
<b>PAYROLL RELATED</b>	\$591,613.34	\$94,974.24	\$231,744.98	\$918,332.56
<b>BOOKS/SUPPLIES</b>	\$51,311.56	\$2,360.35	\$79,006.75	\$132,678.66
<b>SERVICES</b>	\$386,334.04	\$18,138.41	\$89,954.83	\$494,427.28
<b>TOTAL</b>	<b>\$1,029,258.94</b>	<b>\$115,473.00</b>	<b>\$400,705.56</b>	<b>\$1,545,437.50</b>

- Transaction Listing June 2016
- Transaction Listing July 2016
- Transaction Listing August 2016

Moved by:  
 Seconded by:  
 Passed by:



TRI-VALLEY REGIONAL OCCUPATIONAL PROGRAM  
JOINT POWERS GOVERNING BOARD MEETING  
SEPTEMBER 14, 2016

**CONSENT CALENDAR – MOTION – 7.4**

**AGENDA ITEM:**

7.4– Approval of Purchase Order Summary – June 1 – August 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 \$908,369.96

**SUPPORTING DOCUMENTS:**

- Purchase Order Descriptive Summary, June 2016
- Purchase Order Descriptive Summary, July 2016
- Purchase Order Descriptive Summary, August 2016

Moved by:

Seconded by:

Passed by:

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>
R16260	ALLIANCE WELDING SUPPLIES INC	MINER/LHS/TVROP	Materials & Supplies	06/01/2016	658.54
R16261	HILTON HOTEL	MORGAN/TVROP	Travel & Conferences	06/01/2016	463.47
R16262	RYERSON INC	WOODWORTH/MINER/TVROP	Materials & Supplies	06/16/2016	2,875.85
R16263	BLACK TIE TRANSPORTATION	MORELLI/MINER/TVROP	Contracted Services	06/24/2016	655.62
<b>Grand Total:</b>					<u><u>4,653.48</u></u>

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>
R17001	AMAZON.COM CORPORATE CREDIT	HASENPFLUG/TVROP	Materials & Supplies	07/01/2016	3,063.38
R17002	DECA IMAGES	MORGAN/DUBLIN	Travel & Conferences	07/01/2016	165.00
R17003	I-CAR	RANDALL/TVROP	Licensing agreements	07/01/2016	1,100.00
R17004	LIVERMORE AIRWAY BUSINESS PARK	SIMS/TVROP	Rental - Property	07/12/2016	3,000.00
R17005	COMCAST	SIMS/TVROP	Telephone	07/12/2016	4,500.00
R17006	CIT FINANCE LLC	SIMS/TVROP	Rental - Property	07/12/2016	7,000.00
R17007	ARROWHEAD SPRING WATER	SIMS/TVROP	Materials & Supplies	07/12/2016	600.00
R17008	ARAMARK UNIFORM SERVICES	WOODWORTH/LHS/TVROP	Rental - Property	07/12/2016	2,700.00
R17009	LIVERMORE SANITATION INC	WOODWORTH/LHS/TVROP	Contracted Services	07/12/2016	2,802.00
R17010	KEENAN ASSOCIATES	SIMS/TVROP	Insurance	07/12/2016	16,704.00
R17011	COSTCO WHOLESALE	SIMS/TVROP	Dues & Memberships	07/12/2016	55.00
R17012	PLEASANTON UNIFIED SCHOOL DIST	SIMS/TVROP	Printing	07/12/2016	1,600.00
R17013	US DIGITAL MEDIA INC	FRAZER/MIDDLECOLLEGE	Advertising	07/12/2016	771.97
R17014	POCKET NURSE	BUCKLEY/FOOTHILL/TVROP	Materials & Supplies	07/12/2016	760.05
R17015	GENESIS SOFTWARE	MORELLI/DBC/TVROP	Non-Capitalized Equipment	07/12/2016	6,920.59
R17016	ENT NETWORKS INC	SIMS/TVROP	Contracted Services	07/12/2016	6,000.00
R17017	US BANK	SIMS/TVROP	Materials & Supplies	07/12/2016	5,000.00
R17018	COSTCO WHOLESALE	SIMS/TVROP	Materials & Supplies	07/12/2016	5,000.00
R17019	QES COMPUTERS	FRAZER/MIDDLE/TVROP	Materials & Supplies	07/12/2016	14,220.12
R17020	ATKINSON ANDELSON LOYA RUUD & RO	SIMS/TVROP	Legal Expense	07/12/2016	13,135.00
R17021	OFFICE DEPOT	SIMS/TVROP	Materials & Supplies	07/12/2016	10,000.00
R17022	BAY AREA NEWS GROUP	SIMS/TVROP	Advertising	07/13/2016	400.00
R17023	DELL MARKETING LP	FRAZER/MIDDLE/TVROP	Materials & Supplies	07/19/2016	61,760.44
R17024	LIVERMORE VALLEY JOINT UNIFIED SCH	SIMS/TVROP	Contracted Services	07/25/2016	2,500.00
R17025	AMAZON.COM CORPORATE CREDIT	PAVON/TVROP	Materials & Supplies	07/25/2016	817.82
R17026	CENGAGE LEARNING	BUCKLEY/MEDOCCS/TVROP	Materials & Supplies	07/25/2016	5,781.60
R17027	PEARSON EDUCATION INC	BUCKLEY/MEDOCCS/TVROP	Materials & Supplies	07/25/2016	3,376.37
R17028	VERIZON WIRELESS	ROPCLERK2	Telephone	07/25/2016	2,900.00
<b>Grand Total:</b>					<b>182,633.34</b>

## 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>
R17029	RITZ CAMERA	BUCKLEY/TVROP	Non-Capitalized Equipment	08/04/2016	763.16
R17030	CALTRONICS BUSINESS SYSTEMS	SIMS/TVROP	Equipment Maint Agreements	08/04/2016	5,700.00
R17031	OFFICE DEPOT	BUCKLEY/GHS/TVROP	Materials & Supplies	08/04/2016	300.00
R17032	OFFICE DEPOT	CABADING/LHS/TVROP	Materials & Supplies	08/04/2016	300.00
R17033	OFFICE DEPOT	CONNORS/GHS/TVROP	Materials & Supplies	08/04/2016	150.00
R17034	OFFICE DEPOT	NOBIDA/DHS/TVROP	Materials & Supplies	08/04/2016	300.00
R17035	OFFICE DEPOT	LANG/LHS/AVHS/FHS/TVROP	Materials & Supplies	08/04/2016	900.00
R17036	OFFICE DEPOT	SALCEDA/FHS/TVROP	Materials & Supplies	08/04/2016	200.00
R17037	OFFICE DEPOT	MCNEIL/FHS/TVROP	Materials & Supplies	08/04/2016	500.00
R17038	OFFICE DEPOT	MEYER/DHS/TVROP	Materials & Supplies	08/04/2016	300.00
R17039	OFFICE DEPOT	MINTZ/GHS/TVROP	Materials & Supplies	08/04/2016	300.00
R17040	OFFICE DEPOT	MORGAN/DHS/TVROP	Materials & Supplies	08/04/2016	1,000.00
R17041	OFFICE DEPOT	NELSON/GHS/TVROP	Materials & Supplies	08/04/2016	1,000.00
R17042	OFFICE DEPOT	SIMS/AMADOR/TVROP	Materials & Supplies	08/04/2016	1,000.00
R17043	OFFICE DEPOT	PAVON/LHS/GHS/TVROP	Materials & Supplies	08/04/2016	300.00
R17044	OFFICE DEPOT	WALKER/AVHS/TVROP	Materials & Supplies	08/04/2016	300.00
R17045	OFFICE DEPOT	HELFRICH/FHS/LHS/TVROP	Materials & Supplies	08/04/2016	300.00
R17046	OFFICE DEPOT	SIMS/DUBLIN/TVROP	Materials & Supplies	08/04/2016	150.00
R17047	OFFICE DEPOT	OLSEN/FHS/TVROP	Materials & Supplies	08/04/2016	300.00
R17048	DEL VALLE/PHOENIX HIGH SCHOOL	MORELLI/TVROP	Materials & Supplies	08/04/2016	800.00
R17049	OFFICE DEPOT	FRAZER/MIDCOLL/TVROP	Materials & Supplies	08/04/2016	500.00
R17050	CALIF SCHOOL BOARDS ASSOC	SPALASSO/TVROP	Dues & Memberships	08/04/2016	6,638.00
R17051	LAS POSITAS COLLEGE	FRAZER/MIDCOLL/TVROP	Materials & Supplies	08/04/2016	40,000.00
R17052	LARSON, GAYLE	SPALASSO/DUNCAN	Contracted Services	08/04/2016	95,000.00
R17053	LAST CALL MARKETING	RANDALL/LHS/TVROP	Materials & Supplies	08/04/2016	2,328.41
R17054	LIVERMORE VALLEY JOINT UNIFIED	SPALASSO/TVROP	Contracted Services	08/04/2016	23,500.00
R17055	PLEASANTON UNIFIED SCHOOL DIST	SPALASSO/TVROP	Contracted Services	08/04/2016	23,500.00
R17056	DUBLIN UNIFIED SCHOOL DISTRICT	SPALASSO/TVROP	Contracted Services	08/04/2016	23,500.00
R17057	CHABOT-LAS POSITAS COMMUNITY	FRAZER/MIDDLE COLL/TVROP	Contracted Services	08/04/2016	10,000.00
R17058	SCANTRON CORPORATION	PEREIRA/TVROP	Materials & Supplies	08/04/2016	124.28
R17059	LIVERMORE VALLEY JOINT UNIFIED	SIMS/TVROP	Printing	08/03/2016	300.00
R17060	LIVERMORE VALLEY JOINT UNIFIED	SIMS/TVROP	Contracted Services	08/03/2016	5,500.00
R17061	PLEASANTON UNIFIED SCHOOL DIST	SIMS/TVROP	Contracted Services	08/03/2016	8,000.00
R17062	S/P2.ORG	WOODWORTH/LHS/TVROP	Licensing agreements	08/03/2016	249.00
R17063	J&J PERFORMANCE AUTO PARTS	WOODWORTH/LHS/TVROP	Materials & Supplies	08/03/2016	800.00
R17064	ASBURY ENVIROMENTAL SERVICES	WOODWORTH/RANDALL/LHS/TVROP	Contracted Services	08/03/2016	500.00
R17065	WHEELS/LAVTA	PEREIRA/TVROP	Materials & Supplies	08/03/2016	3,680.00
R17066	MEDCO SUPPLY CO	HELFRICH/LHS/FHS/TVROP	Materials & Supplies	08/17/2016	1,327.28
R17067	ASSOC OF CALIF SCHOOL ADMIN (ACSA)	SIMS/TVROP	Dues & Memberships	08/17/2016	1,852.20
R17068	GOOGLE CHECKOUT	SIMS/TVROP	Contracted Services	08/17/2016	1,500.00
R17069	HOME DEPOT	NYSWONGER	Materials & Supplies	08/18/2016	152.21
R17070	R5 EDUCATIONAL SERVICE INC	MORELLI/TVROP	Contracted Services	08/18/2016	190,000.00
R17071	OFFICE DEPOT	RAAKER/FOOTHILL/TVROP	Materials & Supplies	08/19/2016	1,000.00
R17072	PLEASANTON UNIFIED SCHOOL DIST	RAAKER/FOOTHILL/TVROP	Printing	08/22/2016	300.00
R17073	PLEASANTON UNIFIED SCHOOL DIST	SIU/AMADOR/TVROP	Printing	08/22/2016	250.00



## 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>
R17074	LIVERMORE VALLEY JOINT UNIFIED	SIMS/TVROP	Contracted Services	08/22/2016	121,500.00
R17075	LIVERMORE VALLEY JOINT UNIFIED	SIMS/TVROP	Contracted Services	08/22/2016	8,490.00
R17076	LIVERMORE VALLEY JOINT UNIFIED	SIMS/TVROP	Contracted Services	08/22/2016	4,680.00
R17077	OFFICE DEPOT	DELATORRE/FOOTHILL/TVROP	Materials & Supplies	08/22/2016	250.00
R17078	QES COMPUTERS	NYSWONGER/TVROP	Materials & Supplies	08/26/2016	31.76
R17079	WESTERN ASSOC FOR COLLEGE	ROPCLERK2	Dues & Memberships	08/26/2016	225.00
R17080	HARRIS SCHOOL SOLUTIONS	SPALASSO/TVROP	Contracted Services	08/26/2016	5,000.00
R17081	CALIF ASSOC OF REGIONAL	SIMS/TVROP	Dues & Memberships	08/26/2016	2,000.00
R17082	ASSOC OF CALIF SCHOOL ADMIN (ACSA)	SPALASSO/TVROP	Travel & Conferences	08/26/2016	545.00
R17083	SOUTHWEST AIRLINES	SPALASSO/TVROP	Travel & Conferences	08/26/2016	147.96
R17084	SOUTHWEST AIRLINES	SIMS/MIDDLE COLL/TVROP	Travel & Conferences	08/26/2016	702.84
R17085	LIVERMORE VALLEY JOINT UNIFIED	SIMS/TVROP	Postage	08/26/2016	2,800.00
R17086	PLEASANTON UNIFIED SCHOOL DIST	SIMS/TVROP	Contracted Services	08/26/2016	118,346.04
R17087	VILLAGE CATERING	SIMS/TVROP	Contracted Services	08/26/2016	1,000.00

**Grand Total:** 721,083.14



TRI-VALLEY REGIONAL OCCUPATIONAL CENTER/PROGRAM  
JOINT POWERS GOVERNING BOARD MEETING  
SEPTEMBER 14, 2016

**CONSENT CALENDAR – MOTIONS – 7.5**

**AGENDA ITEM:**

7.5 – Approval of Donations

**RECOMMENDED ACTION:**

As part of the Consent Calendar, approve the donations for the specified designation.

**BACKGROUND:**

The donation listed on supporting document is presented for Board Approval.

**FISCAL IMPACT:**

None

**SUPPORTING DOCUMENTS:**

- Donation request dated 8/29/2016

Moved by:

Seconded by:

Passed by:

Tri-Valley Regional Occupational Program  
**Approval to Accept a Donation Request**  
 Rev. 11/4/2015



**When to use this form:**

1. You are approached by a parent or business to donate supplies or equipment.
2. You would like to go online to donation sites such as "Donors Choose" and post your program needs.
3. Any donation that exceeds \$250.00

*An Approval to Accept a Donation Request may be requested and completed by any Tri Valley ROP employee.*

**FORM COMPLETED BY:** Ed Woodworth

**DONOR NAME or INSTITUTION:** \_\_\_\_\_

**DONOR CONTACT INFORMATION:**

Donor Name: Kennan Salinero  
 Street Address: 3371 Madeira Way  
 City, State, ZIP: Livermore, CA 94550  
 Telephone #: 925-584-8788

**DONATION TO BENEFIT THE FOLLOWING PROGRAM:**

Auto Specialist

Campus (Please Check):

HIGH SCHOOL Livermore High School

OTHER (Please specify) \_\_\_\_\_

**Estimated Dollar Value of Total Items Donated:** \$1000.00

#	Item Description	Value
1	2000 Mercury Cougar, 187,000 miles	\$1000.00
2		
3		
4		

**Please return completed form to Susan Pereira at [spereira@tvrop.org](mailto:spereira@tvrop.org).**

\*\*\*\*\* **For use by ROP Office** \*\*\*\*\*

**DATE REQUEST RECEIVED:** 8/29/16      **DATE APPROVED:** 8/29/16

**AMOUNT APPROVED:** \$1000.00

**SIGNATURE:** *L. Morelli*

**PRINT NAME:** Leather Morelli



TRI-VALLEY REGIONAL OCCUPATIONAL PROGRAM  
JOINT POWERS GOVERNING BOARD MEETING  
September 14, 2016

## CONSENT CALENDAR MOTION – 7.6

### **AGENDA ITEM:**

7.6 – Approval of Memorandums of Understanding for 2016 – 2017 for Transition Specialist Services, Adult Education

### **RECOMMENDED ACTION:**

As part of the Consent Calendar, approve MOUs with Dublin Unified School District (DUSD), Livermore Valley Joint Unified School District (LVJUSD), and Pleasanton Unified School District (PUSD) and Tri-Valley One Stop (In-Kind) for shared services, during the 2016-17 school year. MOUs will provide for TVROP employees to deliver services for the respective member districts with the agreed upon costs reimbursable to TVROP.

### **BACKGROUND:**

Member districts have requested a collaboration of shared services performed by a TVROP employees to provide Transition Services to Adults in the Tri-Valley for continued education, career.

### **FISCAL IMPACT:**

Cost billed back to member districts not to exceed – \$45,000,  
\$15,000 to each member district

### **SUPPORTING DOCUMENTS:**

- Memorandums of Understanding (4)

# MEMORANDUM OF UNDERSTANDING

Tri-Valley Regional Occupational Program

And

Dublin Unified School District

September 14, 2016

This is a Memorandum of Understanding (MOU) between the Tri-Valley Regional Occupational Program and Dublin Unified School District in regard to shared services for a Transition Specialist in the Tri-Valley for the 2016-2017 school year.

- Dublin Unified School District will pay, not to exceed \$15,000, for the 2016-2017 school year for Transition Specialist services.

Payments due from DUSD to Tri-Valley ROP will be invoiced monthly beginning in October for nine payments to be complete by June 30, 2017.

## SIGNATURES OF AGREEMENT:

\_\_\_\_\_  
Beverly Heieronimus, Asst. Superintendent  
Dublin Unified School District

\_\_\_\_\_  
Julie Duncan, Superintendent  
Tri-Valley ROP

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Board Approved \_\_\_\_\_

# MEMORANDUM OF UNDERSTANDING

Tri-Valley Regional Occupational Program

And

Livermore Valley Joint Unified School District

September 14, 2016

This is a Memorandum of Understanding (MOU) between the Tri-Valley Regional Occupational Program and Livermore Valley Joint Unified School District in regard to shared services for a Transition Specialist in the Tri-Valley for the 2016-2017 school year.

- Livermore Valley Joint Unified School District will pay, not to exceed \$15,000, for the 2016-2017 school year for Transition Specialist services.

Payments due from LVJUSD to Tri-Valley ROP will be invoiced monthly beginning in October for nine payments to be complete by June 30, 2017.

## SIGNATURES OF AGREEMENT:

\_\_\_\_\_  
Susan Kinder, Chief Business Official  
Livermore Valley Jt. Unified School District

\_\_\_\_\_  
Julie Duncan, Superintendent  
Tri-Valley ROP

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Board Approved: \_\_\_\_\_

# MEMORANDUM OF UNDERSTANDING

Tri-Valley Regional Occupational Program  
And  
Pleasanton Unified School District

September 14, 2016

This is a Memorandum of Understanding (MOU) between the Tri-Valley Regional Occupational Program and Pleasanton Unified School District in regard to shared services for a Transition Specialist in the Tri-Valley for the 2016-2017 school year.

- Pleasanton Unified School District will pay, not to exceed \$15,000, for the 2016-2017 school year for Transition Specialist services.

Payments due from PUSD to Tri-Valley ROP will be invoiced monthly beginning in October for nine payments to be complete by June 30, 2017.

## SIGNATURES OF AGREEMENT:

\_\_\_\_\_  
Dr. Odie Douglas, Assistant Superintendent  
Educational Services  
Pleasanton Unified School District

\_\_\_\_\_  
Julie Duncan, Superintendent  
Tri-Valley ROP

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Board Approved: \_\_\_\_\_

# MEMORANDUM OF UNDERSTANDING

Tri-Valley Regional Occupational Program

And

Tri-Valley One Stop

September 14, 2016

This is a Memorandum of Understanding (MOU) between the Tri-Valley Regional Occupational Program and Tri-Valley One Stop in regard to providing in-kind contribution (office space) for a Transition Specialist, Adult Education, employed by TVROP, serving the districts of Dublin, Livermore, Pleasanton and Chabot/Las Positas Community College for the 2016-2017 school year.

- TRI-VALLEY ONE STOP will provide custodial and maintenance services for the administration building offices, restrooms, break room, workroom and main office lobby area.

Payment from Tri-Valley ROP will be made biannually with \$2,381.40 due on December 1, 2016 and \$2,381.40 due on June 1, 2017.

## **SIGNATURES OF AGREEMENT:**

\_\_\_\_\_  
Sara Holtzclaw, Program Manager  
Tri-Valley One Stop

Date: \_\_\_\_\_

\_\_\_\_\_  
Julie Duncan, Superintendent  
Tri-Valley ROP

Date: \_\_\_\_\_

*Board Approved*





TRI-VALLEY REGIONAL OCCUPATIONAL PROGRAM  
JOINT POWERS GOVERNING BOARD MEETING  
SEPTEMBER 14, 2016

**CONSENT - RESOLUTION - 7.7**

**AGENDA ITEM:**

7.7 - Resolution No. 2016-17.2 - Authorized Agents; Payroll Warrants and Disbursements

**RECOMMENDED ACTION:**

As part of the Consent Calendar, Approve Resolution No. 2016-17.2

**BACKGROUND:**

California Education Code Sections 42632, 42601 allow the Governing Board to authorize a person or persons to sign on its behalf. Persons named on Resolution No. 16-17.2 are authorized by the Board of Education to sign warrants and approval of payments on behalf of the District. Resolution No. 16-17.2 supersedes all prior resolutions naming authorized signers for the District.

**FISCAL IMPACT:**

None

**SUPPORTING DOCUMENTS:**

- Resolution No. 16-17.2 - Signature Card; Authorized Agents; Payroll, Warrants and Disbursements

Moved by:

Seconded by:

Passed by:

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

<b>RESOLUTION NO. 2016-17.2 AUTHORIZED AGENTS PAYROLL WARRANTS &amp; DISBURSEMENTS</b>
------------------------------------------------------------------------------------------------

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 authorizing such signature(s) on behalf of the Governing Board, and declares said prior resolutions null and void;

NOW, THEREFORE BE IT RESOLVED that the Governing Board of the Tri-Valley Regional Occupational Program (TVROP) authorizes and empowers the following person(s) to sign orders in its name effective as of the date of this resolution:

1. \_\_\_\_\_ Julie Duncan  
Signature Type Name  
Superintendent of Tri-Valley Regional Occupational Program  
Title

2. \_\_\_\_\_ Heather Morelli  
Signature Type Name  
Coordinator, Program Services, Tri-Valley Regional Occupational Program  
Title

3. \_\_\_\_\_ Susan Kinder  
Signature Type Name  
Chief Business Official, Livermore Valley Joint Unified School District  
Title

4. \_\_\_\_\_ Randy Rivera  
Signature Type Name  
Payroll Director, Livermore Valley Joint Unified School District  
Title

**PASSED AND ADOPTED** this 14<sup>th</sup> day of September, 2016, by the Joint Powers Governing Board of the Tri-Valley Regional Occupational Program, by the following vote, to wit:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

---

Chairperson, Joint Powers Governing Board

*I, Julie Duncan, Secretary to the TVROP Joint Powers Governing Board, do hereby certify that the foregoing resolution was regularly introduced, passed, and adopted by the Board during its meeting held September 14, 2016.*

---

*Julie Duncan, Secretary*  
Joint Powers Governing Board



TRI-VALLEY REGIONAL OCCUPATIONAL PROGRAM  
JOINT POWERS GOVERNING BOARD MEETING  
SEPTEMBER 14, 2016

**CONSENT – RESOLUTION – 7.8**

**AGENDA ITEM:**

7.8 – Resolution No. 2016-17.3 – Authorization for Bank Signatures

**RECOMMENDED ACTION:**

As part of the Consent Calendar, approve Resolution No. 2016-17.3

**BACKGROUND:**

Bank of the West holds three accounts; Associated Student Body, Payroll and Revolving Fund Account and holds signature cards on file to allow designated positions endorsement, transfer, review and/or authorize wiring of funds and otherwise access the TVROP's deposit accounts. No change in authorized signers for the 2016-2017 school year.

This resolution enables TVROP and Livermore Valley Joint Unified School District the ability to cooperatively and conveniently conduct regular business operations.

**FISCAL IMPACT:**

None

**SUPPORTING DOCUMENTS:**

- Resolution No. 2016-17.3 – Authorization for Bank Signatures

Moved by:

Seconded by:

Passed by:

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

**RESOLUTION NO. 2016-17.3  
AUTHORIZATION FOR BANK SIGNATURES**

**WHEREAS**, California Government Code §53679 stipulates that money not under control of the treasurer but belonging to a local agency and under the control of any of its officers or employees other than the treasurer may deposit funds as active deposits or inactive deposits; and

**WHEREAS**, for deposits in excess of the amount insured under any federal law, a contract in accordance with Government Code §53649 is required; and

**WHEREAS**, the Joint Powers Governing Board of the Tri-Valley Regional Occupational Program (TVROP) designates the positions of the TVROP Superintendent, Program Coordinator and Livermore Valley Joint Unified School District's Chief Business Official as its representatives to enter into such contract with Bank of the West, on its behalf; and

**WHEREAS**, contracting authorization/requirements includes the following:

- Establish bank accounts and services;
- Sign, or change in writing, agreements with Bank of the West regarding the TVROP bank deposit relationship;
- Specify in writing, to Bank of the West, the names of the individual(s) who are authorized in the name of and on behalf of the Joint Powers Governing Board of the TVROP to:
  - Withdraw funds from any of the TVROP banking accounts on the TVROP's checks or orders;
  - Endorse and deliver to Bank of the West, for any purposes and in any amount, negotiable or non-negotiable items of any kind, and owned by, held by, or payable to the TVROP; and
  - Send, review, and/or authorize wire and electronic transfers of funds from TVROP accounts. Such authority may be exercised by such authorized individual acting alone, regardless of any multiple signature requirements otherwise applicable to the accounts; and
  - Otherwise access the TVROP's deposit accounts.

**NOW, THEREFORE, BE IT RESOLVED** that the individuals now or subsequently holding the positions of TVROP Superintendent, Program Coordinator and Chief Business Official of the Livermore Valley Joint Unified School District are authorized by the Joint Powers Governing Board of the TVROP to enter into any contract with Bank of the West relating to any deposit, which in his/her judgment is to the public advantage;

**PASSED AND ADOPTED** this 14<sup>th</sup> day of September, 2016, by the Joint Powers Governing Board of the Tri-Valley Regional Occupational Program, by the following vote, to wit:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

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

I, Julie Duncan, Secretary of the JPA Board of the TRI-VALLEY REGIONAL OCCUPATIONAL PROGRAM, do hereby certify that the foregoing resolution was regularly introduced, passed, and adopted by the JPA Board at its meeting held on September 14, 2016.

\_\_\_\_\_  
Secretary, Board of Trustees



TRI-VALLEY REGIONAL OCCUPATIONAL PROGRAM  
JOINT POWERS GOVERNING BOARD MEETING  
SEPTEMBER 14, 2016

**CONSENT - RESOLUTION - 7.9**

**AGENDA ITEM:**

7.9 - Resolution No. 2016-17.4, Appointment of Authorized Agents for State and Federal Applications

**RECOMMENDED ACTION:**

As part of the Consent Calendar, approve Resolution No. 2016-17.4

**BACKGROUND:**

The Tri-Valley ROP Joint Powers Agreement requires that an unanimous vote of the Governing Board of the Tri-Valley Regional Occupational Program of Alameda County, California, approve the designation certain persons employed by the Tri-Valley Regional Occupational Program to apply/sign State and Federal Applications of funding opportunities.

**FISCAL IMPACT:**

None

**SUPPORTING DOCUMENTS:**

- Resolution No. 2016-17.4 - Appointment of Authorized Agents for State and Federal Applications

Moved by:

Seconded by:

Passed by:

**TRI-VALLEY REGIONAL OCCUPATIONAL PROGRAM**

**RESOLUTION NO. 2016-17.4**

**APPOINTMENT OF AUTHORIZED AGENTS FOR  
STATE AND FEDERAL APPLICATIONS**

**WHEREAS**, the Joint Powers Governing Board of Tri-Valley Regional Occupational Program of Alameda County, California wishes to designate certain persons employed by the Tri-Valley Regional Occupational Program to sign for all matters pertaining to state and federal specially funded projects; and

**WHEREAS**, although Education Code Section 42632 requires at least a majority vote of the members, the Tri-Valley Regional Occupational Program Joint Powers Agreement, Sections VIII.B and XII.A, requires that an unanimous vote of the Joint Powers Governing Board of Tri-Valley Regional Occupational Program approves the designated agents of the Tri-Valley Regional Occupational Program; and

**WHEREAS**, Education Code Section 42632 also allows the Joint Powers Governing Board of Tri-Valley Regional Occupational Program to authorize a person or persons to sign said orders in its behalf;

**NOW, THEREFORE, BE IT RESOLVED** that the person or persons listed below are herewith so designated:

Name/Title:

\_\_\_\_\_  
Julie Duncan  
Superintendent

\_\_\_\_\_  
Heather Morelli  
Program Coordinator

\_\_\_\_\_  
Fred Rutledge  
Principal

**AND, BE IT FURTHER RESOLVED** that pursuant to Education Code Section 42633, said authorized signatures shall be filed with the County Superintendent of Schools on the signature cards that have been provided by the County Superintendent of Schools.

**PASSED AND ADOPTED** this 14<sup>th</sup> day of September, 2016 by the Joint Powers Governing Board of the Tri-Valley Regional Occupational Program, of Alameda County, State of California.

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

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

I, Julie Duncan, Secretary of the JPA Board of the TRI-VALLEY REGIONAL OCCUPATIONAL CENER/PROGRAM, do hereby certify that the foregoing resolution was regularly introduced, passed, and adopted by the JPA Board at its meeting held on September 14, 2016.

\_\_\_\_\_  
Secretary, Joint Powers Governing Board





TRI-VALLEY REGIONAL OCCUPATIONAL PROGRAM  
JOINT POWERS GOVERNING BOARD MEETING  
SEPTEMBER 14, 2016

**CONSENT – RESOLUTION – 7.10**

**AGENDA ITEM:**

7.10 – Resolution No. 2016-17.5, Budget Transfers of Funds – Revenues and Expenditures

**RECOMMENDED ACTION:**

As part of the Consent Calendar, approve Resolution No. 2016-17.5

**BACKGROUND:**

The Tri-Valley ROP Joint Powers Agreement requires that an unanimous vote of the Governing Board of the Tri-Valley Regional Occupational Program of Alameda County, California, approve the designation certain persons employed by the Tri-Valley Regional Occupational Program to approve necessary transfers of funds in relation to both Revenues and Expenditures.

**FISCAL IMPACT:**

None

**SUPPORTING DOCUMENTS:**

- Resolution No. 2016-17.5 – Budget Transfers, Revenues and Expenditures

Moved by:

Seconded by:

Passed by:

**TRI-VALLEY REGIONAL OCCUPATIONAL PROGRAM**

**RESOLUTION NO. 2016-17.5**

**APPOINTMENT OF AUTHORIZED AGENTS FOR  
BUDGET TRANSFERS OF FUNDS – REVENUES AND EXPENDITURES**

**WHEREAS**, the Joint Powers Governing Board of Tri-Valley Regional Occupational Program of Alameda County, California wishes to designate certain persons employed by the Tri-Valley Regional Occupational Program to sign for all matters pertaining to budget transfers of Revenue and Expense; and

**WHEREAS**, although Education Code Section 42632 requires at least a majority vote of the members, the Tri-Valley Regional Occupational Program Joint Powers Agreement, Sections VIII.B and XII.A, requires that an unanimous vote of the Joint Powers Governing Board of Tri-Valley Regional Occupational Program approves the designated agents of the Tri-Valley Regional Occupational Program; and

**WHEREAS**, Education Code Section 42632 also allows the Joint Powers Governing Board of Tri-Valley Regional Occupational Program to authorize a person or persons to sign said orders in its behalf;

**NOW, THEREFORE, BE IT RESOLVED** that the person or persons listed below are herewith so designated:

Name/Title:

\_\_\_\_\_  
Julie Duncan  
Superintendent

\_\_\_\_\_  
Heather Morelli  
Program Coordinator

\_\_\_\_\_  
Fred Rutledge  
Principal

**AND, BE IT FURTHER RESOLVED** that pursuant to Education Code Section 42633, said authorized signatures shall be filed with the County Superintendent of Schools on the signature cards that have been provided by the County Superintendent of Schools.

**PASSED AND ADOPTED** this 14<sup>th</sup> day of September, 2016 by the Joint Powers Governing Board of the Tri-Valley Regional Occupational Program, of Alameda County, State of California.

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

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

I, Julie Duncan, Secretary of the JPA Board of the TRI-VALLEY REGIONAL OCCUPATIONAL CENER/PROGRAM, do hereby certify that the foregoing resolution was regularly introduced, passed, and adopted by the JPA Board at its meeting held on September 14, 2016.

\_\_\_\_\_  
Secretary, Joint Powers Governing Board



TRI-VALLEY REGIONAL OCCUPATIONAL PROGRAM  
JOINT POWERS GOVERNING BOARD MEETING  
SEPTEMBER 14, 2016

**CONSENT - RESOLUTION - 7.11**

**AGENDA ITEM:**

7.11 - Resolution No. 2016-17.6, Delegation of Authority

**RECOMMENDED ACTION:**

As part of the Consent Calendar, Approve Resolution No. 2016-17.6

**BACKGROUND:**

The Tri-Valley ROP Joint Governing Board wishes to authorize the Superintendent and/or designee authority to procure goods, services and labor on behalf of the District.

**FISCAL IMPACT:**

None

**SUPPORTING DOCUMENTS:**

- Resolution No. 2016-17.6 - Delegation of Authority

Moved by:

Seconded by:

Passed by:

**TRI-VALLEY REGIONAL OCCUPATIONAL PROGRAM  
RESOLUTION NO. 2016-17.6  
DELEGATION OF AUTHORITY**

**WHEREAS**, the Joint Powers Board of the Tri-Valley Regional Occupational Program (ROP) wishes to procure goods and services for the ROP efficiently and cost effectively;

**WHEREAS**, this objective is furthered through minimizing delays in the procurement process consistent with observing all statutory requirements;

**WHEREAS**, Education Code Section 35161 provides that the Board may delegate to an officer or employee any power or duty granted to the Board by law provided the Board retains ultimate responsibility for the performance of delegated responsibilities;

**WHEREAS**, Education Code Section 39656 permits the Board to delegate its authority to contract to the Superintendent or the Superintendent's designee with such limitations as the Board may prescribe; and

**WHEREAS**, Education Code Section 39657 permits the Board to delegate to any employee the authority to purchase supplies, materials, apparatus, equipment and services consistent with Section 20111 of the Public Contract Code with prescribed limits as to time, money and subject matter;

**NOW, THEREFORE, BE IT RESOLVED** that:

1. The Joint Powers Board of the Tri-Valley Regional Occupational Program, pursuant to Education Code Sections 35161, 39656 and 39657, hereby delegates to the Superintendent of TVROP and her designee, the authority to (a) advertise for bids, (b) purchase goods and services, including labor and materials, (c) approve change orders in accordance with Public Contract Code Section 20118.4; and (d) finally accept work on behalf of the ROP consistent with the limitations set forth in this Resolution.
2. No contract, purchase or expenditure shall exceed \$100,000;
3. All contracts, purchases and expenditures shall be presented to the Board for ratification within sixty (60) days; and
4. All contracts, purchases and expenditures shall be consistent with the ROP's adopted budget and shall conform to all applicable statutory requirements including but not limited to Public Contract Code Sections 20111 (competitive bid requirement), 20114 (day labor/force account) and 20118.4 (change orders).
5. This delegation of authority shall not apply to the award of contracts in State-funded projects in which the State requires a resolution of the Board to release funds.

**PASSED, AND ADOPTED** by the following this 14<sup>th</sup> day of September 2016 by the Joint Powers Governing Board of the Tri-Valley Regional Occupational Program, Alameda County, State of California.

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

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

I, Julie Duncan, Secretary of the JPA Board of the TRI-VALLEY REGIONAL OCCUPATION PROGRAM, do hereby certify that the foregoing resolution was regularly introduced, passed, and adopted by the JPA Board at its meeting held on September 14, 2016.

\_\_\_\_\_  
Secretary, Joint Powers Governing Board



TRI-VALLEY REGIONAL OCCUPATIONAL PROGRAM  
JOINT POWERS GOVERNING BOARD MEETING  
SEPTEMBER 14, 2016

**CONSENT – RESOLUTION – 7.12**

**AGENDA ITEM:**

7.12 – Resolution No. 2016-17.7, Authorized Agents for Official Documents and Reports

**RECOMMENDED ACTION:**

As part of the Consent Calendar, Approve Resolution No. 2016-17.7

**BACKGROUND:**

The Tri-Valley ROP must provide signature approval on certain official documents and reports, including local, State and Federal reports.

Resolution No. 2016-17.7 names authorized signers for Tri-Valley Regional Occupational Program.

**FISCAL IMPACT:**

None

**SUPPORTING DOCUMENTS:**

- Resolution No. 2016-17.7 – Authorized Agents for Official Documents and Reports

Moved by:

Seconded by:

Passed by:

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

<b>RESOLUTION NO. 2016-17.7 AUTHORIZED AGENTS OFFICIAL DOCUMENTS AND REPORTS</b>
------------------------------------------------------------------------------------------

WHEREAS, TVROP occasionally must provide signature approval on certain official documents and reports, including local, State and Federal reports, such as revenue and/or grant funding; and

WHEREAS, this resolution supersedes all previous resolutions authorizing such signature(s) on certain official documents and reports, and declares said prior resolutions null and void;

WHEREAS, this resolution supersedes all previous resolutions authorizing such signature(s) on behalf of the Governing Board, and declares said prior resolutions null and void;

NOW, THEREFORE BE IT RESOLVED that the Governing Board hereby duly authorizes and empowers the following person(s) to sign all documents and reports pertinent to conducting the business of the Tri-Valley Regional Occupational Program, effective as of the date of this resolution:

1. \_\_\_\_\_ Julie Duncan  
Signature Type Name  
Superintendent of Tri-Valley Regional Occupational Program  
Title
  
2. \_\_\_\_\_ Heather Morelli  
Signature Type Name  
Coordinator, Program Services, Tri-Valley Regional Occupational Program  
Title
  
3. \_\_\_\_\_ Susan Kinder  
Signature Type Name  
Chief Business Official, Livermore Valley Joint Unified School District  
Title
  
4. \_\_\_\_\_ Randy Rivera  
Signature Type Name  
Payroll Director, Livermore Valley Joint Unified School District  
Title

**PASSED AND ADOPTED** this 14<sup>th</sup> day of September, 2016, by the Joint Powers Governing Board of the Tri-Valley Regional Occupational Program, by the following vote, to wit:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

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Chairperson, Joint Powers Governing Board

*I, Julie Duncan, Secretary to the TVROP Joint Powers Governing Board, do hereby certify that the foregoing resolution was regularly introduced, passed, and adopted by the Board during its meeting held September 14, 2016.*

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*Julie Duncan, Secretary to the Board, TVROP*





TRI-VALLEY REGIONAL OCCUPATIONAL PROGRAM  
JOINT POWERS GOVERNING BOARD MEETING  
September 14, 2016

## **INFORMATION ITEM – 9.1**

### **AGENDA ITEM:**

9.1 – Adult Education Program

### **INFORMATIONAL BACKGROUND:**

Fred Rutledge, Coordinator, Adult Education, will present an update on the startup of the new collaborative efforts of all three Member Districts, the Tri-Valley One Stop and Tri-Valley ROP.

### **SUPPORTING DOCUMENTS:**

*None*



TRI-VALLEY REGIONAL OCCUPATIONAL PROGRAM  
JOINT POWERS GOVERNING BOARD MEETING  
September 14, 2016

## **INFORMATION ITEM – 9.2**

### **AGENDA ITEM:**

9.2 – Middle College at Las Positas College, Update

### **INFORMATIONAL BACKGROUND:**

Kathleen Frazier, Administrative Program Director, will present an update on the start of year two of Middle College at Las Positas College. The presentation will cover student orientation, start of school activities and a statistical report.

### **SUPPORTING DOCUMENTS:**

*None*



TRI-VALLEY REGIONAL OCCUPATIONAL PROGRAM  
JOINT POWERS GOVERNING BOARD MEETING  
September 14, 2016

**ACTION ITEM - 9.3**

**AGENDA ITEM:**

9.3 - Approval of the 2015-2016 Unaudited Actuals

**RECOMMENDED ACTION:**

Approve as presented; the 2015-2016 Unaudited Actuals

**BACKGROUND:**

The 2015-2016 Unaudited Actuals are being submitted to the Board for review and approval. The Unaudited Actuals show the revenue and expenditures for the prior fiscal year and are submitted to the Alameda County Office of Education and then on to the California Department of Education for inspection and approval.

**FISCAL IMPACT:**

*None*

**SUPPORTING DOCUMENTS:**

- Tri-Valley Regional Occupational Program 2015-2016 Unaudited Actuals

Moved by:

Seconded by:

Passed by:

# TRI-VALLEY REGIONAL OCCUPATIONAL PROGRAM

2015-2016

## Unaudited Actuals

The 2015-2016 unaudited actuals are submitted to the Board of Education as required by the State of California. These reports show all revenues, expenditures, and fund balances for the Tri-Valley ROP for the fiscal year ending June 30, 2016. The financial statements will be reviewed by an independent audit firm which will provide an Independent Audit Report by December 15, 2016.

### Revenue

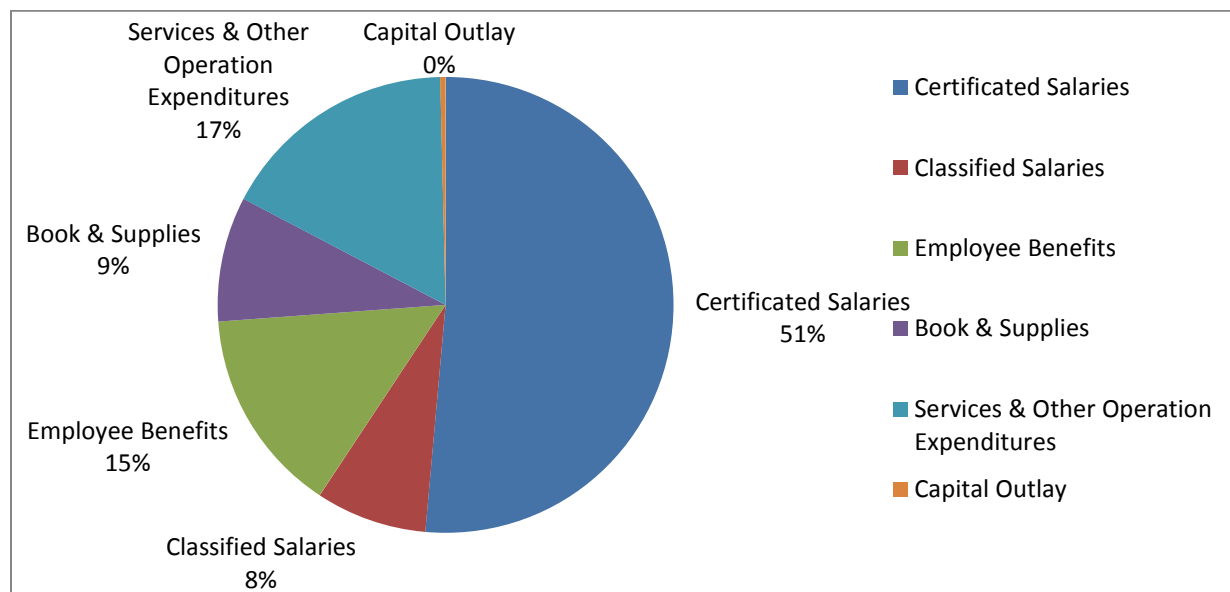
	2015-2016 Estimated Revenue		2015-2016 Unaudited Revenue		Change
Federal	\$	120,531	\$	120,531	\$ -
State	\$	2,563,647	\$	2,653,181	\$ 89,534
Local	\$	2,601,933	\$	2,429,578	\$ (172,355)
<b>Total Revenue</b>	<b>\$</b>	<b>5,286,111</b>	<b>\$</b>	<b>5,203,290</b>	<b>\$ (82,821)</b>

The STRS On-Behalf state revenue was greater than projected. However, this increase is offset by increased STRS On-Behalf expenditures. The net effect on the ending fund balance is zero.

The Santa Rita Jail Adults in Corrections contribution was lower than budgeted resulting in lower local revenue. This decrease in contribution is offset by lower expenditures with a net effect on the ending fund balance of zero.

## Expenditures

Category	2015-2016 Estimated Expenditures	2015-2016 Unaudited Expenditures	Change
Certificated Salaries	\$ 2,760,911	\$ 2,775,343	\$ 14,432
Classified Salaries	\$ 432,399	\$ 425,380	\$ (7,019)
Employee Benefits	\$ 644,310	\$ 784,490	\$ 40,180
Book & Supplies	\$ 786,710	\$ 478,089	\$ (308,621)
Services & Other Operation Expenditures	\$ 1,086,734	\$ 913,555	\$ (173,179)
Capital Outlay	\$ 20,767	\$ 20,767	\$ -
<b>TOTAL</b>	<b>\$ 5,731,831</b>	<b>\$ 5,397,624</b>	<b>\$ (334,207)</b>



Total expenditures came in under budget. Employee Benefits were over budget due to the STRS On-Behalf calculation, which is offset by an increase in state revenue.

## Ending Fund Balance

Tri-Valley ROP's ending fund balance decreased by \$194,333, which was less than originally planned. This was part of Tri-Valley ROP's planned spend-down of excess carryover.

UNAUDITED ACTUAL FINANCIAL REPORT:

To the County Superintendent of Schools:

2015-16 UNAUDITED ACTUAL FINANCIAL REPORT. This report was prepared in accordance with Education Code Section 41010 and is hereby approved and filed by the governing board of the JPA pursuant to Education Code sections 41023 and 42100.

Signed \_\_\_\_\_  
Clerk/Secretary of the JPA Governing Board  
(Original signature required)

Date of Meeting: Sep 14, 2016

To the Superintendent of Public Instruction:

2015-16 UNAUDITED ACTUAL FINANCIAL REPORT. This report has been verified for accuracy by the County Superintendent of Schools pursuant to Education Code sections 41023 and 42100.

Signed \_\_\_\_\_  
County Superintendent/Designee  
(Original signature required)

Date: \_\_\_\_\_

For additional information on the unaudited actual reports, please contact:

For County Office of Education:

For JPA:

Tom Roland  
Name  
Director 1, District Advisory Services  
Title  
510-670-4299  
Telephone  
rtom@acoe.org  
E-mail Address

Julie Duncan  
Name  
Superintendent  
Title  
925-455-4800 ext. 106  
Telephone  
jduncan@tvrop.org  
E-mail Address

REQUEST FOR AN APPROVED INDIRECT COST RATE:

JPAs do not receive an approved indirect cost rate unless specifically requested.

( N ) Do you want an approved indirect cost rate for use with 2017-18 programs? (Yes/No)

Description	Resource Codes	Object Codes	2015-16 Unaudited Actuals	2016-17 Budget	Percent Difference
<b>A. REVENUES</b>					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	120,531.00	203,379.00	68.7%
3) Other State Revenue		8300-8599	2,653,181.39	164,795.00	-93.8%
4) Other Local Revenue		8600-8799	2,429,577.86	4,774,530.00	96.5%
5) TOTAL, REVENUES			5,203,290.25	5,142,704.00	-1.2%
<b>B. EXPENDITURES</b>					
1) Certificated Salaries		1000-1999	2,775,343.07	3,041,698.00	9.6%
2) Classified Salaries		2000-2999	425,380.29	451,319.00	6.1%
3) Employee Benefits		3000-3999	784,489.82	773,055.00	-1.5%
4) Books and Supplies		4000-4999	478,089.19	411,873.00	-13.9%
5) Services and Other Operating Expenditures		5000-5999	913,554.58	944,919.00	3.4%
6) Capital Outlay		6000-6999	20,766.68	0.00	-100.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			5,397,623.63	5,622,864.00	4.2%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			(194,333.38)	(480,160.00)	147.1%
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2015-16 Unaudited Actuals	2016-17 Budget	Percent Difference
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			(194,333.38)	(480,160.00)	147.1%
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	1,923,494.40	1,729,161.02	-10.1%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			1,923,494.40	1,729,161.02	-10.1%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			1,923,494.40	1,729,161.02	-10.1%
2) Ending Balance, June 30 (E + F1e)			1,729,161.02	1,249,001.02	-27.8%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	20,000.00	20,000.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Expenditures		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted			2,800.00	2,800.00	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments		9780	0.00	0.00	0.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	269,881.00	281,143.00	4.2%
Unassigned/Unappropriated Amount		9790	1,436,480.02	945,058.02	-34.2%



Description	Resource Codes	Object Codes	2015-16 Unaudited Actuals	2016-17 Budget	Percent Difference
<b>G. ASSETS</b>					
1) Cash					
a) in County Treasury		9110	1,706,711.81		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Fund		9130	20,000.00		
d) with Fiscal Agent		9135	0.00		
e) collections awaiting deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	865,847.74		
4) Due from Grantor Government		9290	2,394,320.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) TOTAL, ASSETS			4,986,879.55		
<b>H. DEFERRED OUTFLOWS OF RESOURCES</b>					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		
<b>I. LIABILITIES</b>					
1) Accounts Payable		9500	3,061,101.58		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640	0.00		
5) Unearned Revenue		9650	196,616.95		
6) TOTAL, LIABILITIES			3,257,718.53		
<b>J. DEFERRED INFLOWS OF RESOURCES</b>					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
<b>K. FUND EQUITY</b>					
Ending Fund Balance, June 30 (must agree with line F2) (G9 + H2) - (I6 + J2)			1,729,161.02		

Description	Resource Codes	Object Codes	2015-16 Unaudited Actuals	2016-17 Budget	Percent Difference
<b>FEDERAL REVENUE</b>					
Special Education Discretionary Grants		8182	0.00	0.00	0.0%
Child Nutrition Programs		8220	0.00	0.00	0.0%
Donated Food Commodities		8221	0.00	0.00	0.0%
Interagency Contracts Between LEAs		8285	0.00	0.00	0.0%
Pass-Through Revenues from Federal Sources		8287	0.00	0.00	0.0%
No Child Left Behind	4036	8290	0.00	0.00	0.0%
Vocational and Applied Technology Education	3500-3699	8290	98,454.00	181,302.00	84.1%
Safe and Drug Free Schools	3700-3799	8290	0.00	0.00	0.0%
All Other Federal Revenue	All Other	8290	22,077.00	22,077.00	0.0%
<b>TOTAL, FEDERAL REVENUE</b>			<b>120,531.00</b>	<b>203,379.00</b>	<b>68.7%</b>
<b>OTHER STATE REVENUE</b>					
Other State Apportionments					
All Other State Apportionments - Current Year		8311	0.00	0.00	0.0%
All Other State Apportionments - Prior Years		8319	0.00	0.00	0.0%
Child Nutrition Programs		8520	0.00	0.00	0.0%
Mandated Costs Reimbursements		8550	0.00	0.00	0.0%
Pass-Through Revenues from State Sources		8587	0.00	0.00	0.0%
Career Technical Education Incentive Grant Program	6387	8590	2,394,320.00	0.00	-100.0%
All Other State Revenue	All Other	8590	258,861.39	164,795.00	-36.3%
<b>TOTAL, OTHER STATE REVENUE</b>			<b>2,653,181.39</b>	<b>164,795.00</b>	<b>-93.8%</b>
<b>OTHER LOCAL REVENUE</b>					
Other Local Revenue					
Sales					
Sale of Equipment/Supplies		8631	0.00	0.00	0.0%
Sale of Publications		8632	0.00	0.00	0.0%
Food Service Sales		8634	0.00	0.00	0.0%
All Other Sales		8639	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2015-16 Unaudited Actuals	2016-17 Budget	Percent Difference
Leases and Rentals		8650	0.00	0.00	0.0%
Interest		8660	5,648.86	2,000.00	-64.6%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.0%
Fees and Contracts					
Adult Education Fees		8671	0.00	0.00	0.0%
In-District Premiums/ Contributions		8674	0.00	0.00	0.0%
Transportation Fees From Individuals		8675	0.00	0.00	0.0%
Interagency Services		8677	0.00	0.00	0.0%
All Other Fees and Contracts		8689	1,238,326.87	1,288,108.00	4.0%
Other Local Revenue					
Pass-Through Revenues From Local Sources		8697	0.00	0.00	0.0%
All Other Local Revenue		8699	95,500.13	0.00	-100.0%
Tuition		8710	0.00	0.00	0.0%
All Other Transfers In		8781-8783	425,376.00	2,774,371.00	552.2%
Transfers of Apportionments					
Special Education SELPA Transfers					
From Districts or Charter Schools	6500	8791	0.00	0.00	0.0%
From County Offices	6500	8792	0.00	0.00	0.0%
From JPAs	6500	8793	0.00	0.00	0.0%
ROC/P Transfers					
From Districts or Charter Schools	6360	8791	0.00	0.00	0.0%
From County Offices	6360	8792	0.00	0.00	0.0%
From JPAs	6360	8793	0.00	0.00	0.0%
Other Transfers of Apportionments					
From Districts or Charter Schools	All Other	8791	664,726.00	710,051.00	6.8%
From County Offices	All Other	8792	0.00	0.00	0.0%
From JPAs	All Other	8793	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.0%
<b>TOTAL, OTHER LOCAL REVENUE</b>			<b>2,429,577.86</b>	<b>4,774,530.00</b>	<b>96.5%</b>
<b>TOTAL, REVENUES</b>			<b>5,203,290.25</b>	<b>5,142,704.00</b>	<b>-1.2%</b>

Description	Resource Codes	Object Codes	2015-16 Unaudited Actuals	2016-17 Budget	Percent Difference
<b>CERTIFICATED SALARIES</b>					
Certificated Teachers' Salaries		1100	2,211,779.23	2,481,064.00	12.2%
Certificated Pupil Support Salaries		1200	0.00	0.00	0.0%
Certificated Supervisors' and Administrators' Salaries		1300	558,563.84	560,634.00	0.4%
Other Certificated Salaries		1900	5,000.00	0.00	-100.0%
<b>TOTAL, CERTIFICATED SALARIES</b>			<b>2,775,343.07</b>	<b>3,041,698.00</b>	<b>9.6%</b>
<b>CLASSIFIED SALARIES</b>					
Classified Instructional Salaries		2100	0.00	0.00	0.0%
Classified Support Salaries		2200	238,201.68	249,236.00	4.6%
Classified Supervisors' and Administrators' Salaries		2300	71,939.04	76,112.00	5.8%
Clerical, Technical and Office Salaries		2400	107,227.07	112,082.00	4.5%
Other Classified Salaries		2900	8,012.50	13,889.00	73.3%
<b>TOTAL, CLASSIFIED SALARIES</b>			<b>425,380.29</b>	<b>451,319.00</b>	<b>6.1%</b>
<b>EMPLOYEE BENEFITS</b>					
STRS		3101-3102	522,415.75	476,389.00	-8.8%
PERS		3201-3202	63,958.50	80,562.00	26.0%
OASDI/Medicare/Alternative		3301-3302	78,818.54	88,913.00	12.8%
Health and Welfare Benefits		3401-3402	1,874.64	0.00	-100.0%
Unemployment Insurance		3501-3502	1,595.18	1,743.00	9.3%
Workers' Compensation		3601-3602	115,827.21	125,448.00	8.3%
OPEB, Allocated		3701-3702	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.0%
<b>TOTAL, EMPLOYEE BENEFITS</b>			<b>784,489.82</b>	<b>773,055.00</b>	<b>-1.5%</b>
<b>BOOKS AND SUPPLIES</b>					
Approved Textbooks and Core Curricula Materials		4100	0.00	0.00	0.0%
Books and Other Reference Materials		4200	0.00	0.00	0.0%
Materials and Supplies		4300	202,602.88	340,873.00	68.2%
Noncapitalized Equipment		4400	275,486.31	71,000.00	-74.2%
Food		4700	0.00	0.00	0.0%
<b>TOTAL, BOOKS AND SUPPLIES</b>			<b>478,089.19</b>	<b>411,873.00</b>	<b>-13.9%</b>

Description	Resource Codes	Object Codes	2015-16 Unaudited Actuals	2016-17 Budget	Percent Difference
<b>SERVICES AND OTHER OPERATING EXPENDITURES</b>					
Subagreements for Services		5100	0.00	0.00	0.0%
Travel and Conferences		5200	39,827.93	73,687.00	85.0%
Dues and Memberships		5300	13,149.75	13,500.00	2.7%
Insurance		5400-5450	20,865.00	25,000.00	19.8%
Operations and Housekeeping Services		5500	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	26,519.14	26,138.00	-1.4%
Transfers of Direct Costs		5710	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	802,403.05	790,394.00	-1.5%
Communications		5900	10,789.71	16,200.00	50.1%
<b>TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES</b>			<b>913,554.58</b>	<b>944,919.00</b>	<b>3.4%</b>
<b>CAPITAL OUTLAY</b>					
Land		6100	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	0.00	0.00	0.0%
Equipment		6400	20,766.68	0.00	-100.0%
Equipment Replacement		6500	0.00	0.00	0.0%
<b>TOTAL, CAPITAL OUTLAY</b>			<b>20,766.68</b>	<b>0.00</b>	<b>-100.0%</b>

Description	Resource Codes	Object Codes	2015-16 Unaudited Actuals	2016-17 Budget	Percent Difference
<b>OTHER OUTGO (excluding Transfers of Indirect Costs)</b>					
Tuition					
Tuition, Excess Costs, and/or Deficit Payments					
Payments to Districts or Charter Schools		7141	0.00	0.00	0.0%
Payments to County Offices		7142	0.00	0.00	0.0%
Payments to JPAs		7143	0.00	0.00	0.0%
Other Transfers Out					
Transfers of Pass-Through Revenues					
To Districts or Charter Schools		7211	0.00	0.00	0.0%
To County Offices		7212	0.00	0.00	0.0%
To JPAs		7213	0.00	0.00	0.0%
Special Education SELPA Transfers of Apportionments					
To Districts or Charter Schools	6500	7221	0.00	0.00	0.0%
To County Offices	6500	7222	0.00	0.00	0.0%
To JPAs	6500	7223	0.00	0.00	0.0%
ROC/P Transfers of Apportionments					
To Districts or Charter Schools	6360	7221	0.00	0.00	0.0%
To County Offices	6360	7222	0.00	0.00	0.0%
To JPAs	6360	7223	0.00	0.00	0.0%
Other Transfers of Apportionments	All Other	7221-7223	0.00	0.00	0.0%
All Other Transfers		7281-7283	0.00	0.00	0.0%
All Other Transfers Out to All Others		7299	0.00	0.00	0.0%
Debt Service					
Debt Service - Interest		7438	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.0%
<b>TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)</b>			0.00	0.00	0.0%
<b>OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>					
Transfers of Indirect Costs		7310	0.00	0.00	0.0%
Transfers of Indirect Costs - Interfund		7350	0.00	0.00	0.0%
<b>TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>			0.00	0.00	0.0%
<b>TOTAL, EXPENDITURES</b>			5,397,623.63	5,622,864.00	4.2%

Description	Resource Codes	Object Codes	2015-16 Unaudited Actuals	2016-17 Budget	Percent Difference
<b>INTERFUND TRANSFERS</b>					
<b>INTERFUND TRANSFERS IN</b>					
From: Special Reserve Fund		8912	0.00	0.00	0.0%
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.0%
<b>INTERFUND TRANSFERS OUT</b>					
To: Special Reserve Fund		7612	0.00	0.00	0.0%
To: State School Building Fund/ County School Facilities Fund		7613	0.00	0.00	0.0%
To: Cafeteria Fund		7616	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%
<b>OTHER SOURCES/USES</b>					
<b>SOURCES</b>					
Long-Term Debt Proceeds Proceeds from Certificates of Participation		8971	0.00	0.00	0.0%
Proceeds from Capital Leases		8972	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
<b>USES</b>					
All Other Financing Uses		7699	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
<b>CONTRIBUTIONS</b>					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			0.00	0.00	0.0%



TRI-VALLEY REGIONAL OCCUPATIONAL PROGRAM  
JOINT POWERS GOVERNING BOARD MEETING  
September 14, 2016

**ACTION ITEM - 9.4**

**AGENDA ITEM:**

9.4 - Approval of Personnel Document #091416

**RECOMMENDED ACTION:**

Approve Personnel Document #091416, as presented.

**BACKGROUND:**

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

**FISCAL IMPACT:**

Personnel expenses are included in the 2016-17 budget.

**SUPPORTING DOCUMENTS:**

- Personnel Document #091416

Moved by:

Seconded by:

Passed by:



**PERSONNEL DOCUMENT #091416**

**TRI-VALLEY REGIONAL OCCUPATIONAL PROGRAM**

<b>Name / FTE</b>	<b>Description / Location</b>	<b>Effective Date</b>	<b>Superintendent's Recommendation</b>
<b><u>2016-2017 CERTIFICATED HIRES</u></b>			
Sara Beyne .50	Medical Occupations Foothill	8/29/2016	Approve
Michael Cohn .80	Social Sciences Middle College	8/10/2016	Approve
Nakisha Harris 1.0	Crime Scene/Crim Just – DHS Legal Pathway – TSA	8/15/2016	Approve
Amy Lopez .25	Sports Medicine/Ath. Trng Dublin	8/15/2016	Approve
Don Nyswonger Hourly	Technology Instructor Adult Ed Programs	9/1/2016	Approve
Naomi Sui 1.0	Marketing Amador	8/15/2016	Approve
<b><u>2016-2017 CERTIFICATED OPENINGS</u></b>			
Open 1.0	Transition Specialist TBD	TBD	Approve
Open 1.0	Work Based Learning Coor TBD	TBD	Approve
<b><u>2016-17 CERTIFICATED MANAGEMENT – Rehires, Temporary</u></b>			
Fred Rutledge .50 – <i>Reduced Workload Program</i>	Coordinator Adult Education District Office	10/01/2016	Approve
<b><u>2016-17 STUDENT WORKER – Temporary</u></b>			
Kirsten Sorensen Hourly	Student Worker District Office	8/22/2016	Approve



TRI-VALLEY REGIONAL OCCUPATIONAL PROGRAM  
JOINT POWERS GOVERNING BOARD MEETING  
SEPTEMBER 14, 2016

**ACTION ITEM - 9.5**

**AGENDA ITEM:**

9.5 – Ratification of Superintendent Contract

**RECOMMENDED ACTION:**

Approve Superintendent Contract

**BACKGROUND:**

The current Superintendent contract was amended to reflect language changes in salary increases only upon satisfactory evaluation and to reflect the new salary increase of 3% that was also given to certificated staff on July 1, 2016.

**FISCAL IMPACT:**

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

**SUPPORTING DOCUMENTS:**

- Parties to negotiate terms of contract in closed session. Provided terms are agreed upon, the decision and contract will be reported and ratified in open session.

Moved by:  
Seconded by:  
Passed by:

## **Superintendent Contract**

Parties to negotiate terms of contract in closed session. Provided terms are agreed upon, the decision and contract will be reported and ratified in open session and copies will be made available at that time.