

**LA PUENTE VALLEY REGIONAL OCCUPATIONAL PROGRAM**

**JOINT BOARD OF TRUSTEES  
18501 EAST GALE AVENUE, SUITE 100  
CITY OF INDUSTRY, CA 91748**

**December 13, 2010  
12:00 P.M.**

**La Puente Valley ROP  
Administrative Office  
Board Room**

**ORGANIZATIONAL MEETING A G E N D A**

**A. PROCEDURAL MATTERS**

1. Call to order by the Secretary of the Board, \_\_\_\_\_, at \_\_\_\_\_ p.m.
2. Oath administered by superintendent to the following board members:
  - a. TBD – Hacienda La Puente Unified School District for the term of December 13, 2010 through November 30, 2012.
  - b. TBD – Bassett Unified School District for the term of December 13, 2010 through November 30, 2012.
  - c. Judy Nieh – Rowland Unified School District for the term of December 13, 2010 through November 30, 2012.

**3. Roll Call**

Barbara Boyd	_____
Jay Chen	_____
Gilbert Garcia	_____
Judy Nieh	_____
TBD	_____
TBD	_____
 Esperanza Fernández, ROP Superintendent and Secretary to the Joint Board of Trustees	 _____
 Leticia Covarrubias, Assistant Superintendent Business Services	 _____
Maureen Sinclair, Assistant Superintendent Ed Services	_____
Tika Davé-Harris, Director Human Resources	_____

**LA PUENTE VALLEY ROP  
 JOINT BOARD OF TRUSTEES  
 ORGANIZATIONAL MEETING AGENDA**

**December 13, 2010**

**A. PROCEDURAL MATTERS (continued)**

**4. Review of Agenda**

- a. Changes
- b. Additions
- c. Deletions

**5. Adoption of Agenda**

**Action**

Adopt agenda for tonight's meeting.

**M** \_\_\_  
**S** \_\_\_  
**V** \_\_\_

**6. Pledge of Allegiance – Jay Chen**

**7. Approval of Minutes**

- a. Approve the minutes of the regular  
 Joint Board of Trustees Meeting  
 of November 15, 2010.

A-7.a.

**M** \_\_\_  
**S** \_\_\_  
**V** \_\_\_

**B. ORGANIZATION OF THE BOARD**

**1. Business**

**Reference**

**Action**

- a. Review the rotation of officers as presented  
 to determine officers for 2011.
- b. Elect the President of the Joint Board of  
 Trustees for the period of December 13, 2010  
 to the Organizational Meeting in December, 2011.

B-1.a.

<u>Nominee</u>	<u>Nominated By</u>	<u>Seconded by</u>
_____	_____	_____
_____	_____	_____

Motion to close the nominations.

**M** \_\_\_  
**S** \_\_\_  
**V** \_\_\_

**LA PUENTE VALLEY ROP  
 JOINT BOARD OF TRUSTEES  
 ORGANIZATIONAL MEETING AGENDA**

**December 13, 2010**

**B. ORGANIZATION OF THE BOARD (continued)**

**1. Business (continued)**

**Reference**

**Action**

- b. Elect the President of the Joint Board of Trustees for the period of December 13, 2010 to the Organizational Meeting in December, 2011. (continued)

<u>Nominee</u>	<u>Votes</u>
_____	_____
_____	_____

\_\_\_\_\_ has been elected President.

- c. Elect the Vice-President of the Joint Board of Trustees for the period of December 13, 2010 to the Organizational Meeting in December, 2011.

<u>Nominee</u>	<u>Nominated By</u>	<u>Seconded by</u>
_____	_____	_____
_____	_____	_____

Motion to close the nominations.

**M** \_\_\_\_\_  
**S** \_\_\_\_\_  
**V** \_\_\_\_\_

<u>Nominee</u>	<u>Votes</u>
_____	_____
_____	_____

\_\_\_\_\_ has been elected Vice-President.

- d. Elect the Clerk of the Joint Board of Trustees for the period of December 13, 2010 to the Organizational Meeting in December, 2011.

<u>Nominee</u>	<u>Nominated By</u>	<u>Seconded by</u>
_____	_____	_____
_____	_____	_____

**LA PUENTE VALLEY ROP  
JOINT BOARD OF TRUSTEES  
ORGANIZATIONAL MEETING AGENDA**

**December 13, 2010**

**B. ORGANIZATION OF THE BOARD (continued)**

**1. Business (continued)**

**Reference**

**Action**

- d. Elect the Clerk of the Joint Board of Trustees for the period of December 13, 2010 to the Organizational Meeting in December, 2011. (continued)

Motion to close the nominations.

**M** \_\_\_\_  
**S** \_\_\_\_  
**V** \_\_\_\_

<u>Nominee</u>	<u>Votes</u>
_____	_____
_____	_____

\_\_\_\_\_ has been elected Clerk.

- e. Appoint Esperanza Fernández as Secretary to the Joint Board of Trustees for the period of December 13, 2010 to the Organizational Meeting in December, 2011.

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**M** \_\_\_\_  
**S** \_\_\_\_  
**V** \_\_\_\_

- f. Determine and approve the meeting dates for the 2011 Joint Board of Trustees meetings. Meetings will take place on the third Tuesday of the month except the June and December meeting which will take place on the second Tuesday of the month at 6:00 p.m. and the April meeting which will take place on the second Wednesday of the month: January 18, February 15, March 15, April 13, May 17, June 14, July 19, August 16, September 20, October 18, November 15, and December 13.

B-1.f.

**M** \_\_\_\_  
**S** \_\_\_\_  
**V** \_\_\_\_

- g. Approve the 2011 organizational chart for the La Puente Valley Regional Occupational Program.

B-1.g.

**M** \_\_\_\_  
**S** \_\_\_\_  
**V** \_\_\_\_

- h. Approve Leticia Covarrubias, Assistant Superintendent, Business Services, and Maureen Sinclair, Assistant Superintendent, Educational Services in the preceding order, as administrators-in-charge for 2011.

B-1.h.

**M** \_\_\_\_  
**S** \_\_\_\_  
**V** \_\_\_\_

**LA PUENTE VALLEY ROP  
JOINT BOARD OF TRUSTEES  
REGULAR MEETING AGENDA**

**December 13, 2010**

**B. ORGANIZATION OF THE BOARD (continued)**

<b>1. <u>Business</u> (continued)</b>	<b><u>Reference</u></b>	<b><u>Action</u></b>
<ul style="list-style-type: none"> <li>i. Complete and approve the “Certification of Signatures” form to be in effect from December 13, 2010 to the Organizational Meeting in December, 2011.</li> </ul>	B-1.i.	M ____ S ____ V ____

**C. REPORTS AND PRESENTATIONS**

- 1. Superintendent’s Report
  - a. Correspondence

**D. GENERAL COMMUNICATIONS**

- 1. Public Comments
  - a. General communications that do not have a connection with item(s) on the agenda.
  - b. Specific communications in connection with agenda item(s). Announcement of intent is to be made at this time; however, any discussion will be held during the normal discussion period for that item.

**E. CONSENT CALENDAR**

<b>1. <u>General Business</u></b>	<b><u>Reference</u></b>	<b><u>Action</u></b>
<ul style="list-style-type: none"> <li>a. Approve and/or ratify purchase non instructional orders for the period of November 1, 2010 through November 30, 2010.</li> </ul>	E-1.a.	
<ul style="list-style-type: none"> <li>b. Approve and/or ratify warrant non instructional schedules as listed for the month of November, 2010.</li> </ul>	E-1.b.	
<ul style="list-style-type: none"> <li>c. Approve and/or ratify the field trip list should any be received.</li> </ul>	E-1.c.	
<ul style="list-style-type: none"> <li>d. Approve and/or ratify the donation of a 1991 Honda CRX from Mr. Christopher Jimenez, to the LPVROP/Workman Automotive Technology Program with an estimated value of \$900.</li> </ul>	E-1.d.	

**JOINT BOARD OF TRUSTEES  
REGULAR MEETING AGENDA**

**December 13, 2010**

**E. CONSENT CALENDAR (continued)**

- |   | <b><u>Reference</u></b> | <b><u>Action</u></b> |
|---|-------------------------|----------------------|
| <b>1. <u>General Business</u> (continued)</b>   |                         |                      |
| e. Approve and/or ratify the payment of appropriate stipends not to exceed \$4500, effective September, 2010, for the 2010-11 school year. The stipend will be distributed in equal monthly payments for the period of December 1, 2010 through June 1, 2011. | E-1.e.                  |                      |
| <b>2. <u>Conference and Travel</u></b>  |                         |                      |
| a. Approve attendance at conference as listed for actual and necessary expenses incurred. Attendance is to be paid by the La Puente Valley ROP unless otherwise specified as attached, in accordance with Board Policy and Regulations 3002.                  | E-2.a.                  |                      |
| <b>3. <u>Personnel</u></b>  |                         |                      |
| a. Approve and/or ratify certificated personnel employment related recommendations.   | E-3.a.                  |                      |
| b. Approve and/or ratify certificated contracted personnel employment related recommendations.  | E-3.b.                  |                      |
| c. Approve and/or ratify classified personnel employment related recommendations.   | E-3.c.                  |                      |
| <b>4. <u>Instruction</u></b>  |                         |                      |
| a. Approve and/or ratify additional Community Classroom and Cooperative Career Technical Education Training Agreements as listed.   | E-4.a.                  |                      |

Approve and/or ratify items listed on the consent calendar above as recommended by the superintendent.

**M** \_\_\_\_\_  
**S** \_\_\_\_\_  
**V** \_\_\_\_\_

**LA PUENTE VALLEY ROP  
JOINT BOARD OF TRUSTEES  
REGULAR MEETING AGENDA**

**December 13, 2010**

<b>F. <u>ADMINISTRATIVE ITEMS</u></b>	<b><u>Reference</u></b>	<b><u>Action</u></b>
<b>1. <u>General Business Information Items/Reports</u></b>		
a. Receive the Financial Report for the Associated Student Body Fund for the period ending November 30, 2010.	F-1.a.	
b. Receive the General Fund Balance Report for the period ending November 30, 2010.	F-1.b.	
c. Receive the graph for projected cash flow for the period ending November 30, 2010.	F-1.c.	
d. Receive the graphs for revenues and expenditures accumulated July 1, 2010 through November 30, 2010.	F-1.d.	
<b>2. <u>General Business</u></b>		
a. Approve the First Interim Financial Report as of October 31, 2010 and authorize its submission to Los Angeles County Office of Education for approval.	F-2.a. Under separate cover	<b>M</b> ___ <b>S</b> ___ <b>V</b> ___
b. Approve Budget Adjustment Summaries BA101, 102, and 103 dated December 3, 2010.	F-2.b.	<b>M</b> ___ <b>S</b> ___ <b>V</b> ___
c. Approve and/or ratify "B" warrants over \$500 issued for instructional materials in the month of November, 2010.	F-2.c.	<b>M</b> ___ <b>S</b> ___ <b>V</b> ___
d. Approve and/or ratify list of 2010-11 purchase orders for instructional materials incurred for the period of November 1, 2010 through November 30, 2010.	F.2.d.	<b>M</b> ___ <b>S</b> ___ <b>V</b> ___
<b>3. <u>Personnel</u> – No additional items.</b>		
<b>4. <u>Instruction</u> – No additional items.</b>		

