



Tri-Valley Regional Occupational Program
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JOINT POWERS GOVERNING BOARD
Regular Board Meeting of September 8, 2025
5:30 p.m. Open Session

1. CALL TO ORDER / ROLL CALL - 5:30 p.m.

Chairperson Speck called the meeting to order at 5:30 p.m.

Roll Call:

Trustee Walker - Aye

Trustee Speck - Aye

Trustee Prusso - Aye

2. CONVENE INTO OPEN SESSION

A. Pledge of Allegiance

B. Approval of the Agenda

The agenda was approved as written with adding an additional recognition for Suzanne Smith to the agenda.

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

3. PUBLIC COMMENT - None

4. RECOGNITIONS

- Superintendent Duncan recognized Shelley Matek, Developmental Psychology of Children instructor, as the 2025 - 2026 Teacher of the Year.
- Superintendent Duncan recognized Suzanne Smith, Director of College and Career Readiness, for her outstanding leadership and dedication to student success.

5. CONSENT CALENDAR – MOTIONS

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

A. Approval of Minutes from the Regular Board Meeting of June 11, 2025

The Board approved the minutes from the June 11, 2025 Regular Board Meeting.

B. Approval of Bill and Salary Reports - June 1 - August 31, 2025

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, 2025

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

- D. **Approval of 2025 - 2026 WIOA - Youth Innovation Budget and Contract Package**
The Board approved the 2025-2026 WIOA – Youth Innovation Budget and Contract Package awarded to Tri-Valley Regional Occupational Program.

- E. **Acceptance of Donations**
The Board approved the donations received up to August 31, 2025.

6. **CONSENT – RESOLUTIONS**

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

- A. **Resolution No. 2025-26.1 - 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. 2025-26.2 - Authorization for Bank Signatures**

The Board approved the Resolution authorizing persons named to sign bank documents on behalf of the District.

- C. **Resolution No. 2025-26.3 - 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. 2025-26.4 - 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. 2025-26.5 - 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. 2025-26.6 - 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. 2025-26.7 - 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. 2025 Summer Program Update - Information

Suzanne Smith presented an update of the 2025 Summer Programs offered to Tri-Valley Students.

B. Approval of the 2024 - 2025 Unaudited Actuals - Action

The 2024-2025 Unaudited Actuals were presented to the Board for review and approval. The Unaudited Actuals show the revenue and expenditures for the prior fiscal year and are submitted to the Alameda County Office of Education and then on to the California Department of Education for inspection and approval.

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

C. Approval of Personnel Document of September 8, 2025 – Action

Superintendent Duncan presented the Personnel Document.

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

9. SUPERINTENDENT’S REPORT

Customer Service:

- Athena Duran met with new administration and current administration that have new roles. She made sure that each school site had the right days and times for their school site schedules
- Superintendent Duncan attended ACSA Region 6 Retreat as the CTE rep and had several individual meetings with ACSA and Capitol Advisors now as President of the Statewide ACSA CTE Council
- Athena Duran has been meeting with the Livermore High School student-led team for the College and Career Expo, scheduled for October 20th at Livermore High School

Programs:

- Suzanne Smith successfully secured funding and implementation of our 1st CNA Academy of Alt Ed Students. These students were able to complete an intensive summer program and obtain job offers
- Suzanne Smith and Superintendent Duncan worked with Bay Area LEEDS and Lawrence Livermore National Laboratory to hold three successful STEM camps at LPC this summer as well as offer Teacher Externships as a result of the K12 SWP Round 6 grant dollars that concluded this summer
- Suzanne Smith put together a dynamic kick off for our In-Service for the year with a “Maximize What Matters, Leveraging Resources for Student Success” theme where we had 100% record attendance
- Amy Brown will be hosting an Open House on October 23rd between 6:30 - 7:30 PM for partners and parents
- Secured dynamic new instructors for Construction Technology, Medical Occupations, Sports Medicine, Intro to Health and Marketing courses
- Athena Duran is working to coordinate with member District Partners to host our Advisory Night, November 5th, location TBD from 4:30 - 6:00 PM

Fiscal:

- Suzanne Smith secured new round of WIOA funding to provide additional college and career counseling, mentoring, and 21st Century skills and financial literacy workshops to eligible students in the Tri-Valley's Alternative ED. Programs. We have also been recommended to receive more dollars. We are awaiting news of that in the coming weeks
- On September 14th the CTEIG 2025-2026 grant application was submitted with Member Districts to hopefully secure \$2M+ in funding to maintain and enhance CTE programs on a new platform with new rules. Superintendent Duncan was once again providing CDE with the application issues both with inconsistencies in RFA or technical issues with the online system. We were thanked for our guidance
- Writing the K12 SWP Round 8 grant due October 10th to further support our Member Districts CTE initiatives AI theme
- Completed our TVROP audit with CDWL

Relationships:

- Held TEC Retreat with districts and LPC to review our goals, assess past projects and determine professional development for our General TEC meeting for the year
- Suzanne Smith attended the Statewide CAROCP Executive Committee meeting to discuss best practices for program curriculum and delivery and is currently President Elect
- Superintendent Duncan was once again re-elected to the CTE JPA Coalition Advisory Committee Lead team in which we plan the statewide JPA Coalition meetings with School Services. Suzanne Smith also attends the general meeting to ensure we are advised of the latest CTE items
- Suzanne was again selected to the K12 Strong Workforce Selection committee for Round 8 of K12 SWP grant

10. BOARD MEMBER REPORTS

Trustee Speck reported that the second academic wing is now open, more students are on campus, and the Catherine C. Kuo Performing Arts Center to open spring 2027

11. ANNOUNCEMENTS

- The next Regular Meeting of the Joint Powers Governing Board will be held on December 10, 2025, at 5:30 p.m.

12. ADJOURNMENT - 6:17 p.m.

Submitted,



Julie Duncan
Secretary to the Board

*Approved and entered into the proceedings
of the Board this 10th day of December, 2025*



Kristin Speck
Chairperson