



**Tri-Valley Regional  
Occupational Center/Program**

2600 Kitty Hawk Rd #117, Livermore, CA 94551-9699  
ph (925) 455-4800 fax (925) 449-9126

**Minutes of the Special Meeting of the  
TVROP JOINT POWERS GOVERNING BOARD  
December 15, 2011 – 9:30 a.m.**

TVROCP District Office, 2600 Kitty Hawk Rd, Suite 125

**1. CALL TO ORDER/ROLL CALL**

Board Acting Chairperson Amy Miller called to order the special meeting of the TVROP Joint Powers Governing Board on December 15, 2011, 9:38 a.m., in the TVROP District Office, Suite 125.

**Participants**

**Governing Board**

Amy Miller, Acting Chairperson  
Jamie Hintzke, Member  
Neil Davies, Member  
Bill Dunlop, Member

**TVROCP Staff**

Jorja Ivie  
Shay Galletti  
Fred Rutledge  
Ginny McGaha  
Leah Cleveland  
Anna Lisa Hutchinson  
Susan Pereira  
Bill Boardman (Consultant)

**Superintendents**

Parvin Ahmadi—PUSD  
Molly Barnes—SGUSD  
Kelly Bowers—LVJUSD  
Steve Hanke—DUSD

**Coordinating Council**

Bryce Custodio—DUSD  
Julie Duncan--PUSD

**Other Staff Attending**

Dawn Scanlon—LHS/GHS

**2. PUBLIC COMMENT on posted agenda items—None**

**3. DISTRICT OFFICE NEEDS ASSESSMENT**

The Board held an informational session for the purpose of hearing from the TVROCP District Office staff regarding job duties and staffing needs to provide the Board with an understanding of the staffing (position/hours) needed at the District Office. The Board also heard from the four TVROCP Member District Superintendents who shared their collective thoughts and recommendations with the Board following their related meeting held December 12, 2011.

Considering all input, the Board concluded that a representative group of staff and a member district superintendent would meet to develop criteria for a short-term position [later specified as a **Special Advisor, Human Resources and Board Relations**] to serve as a point person for staff and Board, and to take the lead in the area of Human Resources for a yet unknown period of time. Chairperson Amy Miller stated that it is the immediate goal of the Board to ensure that staff have what they need to continue serving our students. She stated that every member of the Board is 100% behind the success of this organization, they are all passionate advocates for Career Tech Ed and ROP, and they will continue to focus on what is needed to maintain the excellent programs we have in place, to provide the appropriate support and, hopefully, someday soon start to see the program expand. The district superintendents also affirmed their strong commitment to ROP and the JPA, and said they are available to assist TVROP staff in any way they can.

**4. ADJOURNMENT**

There being no further business to discuss, the special meeting was adjourned at 11:04 a.m.

*Approved and entered into the proceedings of the Board  
this 25th day of January, 2012.*

**Original Signed**

Board Chairperson