

LA PUENTE VALLEY REGIONAL OCCUPATIONAL PROGRAM

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

August 16, 2011  
12:00 P.M.

La Puente Valley ROP  
Administrative Office  
Board Room

REGULAR MEETING AGENDA

A. PROCEDURAL MATTERS

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

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**A. PROCEDURAL MATTERS (continued)**

5. Pledge of Allegiance: Judy Nieh

**6. Approval of Minutes**

a. Approve the minutes of the regular  
Joint Board of Trustees Meeting  
of July 19, 2011.

**Reference**

A-6.a.

**Action**

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**

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

**Reference**

D-1.a.

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

D-1.b.

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

D-1.c.

d. Approve destruction of class 3 documents  
on the attached list per BP 3580.

D-1.d.

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D. **CONSENT CALENDAR** – (continued)

2. **Conference and Travel**

- 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 should any be received. D-2.a.

3. **Personnel**

- 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 and/or ratify certificated contracted personnel employment related recommendations. D-3.c.

4. **Instruction**

- a. Approve and/or ratify additional Community Classroom and Cooperative Career Technical Education Training Agreements as listed. D-4.a.
- b. Approve and/or ratify changes, additions, and Deletions to the Fall, 2011 schedule of classes. D-4.b.

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

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

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**E. ADMINISTRATIVE ITEMS**

**1. General Business Information Items/Reports**

- a. Receive the Financial Report for the Associated Student Body Fund for the period ending July 31, 2011 for 2011-12. E-1.a.
- b. Receive the General Fund Balance Report for the period ending July 31, 2011 for fiscal year 2010-11. E-1.b.
- c. Receive the graph for projected cash flow for the period ending July 31, 2011. E-1.c.
- d. Receive the graphs for revenues and expenditures accumulated July 1, 2010 through July 31, 2011. E-1.d.

**2. General Business**

- a. Approve and/or ratify “B” warrants over \$500 issued for instructional materials in the month of July, 2011. E-2.a. M \_\_\_  
S \_\_\_  
V \_\_\_
- b. Approve and/or ratify list of 2011-12 purchase orders and open purchase orders for instructional materials incurred for the period of July 1, 2011 through July 31, 2011. E.2.b. M \_\_\_  
S \_\_\_  
V \_\_\_

**3. Personnel** – No additional items.

**4. Instruction** – No additional items.

**5. Public Comment**

This is the appropriate point in the agenda for those present to speak with regard to any closed session item on the agenda.

**6. Closed Session**

Recessed from public meeting to closed session at \_\_\_\_\_ to discuss and take possible action on the following item: M \_\_\_  
S \_\_\_  
V \_\_\_

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**E. ADMINISTRATIVE ITEMS**

**6. Closed Session (continued)**

a. Facility lease update.

7. Adjourn from closed session to public meeting.

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

8. Reconvened the public meeting at \_\_\_\_\_.

9. Report of action(s) taken during closed session.

**10. Policy and Board Items**

**Reference**

**Action**

a. Approve revised Board Policy 7040 that received first reading on July 19, 2011.

E-10.a.

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

b. First reading Board Policy 3002

E-10.b.

c. First reading Board Policy 3002A

E-10.c.

d. First reading Board Policy 6203

E-10.d.

e. Board Comments

**11. Specific Dates to Remember:**

September 5, 2011 - Holiday – Labor Day – Office Closed.

September 20, 2011 - Regular Joint Board of Trustees Meeting @ 6:00 p.m.

**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.).