Thursday, November 12, 2026
Governing Board Regular Meeting

Tri-Cities Regional Occupational Program
10800 Ben Avon Street, Unit E
Whittier, California 90606
Open Session - 5:30 p.m.
Closed Session - Following procedural items and any presentations (Approximately 5:35 p.m.)
Return to Open Session Immediately following Closed Session (Approximately 6:00 p.m.)

To Join Meeting Via Zoom:
https://us02web.zoom.us/j/82476827282?pwd=SwynAaONTaolkim2gWhbcTGXYasAsS.1
Meeting ID: 824 7682 7282
Passcode: 551551
One tap mobile
+16694449171,,82476827282#,,,,*551551# US
+16699009128,,82476827282#,,,,*551551# US (San Jose)

MISSION STATEMENT
Tri-Cities ROP prepares students for college AND careers by offering excellent career technical education leading to employment, industry certification, or post-secondary education.

PLEASE NOTE:
Members of the public wishing to make a written public comment may submit the comment(s) via email to: mburrola@tricitiesrop.org. Alternatively, the public may record a voicemail comment(s) by leaving a voicemail message at (562) 698-9571 ext. 100. Correspondence received shall become part of the official public record.
Please include the following when submitting a comment:
(1) Your name
(2) Your phone number and/or email address
(3) Date of Board Meeting
(4) Board Meeting Agenda Item on which you wish to make a comment

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PLEASE NOTE: Copies of the Agenda and related materials/documents are available in the Superintendent's Office at Tri-Cities Regional Occupational Program, 10800 Ben Avon Street, Unit E, Whittier, California. Telephone (562) 698-9571. In addition, the Agenda and related materials/documents may be accessed by visiting the Tri-Cities Regional Occupational Program's official website at www.tricitiesrop.org. Upon request, the Agenda will be made available in appropriate alternative formats to persons with disabilities, as required by the American Disabilities Act of 1990. Any person with a disability, who requires modification or accommodation in order to participate in a meeting, should contact the Superintendent's Office at (562) 698-9571, at least 72 hours before the Board Meeting, if at all possible. The Tri-Cities Regional Occupational Program meetings are audio recorded. The recording is to assist in the completion of the minutes and is NOT a transcript of the meeting. Said recordings are destroyed within 30 days of the meetings. Government Code Section 54953.5 et seq.

1. CALL TO ORDER

Subject	**1.1 Roll Call**
Meeting	Nov 12, 2026 - Governing Board Regular Meeting

Category	1. CALL TO ORDER
Access	Public
Type	Procedural

GOVERNING BOARD
Mr. Jaime López, President
Ms. Irma Rodríguez Moisa, Vice President
Mr. Héctor LaFarga, Clerk
Ms. Esther Mejia, Member
Ms. Lilia Bozigian, Member

ADMINISTRATION
Dr. John J. Smith, Superintendent
Mr. Daniel Barajas, Director of Programs, Technology & Operations
Ms. Leticia Covarrubias, Director of Business Services
Ms. Kathi Kent, Director of Educational Services
Ms. Ruth Sudick, Human Resource Coordinator
Ms. Mia Burrola, Executive Assistant to Superintendent/Recorder

2. PLEDGE OF ALLEGIANCE

Subject	**2.1 Pledge of Allegiance**
Meeting	Nov 12, 2026 - Governing Board Regular Meeting
Category	2. PLEDGE OF ALLEGIANCE
Access	Public
Type	Procedural

3. APPROVAL OF AGENDA

Subject	**3.1 Consider Approval of November 12, 2026 Board Meeting Agenda**
Meeting	Nov 12, 2026 - Governing Board Regular Meeting
Category	3. APPROVAL OF AGENDA
Access	Public
Type	Action
Recommended Action	Approve the November 12, 2026 Board Meeting Agenda as Presented

4. APPROVAL OF MINUTES

Subject	**4.1 Consider Approval of the Minutes of the October 29, 2026 Special Board Meeting**
Meeting	Nov 12, 2026 - Governing Board Regular Meeting
Category	4. APPROVAL OF MINUTES
Access	Public

Type	Minutes
Minutes	View Minutes for Oct 29, 2026 - Special Governing Board Meeting

Subject	**4.2 Consider Approval of the Minutes of the October 8, 2026 Regular Board Meeting**
Meeting	Nov 12, 2026 - Governing Board Regular Meeting
Category	4. APPROVAL OF MINUTES
Access	Public
Type	Minutes
Minutes	View Minutes for Oct 8, 2026 - Governing Board Regular Meeting

5. COMMUNITY COMMENTS

Subject	**5.1 Community Comments**
Meeting	Nov 12, 2026 - Governing Board Regular Meeting
Category	5. COMMUNITY COMMENTS
Access	Public
Type	Information

The Governing Board welcomes community comments on any item within the Board's subject matter jurisdiction. Please be aware that Government Code Section 54954.2 prohibits the Board from taking action at the meeting, if the matter does not already appear on the posted agenda. In the interest of time, remarks will be limited to three (3) minutes. We ask that you confine your comments to new ideas, to avoid repeating what has already been said. Comments on the same topic will be limited to 15 minutes. Please do not refer to any student, employee, parent, or other individual, whether by name or other identifying information, in a derogatory or potentially offensive manner.

Please be advised that all correspondence received under *Community Comments* shall become part of the official public record.

6. CLOSED SESSION

Subject	**6.1 Closed Session**
Meeting	Nov 12, 2026 - Governing Board Regular Meeting
Category	6. CLOSED SESSION
Access	Public
Type	Discussion, Information

The Governing Board will move into Closed Session to discuss items listed on the attached Closed Session Agenda. Following Closed Session, the Board will report on any action taken.

File Attachments
Closed Agenda - November 2026.pdf (170 KB)
Personnel Report 5-2026.2027 November.pdf (167 KB)

7. RECONVENE TO OPEN SESSION

Subject	**7.1 Public Report of Closed Session Action**
Meeting	Nov 12, 2026 - Governing Board Regular Meeting
Category	7. RECONVENE TO OPEN SESSION
Access	Public
Type	Report

8. CONSENT CALENDAR

Subject	**8.1 Consent Calendar Vote**
Meeting	Nov 12, 2026 - Governing Board Regular Meeting
Category	8. CONSENT CALENDAR
Access	Public
Type	Action (Consent)
Recommended Action	Recommend Approval of the Consent Calendar

Consent calendar items are expected to be routine and non-controversial. They will be acted upon by the Board as one item without discussion. If any Board Member, staff member, or interested party requests that an item be removed from the consent calendar, it will be taken up in the order indicated on the agenda.

Subject	**8.2 Consider Ratification/Approval of Purchase Orders for the Period October 1-31, 2026**
Meeting	Nov 12, 2026 - Governing Board Regular Meeting
Category	8. CONSENT CALENDAR
Access	Public
Type	Action (Consent)
Recommended Action	Ratify/Approve the Purchase Orders as Presented

These Purchase Orders are presented to the Board for ratification. The Purchase Order listing provides the Board with additional detailed information regarding Tri-Cities ROP's purchase of supplies, services, and equipment. Purchase Orders are for the period October 1-31, 2026, totaling $676,749.40.

File Attachments
Purchase Order Listing - October 2026.pdf (229 KB)

Consent calendar items are expected to be routine and non-controversial. They will be acted upon by the Board as one item without discussion. If any Board Member, staff member, or interested party requests that an item be removed from the consent calendar, it will be taken up in the order indicated on the agenda.

Subject	**8.3 Consider Approval of the Memorandum of Understanding between Tri-Cities ROP and Pretzel Workforce Development**
Meeting	Nov 12, 2026 - Governing Board Regular Meeting

Category	8. CONSENT CALENDAR
Access	Public
Type	Action (Consent)
Recommended Action	Approve the Memorandum of Understanding as Presented and Recommended

Request to approve the Memorandum of Understanding ("MOU") with Pretzel Workforce Development as described in the attached document. The current MOU is set to expire May 30, 2027. The term of this MOU is from June 1, 2027 through May 31, 2029.

File Attachments
Agreement wPretzel June 1 2025 to May 31 2027-CURRENT AGREEMENT.pdf (2,183 KB)
MOU wPretzel June 1 2027-May 31 2029 11.4.2026.pdf (108 KB)

Consent calendar items are expected to be routine and non-controversial. They will be acted upon by the Board as one item without discussion. If any Board Member, staff member, or interested party requests that an item be removed from the consent calendar, it will be taken up in the order indicated on the agenda.

Subject	**8.4 Consider Approval of Travel on School Business**
Meeting	Nov 12, 2026 - Governing Board Regular Meeting
Category	8. CONSENT CALENDAR
Access	Public
Type	Action (Consent)
Recommended Action	Approve the Requested Travel on School Business as Recommended

Approval is requested for travel on school business as recommended and outlined in the attached documents.

File Attachments
Approval of Travel on School Business - NOVEMBER 2026.pdf (71 KB)
Conf Req - C Marsano ACTE Career Vision New Orleans.pdf (505 KB)
Conf Request - B Buttinelli NC3 Pima Comm College.pdf (893 KB)
Conf Request - C Marsano Dual Enrollment Equity Conf.pdf (842 KB)
Conf Request - M Burrola Diligent Elevate Workshop LakeBuenaVista.pdf (2,552 KB)

Consent calendar items are expected to be routine and non-controversial. They will be acted upon by the Board as one item without discussion. If any Board Member, staff member, or interested party requests that an item be removed from the consent calendar, it will be taken up in the order indicated on the agenda.

Subject	**8.5 Consider Ratification/Approval of a Field Trip Request for Thirty-Five (35) Whittier High School Medical Core/Sports Medicine Students to Rio Hondo College's Public Service Day**
Meeting	Nov 12, 2026 - Governing Board Regular Meeting
Category	8. CONSENT CALENDAR
Access	Public
Type	Action (Consent)

Recommended Action	Approve the Field Trip as Requested

Ratification/Approval is requested of a field trip request for thirty-five (35) Whittier High School students to Rio Hondo College's Public Service Pathway Day on October 23, 2026. Transportation will be by bus. There will be adequate adult supervision, including the instructor and two College and Career Pathways Advisors. Total cost not to exceed $2,000. Funding Source: 63870.00 (CTEIG).

File Attachments
Field Trip Request - E Grant_RHC.pdf (403 KB)

Consent calendar items are expected to be routine and non-controversial. They will be acted upon by the Board as one item without discussion. If any Board Member, staff member, or interested party requests that an item be removed from the consent calendar, it will be taken up in the order indicated on the agenda.

Subject	**8.6 Consider Approval of a Field Trip Request for Fifteen (15) El Rancho High School HOSA Students to the HOSA Fall Leadership Conference at Agoura Hills High School**
Meeting	Nov 12, 2026 - Governing Board Regular Meeting
Category	8. CONSENT CALENDAR
Access	Public
Type	Action (Consent)
Recommended Action	Approve the Field Trip as Requested

Approval is requested of a field trip request for fifteen (15) El Rancho HOSA students to the HOSA Fall Leadership Conference on Saturday, November 7, 2026, at Agoura Hills High School in Agoura Hills. Transportation will be by ERHS van. There will be adequate adult supervision, including the instructor. Total cost not to exceed $500. Funding Source: 06350.0.

File Attachments
Field Trip Req - K Ross_HOSA Fall Leadership Conf.pdf (735 KB)

Consent calendar items are expected to be routine and non-controversial. They will be acted upon by the Board as one item without discussion. If any Board Member, staff member, or interested party requests that an item be removed from the consent calendar, it will be taken up in the order indicated on the agenda.

Subject	**8.7 Consider Approval of a Field Trip Request for Fifty-Five (55) Whittier High School Auto Technology Students to the Los Angeles Car Show in Downtown Los Angeles**
Meeting	Nov 12, 2026 - Governing Board Regular Meeting
Category	8. CONSENT CALENDAR
Access	Public
Type	Action (Consent)
Recommended Action	Approve the Field Trip as Requested

Approval is requested of a field trip request for fifty-five (55) Whittier High School Auto Technology students to the Los Angeles Car Show on Friday, November 20, 2026. Transportation will be by bus. There will be adequate adult supervision, including the instructor and one College and Career Pathways Advisor. Total cost not to exceed $2,000. Funding Source: 06350.0 (General Fund).

File Attachments
Field Trip Request-J Miranda_LA Car Show.pdf (1,015 KB)

Consent calendar items are expected to be routine and non-controversial. They will be acted upon by the Board as one item without discussion. If any Board Member, staff member, or interested party requests that an item be removed from the consent calendar, it will be taken up in the order indicated on the agenda.

Subject	**8.8 Consider Approval of a Field Trip Request for Twenty-Five (25) El Rancho High School Sports Medicine Students to the Annual High School Sports Medicine Seminar at the Intuit Dome in Downtown Los Angeles**
Meeting	Nov 12, 2026 - Governing Board Regular Meeting
Category	8. CONSENT CALENDAR
Access	Public
Type	Action (Consent)
Recommended Action	Approve the Field Trip as Requested

Approval is requested of a field trip request for twenty-five (25) El Rancho High School Sports Medicine students to the Annual High School Sports Medicine Seminar on Monday, February 9, 2027. Transportation will be by bus. There will be adequate adult supervision, including the instructor and one additional adult. Total cost not to exceed $3,000. Funding Source: El Rancho Perkins.

File Attachments
Field Trip Request-K Ross ERHS Sports Med_Intuit Dome.pdf (860 KB)

Consent calendar items are expected to be routine and non-controversial. They will be acted upon by the Board as one item without discussion. If any Board Member, staff member, or interested party requests that an item be removed from the consent calendar, it will be taken up in the order indicated on the agenda.

Subject	**8.9 Consider Approval of a Field Trip Request for Nine (9) El Rancho High School Sports Medicine Students to the 26th Annual California Regional High School Sports Medicine Competition at St. Francis High School in La Canada**
Meeting	Nov 12, 2026 - Governing Board Regular Meeting
Category	8. CONSENT CALENDAR
Access	Public
Type	Action (Consent)
Recommended Action	Approve the Field Trip as Requested

Approval is requested of a field trip request for nine (9) El Rancho High School Sports Medicine students to the 26th Annual California Regional High School Sports Medicine Competition on Saturday, February 27, 2027. Transportation will be by El Rancho High School van. There will be adequate adult supervision, including the instructor. Total cost not to exceed $1,000. Funding Source: El Rancho Perkins.

File Attachments
Field Trip Request - K Ross Sports Med Competition.pdf (904 KB)

Consent calendar items are expected to be routine and non-controversial. They will be acted upon by the Board as one item without discussion. If any Board Member, staff member, or interested party requests that an item be removed from the consent calendar, it will be taken up in the order indicated on the agenda.

Subject	**8.10 Consider Purchase of a Juno Simulator with Computer, Accessories, and Training for the Nurse Assistant Programs at El Rancho High School and EREC**
Meeting	Nov 12, 2026 - Governing Board Regular Meeting
Category	8. CONSENT CALENDAR
Access	Public
Type	Action (Consent)
Recommended Action	Approve the Purchase as Recommended

Approval of the purchase of a Juno simulator with computer, accessories, and training for the Nurse Assistant programs at El Rancho High School as described in the attached Elevate Healthcare Quote Number Q-123079-1. Total cost not to exceed $35,000. Funding Source: 63880.5 K12 SWP - Enhancing Health Science.

File Attachments
Purchase Request - Elevate Juno.pdf (1,139 KB)

Consent calendar items are expected to be routine and non-controversial. They will be acted upon by the Board as one item without discussion. If any Board Member, staff member, or interested party requests that an item be removed from the consent calendar, it will be taken up in the order indicated on the agenda.

Subject	**8.11 Consider Approval of the Renewal of the LMS Annual Access Fee for the Automotive Technology Program at Whittier High School**
Meeting	Nov 12, 2026 - Governing Board Regular Meeting
Category	8. CONSENT CALENDAR
Access	Public
Type	Action (Consent)
Recommended Action	Approve the Renewal as Recommended

Approval is requested of the annual renewal of the LMS access fee for the Automotive Technology program at Whittier High School Total cost not to exceed $500. Funding Source: 06350.0 (General Fund).

File Attachments
Purchase Request - LMS Annual Access Fee WHS Auto.pdf (494 KB)

Consent calendar items are expected to be routine and non-controversial. They will be acted upon by the Board as one item without discussion. If any Board Member, staff member, or interested party requests that an item be removed from the consent calendar, it will be taken up in the order indicated on the agenda.

Subject

8.12 Consider Approval of the Renewal of the Oracle Health CareTracker Nursing Home Bed for the Nurse Assistant Program at El Rancho High School and EREC

Meeting	Nov 12, 2026 - Governing Board Regular Meeting
Category	8. CONSENT CALENDAR
Access	Public
Type	Action (Consent)
Recommended Action	Approve the Renewal as Requested

Approval is requested of the renewal of the Oracle Health CareTracker Nursing Home Bed for the Nurse Assistant Program at El Rancho High School and EREC as described in the attached document. Total cost not to exceed $1,200. Funding Source: El Rancho Perkins (50%) and GSSP - CNA (50%).

File Attachments
Purchase Request - Renewal Oracle ERHS.EREC.pdf (1,954 KB)

Consent calendar items are expected to be routine and non-controversial. They will be acted upon by the Board as one item without discussion. If any Board Member, staff member, or interested party requests that an item be removed from the consent calendar, it will be taken up in the order indicated on the agenda.

Subject	**8.13 Consider Approval to Declare ROP District Property Obsolete/Unusable and Authorize to Surplus**
Meeting	Nov 12, 2026 - Governing Board Regular Meeting
Category	8. CONSENT CALENDAR
Access	Public
Type	Action (Consent)
Recommended Action	Approve the Declaration to Dispose Property as Requested

Approval is requested to declare ROP District property unusable and to authorize, for the purpose of disposal, the property described in the attached document, "Equipment Disposal - November 2026."

File Attachments
Equipment Disposal Nov 2026.pdf (185 KB)

Consent calendar items are expected to be routine and non-controversial. They will be acted upon by the Board as one item without discussion. If any Board Member, staff member, or interested party requests that an item be removed from the consent calendar, it will be taken up in the order indicated on the agenda.

Subject	**8.14 Consider Approval/Adoption of Proposed Revisions to the Governing Board Bylaws and Policies**
Meeting	Nov 12, 2026 - Governing Board Regular Meeting
Category	8. CONSENT CALENDAR
Access	Public
Type	Action (Consent)

Recommended Action	Approve/Adopt the Proposed Revisions to the Governing Board Bylaws and Policies as Presented

Approval/Adoption is requested of the following Board Bylaws and Policies:

1. Board Policy 2110 - Superintendent Responsibilities and Duties
2. Bylaw 9270 - Conflict of Interest
3. Bylaw 9100 - Organization
4. Bylaw 9320 - Meetings and Notices
5. Bylaw 9324 - Minutes and Recordings
6. Bylaw 9130 - Board Committees
7. Board Policy 9121 - President
8. Board Policy 9124 - Vice President
9. Board Policy 9123 - Clerk
10. Board Policy 9122 - Secretary
11. Board Policy 9000 - Role of the Board

File Attachments
Bylaw 9100 Organization.pdf (209 KB)
Bylaw 9270 Conflict Of Interest.pdf (298 KB)
Policy 2110 Superintendent Responsibilities And Duties.pdf (150 KB)
Bylaw 9320 Meetings And Notices.pdf (263 KB)
Bylaw 9324 Minutes And Recordings.pdf (197 KB)
Bylaw 9130 Board Committees.pdf (166 KB)
Bylaw 9121 President.pdf (158 KB)
Bylaw 9124 Vice President.pdf (160 KB)
Bylaw 9123 Clerk.pdf (170 KB)
Bylaw 9122 Secretary.pdf (164 KB)
Bylaw 9000 Role Of The Board.pdf (148 KB)

Consent calendar items are expected to be routine and non-controversial. They will be acted upon by the Board as one item without discussion. If any Board Member, staff member, or interested party requests that an item be removed from the consent calendar, it will be taken up in the order indicated on the agenda.

9. NEW BUSINESS

Subject	**9.1 Consider Approval of Personnel Report 05-2026/2027**
Meeting	Nov 12, 2026 - Governing Board Regular Meeting
Category	9. NEW BUSINESS
Access	Public
Type	Action
Recommended Action	Approve Personnel Report 05-2026/2027 as Presented

The final Personnel Report is presented to the Board in Closed Session. This is done in order to report all actions from the last Board meeting through the day of the posting of the Board Agenda. The Board shall review the final Personnel Report before taking action in Open Session.

The final Personnel Report contains personnel employment assignments, resignations, and salaries for certificated and classified employees. The law requires the Board to take final action on the Superintendent's recommendations.

Resignations are received by the Superintendent and reported to the Board.

File Attachments

Personnel Report 5-2026.2027 November.pdf (167 KB)

10. PROPOSAL/DISCUSSION ITEMS

Subject	**10.1 Discussion: Superintendent Search Update**
Meeting	Nov 12, 2026 - Governing Board Regular Meeting
Category	10. PROPOSAL/DISCUSSION ITEMS
Access	Public
Type	Discussion, Information

Dr. David Verdugo, Lead Consultant, Leadership Associates, will provide the Board with an update as to the status of the search for a new Tri-Cities ROP Superintendent.

Subject	**10.2 Correspondence**
Meeting	Nov 12, 2026 - Governing Board Regular Meeting
Category	10. PROPOSAL/DISCUSSION ITEMS
Access	Public
Type	Information

For information only. No action necessary.

A. Letter to Mr. Jaime Lopez, Governing Board President, dated October 26, 2026, from Alyssa Martinez, Business Services Consultant, Business Advisory Services, regarding their review of Tri-Cities ROP's 2025-2026 Unaudited Actuals, which was forwarded to the California Department of Education.

File Attachments
Tri Cities 2025-26 UA Letter - signed.pdf (438 KB)

Subject	**10.3 First Reading: Proposed New Board Bylaws 9010 - Public Statements; 9012 Board Member Electronic Communication; and 9110 Terms of Office**
Meeting	Nov 12, 2026 - Governing Board Regular Meeting
Category	10. PROPOSAL/DISCUSSION ITEMS
Access	Public
Type	Discussion

The Board will hold a First Reading on the following newly-proposed Bylaws:

- Board Bylaw 9010 - Public Statements
- Board Bylaw 9012 - Board Member Electronic Communication
- Board Bylaw 9110 - Terms of Office

File Attachments
Bylaw 9010 Public Statements.pdf (100 KB)
Bylaw 9012 Board Member Electronic Communications.pdf (116 KB)

Bylaw 9110 Terms Of Office.pdf (90 KB)

11. MISCELLANEOUS BUSINESS

Subject	**11.1 Superintendent's Report**
Meeting	Nov 12, 2026 - Governing Board Regular Meeting
Category	11. MISCELLANEOUS BUSINESS
Access	Public
Type	Discussion

Dr. John Smith will present the Superintendent's Report to the Board on recent ROP events and activities.

Subject	**11.2 Board Reports**
Meeting	Nov 12, 2026 - Governing Board Regular Meeting
Category	11. MISCELLANEOUS BUSINESS
Access	Public
Type	Discussion

12. FUTURE TOPICS

Subject	**12.1 Future Topics/Request for Placement of Items on Next Board Meeting Agenda**
Meeting	Nov 12, 2026 - Governing Board Regular Meeting
Category	12. FUTURE TOPICS
Access	Public
Type	Discussion

Board Members will present topics and/or items they wish to be placed on next month's Board Meeting Agenda.

13. ADJOURNMENT

Subject	**13.1 Adjournment to the December 17, 2026 Board Meeting**
Meeting	Nov 12, 2026 - Governing Board Regular Meeting
Category	13. ADJOURNMENT
Access	Public
Type	Information

The next meeting of the Tri-Cities Regional Occupational Program Governing Board will be held on the **THIRD** Thursday of the month, **Thursday, December 17, 2026, at 5:30 p.m.**, at Tri-Cities ROP located at 10800 Ben Avon Street, Unit E, Whittier, California 90606.

Tri-Cities ROP prepares students for college AND careers by offering excellent career technical education leading to employment, industry certification, or post-secondary education.