



**Tri-Valley Regional Occupational Program**  
1040 Florence Road, Livermore, CA 94550  
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***JOINT POWERS GOVERNING BOARD***

**Regular Board Meeting Minutes of December 7, 2022  
5:30 p.m. Open Session**

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

2. **CONVENE INTO OPEN SESSION**

- A. **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>
Rouse	Maher	3	0	0	0

3. **PUBLIC COMMENT – None**

4. **RECOGNITIONS**

Superintendent Duncan recognized Megan Rouse, Board Member for her dedication to Tri-Valley ROP.

5. **CONSENT CALENDAR – MOTIONS**

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

- A. **Approval of Minutes from the Regular Board Meeting of September 14, 2022**

The Board approved the minutes from the September 14, 2022 Board Meeting.

- B. **Approval of Bill and Salary Reports – September 1 – November 30, 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 – September 1 – October 31, 2022**

The Board approved 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 2022-2023**

The Board approved the CTE Industry Sector Advisory Committee List for 2022-2023.

- E. **Approval of the CTE Tri-Valley Educational Collaborative (TEC) Advisory Committee 2022-2023**

The Board approved the CTE Tri-Valley Educational Collaborative (TEC) Advisory Committee List for 2022-2023.

**F. Approval of Donations**

The Board approved donations received through November 30, 2022.

**6. 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.

**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. Acceptance of the 2021 – 2022 Audit Report - Action**

Superintendent Duncan introduced Steven Currie from CWDL.

CWDL issued an unmodified opinion, which is the highest opinion offered. There were no findings. The Superintendent's recommendation was to accept the 2021 – 2022 Audit Report.

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

**B. Approval of the 2022 – 2023 First Interim Report - Action**

Superintendent Duncan introduced Teresa Fiscus, CBO.

Based on the current budget and the multi-year projection, it is recommended that the Board of the Tri-Valley Regional Occupational Program approve the 2022 - 2023 First Interim Report with a Positive Certification.

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

**8. CORRESPONDENCE**

- Letter from L. Karen Monroe, Superintendent, Alameda County Office of Education, approving the 2022–2023 Adopted Budget

**9. SUPERINTENDENT'S REPORT**

**Customer Service**

- Suzanne Smith engaged in Mid-Alameda Community College Consortium (MACCC) Adult Education meetings to support with adult transitions, programs, and reporting.
- The College and Career Fair was held at Granada High School with the help of the Granada DECA Chapter on October 24<sup>th</sup>

**Programs**

- Suzanne Smith is working diligently with internship medical partners to secure placements back in the hospitals.
- Dawn Pavon conducted staff training for the upcoming Advisory Night.
- Fabiola Salceda was presented Teacher of the Year.

**Fiscal**

- The CTEIG Grant Application and SWP #5 was submitted.
- TVROP was awarded SWP Round 5 Wrap Around Services – approx. \$1 Million
- Worked to complete a decade of no audit findings
- Roxanne completed the CSBA Executive Assistants Certification Program

**Relationships**

- Superintendent Duncan and Suzanne Smith are participating in the Emerald High School Design Team
- Tri-Valley ROP staff attended CSBA
- General TEC meetings in November and December
- Bay Area K-16 Collaborative, Convening K-12 at Chabot
- November 16<sup>th</sup> Advisory Night
- Superintendent Duncan met with the new Alameda County Superintendent
- Met with Tri-Valley Partnership group to discuss CCAP agreements
- LVJUSD has allowed us to store our surplus in the Multi-Purpose Room- Thank you LVJUSD
- Superintendent Duncan will be working with AMS for Tri-Valley ROP technology needs

**10. BOARD MEMBER REPORTS**

Board members may wish to report on their recent activities.

**11. ANNOUNCEMENTS**

- The next Regular Meeting (Organizational) of the Joint Powers Governing Board will be held January 25, 2023 at 5:30 p.m.

**12. ADJOURNMENT**

Meeting adjourned at 6:53 p.m.

Submitted,

*Approved and entered into the proceedings  
of the Board this 25th day of January, 2023*



Julie Duncan  
Secretary to the Board



Emily Prusso  
Chairperson

EP/JD/rv