

LA PUENTE VALLEY REGIONAL OCCUPATIONAL PROGRAM

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

November 15, 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. 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 _____

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**

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A. PROCEDURAL MATTERS (continued)

5. Pledge of Allegiance: Dr. Gilbert Garcia

6. Approval of Minutes

a. Approve the minutes of the regular
Joint Board of Trustees Meeting
of October 18, 2011.

Reference

A-6.a.

Action

M ____
S ____
V ____

B. REPORTS AND PRESENTATIONS

1. Superintendent's Report

- a. Correspondence
- b. Presentations

2. 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.

3. Closed Session

Action

Recessed from public meeting to closed session
at _____ to discuss and take possible
action on the following items:

M ____
S ____
V ____

a. Government Code 54967(b), Public Employee
Appointment, Employment, Evaluation, Discipline
Dismissal/Release.

- Superintendent's Evaluation
- Personnel

4. Adjourn from closed session to public meeting.

M ____
S ____
V ____

5. Reconvened the public meeting at _____.

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

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C. 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.

D. CONSENT CALENDAR

1. **General Business**

Reference

Action

- a. Approve and/or ratify purchase orders for non-instructional supplies for the period of October 1, 2011 through October 31, 2011. D-1.a.
- b. Approve and/or ratify warrant schedules or non-instructional supplies as listed for the month of October, 2011. D-1.b.
- c. Approve and/or ratify the field trip list should any be received. D-1.c.
- d. Approve the list of obsolete equipment for purpose of deleting from the ROP fixed asset inventory. D-1.d.
- e. Approve the transfer of ownership of equipment listed to the respective districts. D-1.e.

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.

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D. CONSENT CALENDAR (continued)

3. Personnel (continued)

- b. Approve and/or ratify classified personnel employment-related recommendations.

Reference

D-3.b.

Action

4. Instruction

- a. Approve and/or ratify additional Community Classroom and Cooperative Career Technical Education Training Agreements as listed.

D-4.a.

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

M ____
S ____
V ____

E. ADMINISTRATIVE ITEMS

1. General Business Information Items/Reports

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

E-1.a.

E-1.b.

E-1.c.

E-1.d.

2. General Business

- a. Approve and/or ratify "B" warrants over \$500 issued for instructional materials in the month of October, 2011.
- b. Approve and/or ratify list of 2011-12 purchase orders and open purchase orders for instructional materials incurred for the period of October 1, 2011 through October 31, 2011.

E-2.a.

E-2.b.

M ____
S ____
V ____

M ____
S ____
V ____

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

- | | <u>Reference</u> | <u>Action</u> |
|--|--|----------------------------|
| 3. <u>Personnel</u> – No additional items. | | |
| 4. <u>Instruction</u> – No additional items. | | |
| 5. <u>Policy and Board Items</u> | | |
| a. Approve BP 6107 which received first reading on October 18, 2011. | E-5.a. | M ____
S ____
V ____ |
| b. Approve BP 6110 which received first reading on October 18, 2011. | E-5.b. | M ____
S ____
V ____ |
| c. Board Comments | | |
| 6. <u>Specific Dates to Remember:</u> | | |
| November 24-25, 2011 | - Holiday – Thanksgiving Recess – Office Closed. | |
| December 13, 2011 | - Organizational Joint Board of Trustees Meeting @ 6:00 p.m. | |

F. ADJOURNMENT

- | | <u>Action</u> |
|------------------------------------|----------------------------|
| 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.).