



Tri-Valley Regional Occupational Program
 1040 Florence Road, Livermore, CA 94550
 Phone: (925) 455-4800 Fax: (925) 449-9126

JOINT POWERS GOVERNING BOARD

Minutes of the Regular Board Meeting of September 9, 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.

Amy Miller
 Emily Prusso
 Mark Miller

2. PUBLIC COMMENT - None

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

Chairperson Milled adjourned to closed session at 5:32 p.m.

A. Public Employee – Pursuant to Government Code §54957
 Discipline/Dismissal/Release/Leave/Employment/Retirement

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

Chairperson Miller called the meeting back to order at 6:03 p.m.

A. Flag Salute - Pledge of Allegiance

B. Approval of the Agenda

The agenda was approved as written.

<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. Announcement of Any Reportable Action Taken in Closed Session - None

5. PUBLIC COMMENT – None

6. RECOGNITIONS

A. Recognition of Suzanne Smith, Coordinator, Program Services

Superintendent Duncan recognized Suzanne for going “over and above” in making the transition to distance learning as smooth as possible and for providing our instructors with invaluable tools and support.

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 June 17, 2020

The Board approved the minutes from the June 17, 2020 Board Meeting.

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

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

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

The Board approved the Purchase Order Summary, which show the encumbrances of District

funds for the period noted.

D. Approval of the Revised Board Meeting Calendar

The Board approved the revised board meeting calendar for the 2020-2021 school year.

8. CONSENT – RESOLUTIONS

Roll Call Vote:

Amy Miller – Aye

Emily Prusso – Aye

Mark Miller – Aye

<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

A. Resolution No. 2020-21.1 - 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.

B. Resolution No. 2020-21.2 - Authorization for Bank Signatures

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

C. Resolution No. 2020-21.3 - 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.

D. Resolution No. 2020-21.4 – 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.

E. Resolution No. 2020-21.5 - 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.

F. Resolution No. 2020-21.6 - 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.

G. Resolution No. 2020-21.7 – Distance Learning

The Board approved the Resolution regarding Distance Learning.

9. DEFERRED CONSENT ITEM/S – None

10. INFORMATION / ACTION ITEMS

A. Approval of the 2019 – 2020 Unaudited Actuals - Action

Teresa Fiscus, CBO for Tri-Valley ROP presented the District’s 2019 – 2020 unaudited actuals.

Trustee Miller asked about the reduced pension liability for STRS or PERS. Teresa explained what was included in her report was to report a revenue and an offsetting expense, which are just “booking entries”. The STRS and PERS rates that were reduced were for benefits and were included in the adopted budget.

<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

B. Approval of Revised TVROP Master Schedule – Action

Superintendent Duncan presented the revised class schedule for 2020-2021.

Superintendent Duncan presented the revised master schedule. My team knows “what a feat this was.” “All of your districts had us on your teams; Suzanne was on Pleasanton’s; Amy was on Livermore’s and Bill Branca and I were in constant contact.” “This document was a moving target”; district’s kept having to change their schedules and we had to adjust.

Trustee Prusso said “I can’t even imagine. I know how hard it was for our district to come up with a schedule and we didn’t have to coordinate with anyone else.” “My hat’s off to you.”

Trustee Miller asked if the ROP teachers belonged to the host districts; Superintendent Duncan said they are our employees and are not bargaining unit employees.

<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. Approval of Personnel Document September 9, 2020 – Action

Superintendent Duncan presented the September 9, 2020 Personnel Document to the Board for approval.

Superintendent Duncan wanted to recognize Nancy McNeil and her retirement and what a loss this was to our organization and to her students. Sara Beyne is our Medical Occupations instructor and graciously agreed to cover the Nursing Careers position while we interview and hire.

<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

D. Approval of the Revised Memorandum of Understanding between TVROP and Pleasanton Unified School District – Action

Superintendent Duncan presented the revised Memorandum of Understanding to reflect a change of instructor.

Superintendent Duncan explained the change of instructor from Josh Hill to Megan Lipman.

<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

E. Smart Start - Information

Suzanne Smith, Coordinator, Program Services, presented the Smart Start presentation created for the TVROP In-Service, highlighting what our reimagined instruction model looks like.

Trustee Miller said “that was fantastic”. She had read the report earlier and, after having Suzanne present, said she felt it was really powerful.

11. SUPERINTENDENT’S REPORT

Customer Service: I’d like to compliment your districts; we are on so many calls where information is changing minute by minute and we’ve all worked together.

Amy Brown did not have any classified help this year and opened up Middle College on her own. She’s done unbelievable work.

Programs: College & Career Fair will be hosted by Livermore High School. It will be virtual this year and will be on multiple days. More information will follow.

Fiscal: Keenan has had one-on-one meetings with us to go over our training options and has even reduced the amount of time needed to be spent on mandated trainings. For our grants, we

will need to report on the Careers Pathways Trust Grant, MACC, and CTEIG. We just received our CTEIG funds last week for 2019-2020. Additionally, the 2020-2021 application came out yesterday and it's due next Thursday. We've received our funds for Strong Workforce, Round 2. Strong Workforce Round 3 is due on October 17th.

Relationships: We were awarded the Pathway Coordinator position, which is held by Gayle Larson. We worked with member districts on CALPADS reporting errors, and we rolled out an Employee Assistance Program (EAP). We've also been part of many interview panels for our member districts.

12. BOARD MEMBER REPORTS

Trustee Prusso – LVJUSD has started school and given out 8,000 Chromebooks and several hundred Hotspots. In lieu of a survey, Mr. Biondi set-up a thought exchange and we have about 52,000 hits of traffic.

Trustee Amy Miller – December 9th will be my last board meeting. DUSD has an interim Superintendent that will be with us for an entire year, and we have an interim CBO as well, Chris Hobbs.

13. ANNOUNCEMENTS

The next Regular Meeting of the Joint Powers Governing Board will be held December 9, 2020 at 5:30 p.m.

14. ADJOURNMENT

There being no further business, Chairperson Miller adjourned the meeting at 7:24 p.m.

<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

Original Signed

Submitted,

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

DocuSigned by:
Julie Duncan
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Julie Duncan
Secretary to the Board

DocuSigned by:
Emily Prusso
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Emily Prusso
Vice Chairperson

EP/JD/lh