

LA PUENTE VALLEY REGIONAL OCCUPATIONAL PROGRAM

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

April 13, 2011  
9:00 A.M.

La Puente Valley ROP  
Administrative Office  
Board Room

REGULAR MEETING AGENDA

A. PROCEDURAL MATTERS

1. Call to order by the President, \_\_\_\_\_, at \_\_\_\_\_ a.m.

2. Roll Call

Jay Chen, President \_\_\_\_\_

Barbara Boyd, Vice President \_\_\_\_\_

Gilbert Garcia, Ph.D., Clerk \_\_\_\_\_

Joseph Chang, Ph.D., Member \_\_\_\_\_

Laura Santos, Member \_\_\_\_\_

Judy Nieh, Member \_\_\_\_\_

Esperanza Fernández, ROP Superintendent and  
Secretary to the Joint Board of Trustees \_\_\_\_\_

Leticia Covarrubias, Assistant Superintendent,  
Business Services \_\_\_\_\_

Maureen Sinclair, Ed.D., Assistant Superintendent,  
Educational Services \_\_\_\_\_

Tika Davé-Harris, Director  
Human Resources \_\_\_\_\_

3. Review of Agenda

a. Changes

b. Additions

c. Deletions

4. Adoption of Agenda

Adopt agenda for tonight's meeting.

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

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

**April 13, 2011**

**A. PROCEDURAL MATTERS (continued)**

**Reference**

**Action**

5. Pledge of Allegiance – Barbara Boyd

**6. Approval of Minutes**

a. Approve the minutes of the regular  
Joint Board of Trustees Meeting  
of March 15, 2011.

A-6.a.

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

**B. 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.

**C. REPORTS AND PRESENTATIONS**

1. Superintendent's Report

a. Correspondence

**D. CONSENT CALENDAR**

**1. General Business**

**Reference**

**Action**

a. Approve and/or ratify non-instructional  
purchase orders for the period of March 1,  
2011 through March 31, 2011.

D-1.a.

b. Approve and/or ratify non-instructional  
warrant schedules as listed for the month  
of March, 2011.

D-1.b.

c. Approve and/or ratify the field trip list  
should any be received.

D-1.c.

d. Approve and/or ratify the agreement between  
the American Red Cross and La Puente Valley  
ROP as a provider for CPR and First Aid  
training and support.

D-1.d.

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**D. CONSENT CALENDAR (continued)**

- | <b>1. <u>General Business</u> (continued)</b>  | <b><u>Reference</u></b> | <b><u>Action</u></b> |
|--|-------------------------|----------------------|
| e. Approve and/or ratify the contract with Innovative Rehabilitation Services for cleaning of our administration offices.  | D-1.e.                  |                      |
| f. Approve the list of obsolete equipment for the purpose of deleting from the ROP fixed asset inventory and to dispose of equipment in accordance with AR3850.  | D-1.f.                  |                      |
| <br>   |                         |                      |
| <b>2. <u>Conference and Travel</u></b>   |                         |                      |
| a. Approve and/or ratify 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. | D-2.a.                  |                      |
| <br>   |                         |                      |
| <b>3. <u>Personnel</u></b>   |                         |                      |
| a. Approve and/or ratify certificated personnel employment related recommendations.  | D-3.a.                  |                      |
| b. Approve and/or ratify classified personnel employment related recommendations should any be received.   | D-3.b.                  |                      |
| c. Approve the attached resolution and adopt May 3, 2011 as the Day of the Teacher, with an expense not to exceed \$300 to recognize LPVROP certificated personnel.  | D-3.c.                  |                      |
| d. Approve the attached resolution and adopt May 11, 2011 as Classified Employee Day, with an expense not to exceed \$300 to recognize LPVROP classified personnel.  | D-3.d.                  |                      |
| <br>   |                         |                      |
| <b>4. <u>Instruction</u> – None</b>  |                         |                      |

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

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

**LA PUENTE VALLEY ROP  
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**E. ADMINISTRATIVE ITEMS**

- | <b>1. <u>General Business Information Items/Reports</u></b>  | <b><u>Reference</u></b> | <b><u>Action</u></b>       |
|--|-------------------------|----------------------------|
| a. Receive the Financial Report for the Associated Student Body Fund for the period ending March 31, 2011.   | E-1.a.                  |                            |
| b. Receive the General Fund Balance Report for the period ending March 31, 2011.   | E-1.b.                  |                            |
| c. Receive the graphs for revenues and expenditures accumulated July 1, 2010 through March 31, 2011.   | E-1.c.                  |                            |
| d. Receive the graph for projected cash flow for the period ending March 31, 2011.   | E-1.d.                  |                            |
| <br>   |                         |                            |
| <b>2. <u>General Business</u></b>  |                         |                            |
| a. Approve and/or ratify "B" warrants over \$500 issued for instructional materials in the month of March, 2011.   | E-2.a.                  | M ____<br>S ____<br>V ____ |
| b. Approve and/or ratify list of 2010-11 purchase orders and open purchase orders for instructional materials incurred for the period of March 1, through March 31, 2011.  | E.2.b.                  | M ____<br>S ____<br>V ____ |
| c. Approve Budget Adjustment Summary BA-301 dated April 13, 2011.  | E.2.c.                  | M ____<br>S ____<br>V ____ |
| d. Authorize the ROP to piggyback on the State of California Western States Contracting Alliance Agreement, Contract No. B27164, for computer equipment, software, peripherals and related services and/or approve the solicitation of bids as needed for the purchase of equipment. | E.2.d.                  | M ____<br>S ____<br>V ____ |

Oral Presentation – Budget Development 2011 – 2012

**3. Personnel – None**

**4. Instruction – None**

**LA PUENTE VALLEY ROP  
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E. **ADMINISTRATIVE ITEMS** (continued)

5. **Policy and Board Items**

a. Board Comments

6. **Specific Dates to Remember:**

May 4, 2011 - Student Recognition @5:30 p.m.

May 17, 2011 - Regular Joint Board of Trustees Meeting @ 6:00 p.m.

May 30, 2011 - Memorial Day Holiday Office Closed

F. **ADJOURNMENT**

**Action**

1. Meeting adjourned at \_\_\_\_\_ p.m.

**M** \_\_\_\_\_

**S** \_\_\_\_\_

**V** \_\_\_\_\_

Public records related to the public session agenda, that are distributed to the Governing Board less than 72 hours before a regular meeting, may be inspected by the public at 18501 East Gale Avenue, Suite 100, Industry, CA during regular business hours (8:00 a.m. to 4:00 p.m.).