



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

JOINT POWERS GOVERNING BOARD
Regular Board Meeting of September 13, 2023
5:30 p.m. Open Session

THE MISSION OF TRI-VALLEY ROP IS TO:

- *Educate and train a broad spectrum of students by providing a bridge of opportunity connecting school to continuing education and career.*
- *Support and guide the development of life and career skills valued by business, industry, colleges, and society.*
- *Provide an environment of continuous program improvement, responsive to the changing needs of students, employers, and industry.*
- *Educate all students to acquire the skills, attitudes and values needed to find and retain jobs, to be socially responsible, and to make positive contributions to their families and the community.*

JOINT POWERS GOVERNING BOARD
MEETING PROCEDURES

Members of the public are encouraged to attend meetings of the Board. Individuals may address the Board regarding items *on* the agenda during the agenda item or, for Closed Session items, prior to Board adjournment into Closed Session. To address the Board regarding an item that *is* on the agenda, please complete a ***blue speaker card*** and submit it to the Administrative Assistant **prior** to Call to Order of the meeting or prior to the agenda item you wish to address. This allows the Board Chairperson to divide the available time among speakers.

Speakers may address the Board under agenda item **PUBLIC COMMENT**, regarding items of public interest within the Board's jurisdiction but are *not* on the agenda. Speakers should complete a ***yellow speaker card*** and submit it to the Administrative Assistant **prior** to Call to Order. By law, the Board may listen to comments, but may not enter into discussion nor take action on any item not on the agenda. Time is limited to 3 minutes per speaker and 20 minutes per subject matter.

**JOINT POWERS
GOVERNING BOARD**

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Accessibility to Facilities and Agenda Materials: The Tri-Valley ROP desires to make all of its public meetings accessible to the public. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities, as required by Section 202 of the Americans with Disabilities Act of 1990. Any person with a disability who requires a modification or accommodation in order to participate in this meeting should direct such request to the Tri-Valley ROP Superintendent, 1040 Florence Road, Livermore, CA 94550, or by calling (925) 455-4800 at least 48 hours before the meeting, when possible. Non-confidential materials related to an item on this agenda submitted to the Board after distribution of the agenda packet are available for public inspection in the Superintendent's Office (address above) during normal business hours.

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

2. CONVENE IN OPEN SESSION

A. Pledge of Allegiance

B. Approval of the Agenda

Prior to approving the agenda, a Board member may request that an agenda item be pulled or moved on the agenda.

3. PUBLIC COMMENT

At this time, members of the public may address the Board regarding matters not on the agenda but within the Board's jurisdiction. (For items that are on the agenda, the opportunity for public comment will be presented during each agenda item.) Speakers should submit a speaker card to the Administrative Assistant prior to Call to Order: a yellow card for items not on the agenda and a blue card to speak during an agenda item. Time is limited to 3 minutes per speaker and 20 minutes per topic.

4. RECOGNITIONS

Superintendent Duncan will recognize Austin Hutson, Instructor: Criminal Justice and EMR, Amador Valley High School and Foothill High School.

5. CONSENT CALENDAR - MOTIONS

The Consent Calendar is for items that require the approval of the Board, but are routine in nature. The Board acts upon these items in one vote. Any member of the Board, administration, or public may request that an item be pulled from the Consent Calendar and discussed and/or acted upon separately under Deferred Consent Items.

A. Approval of Minutes from the Regular Board Meeting of June 14, 2023

The Board will consider approving minutes from the June 14, 2023 Regular Board Meeting

B. Approval of Bill and Salary Reports – June 1 – August 31, 2023

The Board will consider the approval of Bill and Salary warrants which show the District's operating and salary expenditures for the period noted.

C. Approval of Purchase Order Summary – June 1 – August 31, 2023

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

6. 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. Any member of the Board, administration, or public may request that an item be pulled from the Consent-Resolutions and discussed and/or acted upon separately under Deferred Consent.

- A. **Resolution No. 2023-24.1 - Signature Card – Authorized Agents Payroll Warrants and Disbursements**
The Board will consider approval of this Resolution authorizing persons named to sign warrants and approval of payments on behalf of the District.
- B. **Resolution No. 2023-24.2 - Authorization for Bank Signatures**
The Board will consider approval of this Resolution authorizing persons named to sign bank documents on behalf of the District.
- C. **Resolution No. 2023-24.3 - Appointment of Authorized Agents for State and Federal Applications**
The Board will consider approval of this Resolution authorizing persons named to sign State and Federal applications and documents on behalf of the District.
- D. **Resolution No. 2023-24.4 – Appointment of Authorized Agents for Budget Transfers of Funds – Revenues and Expenditures**
The Board will consider approval of this Resolution authorizing persons named to sign budget working documents on behalf of the District.
- E. **Resolution No. 2023-24.5 - Delegation of Authority**
The Board will consider approval of this Resolution authorizing persons named to act with Board Authority to procure goods, services and labor on behalf of the District.
- F. **Resolution No. 2023-24.6 - Authorized Agents for Official Documents and Reports**
The Board will consider approval of this Resolution authorizing persons named to act with Board Authority to sign official documents on behalf of the District.
- G. **Resolution No. 2023-24.7 – Adult Education Block Grant Designee**
The Board will consider approval of this Resolution authorizing the individual person named to act with Board Authority to represent Tri-Valley ROP in the Mid-Alameda County Consortium.
- H. **Approval of Disposal List of Equipment and Instructional Materials**
The Board will consider granting authorization to dispose of equipment and instructional materials that has reached end of life per CA Education Code 17545.
- I. **Agreement for Legal Services**
The Board will consider approval of the Legal Services between Atkinson, Anderson, Loya, Ruud & Romo Law Firm and Tri-Valley Regional Occupational Program.

7. DEFERRED CONSENT ITEM/S

Items that are pulled from the Consent Calendar to be addressed individually will be discussed and acted upon at this time.

8. 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.

A. 2023 Summer Program Update – Information

Staff will present an update of the 2023 Summer Programs offered to Tri-Valley Students in conjunction with Bay Area LEEDS

- Teacher Summer Externships Experience
- Girls Who Design+Construct Camp, Drone Camp, and Robotics/Manufacturing Camp

B. Approval of the 2022 – 2023 Unaudited Actuals - Action

The 2022-23 Unaudited Actuals are being submitted to the Board for review and approval. The Unaudited Actuals show the revenue and expenditures for the prior fiscal year and are submitted to the Alameda County Office of Education and then on to the California Department of Education for inspection and approval.

C. Approval of Personnel Document of September 13, 2023 – Action

The Board must act on all issues regarding employees of the TVROP. The Personnel Document specifies each area and may include new hires, resignations, retirements and/or vacancies for Board approval.

9. SUPERINTENDENT’S REPORT

Superintendent Duncan will report on recent meetings, activities, or legislation.

10. BOARD MEMBER REPORTS

Board members may wish to report on their recent activities.

11. ANNOUNCEMENTS

- The next Regular Meeting of the Joint Powers Governing Board will be held December 6, 2023 at 5:30 p.m.

12. ADJOURNMENT