



## Tri-Valley Regional Occupational Program

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### GOVERNING BOARD

#### Minutes of the Regular Board Meeting of December 6, 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 5:32 p.m.

Maher – Yes

Prusso – Yes

Speck – Yes

#### 2. CONVENE INTO OPEN SESSION

##### A. Pledge of Allegiance

##### B. Approval of the Agenda

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

#### 3. PUBLIC COMMENT - None

#### 4. CONSENT CALENDAR – MOTIONS

Trustee Speck asked to pull Item H for further explanation for the updated course outline during the school year.

Approval of A – G Consent Items

<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 the Minutes from the Regular Board Meeting of September 13, 2023

The Board approved the minutes from the September 13, 2023 Board Meeting.

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

The Board approved 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 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 2023 - 2024

The Board approved 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 approved the CTE Tri-Valley Educational Collaborative (TEC) Advisory Committee List for 2023 - 2024.

**F. Approval of Donations**

The Board approved the donations received through November 30, 2023.

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

The Board authorized 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 approved the Nursing Careers Course Outline.

**5. DEFERRED CONSENT ITEM/S**

Consent Item H was taken as a separate vote. Approval of the Nursing Careers Course outline for further discussion.

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

**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.

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

**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.

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

**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.

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

## 7. CORRESPONDENCE

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

## 8. SUPERINTENDENT'S REPORT

### Customer Service

- Livermore Joint Unified School District will have a new schedule. They are moving to semesters with an A/B schedule. TVROP team will need to re-write the course catalog and the units to reflect the changes.
- Superintendent Duncan, Suzanne, and Dawn went to Granada High and met Admin staff to facilitate an exercise to brainstorm scheduling ideas and problems for students who travel to take ROP courses, those that travel onto their campuses for TVROP classes and for classes with no travelers on their campus. We also invited each school site in the districts we serve to do this similar exercise to strategize the three district bell schedules.
- Worked with the CTWI grant writer and our legislators in the area to get funds for a Construction Pathway. We have been working with Maureen Byrne and Francis Rojas and team. The planning year is next year. Phase Two of Emerald has a room that will face the field with roll up doors that can be designated for a Construction Pathway.
- Suzanne went to the Dublin PD day with Bill Branca. They worked with the registrars, counselors, and data folks to explain coding, pathways, and completers.

### Programs

- College & Career Expo was a great success. All out of state universities showed up. Amador Valley High School students were phenomenal. Parents were appreciative.
- All board members attended the Tri-Valley ROP's 9<sup>th</sup> Annual Advisory Dinner.
- Dawn will be putting a newsletter together for information to go out to employees.
- Madison went to an AI Conference to help us understand AI. Madison is working on ICT Pathway with Emerald.
- At CSBA Conference attended workshops in AI. Presenters engaged in conversations on the history of the worries of cheating. Discussed reframing how AI resources can be utilized by students. Parvin Ahmadi presented on ChatGBT and how it can be used for educational use. We will be covering AI at our Staff Development.
- Middle College Open House was a success and thanked the Board Members for attending.
- Dawn is working with the new teachers on pacing guides.

### Fiscal

- Superintendent Duncan and Suzanne worked on the Strong Workforce Grants and one grant was fully funded.
- SWP Round 6, Suzanne was on the Selection Committee – 58 applications for funding and less than 50% were awarded. Reviewed in small work groups, certain threshold. Over half that were eligible were not funded. More competition ahead due to the Budget deficits and cuts ahead.
- Julie and Amy Brown are working with Diane Crum at the CDE in the CTE department to include ROPs in new grant opportunities.
- We have been working diligently on Cybersecurity and we all have DUO on our phones.
- We will be using undesignated money in our funds for a new web based School Information System that will be affordable for us. Madison is working on that.

## Relationships

- Superintendent Duncan met with Tara Neilson regarding the CTEIG application RFA contradictions to ensure that applications would be accepted and reviewed and then presented to CAROCP. Ms. Neilson was appreciative of the noted errors/clarifications being addressed and that we would be letting the CTE community know at two state-wide events.
- Roxanne and Suzanne are participating in county meetings at the Alameda County Office of Education in Curriculum and Human Resources. Being included in these meetings is very beneficial to doing the business of the ROP as well as understanding the challenges faced by our member districts and how we can better support them.
- Suzanne is working on Pathway Maps for every single sector with TEC Admin team and District Leads.
- Teacher of the Year event honored, Randy Barnard.
- WIOA team will be presenting at Educating For Careers.
- Sips and Snacks networking event was a success at Las Positas College. Teachers were able to connect with LPC faculty in a professional setting. Teachers looked forward to the next event.
- Julie is a member of the NCS Executive Board Meeting representing the districts in addition to role as the Alameda County Board of Manager Superintendent Representative. The meetings have her also connecting with Athletic staff and coaches at her member districts.

## 9. BOARD MEMBER REPORTS

Trustee Maher – Thank you Julie for putting me at the Transportation table. Visited Las Positas’ new Applied Manufacturing building that includes welding and fire Science, and administrative justice programs.

Trustee Prusso – Attend TVROP events including the Advisory night, College and Career Expo and Middle College Open house, all were good.


Trustee Speck - Fall events were great!

## 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 – 6:37 p.m.

Submitted,

  
Julie Duncan  
Secretary to the Board

*Approved and entered into the proceedings  
of the Board this 31<sup>st</sup> day of January, 2024*

  
Emily Prusso  
Chairperson