Tri-Cities ROP
Regional Occupational Program

Prepares Students for College and Careers

2021 - 2022 Monthly Activities Calendar

Rev. 9.15.21
Administration
⇒ Start ROCP Course Review for 2021/22
⇒ Check status of enrollment on a daily basis for first week of classes
⇒ Visit ROP classes daily
⇒ Submit articles and pictures for Tri-Cities ROP newsletter
⇒ Attend Fall Staff Inservice

Instructors
⇒ All teachers email the ROP daily the first week of class with attendance numbers
⇒ Submit articles and pictures for Tri-Cities ROP newsletter
⇒ Adult and Afterschool classes submit Student Enrollment forms by the second week of class, if applicable
⇒ Attend Fall Staff Inservice
⇒ Submit your updated syllabus including grading policy
⇒ Mandated Reporter Training due September 28 to HR

Work-Based Learning / Afterschool / CTSO
⇒ Meet in August to plan 2021/22 school year

Student Services
⇒ Prepare office spaces at school sites
⇒ Participate in high school registration programming
⇒ Update and print out course fliers
⇒ Recruit and advise students for Fall afterschool classes, if applicable
⇒ Use school bulletin board to promote ROP
⇒ Plan for and attend Back-to-School nights, if applicable
⇒ Visit ROP classes daily and report enrollment numbers to office
⇒ Identify themes for workshops for school year

Monthly Reports:
• Enrollment numbers (including adults)
• Accounts Receivable and Payable
• Vacation/Sick Leave
• Social Media Postings
• Professional Development
• Job Postings
• Purchases

ATTEND DISTRICT SUPERINTENDENT’S WELCOME
### Vision

**Tri-Cities ROP Prepares Students for College AND Careers**

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<td>Teacher Workday ERUSD and WUHSD</td>
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**Birthdays**

1. Juan Cabral
2. Amber Fox
3. Dr. John Smith
4. Katy Gould
5. Richard Knott
TRI-CITIES
Regional Occupational Program

Monthly Activities Calendar

September

Administration
⇒ Notify instructors and classified staff to be evaluated
⇒ Unaudited Actuals due to LACOE
⇒ Superintendent: visit all classes
⇒ Send out Classroom Safety Survey to teachers

Instructors
⇒ Check attendance system to ensure all students have been dropped and/or added
⇒ PLC Meeting #1
⇒ Compare ROP attendance with district attendance to confirm accuracy
⇒ Complete Safety Survey—due September 30
⇒ Prepare classroom for and attend Back-To-School Night, if applicable
⇒ Mandated Reporter Training certificate due September 28

Student Services
⇒ Complete Fall Career Bulletin
⇒ Promote and attend WUHSD College Fair
⇒ Submit articles and pictures for Tri-Cities ROP newsletter and social media
⇒ Attend Back-to-School Nights, if applicable
⇒ Organize students from middle school presentations
⇒ Visit ROP classes
⇒ Conduct workshops and presentations
⇒ Update promotional material
⇒ Schedule professional development

Monthly Reports:
• Enrollment numbers (including adults)
• Accounts Receivable and Payable
• Vacation/Sick Leave
• Social Media Postings
• Professional Development
• Job Postings
• Purchases

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<td><strong>Tri-Cities ROP Office hours 9/7 thru 9/10 7:30am-4:00pm</strong></td>
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<td><strong>Board Meeting 3:00pm</strong></td>
<td><strong>WUHSD Board Mtg 6:30pm</strong></td>
<td><strong>TCROP AJ Academy Begins</strong></td>
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<td><strong>SACS 2021 20/21 Unaudited Actuals</strong></td>
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<td><strong>PLC Meeting #1 In Person 3:30-5:30pm Location pending</strong></td>
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<td><strong>Safety Survey Due Mandated Reporter and Sexual Harassment Training Due</strong></td>
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**Birthdays**
- 7 Robert LeBlanc
- 12 Rosie Bedolla
- 13 Jeff Baird
- 17 Dr. Merino
- 19 Jeff Fassbinder
- 19 Mike Griffie
- 20 Tammi Simmons
- 21 Mia Burrola
- 30 Jennifer Ha
TRI-CITIES ROP
Regional Occupational Program

Monthly Activities Calendar

October

Administration
⇒ Nominate WASA Community Service recipient
⇒ 1st Interim closing date Oct 31 due Dec 15
⇒ Safety Committee Meeting Oct 14

Instructors
⇒ PLC Meeting #2
⇒ Quarter Grades due
⇒ Site Meeting #1

Work-Based Learning (WBL) Teachers—if available

ROP Supervisor Approval Required for all WBL
⇒ Submit your WBL start date and related class documents the week before you begin cc
⇒ Complete and submit Student Locator form after students are placed and before they start training

Student Services
⇒ Submit photos/articles for newsletter and social media tcpopnews@gmail.com
⇒ Start articulation process
⇒ Identify students from middle school presentation entering 9th grade
⇒ Attend Back-to-School Nights, if applicable
⇒ Promote and attend WUHSD College Fair, if applicable

Monthly Reports:
• Enrollment numbers (including adults)
• Accounts Receivable and Payable
• Vacation/Sick Leave
• Social Media Postings
• Professional Development
• Job Postings
• Purchases
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**Tri-Cities ROP Prepares Students for College AND Careers**
by Offering Excellent Career Technical Education Leading to
Employment, Industry Certification, or Post-Secondary Education

3

4

ERUSD Staff
Development
-No Students
Fall Site Meeting #1
3:30-4:30pm via Zoom

5

**PAY DAY**

6

ERUSD Board Mtg 6:30pm

7


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WUHSD Board Mtg 7pm

13

Virtual
Advisory Meeting
AME and Business
3:30-5:00pm

14

Board Meeting
4:00pm

Safety Committee
Meeting

15

CDE 20 and CDE 101
E1 Due

16


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WUHSD
Grades—Quarter 1
Due

20

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TIME CARDS DUE
For additional time

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PLC Meeting #2
All Industries
3:30-5:30pm

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1st Interim
Closing Date

Birthdays

4 Sal Senar
5 Pat McCaw
15 Ruth Sudick
23 Adele Cuevas
Administration
⇒ Prepare and submit program changes for second semester
⇒ WASA recipient nomination due, if applicable
⇒ Submit articles and pictures for Tri-Cities ROP newsletter
⇒ Schedule Principal meeting for December to discuss 2022/23 Master Schedule
⇒ Take staff picture for holiday cards

Student Services
⇒ Recruit students for the Spring session
⇒ Use school bulletin board to promote ROP
⇒ Work with instructor to enroll students in the RHCC for Spring semester (articulated classes only) and follow up with instructor / student within a week ensuring RHCC SD
⇒ Schedule spring middle school presentations
⇒ Plan classroom presentations on campus

Instructors
⇒ Submit articles and pictures for Tri-Cities ROP newsletter
⇒ Remember to schedule your annual field trip / guest speaker
⇒ PLC Meeting #3
⇒ LAST DAY TO SUBMIT PURCHASE REQUESTS FOR 2021/22 SCHOOL YEAR—NOV 30

Monthly Reports:
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### October 2021

#### Teachers: Last Day to Submit Purchase Requisitions for 21/22 School Year

#### Pay Day

#### Veteran's Day

#### Board Meeting 4:00pm

#### Board Meeting

#### Veterans Day

#### PAY DAY

#### Daylight Savings Time

#### End

#### Office hours

#### Tri-Cities ROP Office hours

#### PLC Meeting #3

#### Virtual Advisory Meeting

#### TIME CARDS DUE

#### Thanksgiving Day

#### HOLIDAY

#### Thanksgiving Day

#### HOLIDAY

#### Christmas

#### Birthdays

- June 6: Betty Brooks
- July 7: Barry Hardy
- July 7: Monica Oviedo
- August 16: Scott Freeman
- August 24: Kathy Shipka
- August 25: Katie Meza

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**Tri-Cities ROP 2nd Annual Toy Drive**

Nov 1 - Dec 10, 2021

Drop by our office and bring an unwrapped toy for some very special children residing at Maryvale [www.maryvale.org](http://www.maryvale.org)
Administration
⇒ Meet with high school Principals to plan Fall 2022 classes
⇒ Send holiday greetings to ROP staff, district personnel, and Southern Region ROPs
⇒ File Annual Audit Report
⇒ Submit P-1 attendance reports to Districts
⇒ Check on anticipated enrollment for second semester and begin recruitment efforts where needed
⇒ CAROCP Institutional Members

Monthly Reports:
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Instructors
⇒ Submit certificate of completion request forms (Semester classes)
⇒ ALL ATTENDANCE MUST BE IN AERIES FOR P-1 REPORT TO DISTRICTS
⇒ Submit 1st semester grades by December 22
⇒ Plan recruitment activities to encourage spring enrollments
⇒ Conduct Follow-Up Student Survey calls
⇒ Reminder: Resume lesson plan for all students
⇒ Site Meeting #2

Student Services
⇒ Continue recruitment activities for spring session
⇒ Plan CTE Month Activities with teachers
⇒ Make non-ROP presentations in classes
### November

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<td>Fall Session ends ERUSD All Attendance thru 12/17 must be in Aeries</td>
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| Tri-Cities ROP Office hours 12/20 thru 12/22 7:00am-3:30pm | Winter Break ERUSD 12/20 - 1/7 WUHSD 12/23 - 1/7 |     | Fall Session ends WUHSD All Attendance thru 12/22 must be in Aeries | Holiday | Christmas Eve Holiday | Christmas
| 26  | 27  | 28  | 29  | 30  | 31  |     |
| Tri-Cities ROP Office hours 12/27 thru 12/29 7:00am-3:30pm |     |     |     | Holiday |     |     |

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**Birthdays**

1. Luis Cervantes
2. David Luna
3. Jesse Ortiz
4. Michael Lee
5. Evonne Caouette
6. Audrey Lemke
7. Rachelle Romero
**TRI-CITIES ROP**

**Regional Occupational Program**

**Monthly Activities Calendar**

**January**

**Administration**
- Complete Principal planning meetings
- Update WASC Action Plan
- Schedule Counselor Site Meetings
- Begin planning for Evening of Excellence held in May—mail sponsor letter
- Begin Certificated/Classified Evaluations
- 2nd Interim Report closing date Jan 31 due Mar 15

**Instructors**
- After-school and adult teachers email the ROP Office daily the first week of class with attendance numbers
- Submit Job Placement forms
- Evening of Excellence Nomination Period Begins Jan 12
- Complete Perkins Student Update for 2020/21 school year

**Student Services**
- Finalize activities for CTE Month (February)
- Contact schools to get dates for summer mailer
- Participate in school programming
- Attend first day of all ROP classes

**Work-Based Learning Teachers**

**ROP Supervisor Approval Required for all WBL**
- Submit your community class start date and required class documents the week before you begin cc
- Fill out and turn in Student Locator form after students are placed and before you begin cc

**Monthly Reports:**
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Birthdays
- 5 Anita Carlos
- 18 Ronnel Farol
- 29 Irene Barrasa
Administration
- Monitor class enrollments and make recruitment, cancellation, or other program adjustments
- Prepare flyers for high schools’ summer mail out

Instructors
- Obtain business and industry sponsors for Evening of Excellence
- Evening of Excellence Nomination Period DUE March 4
- TCROP Foundation donation requests
- PLC Meeting #4
- Site Meeting #3

Student Services
- Recruit and advise students
- Participate in school programming
- CTE Month Activities
- Check with schools regarding deadlines for summer mail out
- Continue Articulation process

Monthly Reports:
- Enrollment numbers (including adults)
- Accounts Receivable and Payable
- Vacation/Sick Leave
- Social Media Postings
- Professional Development
- Job Postings
- Purchases
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<td>Virtual Advisory Meeting Health Science and Medical Technology 3:30-5:00pm</td>
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**Birthdays**

- March 3: Erica Blake
- March 5: Rachel Hoffman
- March 22: Mayra Campos
- March 25: Richard Alvarez

**EDUCATING FOR CAREERS**
February 27—March 1
Sacramento, CA
**Administration**
- Submit program budget requests
- Evening of Excellence Winners Selected
- Submit P-2 attendance report to Districts
- Prepare CDE 101 E-2 and CDE 2
- Complete 2021/22 Master Class Schedule
- Continue employee evaluation
- Safety Committee Meeting Mar 16

**Instructors**
- Attend Future Frosh Nights at High Schools, if applicable
- **ALL ATTENDANCE MUST BE IN AERIES FOR P-2 REPORT TO DISTRICTS**
- Submit proposed budget request to your supervisor
- Evening of Excellence budget request to your supervisor
- Evening of Excellence Filing Deadline March 4
- PLC Meeting #5

**Student Services**
- Attend Future Frosh Nights at High Schools
- Begin plans for recruitment activities for Summer and Fall session
- Middle School presentations
- Participate in school programming

**Monthly Reports:**
- Enrollment numbers (including adults)
- Accounts Receivable and Payable
- Vacation/Sick Leave
- Social Media Postings
- Professional Development
- Job Postings
- Purchases
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**March 2022**

- **February**
  - 6:30pm ERUSD Board Mtg
  - 7pm WUHSD Board Mtg
  - 3:30-5:00pm Virtual Advisory Meeting
  - Safety Committee Meeting

- **March**
  - Evening of Excellence Program
  - Winners Selected and Advertising Deadline
  - CAROCP LEGISLATIVE CONFERENCE
  - Mar 21-22, Hyatt, Sacramento

- **April**
  - Pay Day
  - Evening of Excellence Nominations Due

- **Birthdays**
  - 2 Matthew Rojas
  - 16 Ryan Todd
  - 17 Thomas Mundo
  - 18 Cristina Vasquez
  - 20 Malissa Guerra
  - 23 Jodie Trinh

- **Daylight Savings Time Begins**

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**Evening of Excellence Program**

**Advertising Deadline**

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**TIME CARDS DUE**

For additional time
**Administration**

- Continue instructor evaluations
- Prepare for and attend Evening of Excellence
- Start contracts and service agreements lists
- Draft 2022/23 Activities Calendar
- Draft Program Budget submitted to Superintendent
- Last day for **OFFICE STAFF** to submit non-stock orders: April 29
- Select teacher and support staff person of the year

**Monthly Reports:**

- Enrollment numbers (including adults)
- Accounts Receivable and Payable
- Vacation/Sick Leave
- Social Media Postings
- Professional Development
- Job Postings
- Purchases

**Instructors**

- Ensure attendance and competency tracking (ITPs) are up-to-date
- Business and industry sponsors for Evening of Excellence Due
- For classes that are articulated with community colleges, submit articulation information for students
- Submit articles and pictures for Tri-Cities ROP newsletter/social media
- Distribute Student Survey form
- PLC Meeting #6

**Student Services**

- Visit and make ROP presentations to on-campus and middle school classes
- Recruit for Summer and Fall sessions
- Participate in school programming
- Assist Evening of Excellence Student Speaker
# April 2022

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**Birthdays**

- 6 Kim Fitzgerald
- 8 Christine Avila
- 9 Dee Cotton
- 21 Kevin Espinoza
**Monthly Activities Calendar**

**May**

**Administration**
- Prepare Fall offers of employment and calendars
- Plan Strategic Planning Retreat
- Preliminary Budget complete
- Submit Perkins application to Board
- Schedule End-of-Year Teacher Check-out (EXIT) appointments
- Attend Adult and Afterschool classes Graduation Ceremonies
- Update Course catalogs
- Renew Community Classroom Agreements
- Director of Ed Services submits revised Master Schedule

**Student Services**
- Recruit for Summer classes and Fall after-school classes
- Visit ROP off-campus classes
- Complete Articulation process/activities/transition services
- Plan spring data presentation for Executive Cabinet and Board
- Prepare for Board Presentation

**Instructors**
- Complete student surveys
- Attend Evening of Excellence (Mandatory)
- Submit certificate of completion request forms
- Encourage students to recruit others for your class
- **REMINDER:** Orders for teachers’ office/desk supplies for 2022-2023 due at End of Year Teacher Check-out (EXIT) appointments in June!
- Submit grades for articulated class
- Site Meeting #4

**Monthly Reports:**
- Enrollment numbers (including adults)
- Accounts Receivable and Payable
- Vacation/Sick Leave
- Social Media Postings
- Professional Development
- Job Postings
- Purchases
### May 2022

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**Key Events**

- **1 May:** ERUSD Board Meeting 6:30pm
- **8 May:** Mother’s Day
- **10 May:** Day of the Teacher: Thank YOU!
- **11 May:** WUHSD Board Mtg 7pm
- **13 May:** National Nurses Day
- **14 May:** Last day of class AJ Academy
- **15 May:** Last day to submit Certificate of Completion Request forms
- **16 May:** Virtual Advisory Meeting Dental 3:30-5:00pm
- **17 May:** ERUSD Board Mtg 6:30pm
- **18 May:** AJ Academy Graduation
- **19 May:** Time Cards Due For additional time
- **20 May:** WUHSD No School
- **21 May:** Tri-Cities ROP Office hours 5/31 thru 6/3 7:30am-4:00pm

**Birthdays**

- 14 Leticia Guevara
- 19 Candice Marsano

**Tri-Cities ROP Office hours**

- 5/31 thru 6/3
- 7:30am-4:00pm

**ROP Center Closed**

- Memorial Day (OBSERVED)
- No WBL Training
**Administration**

- Complete classified evaluations
- Complete administrative evaluations
- Review Action Plan for current year
- Complete public hearing and adopted budget for 2022/23
- Send save-the-date flyer to staff for Fall Staff Inservice
- Submit Annual attendance report to Districts-Due June 30th
- Attend End-of-Year Teacher Check-out (EXIT) appointments
- Plan Leadership Retreat
- Verify CalWorks Fundind
- Re-order CPR supplies
- Assist with ROP summer class enrollment

**Student Services**

- Submit data required for grants prior to summer break
- Report student numbers in all summer classes
- Prepare after school class flyers/reminder for Fall after school students

**Instructors**

- FINAL ATTENDANCE MUST BE IN AERIES FOR ANNUAL REPORT TO DISTRICTS
- Code all students exiting program in Aeries, enter grades and credits, and submit grades before summer break
- Submit Students Hired Data forms for students that obtain employment
- Attend End-of Year Teacher Check-out (EXIT) appointments
- REMINDER: Orders for teachers’ office/desk supplies for 2022-2023 due at End-of-Year Teacher Check-out (EXIT) appointments
- SAVE the DATE for Fall Staff In-Service in August

**Monthly Reports:**

- Enrollment numbers (including adults)
- Accounts Receivable and Payable
- Vacation/Sick Leave
- Social Media Postings
- Professional Development
- Job Postings
- Purchases

**Have a great summer!**
June 2022

**End-of-Year Teacher Check-out (Exit) appointments**
May 31 - June 10

**Father’s Day**
June 20-22, Catamaran Hotel, San Diego

**CAROCP STRATEGIC PLANNING TRANSITION MEETING**
June 20-22, Catamaran Hotel, San Diego

**ERUSD Board Meeting 7pm**

**WUHSD Board Meeting 7pm**

**付时间卡到期**

**Birthdays**
6 Daniel Barajas
16 Lidia Felix
17 Alyssa Cabral
18 Sam Knaak
23 Brooke Snyder
28 Arnie Esquivel
Administration

⇒ Prepare for and send reminder to staff to attend Fall Staff Inservice
⇒ Prepare for Fall Registration
⇒ Update Action Plan
⇒ Complete Annual Report
⇒ Update Teacher Handbook
⇒ Finalize and print fall class schedule
⇒ Perkins budget due
⇒ Continue planning Fall Staff Inservice Day in August
⇒ Update course data page for WUHSD course catalog
⇒ Review “Job Duties” forms with Office Staff

College AND Career Pathways Advisors

⇒ Update WUHSD Board bulletin board
⇒ Participate in high school registration confirmation for Fall Semester
⇒ Update flyers and presentations
⇒ Complete work plan and calendar for 2022/23
⇒ Update school’s bulletin boards
⇒ Remind after-school students regarding meeting info for Nurse Assistant and Dental Assistant students
⇒ Locate campus calendar to update activities calendar and work plan
⇒ Identify and submit SMART goals for 2022/23 school year

Instructors

⇒ Plan to attend Fall Staff Inservice in August - Attendance is required

Work-Based Learning Teachers

ROP Supervisor Approval Required for all WBL

⇒ Be sure you have all your training agreements signed prior to using the WBL sites

Monthly Reports:

- Enrollment numbers (including adults)
- Accounts Receivable and Payable
- Vacation/Sick Leave
- Social Media Postings
- Professional Development
- Job Postings
- Purchases
**Tri-Cities ROP**
Office hours 7/5 thru 7/8
7:30am-4:00pm

**ROP Center Closed**

**Board Meeting 4:00pm**

**ERUSD Board Meeting 6:30pm**

**TIME CARDS DUE**
For additional time

### Birthdays
- 3 Jeff Whetstone
- 4 Peter Krause
- 7 Dr. Pacheco
- 9 Kristen Ross
- 15 Bill Buttinelli
- 17 Therese Kennedy
- 28 Kathryn Abell

**July 2022 Calendar**
#1 Respect other's time

#2 Follow through on all tasks

#3 Visit classrooms often

#4 Be consistent

Tri-Cities ROP

Administrators Goals

School-Wide Goals

ERUSD

Monica Oviedo

ERUSD

Member

Dr. Teresa Merino

WUHSD

Carolyn Castillo

WUHSD

President

Jeff Baird

Superintendent

Dr. John Smith

WUHSD

Member

Dr. Ralph Pacheco

WUHSD

Clerk

Monica Oviedo

ERUSD

Member

Dr. Teresa Merino

WUHSD

President

Jeff Baird

Superintendent

Dr. John Smith

WUHSD

Member

Dr. Ralph Pacheco

ERUSD

Member

Dr. Teresa Merino

WUHSD

Clerk

Monica Oviedo

ERUSD

President

Jeff Baird

Governing Board

Governing Board effective date 12/2020

Tri-Cities ROP

Administrator Goals

School-Wide Goals

#1 Increase organizational effectiveness and efficiency
dedicated to education and employment
enure all classes lead to industry certifications, post-secondary
develop business, community, and educational partnerships to
provide student outcome data to our stakeholders to substantiate
Course is part of a pathway
and engaging standards-based curriculum and ensuring equity
increase student achievement by offering challenging, rigorous,
Tri-Cities ROP

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