



Tri-Valley Regional Occupational Program

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JOINT POWERS GOVERNING BOARD

Minutes of the Regular Board Meeting of June 17, 2020

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

Meeting to be conducted in compliance with Executive Orders, N-29-20 and N-35-20

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

Chairperson Miller called the meeting to order at 5:30 p.m.

Roll Call:

Amy Miller – Aye

Prusso – Aye

Mark Miller – Aye

2. PUBLIC COMMENT - None

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

Chairperson Milled adjourned to closed session at 5:31 p.m.

A. Public Employee Performance Evaluation

Title: Superintendent

B. Conference with Labor Negotiator: Unrepresented Employee

Agency Negotiator: Board Chairperson

Unrepresented Employee: Superintendent

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

Chairperson Miller called the meeting back to order at 6:02 p.m.

A. Flag Salute - Pledge of Allegiance

B. Approval of the Agenda

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

C. Announcement of Reportable Action Taken in Closed Session

Chairperson Miller reported the Superintendent’s evaluation was positive and thus offered a contract extension through 2023 and shall receive, based upon the salary schedule, an increase to Step 7, \$210, 702.68 with the ratification vote in items 9.H and 9.I respectively.

5. PUBLIC COMMENT – None

6. RECOGNITIONS

A. Recognition of Gayle Larson

Superintendent Duncan and Director of College and Career Readiness spoke of all of Gayle’s contributions to TVROP and her management of the TEC CCPT Grant and how her roll has evolved over the past few years and how she is now our K12 Strong Workforce Pathway Coordinator

7. CONSENT CALENDAR - MOTIONS

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

A. Approval of Minutes from the Regular Board Meeting of May 6, 2020

The Board approves minutes from the May 6, 2020 Board Meeting.

B. Approval of Bill and Salary Reports – May 1 – 31, 2020

The Board approves the Bill and Salary warrants report, which show the District's operating, and salary expenditures for the period noted.

C. Approval of Purchase Order Summary – May 1 – 31, 2020

The Board approves the purchase order summary report, which show the encumbrances of District funds for the period noted.

D. Approval of MOU with PUSD for Middle College Coordinator

The Board approves the MOU with Pleasanton Unified School District (PUSD) for the 2020–21 school year.

E. Approval of Memorandums of Understanding for 2020-21 with Member Districts

The Board approves the MOU's between TVROP, Dublin, Livermore Valley Joint and Pleasanton Unified School Districts for shared services with costs reimbursable to TVROP and member districts respectively.

F. Approval of Memorandums of Understanding with Livermore Valley Joint Unified School District for Services during 2020-21

The Board approves the MOU with Livermore Valley Joint Unified School District (LVJUSD) providing Business Services, Maintenance and Custodial Services.

8. DEFERRED CONSENT ITEM/S – None**9. INFORMATION / ACTION ITEMS**

Informational items are noted below 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.

A. Public Hearing on the Proposed 2020–21 Budget – information

Chairperson Miller opened the Public Hearing for the 2020-21 Tri-Valley Regional Occupational Program Budget, which is held in Compliance with California Education Code 42103.

Hearing no comments, Chairperson Miller closed the hearing.

B. Proposed Budget and Adoption for 2020–21 – action

Superintendent Duncan introduced Teresa Fiscus, TVROP CBO, who presented the 2020-21 budget. Ms. Fiscus and Superintendent Duncan asked for Board approval of the 2020-21 budget.

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

C. Approval of 2020–21 Board Meeting Calendar – action

Superintendent Duncan requested approval for the 2020–21 Board Meeting Calendar.

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

- D. Approval of TVROP Master Schedule – *action***
Superintendent Duncan presented the schedule of courses for 2020–21.
Moved Seconded Ayes Noes Abstain Absent
M. Miller Prusso 3 0 0 0
- E. Approval of Personnel Document 061720– *action***
The Board approved the Personnel Document, which specifies each individual area including new hires, resignations, retirements and/or vacancies.
Moved Seconded Ayes Noes Abstain Absent
Prusso M. Miller 3 0 0 0
- F. Middle College High School at Las Positas College Update – *information***
Superintendent Duncan thanked Middle College staff for their quick action this past spring with the shelter in place and introduced Amy Brown, Middle College Coordinator. Ms. Brown updated the Board on Middle College High School at Las Positas College.
- G. Three-Year Plan Accomplishments, Year-Two - *information***
Superintendent Duncan introduced Amy Robbins, Director of College and Career Readiness and Suzanne Smith, Program Services Coordinator who presented a summary of accomplishments from year-two of the three-year plan.
- H. Ratification of the Superintendent’s Contract - *action***
The Board approved the Superintendent’s Contract based on the contractual negotiations between said parties’ to form an agreement of terms resulting in an employment contract through 2023.
Moved Seconded Ayes Noes Abstain Absent
Prusso M. Miller 3 0 0 0
- I. Ratification of the Superintendent’s Salary Step Increase - *action***
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 reported a satisfactory evaluation and approved the Superintendent’s salary step increase.
Moved Seconded Ayes Noes Abstain Absent
M. Miller Prusso 3 0 0 0

Trustee Miller wanted to note that nothing is successful without a great leader and he continues to be impressed, crisis put people to the test and Superintendent Duncan and staff did not miss a beat and did an outstanding job for students.

Trustee Prusso thanked Amy Robbins and Suzanne Smith for their presentation. She noted the exceptional relationships that TVROP has with Member Districts, explained how she campaigned to be on the TVROP Board, and continues to be impressed with the program, leadership, staff, students and parents.

Chairperson Miller thanked Superintendent Duncan and noted the successes of the program come from having a leader that knows how to hire the right people, empower her staff and is the master of collaboration. Superintendent Duncan’s evaluation was glowing, and it was well earned because she is an excellent leader, runs an excellent organization and is to be commended for a job well done.

10. SUPERINTENDENT’S REPORT

Superintendent Duncan thanked staff for already reporting the highlights.

TVROP had three moms of seniors. Superintendent Duncan’s daughter Maddy graduating from Purdue, Amy Brown and daughter Megan graduating from Middle College High School, and Suzanne Smith and son Brady graduating from Santa Clara University.

Superintendent Duncan spoke about her assistant Anne Spalasso, her pending retirement and thanked her for her time at TVROP.

Anne thanked Superintendent Duncan and the Board.

Trustee Prusso thanked Anne and wished her well.

Chairperson Miller thanked Anne for all her assistance in juggling two boards, for making it easier for Board Members to do their jobs and wished her well.

11. BOARD MEMBER REPORTS

Trustee Prusso thanked staff for all their hard work. She really enjoyed the Middle College ceremony, attended the high school ceremonies in Livermore and her son graduated from Livermore High School.

Chairperson Miller expressed to staff how much they are appreciated, thanked them for the round-the-clock hard work and hopes everyone will take some time to do something for themselves.

12. ANNOUNCEMENTS – None

13. ADJOURNMENT


There being no further business, Chairperson Miller adjourned the meeting at 7:16 p.m.

Original Signed

Submitted,

*Approved and entered into the proceedings
of the Board this 9th day of September, 2020*


Julie Duncan
Secretary to the Board

DocuSigned by:

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Amy Miller
Board Chairperson

AM/JD/as