

LA PUENTE VALLEY REGIONAL OCCUPATIONAL PROGRAM

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

January 18, 2011
6:00 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. Oath administered by Superintendent to the following board member:

Laura Santos – Bassett Unified School District for the term of January 18, 2011 through November 30, 2012.

3. 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 _____

4. Review of Agenda

a. Changes

b. Additions

c. Deletions

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

January 18, 2011

A. PROCEDURAL MATTERS (continued)

5. Adoption of Agenda

Reference

Action

Adopt agenda for tonight's meeting.

M ___
S ___
V ___

6. Pledge of Allegiance – Barbara Boyd

7. Approval of Minutes

a. Approve the minutes of the Joint Board of Trustees Meeting of December 13, 2010.

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 December 1, 2010 through December 31, 2010.

D-1.a.

b. Approve and/or ratify non-instructional warrant schedules as listed for the month of December, 2010.

D-1.b.

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

D-1.c.

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

January 18, 2011

D.	<u>CONSENT CALENDAR</u> (continued)	<u>Reference</u>	<u>Action</u>
	2. <u>Conference and Travel</u>		
	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.	D-2.a.	
	3. <u>Personnel</u>		
	a. Approve and/or ratify certificated personnel employment related recommendations.	D-3.a.	
	b. Approve and/or ratify classified personnel employment related recommendations.	D-3.b.	
	4. <u>Instruction</u>		
	a. Approve the Spring, 2011 Course Offerings, and authorize administrative staff to adjust classes as delineated in BP 7006.	D-4.a.	
	b. Approve and/or ratify additional Community Classroom and Cooperative Career Technical Education Training Agreements as listed.	D-4.b.	
	Approve and/or ratify items listed on the consent calendar above as recommended by the superintendent.		M _____ S _____ V _____

E. **ADMINISTRATIVE ITEMS**

1.	<u>General Business Information Items/Reports</u>	<u>Reference</u>	<u>Action</u>
	a. Receive and accept the Audit Report for year ended June 30, 2010.	E-1.a. (Distributed under separate cover)	
	b. Receive the Financial Report for the Associated Student Body Fund for the period ending December 31, 2010.	E-1.b.	

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

January 18, 2011

E. <u>ADMINISTRATIVE ITEMS</u> (continued)	<u>Reference</u>	<u>Action</u>
1. <u>General Business Information Items/Reports</u> (continued)		
c. Receive the General Fund Balance Report for the period ending December 31, 2010.	E-1.c.	
d. Receive the graphs for revenues and expenditures accumulated July 1, 2010 through December 31, 2010.	E-1.d.	
e. Receive the graph for projected cash flow for the period ending December 31, 2010.	E-1.e.	
2. <u>General Business</u>		
a. Approve and/or ratify “B” warrants over \$500 issued for instructional materials in the month of December, 2010.	E-2.a.	M ____ S ____ V ____
b. Approve and/or ratify list of 2010-11 purchase orders and open purchase orders for instructional materials incurred for the period of December 1, 2010 through December 31, 2010.	E.2.b.	M ____ S ____ V ____
3. <u>Personnel</u> – No additional items.		
4. <u>Instruction</u> – No additional items.		
5. <u>Policy and Board Items</u>		
a. Approve the resolution proclaiming the month of February 2011, “Career and Technical Education Month.”	E-5.a.	M ____ S ____ V ____
b. Review ROP Board Handbook including mission statement, vision statement, tenets and program goals.	Oral Report –	Esperanza Fernández
c. Receive information on Educational Services procedures and issues.	Oral Report –	Maureen Sinclair
d. Receive information on Human Resources procedures and issues.	Oral Report –	Tika Davé-Harris

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

January 18, 2011

E. **ADMINISTRATIVE ITEMS** (continued)

5. **Policy and Board Items** (continued)

e. Receive information on Business Services procedures and issues. Oral Report – Leticia Covarrubias

f. Approve the “Statement of Governance and Working Relationships” for 2011. E-5.f. **M** ____
S ____
V ____

g. Board Comments

6. **Specific Dates to Remember:**

February 7, 2011 - Holiday – Lincoln’s Birthday – Office Closed.
February 15, 2011 - Regular Joint Board of Trustees Meeting @ 6:00 p.m.
February 21, 2011 - Holiday – Washington’s Birthday – Office Closed.

F. **ADJOURNMENT**

Action

1. Meeting adjourned at _____ p.m. **M** ____
S ____
V ____