**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 6, 2017**

1. **CALL TO ORDER / ROLL CALL – 5:00 p.m.**Chairperson Cunningham called the December 6, 2017 meeting of the Joint Powers Governing Board of Tri-Valley Regional Occupational Program to order at 5:00 p.m.

**Roll Call/Establishment of Quorum**Dan Cunningham, Chairperson  
Chuck Rogge, Vice Chairperson

Julie Duncan, Secretary to the Board

Absent - Joan Laursen, Trustee

**2. PUBLIC COMMENT** – on posted closed session item only

No public comments.

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

**3.1 Information:** Keenan & Associates, Claim for Liability, Claim No. 546257

**4. RECONVENE IN OPEN SESSION**

Meetingreconvened at 6:00 p.m.

**4.1 Pledge of Allegiance**

**4.2 Approval of the Agenda**

Superintendent Duncan reports two changes; replace page 93 for item 9.2 and change two is for item 9.3 and is a modification to the list.

*Moved Seconded Ayes Noes* *Abstain Absent*

Rogge Cunningham 2 0 0 1

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

Chairperson Cunningham reported out on the accepted Keenan claim #546257.

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

No public comments.

**6. RECOGNITIONS**

**6.1** Recognition of Frederick Rutledge – Resolution No. 2017-18.7, Commendation for Dedicated Service, Chairperson Cunningham read Resolution number 2017-18.7.

Superintendent Duncan recognized Mr. Rutledge and thanked him for his dedication to the Tri-Valley ROP.

**7. CONSENT CALENDAR**

*Moved Seconded Ayes Noes* *Abstain Absent*

Rogge Cunningham 2 0 0 1

**CONSENT - MOTIONS**

**7.1 Approval of Minutes from the Regular Board Meeting of September 6, 2017**

**7.2 Approval of Bill and Salary Reports – September 1 - November 30, 2017**

**7.3 Approval of Purchase Order Summary – September 1 - November 30, 2017**

**7.4 Approval of the CTE Employer Industry Sector Advisory Committee 2017-2018**

The Board approved the CTE Industry Sector Advisory Committee List for 2017-2018.

**7.5 Approval of CTE Tri-Valley Educational Collaborative Advisory Committee 2017-2018**

The Board approved the CTE TEC Advisory Committee List for 2017-2018.

**CONSENT – RESOLUTION**

**7.6 Approval of Resolution No. 2017-18.7, Commendation for Years of Service**

The Board approved Resolution No. 2017-18.7, commending Frederick Rutledge for his years of service and dedication to TVROP.

Roll Call Vote Ayes

Rogge

Cunningham

**8. DEFERRED CONSENT ITEMS**

No deferred consent items.

**9. INFORMATION / ACTION ITEMS**

**9.1 Approval of the 2016 – 2017 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 2016-2017 fiscal year by Nigro & Nigro, PC.

Superintendent Duncan, thanked and introduced Ms. Fiscus

Ms. Fiscus gave a background of why an audit is completed; opinions in an audit are unmodified, meaning they are a clean opinion.

Ms. Fiscus reviewed each of the reports and gave time for questions.

*Moved Seconded Ayes Noes* *Abstain Absent*

Cunningham Rogge 2 0 0 1

**9.2 Approval of the 2017 – 2018** **First Interim Report** - *action*

Based on the current budget and the multi-year projection, it is recommended that the Board of Tri-Valley Regional Occupational Program, approve the 2017-2018 First Interim Report with a Positive Certification.

Ms. Fiscus reported July 1 to October changes and requested the Board approve the First Interim with a positive certification.

Mr. Cunningham asked how long a 5% reserve would actually last and how much reserve Ms. Fiscus would recommend?

Ms. Fiscus recommended a 17% reserve which is about an additional $700,000.

*Moved Seconded Ayes Noes* *Abstain Absent*

Cunningham Rogge 2 0 0 1

**9.3 Approval of Personnel Document #120617** - *action*

Superintendent Duncan presented the Personnel Document and explained Ms. Florez vacancy and that the position is posted.

*Moved Seconded Ayes Noes* *Abstain Absent*

Cunningham Rogge 2 0 0 1

**9.4 Approval of the 2018-2019 Calendar of Meeting Dates** - *action*

Superintendent Duncan will present the proposed meeting calendar for 2018-2019.

Worked out a full calendar for the next year and one half through June 2019.

*Moved Seconded Ayes Noes* *Abstain Absent*

Rogge Cunningham 2 0 0 1

**9.5 Approval of Board Bylaw 9270, Conflict of Interest** - *action*

Superintendent Duncan presented the updated Board Bylaw 9270, Conflict of Interest and the need to update positions and remove “Center” from TVROP’s name.

*Moved Seconded Ayes Noes* *Abstain Absent*

Cunningham Rogge 2 0 0 1

**9.6** **Middle College Information** - *information*  
Superintendent Duncan presented information on the growth and future of Middle College.

Ms. Brown has already started the promotion of the program for the 2018-19 school year. She is working with her students, will hold information nights and noted that interviews will be held for all 70 juniors applying at their home school sites.

Districts need to help us decide how to fund MC going forward as the program has been paid for out of one time funds. On December 18th, a meeting will be held at TVROP with all Asst. Supt’s of Ed Services, and Business Services asking their opinion on what should be included in the presentation’s to the Member Districts.

Superintendent Duncan explained how much funding districts actually receive vs what their actual contribution comes out to after the CTE Incentive Grant and other sections that TVROP supports.

**10. CORRESPONDENCE**

* Letter from L. Karen Monroe, Superintendent, Alameda County Office of Education, approval of 2017-18 Adopted Budget

**11. SUPERINTENDENT’S REPORT**

Superintendent Duncan reported on the following meetings, activities, and/or legislation:

* CTE funding participation in Orange County and upcoming State hearings
* CTEIG Reporting completed at the beginning of December
* Serving on Alignment East Bay Committee; an operating advisory (somewhat like TEC) for ACOE, serving with Linda Granger, Superintendent of Eden ROP
* Presented at a Symposium Luncheon hosted by Congressman, Eric Swalwell
* ITV Meeting – announced 557 students have internships in the Valley
* Tri-Valley Partnerships – Member Districts and Las Positas engaging to discuss class schedule offering for concurrent
* National Manufacturing Day October 6th, good event, tough getting some kids to come when there is no school
* College & Career Fair in October was a great success with 108 visiting participants
* Carpenters open house, Tri-Valley Builds
* New Website coming that will be ADA compliant, we are contracted and site will be up and live January 1st
* Adults with Disabilities – MACC funding initiatives, four students sent through program and were hired by Doubletree. Las Positas will hold a summer camp in horticulture and is working with Sunflower Hill.
* CSBA Conference in San Diego, great chance to connect with Boards and Superintendents on a one to one basis.

**12. BOARD MEMBER REPORTS**

DUSD Board attended a Capital Advisor and Governors meetings. It may be beneficial for Superintendent Duncan to attend one of these meetings with Dublin in January or February.

**13. ANNOUNCEMENTS**

* The next Regular Meeting of the Joint Powers Governing Board is scheduled for Wednesday, January 31, 2018.

**14. ADJOURNMENT**

There being no further business, Chairperson Cunningham adjourned the meeting at 6:55 p.m.

Original Signed

Submitted,

*Approved and entered into the proceedings*

***Julie Duncan***  *of the Board this 7th day of March, 2018.*

Julie Duncan

Secretary to the Board ***Dan Cunningham***

Board Chairperson

DC:JD:as: Board Approved 3/7/2018