



## 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 August 22, 2018** **6:00 p.m. 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 **4.0, 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**

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Member District:  
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*Secretary to the Governing Board*

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**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 – 6:00 p.m.**

2. **Regular Meeting**

2.1 **Pledge of Allegiance**

2.2 **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.

3. **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.

4. **RECOGNITIONS**

Superintendent Duncan will recognize Christin Crawford, Secretary I/Attendance from the District Office.

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**

5.1 **Approval of Minutes from the Regular Board Meeting of June 13, 2018**

The Board will consider approval of the minutes from the June 13, 2018 Board Meeting.

5.2 **Approval of Bill and Salary Reports – June 1 – July 31, 2018**

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 two months.

5.3 **Approval of Purchase Order Summary – June 1 – July 31, 2018**

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

**CONSENT – RESOLUTIONS**

In order to conduct regular operations of the District, the Board is being asked, in one roll call vote, to adopt Resolutions 2018-19.1 through 2018-19.6.

5.4 **Resolution No. 2018-19.1 - Signature Card – Authorized Agents Payroll Warrants and Disbursements**

The Board will consider approval of this Resolution authorizing persons named to sign warrants and approval of payments on behalf of the District.

**5.5 Resolution No. 2018-19.2 - Authorization for Bank Signatures**

The Board will consider approval of this Resolution authorizing persons named to sign bank documents on behalf of the District.

**5.6 Resolution No. 2018-19.3 - 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.

**5.7 Resolution No. 2018-19.4 - 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.

**5.8 Resolution No. 2018-19.5 - 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.

**5.9 Resolution No. 2018-19.6 - Authorized Agents for Official Documents and Reports**

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.

**6. DEFERRED CONSENT ITEMS**

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

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

Staff will update the Board on the start of year four of Middle College at Las Positas College.

**7.2 Approval of the 2017 – 2018 Unaudited Actuals - *action***

Presentation of, by California statute, the District's 2017 – 2018 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.

**7.3 Approval of Personnel Document #082218 - *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.

**8. CORRESPONDENCE – None**

**9. SUPERINTENDENT'S REPORT**

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

**10. BOARD MEMBER REPORTS**

Board members may wish to report on their recent activities.

**11. ANNOUNCEMENTS**

- The next Regular Meeting of the Board will be held October 24, 2018 at 5:00 pm.

**12. ADJOURNMENT**

JD/as