



## Tri-Valley Regional Occupational Program

1040 Florence Road, Livermore, CA 94550

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### GOVERNING BOARD

#### Regular Board Meeting Minutes of August 21, 2019

5:30 p.m. Closed Session

6:00 p.m. Open Session

1. **CALL TO ORDER / ROLL CALL – 5:30 p.m.**  
Arkin – Aye  
Miller – Aye  
Rogge – Absent  
Emily Prusso - Aye, alternate in attendance for Mr. Rogge
2. **PUBLIC COMMENT – None**
3. **ADJOURN TO CLOSED SESSION - Pursuant to Government Code §54957 and §54957.6**
  - 3.1 **Public Employee:** Conference with Labor Negotiator  
Unrepresented Employee: Superintendent
4. **RECONVENE IN OPEN SESSION – 6:00 p.m. back in session**
  - 4.1 **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	Prusso	3	0	0	0
  - 4.3 **Announcement of Any Reportable Action Taken in Closed Session**  
Chairperson Arkin reported out, the Board voted 3-0 to tentatively approve a salary increase of 3% to step 6 on the Superintendent Salary Schedule for a salary of \$204,565.71 effective July 1, 2019. The increase will be ratified in item 10.4.
5. **PUBLIC COMMENT – None**
6. **RECOGNITIONS**  
Superintendent Duncan recognized Christopher Meyer, Instructor: Video Game Art & Design, Honors Artist Portfolio and Animation & Motion Graphics, Dublin as the TVROP Teacher of the Year. Superintendent Duncan spoke of the prior teachers of the year and Mr. Meyers beginnings at TVROP and how much he has grown as an instructor.
7. **CONSENT CALENDAR – MOTIONS**

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

  - 7.1 **Approval of Minutes from the Special Board Meeting of June 17, 2019**  
The Board approved minutes from the June 17, 2019 Board Meeting.
  - 7.2 **Approval of Minutes from the Regular Board Meeting of June 19, 2019**  
The Board approved minutes from the June 19, 2019 Board Meeting.

**7.3 Approval of Bill and Salary Reports – June 1 – July 31, 2019**

The Board approved Bill and Salary warrants which show the District’s operating and salary expenditures for the period noted.

**7.4 Approval of Purchase Order Summary – June 1 – July 31, 2019**

The Board approved the purchase order summary which shows encumbrances of the District funds for the period noted.

**7.5 Approval of Revised Board Meeting Calendar**

The Board approved the revised Board Meeting Calendar.

**8. CONSENT – RESOLUTIONS**

The Consent – Resolutions is for items that require the approval of the Board but are routine in nature. The Board acts upon these items in a Roll Call vote.

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

Roll Call Vote:

Arkin – Aye

Miller – Aye

Prusso – Aye

**8.1 Resolution No. 2019-20.1 - Signature Card – Authorized Agents Payroll Warrants and Disbursements**

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

**8.2 Resolution No. 2019-20.2 - Authorization for Bank Signatures**

The Board approved the Resolution authorizing persons named to sign bank documents on behalf of the District.

**8.3 Resolution No. 2019-20.3 - Appointment of Authorized Agents for State and Federal Applications**

The Board approved the Resolution authorizing persons named to sign State & Federal applications and documents on behalf of the District.

**8.4 Resolution No. 2019-20.4 – Appointment of Authorized Agents for Budget Transfers of Funds – Revenues and Expenditures**

The Board approved the Resolution authorizing persons named to sign budget working documents on behalf of the District.

**8.5 Resolution No. 2019-20.5 - Delegation of Authority**

The Board approved the Resolution authorizing persons named to act with Board Authority to procure goods, services and labor on behalf of the District.

**8.6 Resolution No. 2019-20.6 - Authorized Agents for Official Documents and Reports**

The Board approved the Resolution authorizing persons named to act with Board Authority to sign official documents on behalf of the District.

**9. DEFERRED CONSENT ITEMS – None**

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

Amy Brown updated the Board on Middle College High School at Las Positas College (LPC). In 2018-2019, we again had a 100% graduation rate, between 45-46 students are staying on the LPC campus. We currently have 140 total students. Las Positas has created an Algebra II class just for Middle College. Las Positas College received a large mental health grant and a group has been formed involving Middle College students. Middle College students are really involved and being noticed on the college campus. Out of 70 available seats per cohort there are approximately 120 applications received.

**10.2 Approval of the 2018 – 2019 Unaudited Actuals - action**

Teresa Fiscus, CBO for Tri-Valley ROP presented, by State of California statute, the District's 2018 – 2019 unaudited actuals. Upon Board approval, the financial report will be sent to the Alameda County Office of Education and the California Department of Education for inspection and approval.

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

**10.3 Approval of Personnel Document #082119 - action**

Superintendent Duncan presented the personnel document.

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

**10.4 Board Approval of Salary Increase for Superintendent - action**

Chairperson Arkin introduced, pursuant to Article 3 of the Superintendent's Employment Agreement, the Superintendent may receive an annual salary increase per the Superintendent Salary Schedule based upon a satisfactory evaluation. The Board approves an increase of 3% to a salary of \$204,565.71.

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

**11. SUPERINTENDENT'S REPORT**

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

**Customer Service** – Las Positas College SAT full with 250 students in October, will be offered again in March, Coordinating Council meeting – with new Assistant Superintendent Janelle Woodward, CCPT-TEC Grant finalized, held the first College & Career Fair planning meeting with the Fair being held on October 21<sup>st</sup>, and new Agenda Online Gamut training.

**Programs** – Secured new teachers, Med Occupations, and Automotive Collision and auto areas are in best shape ever and Intro to Health/Sports Med, Manufacturing Day will be held on October 4<sup>th</sup> with new and simpler format, and working on CTE Grants

**Fiscal Management** - Attended the EBSIG Planning conference (Property and Liability), asked to consult on rate increases/premium configuration, and continued to train on Escape and upgrades

**Relationships** – The staff in-service was on August 7<sup>th</sup> and the theme was centered around having a “Successful” school year.

**12. BOARD MEMBER REPORTS**

Vice Chairperson Miller commented on granting the Superintendent's raise and how it is

more than earned. Dublin Unified School District Chief Business Official, Joe Sorrea decided to stay for two years and Superintendent Marken is going to stay for two years. Entering into an eminent domain for high school property. Las Positas College has an apprenticeship position open.

Ms. Prusso agrees with Trustee Miller, and is very interested in TVROP and pitched first pitch for Little League World Series.

Valerie Arkin also agrees with Trustee Miller and thanks Superintendent Duncan. Pleasanton Unified School District is off to a good start and the solar project is on track at Amador Valley High School.

**13. ANNOUNCEMENTS**

- The next Regular Meeting of the Joint Powers Governing Board will be held December 11, 2019 at 5:30 p.m.

**14. ADJOURNMENT**

There being no further business, Chairperson Arkin adjourned the meeting at 7:01 p.m.

Original Signed

Submitted,

*Julie Duncan*

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Julie Duncan  
Secretary to the Board

*Approved and entered into the proceedings  
of the Board this 11<sup>th</sup> day of December, 2019.*

*Valerie Arkin*

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Valerie Arkin, Board Chairperson

VA/JD/as