



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

**GOVERNING BOARD**  
**Minutes of the Regular Board Meeting of September 13, 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 IN OPEN SESSION**

**A. Pledge of Allegiance**

**B. Approval of the Agenda**

Consent Resolution Items H (Approval of Purchase Order Summary – June 1 – August 31, 2023) and I (Approval of Disposal List of Equipment and Instructional Materials) were moved to Consent Items D and E as they were not resolutions.

<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. RECOGNITIONS**

Superintendent Duncan and Suzanne Smith recognized Austin Hutson, Instructor: Criminal Justice and EMR, Amador Valley High School and Foothill High School.

**5. 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 June 14, 2023**

The Board approved the minutes from the June 14, 2023 Regular Board Meeting.

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

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 – June 1 – August 31, 2023**

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

**D. Approval of Disposal List of Equipment and Instructional Materials**

The Board granted authorization to dispose of equipment and instructional materials that has reached end of life per CA Education Code 17545.

**E. Agreement for Legal Services**

The Board approved the agreement for Legal Services between Atkinson, Anderson, Loya, Ruud & Romo Law Firm and Tri-Valley Regional Occupational Program.

**6. CONSENT – RESOLUTIONS**

**Roll Call Vote:**

Maher – Aye

Prusso – Aye

Speck – Aye

**A. Resolution No. 2023-24.1 - Signature Card – Authorized Agents Payroll Warrants and Disbursements**

The Board approved the 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 approved the 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 approved the 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 approved the 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 approved the 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 approved the 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 approved the Resolution authorizing the individual person named to act with Board Authority to represent Tri-Valley ROP in the Mid-Alameda County Consortium.

**7. DEFERRED CONSENT ITEM/S - None**

**8. INFORMATION / ACTION ITEMS**

**A. 2023 Summer Program Update – Information**

April Treece presented 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**

Doug D’Amour, CBO for Tri-Valley ROP, presented the District’s 2022-2023 unaudited actuals.

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

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

Superintendent Duncan presented the September 14, 2023 Personnel Document to the Board for approval.

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

**9. SUPERINTENDENT’S REPORT**

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

**Customer Service:**

- Superintendent Duncan met with Amador Valley High School students lead team for the College and Career Expo at Amador Valley High School to plan for the October 23, 2023 event.
- Organizing, with three Member District cities, a Manufacturing Day as we have done in past years, tentatively scheduled for October 20, 2024. The day would include touring two advanced manufacturing sites with lunch.
- Dawn has developed and instituted a new check-in/out procedure for teachers to streamline tasks and promote positive ownership of teacher/classified required tasks. Evaluation of the systems will be reviewed in the coming months so that at the end of this year and the start of the next school year we will be even more efficient.

**Programs:**

- Superintendent Duncan and Suzanne worked with Bay Area LEEDS to hold three successful STEM camps at LPC this summer as well as offer Teacher Externships as a result of the K12 SWP Round 4 grant dollars.
- Suzanne and Dawn put together a dynamic kick off In-Service for the year with an ALL IN theme.
- Amy Brown is now located at the new Middle College Center, Building 400 on campus. We are hosting an Open House on October 19, 2023 between 6-8 PM.
- Superintendent Duncan and Suzanne Smith met with Kaiser Permanente to hopefully re-engage our students into their network for internships placements.

- Amy Brown, Kelly Mogilefsky, and new and former Middle College students have been selected to present at the Community College Early College Middle College Dual Enrollment Summit this Friday and Saturday in San Diego at the summit's luncheon. We are very proud of the highlighted recognition and outstanding Golden Bell winning program we offer students.
- Dawn is working with TOSA teachers to prepare for internship site development with medical programs.
- Suzanne is working to coordinate with Member District Partners to host our Advisory Night, November 8, 2023, site to be determined.

**Fiscal Management:**

- Suzanne secured and was recognized as an exemplary program for the use of WIOA funding to provide additional college and career counseling, mentoring, and 21<sup>st</sup> Century skills and financial literacy workshops to Title 1 eligible students in the Tri-Valley's Alternative Ed. Programs. We received the highest success rate of 90%.
- Worked all of 2022-23 and over the summer with Member Districts and the K-16 Collaboration Grant team for the Bay Region, which includes UC Berkeley, Chabot Las Positas, and surrounding JPA districts as a member of the Core Partners team for submission of the Implementation grant. Unfortunately, the dollars will be primarily spent at higher ed and only districts on the other side of the county. We will not receive direct funding but services. LPC will receive~\$380K for dual enrollment opportunities for a 30-month period.
- Hired a technology consultant as part of the K12 SWP #5 to oversee the onboarding of our new MFA system and begin the work of developing an ICT Pathway with a work based component for students to have a technology repair shop that can be replicated across the state.
- Suzanne was awarded the ECMC Grant of \$250,000 to support the Middle College program.
- Finalized the technology MFA DUO rollout of all district computers to ensure the tightest of security measures form Malware and Ransomware attacks.
- Writing the CTEIG 2023-24 grant application with Member Districts to hopefully secure \$3M+ in funding to maintain and enhance CTE programs.

**Relationships:**

- Assisted in the coordination of a Wheels Tri-city meeting with the new lead Director.
- Suzanne was just selected to the K12 Strong Workforce Selection Committee for Round 6 of K12 SWP grant.
- On Monday, September 11, 2023, Superintendent Duncan participated in her first Executive Committee meeting for the North Coast Section as the Superintendent representative for the entire North Coast Section. Superintendent Duncan is the NCS Alameda Superintendent Representative.

**10. BOARD MEMBER REPORTS**

**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**

Chairperson Prusso adjourned the meeting at 6:45 P.M.

Submitted,

*Approved and entered into the proceedings  
of the Board this 6th day of December, 2023*

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Julie Duncan  
Secretary to the Board

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Emily Prusso  
Board Chairperson

EM/JD/rv