



## Tri-Valley Regional Occupational Program

1040 Florence Road, Livermore, CA 94550

Ph. (925) 455-4800 - Fax (925) 449-9126

### JOINT POWERS GOVERNING BOARD

Regular Board Meeting of December 6, 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 of the meeting.

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

**Emily Prusso, Chairperson**  
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Member District:

Livermore Valley Joint USD

**Steve Maher, Vice Chairperson**  
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Member District:

Pleasanton Unified School District

**Kristin Speck, Trustee**  
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Member District:

Dublin Unified School District

**Julie Duncan, Superintendent**  
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Secretary to the Governing Board

[www.tvrop.org](http://www.tvrop.org)

**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 INTO 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 the 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. 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 the Minutes from the Regular Board Meeting of September 13, 2023**

The Board will consider approval of the minutes from the September 13, 2023 Board Meeting.

**B. Approval of the Bill and Salary Report – September 1 – November 30, 2023**

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

**C. Approval of the Purchase Order Summary – September 1– November 30, 2023**

The Board will consider approval of the Purchase Order Summary which shows the encumbrances of District funds for the period noted.

**D. Approval of the CTE Employer Industry Sector Advisory Committee 2023 - 2024**

The Board will consider the approval of the CTE Industry Sector Advisory Committee List for 2023 - 2024.

**E. Approval of the CTE Tri-Valley Educational Collaborative (TEC) Advisory Committee 2023 - 2024**

The Board will consider the approval of the CTE Tri-Valley Educational Collaborative (TEC) Advisory Committee List for 2023 - 2024.

**F. Approval of Donations**

The Board will consider approval of donations received through November 30, 2023.

**G. Approval of Disposal List of Equipment**

The Board will consider granting authorization to dispose of equipment and instructional materials that have reached the end of life per CA Education Code 17545.

**H. Approval of the Nursing Careers Course Outline**

The Board will consider approval of the Nursing Careers Course Outline.

**5. 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.

**6. 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. Acceptance of the 2022 – 2023 Audit Report – Action**

In accordance with Education Code Section 41020, the Board of Education authorized the annual audit of the Tri-Valley Regional Occupational Program's financial records and support documentation for the 2022 – 2023 fiscal year by CWDL.

**B. Approval of the 2023 – 2024 First Interim Report – Action**

Based on the current budget and the multi-year projection, it is recommended that the Board of Tri-Valley Regional Occupational Program approve the 2023 – 2024 First Interim Report with a Positive Certification.

**C. Approval of Personnel Document of December 6, 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.

**7. CORRESPONDENCE**

- Letter from Alysse Castro, Superintendent, Alameda County Office of Education, approving the 2023 – 2024 Adopted Budget Review.

**8. SUPERINTENDENT'S REPORT**

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

**9. BOARD MEMBER REPORTS**

Board members may wish to report on their recent activities.

**10. ANNOUNCEMENTS**

- The next Regular Meeting of the Joint Powers Governing Board is scheduled for Wednesday, January 31, 2024, at 5:30 p.m.

## **11. ADJOURNMENT**

JD/rv