



Tri-Valley Regional Occupational Program

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JOINT POWERS GOVERNING BOARD

Regular Board Meeting Minutes of May 2, 2019

5:30 p.m. Closed Session, 6:00 p.m. Open Session

1. CALL TO ORDER / ROLL CALL – 5:30 p.m.

The meeting was called to order at 5:35 p.m. and roll call was taken with all three Board Members in attendance.

2. PUBLIC COMMENT on posted closed session items only

None

3. ADJOURN TO CLOSED SESSION - Pursuant to Government Code §54956.95, §54957 and §54957.6

3.1 Public Employee Performance Evaluation

Title: Superintendent

3.2 Liability Claim [§54956.95]

Claimant: Dr. Lisa Gonzales

Agency Claimed Against: Tri-Valley Regional Occupational Program

4. RECONVENE IN OPEN SESSION – 6:00 p.m.

The meeting was reconvened at 6:10 p.m.

4.1 Flag Salute - Pledge of Allegiance

4.2 Approval of the Agenda

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

4.3 Announcement of Any Reportable Action Taken in Closed Session

Chairperson Arkin reported the following action in Closed Session: The Board voted with the following roll call vote of three to zero to deny the application to present a late claim.

Arkin - Yes

Miller - Yes

Rogge - Yes

5. PUBLIC COMMENT

None

6. RECOGNITIONS

The TVROP has experienced a huge loss in the illness and then passing of a one of a kind teacher and amazing teacher; Christine Capitani-Schreiber. The two ladies being recognized have stepped up and helped in every way.

6.1 Recognition of Nancy McNeil, Nursing Instructor

Superintendent Duncan thanked Ms. McNeil for her everyday support during Mrs. Schreiber's illness and after her passing.

6.2 Recognition of Sara Beyne, Medical Occupations Instructor

Superintendent Duncan awarded Ms. Beyne her certificate earlier in the day for her support during Mrs. Schreiber's illness and after her passing.

7. CONSENT CALENDAR - MOTIONS

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.

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

7.1 Approval of Minutes from the Regular Board Meeting of March 6, 2019

The Board approved minutes from the March 6, 2019 Board Meeting.

7.2 Approval of Bill and Salary Reports - March 1 - April 30, 2019

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

7.3 Approval of Purchase Order Summary - March 1 - April 30, 2019

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

8. CONSENT AGENDA - RESOLUTIONS

The Consent Agenda - Resolutions is for items that require the approval of the Board. Any member of the Board, administration, or public may request that an item be pulled from the Consent Agenda - Resolutions and discussed and/or acted upon separately under Deferred Consent.

Roll Call Vote:

Arkin - Aye
Miller - Aye
Rogge - Aye

8.1 Resolution No. 2018-19.7, Board Members' Signature Card - revised

9. DEFERRED CONSENT ITEM/S

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 Course Offerings for 2019 - 2020 - information

Superintendent Duncan distributed and explained the *draft* Course schedule for the 2019-2020 school year and explained the courses that will be continued in compliance with grant funding.

10.2 Preliminary 2019 – 2020 Budget Discussion – information

Superintendent Duncan introduced Ms. Fiscus, CBO for TVROP, Fiscal Director for LVJUSD. Ms. Fiscus presented preliminary budget information and explained the changes in revenues and expenditures and what the budget will look like with the increased reserves. This next year there will be the continuation of courses started with CPT funds and usual increases in staffing costs, an increase to Middle College, and an increase to the LVJUSD Business Services contract.

Ms. Fiscus and Superintendent Duncan asked for Board guidance in whether TVROP should exercise the 4% Member District contribution increase for 2019-2020.

The Board's recommendation is to not increase the Member District contribution for 2019-2020.

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

Ms. Amy Brown, Middle College Coordinator presented an update to the status of the 2019 – 2020 enrollments. There are 140 total students in Middle College, 70 new student enrollments for 19-20, 20 DUSD and 25 for PUSD and 25 LVJUSD which will be the class of 2021. Ms. Brown connects with all administration and counselors to really gets to know students to make sure it is a good fit. It is a huge process requiring recruitment, the application process and enrollment into both high school and college classes. Recruitment is done by sending out letters to all Sophomores in the Member Districts. The application process is long and detailed. This is just a precursor to what will be required in the navigation of being a successful Middle College student. Students have many chances to visit the LPC campus and view campus life. The interview panels consist of a TVROP representative, LPC representative and a counselor from the respective school site and a Middle College teacher. After the interviews, rubrics are closely reviewed as well as student demographics. There are currently 25 students on the waiting list. All three teachers will return full time next year and 45 seniors will be continuing their education at LPC. Students have been accepted into the following schools; Seven-year full ride scholarship at Wayne State, Pace University, Penn State, Davis, Boston College, Colorado State, St. Mary's, San Diego State, Chico State, Monterey State, Academy of the Arts, Irvin, Berkeley and we had our first mid-year transfer who graduated from Middle College last year, finished up at LPC and transferred into the University of Wyoming in January.

Ms. Brown distributed invitations for the May 28th ceremony.

Board members thanked Ms. Brown and Ms. Miller asked if the districts can help in any way.

10.4 2019 – 2020 Board Meeting Calendar – Draft – information/action

Superintendent Duncan presented the preliminary 2019 – 2020 Board Meeting Calendar and asked for input from the Board as to their availability. Board members agreed it was an appropriate calendar.

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

10.5 Personnel Document #05022019 – action

The Board approved the Personnel Document which specifies each individual area and may include new hires, resignations, retirements and/or vacancies.

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

10.6 Superintendent Salary Schedule Update – action

Due to the implementation of the ESCAPE Finance/HR Software this year, the Superintendent Salary Schedule previously created at board direction and ACSA recommendation during the 2017-2018 school year, requires updating and reformatting to properly connect to the software.

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

11. CORRESPONDENCE

- Superintendent Duncan reviewed the letter from Betty T. Yee, California State Controller's Office, Joel James, Chief: Certification Letter – Fiscal Year 2017-18 Tri-Valley ROP

12. SUPERINTENDENT'S REPORT

Julie Duncan, Superintendent, will reported on the following recent meetings, activities, or legislation.

- Customer Service; LPC administered the SAT test, will test again in October, Board Meeting presentations with students; finalizing CTEIG grant.
- Program Areas, Medical enrollments, traveling students, DECA chapters competed in Orlando at ICDC with many awards, 1.75 million in grants have been awarded.
- Fiscal, met with State Senators and Assembly Members at the Capital in fall and again in spring in support of CTE funding AB 1303.
- Relationships, GetSet, TEC year end, Dr. Douglas and Debbie Harvey and Gayle Larson being honored

13. BOARD MEMBER REPORTS

Board members reported on the following activities;

- Amy Miller, in working at LPC with the California apprenticeship program asked if members from the program attend the College & Career Fair. As a representative of CSBA, on May 22, Ms. Miller and a group will attend meetings at the Capital for full Local Control Funding Formula. There is a fundraiser at Zio Fraedo's Restaurant in Pleasant Hill and Dublin has an Interim Superintendent and is currently recruiting.
- Mr. Rogge, can we set up visits to the ROP sites.

- Ms. Arkin mentioned that a new representative should be chosen for PUSD for the Tri-Valley Education Committee.

14. ANNOUNCEMENTS


- The next Regular Meeting of the Joint Powers Governing Board is scheduled for Wednesday, June 19, 2019.

15. ADJOURNMENT

There being no further business, Chairperson Arkin adjourned the meeting at 7:28 p.m.

Original Signed

Submitted,



Julie Duncan
Secretary to the Board

*Approved and entered into the proceedings
of the Board this 19th day of June, 2019.*



Valerie Arkin, Board Chairperson

VA/JD/as