Prepares Students for College and Careers

Rev. 3.10.22
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

ATTEND DISTRICT SUPERINTENDENT'S WELCOME

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
# Vision

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

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<td><strong>ERUSD Board Mtg</strong> 6:30pm</td>
<td><strong>WUHSD New Teacher Orientation</strong></td>
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<td><strong>TCROP New Teacher Institute</strong></td>
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<td><strong>WUHSD Superintendent greeting 7:30am virtual August 9</strong></td>
<td><strong>Teacher Workday ERUSD and WUHSD</strong></td>
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<td><strong>After School ROP classes begin</strong></td>
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<td><strong>Board Meeting 3:00pm</strong></td>
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**Birthdays**

1. Juan Cabral
2. Amber Fox
3. Dr. John Smith
4. Katy Gould
5. Richard Knott
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

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

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

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>Labor Day HOLIDAY No WBL Training ROP Center Closed</td>
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<td>PLC Meeting #1 3:30-4:30pm Virtual</td>
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<td>Safety Survey Due Mandated Reporter and Sexual Harassment Training Due</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
October

TRI-CITIES
Regional Occupational Program

ROP

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 tcropnews@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
### October 2021

**Mission**

Tri-Cities ROP Prepares Students for College AND Careers by Offering Excellent Career Technical Education Leading to Employment, Industry Certification, or Post-Secondary Education

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<td>WUHSD Board Mtg 7pm</td>
<td>Virtual Advisory Meeting AME and Business 3:30-5:00pm</td>
<td>Board Meeting 4:00pm CDE 20 and CDE 101 E1 Due</td>
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<td>PLC Meeting #2 All Industries 3:15-4:15pm Virtual</td>
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### Birthdays

- 4 Sal Senar
- 5 Pat McCaw
- 15 Ruth Sudick
- 23 Adele Cuevas
November

**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:**

- Enrollment numbers (including adults)
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### November 2021

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<td>Veterans Day HOLIDAY</td>
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#### Birthdays
- Betty Brooks
- Barry Hardy
- Monica Oviedo
- Larice Washington
- Scott Freeman
- Kathy Shipka
- Cynthia Lopez
- Katie Meza

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**Tri-Cities ROP Annual TOY DRIVE thru Dec 10, 2021**

Drop by our office and bring an unwrapped toy for children ages 6-18

- Boys & Girls Club of Whittier | Pico Rivera -

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Daylight Savings Time Ends
Set clocks back
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:
• Enrollment numbers (including adults)
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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
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<td>Tri-Cities ROP Office hours 12/20 thru 12/22 7:00am-3:30pm</td>
<td>Winter Break ERUSD 12/20 - 1/7 WUHSD 12/23 - 1/7</td>
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<td>Fall Session ends WUHSD All Attendance thru 12/22 must be in Aeries</td>
<td>Holiday ROP Center Closed</td>
<td>Christmas Eve Holiday ROP Center Closed</td>
<td>Christmas No WBL Training</td>
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**Birthdays**

- 1 Luis Cervantes
- 6 David Luna
- 10 Jesse Ortiz
- 13 Michael Lee
- 18 Evonne Caouette
- 24 Audrey Lemke
- 28 Rachelle Romero

**Toy Drive**

Toy Drive thru Dec. 10. Bring unwrapped toy for ages 6-18 to ROP Office.
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

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

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

Monthly Reports:

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<td><strong>Tri-Cities ROP Office hours 1/18 thru 1/21 7:30am-4:00pm</strong></td>
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<td><strong>Martin Luther King, Jr HOLIDAY</strong></td>
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<td><strong>CAROCP State Board Mtg 9:00am (NOCROP)</strong></td>
<td><strong>Adult Dental Asst. Graduation TBA</strong></td>
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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
**February 2022**

**Events and Reminders**

- **February 1:** Site Meeting #3 via Zoom 3:30-4:30pm
- **February 4:** PAY DAY
- **February 5:** Board Meeting 4:00pm
- **February 8:** WUHSD Board Mtg 7:00pm
- **February 10:** ROP Center Closed
- **February 13:** Tri-Cities ROP Office hours 2/15 thru 2/18 7:30am-4:00pm
- **February 14:** Lincoln’s Birthday
- **February 15:** ERUSD Board Mtg 6:30pm
- **February 16:** Virtual Advisory Meeting Health Science and Medical Technology 3:30-5:00pm
- **February 17:** WUHSD Progress—Mid Qtr 3 Due
- **February 20:** Tri-Cities ROP
- **February 21:** Presidents’ Day

**Birthdays**

- Erica Blake
- Rachel Hoffman
- Mayra Campos
- Richard Alvarez
- Carolyn Castillo

**Conference Details**

**EDUCATING FOR CAREERS**
February 27—March 1
Sacramento, CA
Tri-Cities ROP
Regional Occupational Program

Monthly Activities Calendar
March

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 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
**March 2022**

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<td><strong>Safety Committee Meeting</strong></td>
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<td><strong>PLC Meeting #5 Virtual All Industries 3:15-4:15pm</strong></td>
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**Birthdays**
- 2 Matthew Rojas
- 16 Ryan Todd
- 17 Thomas Mundo
- 18 Cristina Vasquez
- 20 Malissa Guerra
- 23 Jodie Trinh
- 29 Chuck Drylie

**March 2022**
TRI-CITIES
Regional Occupational Program

Monthy Activities Calendar
April

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

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

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

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
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<td>Good Friday No School ERUSD / WUHSD ROP Center Closed</td>
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**Birthdays**

6 Kim Fitzgerald
8 Christine Avila
9 Dee Cotton
21 Kevin Espinoza
**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
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### May 2022

**Sunday, May 1:**
- ERUSD Board Meeting 6:30pm

**Monday, May 2:**
- Site Meeting #4 via Zoom 3:30-4:30pm

**Tuesday, May 3:**
- National Nurses Day

**Wednesday, May 4:**
- Pay Day
- Board Meeting 4:00pm

**Thursday, May 5:**
- Last day to submit Certificate of Completion Request forms

**Friday, May 6:**
- Last day of class AJ Academy

**Wednesday, May 11:**
- Day of the Teacher
- Thank YOU!

**Tuesday, May 17:**
- Virtual Advisory Meeting Dental 12:00-1:00pm

**Monday, May 23:**
- EVENING OF EXCELLENCE ROP Center, PHS 4:00-6:00pm
- Time Cards Due
- For additional time

**Thursday, May 26:**
- AJ Academy Graduation

**Wednesday, May 29:**
- Tri-Cities ROP Office hours 5/31 thru 6/3 7:30am-4:00pm
- Memorial Day OBSERVED
- No WBL Training
- ROP Center Closed

### Birthdays
- May 14: Leticia Guevara
- May 19: Candice Marsano

### Classified Employees Week
- May 20-26

### Office hours
- Tri-Cities ROP
  - May 31: 7:30am-4:00pm

### Tri-Cities ROP
- Office hours
  - May 31 to June 3:
    - 7:30am-4:00pm
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/remind 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 Calendar

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### Important Dates
- **End-of-Year Teacher Check-out (Exit) appointments** May 31 - June 10
- **Flag Day** WUHSD Board Meeting 7pm
- **Father’s Day** CAROCP STRATEGIC PLANNING TRANSITION MEETING June 20-22, Catamaran Hotel, San Diego
- **CAROCP State Board Mtg** (San Diego) ERUSD Board Meeting 6:30pm
- **TIME CARDS DUE** ERUSD Board Meeting 4pm
- **Birthdays**
  - 6 Daniel Barajas
  - 16 Lidia Felix
  - 17 Alyssa Cabral
  - 18 Sam Knaak
  - 23 Brooke Snyder
  - 28 Arnie Esquivel

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**July**

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**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
3 Tri-Cities ROP
Office hours
7/5 thru 7/8
7:30am-4:00pm

4 ROP Center Closed

5 PAY DAY

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Board Meeting
4:00pm

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TIME CARDS DUE
For additional time

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Birthdays

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

Carolyn Castillo
President
ERUSD

Dr. Ralph Pacheco
Member
WUHSD

Dr. Teresa Merino
Clerk
ERUSD

Dr. Monica Oviedo
Member
WUHSD

Jeff Baird
Member
WUHSD

Dr. John Smith
Superintendent

Governing Board effective date 12/2021

Tri-Cities ROP
Administrator Goals

#1 Respect other’s time
#2 Follow through on all tasks
#3 Visit classrooms often
#4 Be consistent

Tri-Cities ROP
School-Wide Goals

#1 Increase student achievement by offering challenging, rigorous, and engaging standards-based curriculum and ensuring every course is part of a pathway
#2 Provide student outcome data to our Stakeholders to substantiate the value of career technical education for all students
#3 Develop business, community, and educational partnerships to ensure all classes lead to industry certifications, post-secondary education and/or employment
#4 Increase organizational effectiveness and efficiency