



**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 Regular Board Meeting of January 25, 2023**  
**5:30 p.m. Open Session**

1. **CALL TO ORDER / ROLL CALL – 5:30 p.m.**  
 Chairperson Prusso called the meeting to order at 5:33 p.m.

**Roll Call**  
 Steve Maher - Aye  
 Emily Prusso - Aye  
 Kristen Speck - Aye

2. **RECONVENE INTO OPEN SESSION**

- A. **Pledge of Allegiance**
- B. **Approval of the Agenda**  
 The agenda was approved.

<u>Moved</u>	<u>Seconded</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstain</u>	<u>Absent</u>
Maher	Prusso	3	0	0	0

3. **PUBLIC COMMENT - None**

4. **CONSENT CALENDAR – MOTIONS**

<u>Moved</u>	<u>Seconded</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstain</u>	<u>Absent</u>
Maher	Speck	3	0	0	0

- A. **Approval of Minutes from the Regular Board Meeting of December 7, 2022**  
 The Board approved minutes from the December 7, 2022 Board Meeting.
- B. **Approval of Bill and Salary Reports – December 1 – December 31, 2022**  
 The Board approved the Bill and Salary warrants which show the District’s operating and salary expenditures for the period noted.
- C. **Approval of Purchase Order Summary – November 1 – December 31, 2022**  
 The Board approved the purchase order summary which shows encumbrances for the District funds for the prior four months.
- D. **Authorization to Surplus Equipment**  
 The Board granted authorization to surplus materials or equipment that has reached end of life per CA Education Code 17545.

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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.

**5. 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.

**Roll Call Vote:**

Steve Maher – Aye

Emily Prusso – Aye

Kristen Speck – Aye

**A. Resolution No. 2022-23.8 – Board Members Signature Card**

Education Code Section 42632 states, each order drawn on the funds of a school district shall be signed by at least a majority of the Governing Board or by a person or persons authorized by the Governing Board and said Governing Board signatures shall be updated annually with the residing County Office of Education.

**6. DEFERRED CONSENT ITEM/S**

No items were pulled from the Consent Calendar to be addressed individually.

**7. 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. Celebrating CTE – Information/Action**

Suzanne Smith, Director of College and Career Readiness, presented the CTE Month Proclamation in support of the Association for Career Technical Education by proclaiming February as CTE Month and reported on upcoming planned activities. Suzanne Smith presented Tri-Valley ROP's involvement at DUSD, LVJUSD, and PUSD.

<u>Moved</u>	<u>Seconded</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstain</u>	<u>Absent</u>
Maher	Speck	3	0	0	0

**B. Approval of Personnel Document of January 25, 2023 – Action**

The Board approved the Personnel Document.

<u>Moved</u>	<u>Seconded</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstain</u>	<u>Absent</u>
Maher	Speck	3	0	0	0

**8. SUPERINTENDENT'S REPORT**

Superintendent Duncan reported on recent meetings, activities, and legislation.

**Customer Service**

- Superintendent Duncan met with Dublin to discuss important Dual Enrollment CCAP agreements, SWP #5 for Emerald High School, as well as, Tri-Valley ROP Master Scheduling for 2023-24

**Programs**

- Our students are now out at sites for all community classroom activities
- Teacher evaluations for first semester are complete
- Our teachers and students attended the DECA Nor-Cal Conference where our chapters took home the majority of awards and qualified for ICDC

**Fiscal**

- Keenan conducted a Property & Liability Inspection at all School Districts and we are working with each maintenance department for repairs
- Dawn Pavon is working on getting a new Student Information System
- Schoolhouse is our current Student Information System which is outdated
- Suzanne Smith collaborated with Sara Subbiondo from Youth Build
- Superintendent Duncan attended the ACSA Legislative Lunch
- Superintendent Duncan led the CTE JPA Coalition Meeting to prepare for legislative discussion on CTEIG funding

**Relationships**

- Superintendent Duncan and Suzanne Smith are attending the Emerald High School Design Team
- Superintendent Duncan attended HR Calendar meeting with PUSD, DUSD, and LVJUSD
- Staff attended ITV Board Meeting, 9<sup>th</sup> Annual ITV forum, and is working with education chair to engage employers with Work Based Learning experiences.

**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 will be held March 15, 2023 at 5:30 p.m.


**11. ADJOURNMENT**

There being no further business, Chairperson Prusso adjourned the meeting at 6:37 p.m.

Submitted,

  
\_\_\_\_\_  
Julie Duncan  
Secretary to the Board

*Approved and entered into the proceedings  
of the Board this 15<sup>th</sup> day of March, 2023*

  
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Emily Prusso  
Chairperson