



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

Member District: Pleasanton USD

Chuck Rogge, Vice Chairperson
(925) 447-1604

rogge.lvjUSD@isp.com

Member District:

Livermore Valley Joint USD

Dan Cunningham, Member
925-808-1084

cunninghamdan@dublinUSD.org

Member District: Dublin USD

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

jduncan@tvrop.org

Secretary to the Governing Board

www.tvrop.org

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

1. **CALL TO ORDER / ROLL CALL – 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