

LA PUENTE VALLEY REGIONAL OCCUPATIONAL PROGRAM

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

September 20, 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 _____

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**

September 20, 2011

A. PROCEDURAL MATTERS (continued)

5. Pledge of Allegiance: Jay Chen

| | | | |
|----|--|-------------------------|----------------------------|
| 6. | <u>Approval of Minutes</u> | <u>Reference</u> | <u>Action</u> |
| a. | Approve the minutes of the regular Joint Board of Trustees Meeting of August 16, 2011. | A-6.a. | M ____ S ____ V ____ |

B. REPORTS AND PRESENTATIONS

1. Superintendent's Report
 - a. Accomplishments of 2010-11 Goals and Objectives
 - b. 2011-12 Goals and Objectives
 - c. New Classes Update
 - d. Superintendent's Evaluation Calendar and Process

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**

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

- a. Government Code Section 54957, Public Employee
Appointment, Employment, Evaluation, Discipline or
Dismissal/Release.

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.

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

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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 non-instructional purchase orders for the period of August 1, 2011 through August 31, 2011. D-1.a.
- b. Approve and/or ratify non-instructional warrant schedules as listed for the month of August, 2011. D-1.b.
- c. Approve and/or ratify the field trip list should any be received. D-1.c.

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. 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. D-3.b.

**LA PUENTE VALLEY ROP
JOINT BOARD OF TRUSTEES
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D. CONSENT CALENDAR

4. Instruction

- | | <u>Reference</u> | <u>Action</u> |
|---|-------------------------|----------------------|
| 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 _____

E. ADMINISTRATIVE ITEMS

1. General Business Information Items/Reports

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

2. General Business

- | | | |
|---|--|--|
| a. Accept the Unaudited Actuals Financial Report for FY 2010-11 and authorize its submission to the Los Angeles County Office of Education. | E-2.a. Under Separate Cover Oral Presentation | M _____ S _____ V _____ |
| b. Approve and/or ratify "B" warrants over \$500 issued for instructional materials in the month of August, 2011. | E-2.b. | M _____ S _____ V _____ |

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

2. **General Business** (continued)

| | | |
|--|--------|-------------------------|
| c. Approve and/or ratify list of 2011-12 purchase orders and open purchase orders for instructional materials incurred for the period of August 1, 2011 through August 31, 2011. | E-2.c. | M ___ S ___ V ___ |
|--|--------|-------------------------|

| | | |
|--|-----------------------------------|-------------------------|
| d. Approve the exclusive agreement with Daum Commercial Real Estate Services for brokerage services. | E-2.d. Under Separate Cover | M ___ S ___ V ___ |
|--|-----------------------------------|-------------------------|

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

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

5. **Policy and Board Items**

| | | |
|--|--------|-------------------------|
| a. Approve adoption of the resolution designating October 25, 2011 as “Red Ribbon Week.” | E-5.a. | M ___ S ___ V ___ |
|--|--------|-------------------------|

| | | |
|---------------------------|--------|--|
| b. First reading BP 6203. | E-5.b. | |
|---------------------------|--------|--|

| | | |
|---|--------|-------------------------|
| c. Approve BP 3002 which received first reading on August 16, 2011. | E-5.c. | M ___ S ___ V ___ |
|---|--------|-------------------------|

| | | |
|--|--------|-------------------------|
| d. Approve BP 3002A which received first reading on August 16, 2011. | E-5.d. | M ___ S ___ V ___ |
|--|--------|-------------------------|

e. Board comments

6. **Specific Dates to Remember:**

October 18, 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.).