



## Tri-Valley Regional Occupational Program

1040 Florence Road, Livermore, CA 94550

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

### **JOINT POWERS GOVERNING BOARD**

### **Minutes of the Regular Board Meeting of December 12, 2018**

### **6:00 p.m. Open Session**

#### **1. CALL TO ORDER / ROLL CALL – 6:00 p.m.**

Chairperson Cunningham called the meeting called to order at 6:04 p.m.

#### **Roll Call**

Dan Cunningham

Valerie Arkin

Chuck Rogge

Julie Duncan

#### **2. REGULAR MEETING**

##### **2.1 Pledge of Allegiance**

##### **2.2 Approval of the Agenda**

Agenda was approved as written.

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

#### **3. PUBLIC COMMENT - None**

#### **4. RECOGNITIONS**

##### **4.1 Recognition of Susan Pereira, Sr. Support Specialist and Colette Ray, Attendance Secretary, Middle College**

Superintendent Duncan thanked Susan, explained that Colette was out of town for a family emergency, and introduced Amy Brown, MC Coordinator to present certificates.

Ms. Brown explained the detail and difficulty of reporting attendance for three districts, five plus schools and 140 students. The need for detailed attendance is important.

With each district having a different attendance system, Susan and Colette worked tirelessly with School House, the attendance system, to get the program working for everyone.

#### **5. 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**

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

**5.1 Approval of Minutes from the Regular Board Meeting of August 22, 2018**

The Board approved minutes from the August 22, 2018 Regular Board Meeting.

**5.2 Approval of Minutes from the Special Board Meeting of September 6, 2018**

The Board approved minutes from the September 6, 2018 Special Board Meeting.

**5.3 Approval of Minutes from the Board Workshop of October 23, 2018**

The Board approved minutes from the October 23, 2018 Board Workshop.

**5.4 Approval of Bill and Salary Reports – August 1 - November 30, 2018**

The Board approved Bill and Salary warrants which show payment of the District's operating and salary expenditures for the prior four months.

**5.5 Approval of Purchase Order Summary – August 1 - November 30, 2018**

The Board approved the purchase order summary which shows encumbrances for the District funds for the prior four months.

**5.6 Approval of the CTE Employer Industry Sector Advisory Committee 2018-2019**

The Board approved the CTE Industry Sector Advisory Committee List for 2018-2019.

**5.7 Approval of the CTE Tri-Valley Educational Collaborative Advisory Committee 2018-2019**

The Board approved the CTE TEC Advisory Committee List for 2018-2019.

**5.8 Approval of Donations**

The Board approved donations received up to November 30, 2018.

**6. DEFERRED CONSENT ITEMS – None**

**7. INFORMATION / ACTION ITEMS**

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

**7.1 Forward Mapping. TVROP Three-Year Plan – action**

Superintendent Duncan introduced Amy Robbins, Director of College and Career Readiness to present the TVROP Three-Year Plan which is based on input from all staff and the Board from the October TVROP JPGB Board Workshop.

Mr. Rogge requested that there be periodic updates to the plan.

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

**7.2 Approval of the 2017 – 2018 Audit Report – action**

In accordance with Education Code Section 41020, the Board of Education authorized the annual audit of the Tri-Valley Regional Occupational Program's financial records and support documentation for the 2017-2018 fiscal year by Nigro & Nigro, PC. Teresa Fiscus, LVJUSD Fiscal Director, reviewed the audit report for the Board in detail and asked the Board to accept the audit report as written.

Note to update Mr. Rogge as Trustee in the Audit Report.

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

**7.3 Approval of the 2018 – 2019 First Interim Report - action**

Teresa Fiscus, LVJUSD Fiscal Director, presented the First Interim and based on the current budget and the multi-year projection, recommended that the Board of Tri-Valley Regional Occupational Program, approve the 2018-2019 First Interim Report with a Positive Certification.

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

**7.4 Alternative Reserve - action**

Teresa Fiscus, LVJUSD Fiscal Director, presented three options of an alternative reserve percentage with a breakdown for the percentages and what the equating dollar amounts are.

The Board discussed the options and decided upon on a 12.5% reserve.

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

**7.5 Approval of Proposed Salary Schedules - action**

In response to a past Board request of keeping salary schedules competitive, staff presented information on salary schedule history, member district comparisons and a proposal outlining 1%, 2% and 3% options.

Chairperson Cunningham asked Superintendent Duncan for a recommendation.

Superintendent's recommendation is a 3% increase.

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

**7.6 Approval of Personnel Document #121218 - action**

The Board approved Personnel Document #121218.

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

**7.7 TVROP Programs Update - information**

Suzanne Smith, Coordinator of Program Services, presented an update on current programs, advisory, partnerships and new opportunities/programs.

Chairperson Cunningham requested that equal access be thoroughly presented to all students, throughout the three districts.

Ms. Smith responded to Chairperson Cunningham that through the counselor lunches, social media, presentations to freshman and their parents, and through other district partnerships, students and parents are informed and encourages to participate in CTE opportunities. Staff continuously engages in evaluating the selection process and

remains focused on equalization in relation to student enrollment.

**8. CORRESPONDENCE**

- Letter from L. Karen Monroe, Superintendent, Alameda County Office of Education, approval of 2018-19 Adopted Budget

**9. SUPERINTENDENT'S REPORT**

Julie Duncan, Superintendent distributed a copy of the Superintendent Report which lists activities, and/or legislation meetings since the last board meeting.

- SAT meeting with Dr. Douglas and Las Positas College to secure SAT to be offered at LPC on March 9th
- College and Career Indicator (CCI) report came out and all three districts met the indicator and we will be drilling down the reports by school to see where TVROP can assist the districts in areas that may need attention.
- Fifth year in a row with no audit findings
- MC Open House was amazing, almost every student had a parent attend
- Many grants in the works: CTEIG, Strong Workforce

**10. BOARD MEMBER REPORTS**

Board members may wish to report on their recent activities.

Chairperson Cunningham congratulated staff on the receipt of the Golden Bell Award.

**11. ANNOUNCEMENTS**

- The next Regular Meeting (Organizational) of the Joint Powers Governing Board is scheduled for Wednesday, January 30, 2019.

**12. ADJOURNMENT**

There being no further business, Chairperson Cunningham adjourned the meeting at 7:16 p.m.

Original Signed

Submitted,

\_\_\_\_\_  
Julie Duncan  
Secretary to the Board

*Approved and entered into the proceedings  
of the Board this 30<sup>th</sup> day of January, 2019.*

\_\_\_\_\_  
Board Chairperson