

LA PUENTE VALLEY REGIONAL OCCUPATIONAL PROGRAM

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

January 24, 2012
5:00 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:

Joe Medina – Bassett Unified School District for the term of January 24, 2012 through November 30, 2013.

3. Roll Call

Laura Santos, President _____
Judy Nieh, Vice President _____
Joseph Chang, Ph.D., Clerk _____
Joe Medina, Member _____
Heidi Gallegos, Member _____
Anita Perez, 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 _____

4. Review of Agenda

a. Changes

b. Additions

c. Deletions

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

January 24, 2012

A. PROCEDURAL MATTERS (continued)

5. Adoption of Agenda

Reference

Action

Adopt agenda for tonight's meeting.

M ___
S ___
V ___

6. Pledge of Allegiance – Judy Nieh

7. Approval of Minutes

a. Approve the minutes of the Joint Board of Trustees Meeting of December 13, 2011.

[A-7.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 purchase orders for the period of December 1, 2011 through December 31, 2011.

[D-1.a.](#)

b. Approve and/or ratify warrant schedules as listed for the month of December, 2011.

[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 24, 2012

- | D. <u>CONSENT CALENDAR</u> (continued) | <u>Reference</u> | <u>Action</u> |
|--|-------------------------|--|
| <p>2. <u>Conference and Travel</u></p> | | |
| <p>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.</p> | D-2.a. | |
| <p>3. <u>Personnel</u></p> | | |
| <p>a. Approve and/or ratify certificated personnel employment related recommendations.</p> | D-3.a. | |
| <p>b. Approve and/or ratify classified personnel employment related recommendations.</p> | D-3.b. | |
| <p>4. <u>Instruction</u> – No additional items.</p> | | |
| <p>Approve and/or ratify items listed on the consent calendar above as recommended by the superintendent.</p> | | <p>M ____
 S ____
 V ____</p> |

- | E. <u>ADMINISTRATIVE ITEMS</u> | <u>Reference</u> | <u>Action</u> |
|--|--|----------------------|
| <p>1. <u>General Business Information Items/Reports</u></p> | | |
| <p>a. Receive and accept the Audit Report for year ended June 30, 2011.</p> | E-1.a.
(Distributed under separate cover) | |
| <p>b. Receive the Financial Report for the Associated Student Body Fund for the period ending December 31, 2011.</p> | E-1.b. | |
| <p>c. Receive the General Fund Balance Report for the period ending December 31, 2011.</p> | E-1.c. | |

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

January 24, 2012

- | E. <u>ADMINISTRATIVE ITEMS</u> (continued) | <u>Reference</u> | <u>Action</u> |
|--|-----------------------------------|----------------------------|
| 1. <u>General Business Information Items/Reports</u> (continued) | | |
| d. Receive the graphs for revenues and expenditures accumulated July 1, 2011 through December 31, 2011. | E-1.d. | |
| e. Receive the graph for projected cash flow for the period ending December 31, 2011. | E-1.e. | |
| 2. <u>General Business</u> – No additional items. | | |
| 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 2012, “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 Business Services procedures and issues. | Oral Report – Leticia Covarrubias | |
| e. Approve the “Statement of Governance and Working Relationships” for 2012. | E-5.e. | M ____
S ____
V ____ |
| f. Approve BB 9322 that received first reading on December 13, 2011. | E-5.f. | M ____
S ____
V ____ |
| g. Approve compensation for Mrs. Anita Perez for the board meeting of January 24, 2012, since Mrs. Perez will be absent due to hardship in accordance with Board Policy 9250 and appropriate resolution on file in the ROP Office. | E-5.g. | M ____
S ____
V ____ |

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

January 24, 2012

E. **ADMINISTRATIVE ITEMS** (continued)

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

f. Board Comments

6. **Specific Dates to Remember:**

- February 13, 2012 - Holiday – Lincoln’s Birthday – Office Closed.
- February 20, 2012 - Holiday – Washington’s Birthday – Office Closed.
- February 21, 2012 - 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.).

LA PUENTE VALLEY REGIONAL OCCUPATIONAL PROGRAM

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

**December 13, 2011
12:30 P.M.**

**La Puente Valley ROP
Administrative Office
Board Room**

ORGANIZATIONAL MEETING MINUTES

A. PROCEDURAL MATTERS

1. The meeting was called to order by Mrs. Esperanza Fernández at 12:05 p.m.
2. The Oath of Office was administered by Mrs. Fernández to the following board members:
 - a. Anita Perez – Hacienda La Puente Unified School District for the term of December 13, 2011 through November 30, 2013.
 - b. Heidi L. Gallegos – Rowland Unified School District for the term of December 13, 2011 through November 30, 2013.

3. **Roll Call**

The following members were present:

Laura Santos
Judy Nieh
Joseph Chang, Ph.D.
Heidi L. Gallegos
Anita Perez

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

Leticia Covarrubias, Assistant Superintendent, Business Services

Members absent:

Board Member from Bassett USD – TBD
Maureen Sinclair, Assistant Superintendent, Educational Services

**LA PUENTE VALLEY ROP
JOINT BOARD OF TRUSTEES
MEETING MINUTES**

December 13, 2011

A. PROCEDURAL MATTERS (continued)

4. Review of Agenda

- a. Changes - None
- b. Additions - None
- c. Deletions - None

5. Adoption of Agenda

Moved by Dr. Chang, seconded by Mrs. Gallegos, and carried to approve the adoption of the agenda for tonight's meeting. (5 yes votes, 0 no votes).

6. The pledge of allegiance was led by Mrs. Santos.

7. Moved by Dr. Chang, seconded by Mrs. Perez, to approve the minutes of the November 15, 2011 Joint Board of Trustees Meeting. (5 yes, votes, 0 no votes).

B. ORGANIZATION OF THE BOARD

1. Business

- a. The rotation of officers list to determine officers for 2012 was reviewed as presented.
- b. Mrs. Santos was nominated to serve as President for the Joint Board of Trustees by Dr. Chang, seconded by Mrs. Gallegos.

Moved by Ms. Nieh, seconded by Dr. Chang, and carried to close the nominations and elect the President. (5 yes votes, 0 no votes).

Mrs. Santos was unanimously elected as President of the Joint Board of Trustees for the period of December 13, 2011 through November 30, 2012.

Mrs. Santos assumed the role of President.

- c. Ms. Nieh was nominated to serve as Vice President for the Joint Board of Trustees by Dr. Chang, seconded by Mrs. Gallegos.

Moved by Mrs. Gallegos, seconded by Dr. Chang, and carried to close the nominations and elect the Vice President. (5 yes votes, 0 no votes).

Ms. Nieh was unanimously elected as Vice President of the Joint Board of Trustees for the period of December 13, 2011 through November 30, 2012.

**LA PUENTE VALLEY ROP
JOINT BOARD OF TRUSTEES
MEETING MINUTES**

December 13, 2011

B. ORGANIZATION OF THE BOARD (continued)

1. **Business** (continued)

- d. Dr. Joseph Chang was nominated to serve as Clerk for the Joint Board of Trustees by Ms. Nieh, seconded by Mrs. Gallegos.

Moved by Mrs. Perez, seconded by Mrs. Gallegos, and carried to close the nominations and elect the Clerk. (5 yes votes, 0 no votes).

Dr. Joseph Chang was unanimously elected as Clerk of the Joint Board of Trustees for the period of December 13, 2011 through November 30, 2012.

- e. Moved by Mrs. Gallegos, seconded by Mrs. Perez, and carried to appoint Esperanza Fernández as Secretary to the Joint Board of Trustees for the period of December 13, 2011 through the Organizational Meeting in December, 2012. (5 yes votes, 0 no votes).
- f. Moved by Mrs. Gallegos, seconded by Ms. Nieh, and carried to approve suggested meeting dates for 2012 Joint Board of Trustees meetings. Meetings will take place on the third Tuesday of the month at 6:00 p.m., except the June meeting which will take place on the second Tuesday of the month at 6:00 p.m.: The January 17 meeting has been rescheduled to January 24 at 5:00 p.m., February 21, March 20, April 17, May 15, June 12, July 17, August 21, September 18, October 16, November 20, and December 18. (5 yes votes, 0 no votes). There is a conflict with the June and April 2012 meeting.
- g. Moved by Ms. Nieh, seconded by Mrs. Perez, and carried to approve the organizational chart for the La Puente Valley Regional Occupational Program. (5 yes votes, 0 no votes).
- h. Moved by Ms. Nieh, seconded by Dr. Chang, and carried to approve Leticia Covarrubias, Assistant Superintendent, Business Services, and Maureen Sinclair, Assistant Superintendent, Educational Services, in the preceding order, as administrators-in-charge for 2012. (5 yes votes, 0 no votes).
- i. Moved by Mrs. Perez, seconded by Dr. Chang, and carried to approve the Certification of Signatures form for the Los Angeles County Office of Education, to be in effect from December 13, 2011 through November 30, 2012. (5 yes votes, 0 no votes).

C. REPORTS AND PRESENTATIONS

1. **Superintendent's Report**

Mrs. Fernández welcomed our new board members and stated that she is looking forward to working with the board. She apprised the Board of SB1330 which allows the districts the option of CTE to replace performing arts or foreign language to fulfill graduation requirements.

**LA PUENTE VALLEY ROP
JOINT BOARD OF TRUSTEES
MEETING MINUTES**

December 13, 2011

C. REPORTS AND PRESENTATIONS (continued)

1. Superintendent's Report (continued)

She also stated that all future board agendas will now be posted on the LPVROP Website and no longer distributed to the public. Hard copies will be delivered to the Board Members and also be available at the Ed Center.

D. GENERAL COMMUNICATIONS – None

E. CONSENT CALENDAR

1. General Business

- a. Consent – approve and/or ratify purchase orders as listed for the period of November 1, 2011 through November 30, 2011.
- b. Consent – approve and/or ratify warrant schedules as listed for the month of November, 2011.
- c. Consent – approve and/or ratify the field trip request should any be received.

2. Conference and Travel

- a. Consent – ratify/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.

3. Personnel

- a. Consent – approve and/or ratify certificated personnel employment related recommendations.
- b. Consent – approve and/or ratify certificated contracted personnel employment related recommendations.

4. Instruction

- a. Consent – approve and/or ratify additional Community Classroom and Cooperative Career Technical Education Training Agreements as listed.
- b. Consent – approve the Spring 2012 course offerings, and authorize administrative staff to adjust classes as delineated in BP 7006.

Moved by Mrs. Perez, seconded by Dr. Chang, and carried to approve and/or ratify items listed on the consent calendar above as recommended by the Superintendent. (5 yes votes, 0 no votes).

F. ADMINISTRATIVE ITEMS

1. General Business Information Items/Reports

- a. The Financial Report for the Associated Student Body Fund for the period ending November 30, 2011 was received as presented.
- b. The General Fund Balance Report for the period ending November 30, 2011 was received as presented.
- c. The graph for projected cash flow for the period ending November 30, 2011 was received as presented.
- d. The graphs for revenues and expenditures accumulated July 1, 2011 through November 30, 2011 were received as presented.

2. General Business

- a. Moved by Ms. Nieh, seconded by Dr. Chang, and carried to approve the First Interim Financial Report as of October 31, 2011 and authorize its submission to the Los Angeles County Office of Education for approval. (5 yes votes, 0 no votes).
- b. Moved by Mrs. Perez, seconded by Mrs. Gallegos, and carried to approve budget adjustment summary BA-1001 dated December 13, 2011. (5 yes votes, 0 no votes).

3. Personnel – No additional items.

4. Instruction – No additional items.

5. Public Comment – None

6. Closed Session

Moved by Ms. Nieh, seconded by Dr. Chang, and carried to recess from public meeting to closed session at 1:04 p.m. to discuss and take possible action on Government Code Section 54957(b), Public Employee Appointment, Employment, Evaluation, Discipline or Dismissal/Release.

- Personnel
(5 yes votes, 0 no votes)

7. Moved by Mrs. Perez, seconded by Ms. Nieh, and carried to adjourn from closed session to public meeting at 1:25 p.m. (5 yes votes, 0 no votes).

8. Mrs. Santos reconvened the public meeting at 1:30 p.m.

**LA PUENTE VALLEY ROP
JOINT BOARD OF TRUSTEES
MEETING MINUTES**

December 13, 2011

F. **ADMINISTRATIVE ITEMS** (continued)

9. Mrs. Santos announced publicly that no action had been taken during closed session.

10. **Policy and Board Items**

- a. Moved by Mrs. Perez, seconded by Ms. Nieh, and carried to waive first reading and approve BP 6202. (5 yes votes, 0 no votes)
- b. First reading BB 9322.
- c. Board Comments.

Mrs. Perez stated that she is happy to be back and considers this ROP to be the best organized. She wished everyone a Merry Christmas.

Mrs. Gallegos commented that it is a pleasure to be back and wished everyone Happy Holidays.

Dr. Chang affirmed that this is the best ROP and keeps getting better and better. He acknowledged that Leticia Covarrubias, Assistant Superintendent, Business Services is doing a terrific job especially now that she has taken on Human Resources. He also wished everyone a Merry Christmas and Happy New Year.

Ms. Nieh welcomed the new board members and wished everyone Happy Holidays.

Mrs. Santos stated that she is excited to work with the new board members and thanked them for voting her president, and wished everyone a Merry Christmas and Happy New Year.

11. **Specific Dates to Remember:**

December 26 – December 27, 2010 – Holiday/Office Closed

December 28, 2011 – Office Closed

December 29 – December 30, 2011 – Holiday/Office Closed

January 2, 2012 – Holiday/Office Closed

January 24, 2012 – Joint Board of Trustees Board Meeting – 5:00p.m.

**LA PUENTE VALLEY ROP
JOINT BOARD OF TRUSTEES
MEETING MINUTES**

December 13, 2011

G. ADJOURNMENT

Moved by Dr. Chang, seconded by Mrs. Perez, and carried to adjourn the regular meeting at 1:45 p.m. (5 yes votes, 0 no votes).

Respectfully submitted by

**Dr. Joseph Chang, Clerk to the Joint
Board of Trustees**

**Esperanza Fernández, Superintendent
and Secretary to the Joint Board of Trustees**

ISSUE:

[Purchase Orders](#)

BACKGROUND:

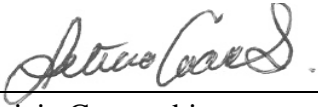
Attached are lists of Purchase Orders and Open Purchase Orders for December 1, 2011, through December 31, 2011. Purchase orders over \$500 are listed by number, vendor, purpose, program, location and amount for each expenditure.

FINANCIAL IMPLICATIONS:

All expenditures are within budget allocations.

RECOMMENDATION:

Approve and/or ratify listed Purchase Orders for the period of December 1, 2011, through December 31, 2011.



Leticia Covarrubias
Assistant Superintendent
Business Services

1/24/2012

Date

LA PUENTE VALLEY REGIONAL OCCUPATIONAL PROGRAM

PURCHASE ORDERS
12/1/2011 - 12/31/2011

PURCHASE ORDER NUMBERS UNDER \$500.00

60285, 60286, 60287, 60290, 60291, 60292, 60293, 60294, 60297, 60298,
60299, 60300, 60302, 60303, 60304, 60306, 60307, 60308, 60309, 60310,
60311, 60312, 60313, 60314, 60316, 60323, 60324, 60325, 60327, 60329,
60330, 60331, 60332, 60333, 60334, 60336, 60337, 60338, 60340, 60341,
60342, 60343, 60344, 60346, 60348, 60349, 60350, 60351, 60352, 60353,
60356, 60357, 60358, 60359, 60360,

Sub-Total: \$8,831.39

PURCHASE ORDER NUMBERS OVER \$500.00

60288	Southwest Airlines	Airfare	Health Grant	Various	\$610.20
60289	CASBO	Conference registration	Asst. Supt.-Business	Ed. Center	\$709.00
60295	Apple	Equipment	Health Grant	La Puente	\$4,403.29
60296	Apple	Equipment	Health Grant	Los Altos	\$4,359.79
60301	Jeanette L. Garcia	Professional audit services	Asst. Supt.-Business	Ed. Center	\$2,839.50
60305	Smart & Final	Instructional supplies	Culinary Arts	Wilson	\$543.75
60315	SkillsSet	Annual License	Technology Services	Ed. Center	\$1,450.00
60317	Weatherite	Relocation of a/c and power	Asst. Supt.-Business	Ed. Center	\$9,828.00
60318	City of Industry Disposal	Disposal Service	Asst. Supt.-Business	Ed. Center	\$1,782.74
60319	Facility Masters	Floor cleaning	Asst. Supt.-Business	Ed. Center	\$940.00
60320	Hacienda La Puente USD	Reimbursement of expenditures	Health Grant	Various	\$2,000.07
60321	CPR Savers & First Aid Supply	Instructional supplies	Health Grant	La Puente	\$503.61
60322	Hyatt Regency Hotel	Room reservations	Health Grant	Various	\$970.86
60326	Quartermaster	Instructional supplies	Law Enforcement Accd.	Bassett	\$1,248.58
60328	Amazon	Instructional supplies	Sports Health Care	Various	\$913.34
60335	Public Storage	Storage Rental	Asst. Supt.-Business	Ed. Center	\$5,932.15
60339	Amazon	Equipment	Health Grant	Workman	\$1,191.90
60345	Apple	Equipment	Health Grant	Various	\$16,182.00
60347	Nasco	Instructional supplies	Health Grant	Workman	\$1,225.01
60354	Jin Hua Zhang	Repair Service	Asst. Supt.-Business	Ed. Center	\$2,580.00
60355	Mac Tools	Instructional supplies	Automotive Tech	Workman	\$3,308.57

Sub-Total: \$63,522.36

Grand Total: \$72,353.75

ISSUE:

[December 2011 "A" and "B" Warrants](#)

BACKGROUND:

Attached are lists of "A" and "B" Warrants for the month of December, 2011. Any "B" Warrant over \$500 is listed by number, payee, purpose and amount for each expenditure. "A" and "B" Warrants under \$500 are listed by number, number of warrants issued, issue date, and amount.

FINANCIAL IMPLICATIONS:

All expenditures are within budget allocations.

RECOMMENDATION:

Approve and/or ratify warrants as listed for the month of December, 2011.



Leticia Covarrubias
Assistant Superintendent
Business Services

1/24/2012

Date

La Puente Valley Regional Occupational Program

**Recap of A & B Warrants Issued
December 2011**

Register Number	Warrant Number	Total # Issued &/or *DD	Issue Date	A or B Warrants	Amount \$
C1E	6654850-6654855	46	12/01/11	A	133,156.96
C3E	6671610-6671617	20	12/09/11	A	11,705.81
S6C	All Direct Deposit	6	12/14/11	A	2,201.67
C2F	6703503-6703502	18	12/29/11	A	65,175.67
PS-system	19369361-19369362	2	12/01/11	B	849.17
PS-system	19375240-19375247	8	12/05/11	B	5,569.43
PS-system	19377723	1	12/06/11	B	890.86
PS-system	19380208-19380210	3	12/07/11	B	3,635.46
PS-system	19383502-19383508	7	12/08/11	B	1,817.35
PS-system	19387924	1	12/09/11	B	2,839.50
PS-system	19391541-19391545	5	12/12/11	B	747.51
PS-system	19397324-19397326	3	12/14/11	B	1,133.23
PS-system	1940049-19400853	5	12/15/11	B	6,741.30
PS-system	19410376-19410385	10	12/20/11	B	15,749.97
PS-system	19412837-19412853	17	12/21/11	B	15,092.88
PS-system	19416092-19416093	2	12/22/11	B	929.89
PS-system	19418005	1	12/27/11	B	300.00
PS-system	19420114	1	12/28/11	B	33,376.83
Grand Totals		156			301,913.49

A Warrant Summary		
<u>Cycle</u>	<u>Amount</u>	<u># Issued</u>
XX		
C1	133,156.96	46
C3	11,705.81	20
C2	65,175.67	18
S6/V1	2,201.67	6
Totals	212,240.11	90

B Warrant Summary	
<u>Fund</u>	<u>Amount</u>
-	-
01	84,104.21
76	5,569.17
	89,673.38

*DD=Direct Deposit

**La Puente Valley Regional Occupational Program
B Warrants Issued Over \$500.00
Month of December 2011**

Date Issued	Warrant Number	Payee	Purpose	Amount
12/01/01	19369362	Sylvia McGahey	Conference reimbursements	699.17
12/05/11	19375240	AFLAC	Employee supplemental ins.	1,111.94
12/05/11	19375246	Sam's Club Direct	Supplies	3,320.61
12/05/11	19375247	Waxie Kleen Line	Custodial/Operations Supplies	1,226.42
12/06/11	19377723	IKON Financial Service	Equipment Lease	890.86
12/07/11	19380208	Cenage Learning	Supplies	1,101.31
12/07/11	19380209	Medco Sports Medicine	Supplies	1,667.22
12/07/11	19380210	Verizon	Telephone	866.93
12/08/11	19383502	CASBO	Conference	709.00
12/08/11	19383507	Southwest Airlines	Conference	610.20
12/09/11	19387924	Jeanette L. Garcia & Associates	Audit Fees	2,839.50
12/14/11	19397325	Rehab ASB	Janitorial Services	900.00
12/15/11	19400849	B & H Photo/Video	Supplies	5,948.06
12/20/11	19410376	City of Industry	Waste Disposal	1,782.74
12/20/11	19410377	Facility Masters	Repairs	940.00
12/20/11	19410381	Office Depot	Supplies	950.63
12/20/11	19410382	Pitney Bowes	Postage meter	534.00
12/20/11	19410384	United Document Storage	Document Shredding	798.00
12/20/11	19410385	Weatherite Service	Repairs	9,828.00
12/21/11	19412839	Chaffey Valley	Credit Union	800.00
12/21/11	19412842	Hacienda Village Meats	Supplies	819.99
12/21/11	19412844	Hacienda La Puente USD	District Staff Grant Salaries	2,000.07
12/21/11	19412846	Office Depot	Supplies	878.45
12/21/11	19412847	Public Storage	Storage rental	847.45
12/21/11	19412849	SkillsSets Online	Computer Program Use/Lease	1,450.00
12/21/11	19412850	School Savers	Supplies	1,349.47
12/21/11	19412852	Schools First Federal Credit Union	Credit Union	3,050.00
12/21/11	19412853	Southern California Edison	Utility	1,933.57
12/22/11	19416092	Amazon	Supplies	849.19
12/28/11	19420114	Concourse COI Investment LLC	Building Lease	33,376.83

1/24/2012

Ref. D -1.b.
Page 3 of 3

ISSUE:

[Certificated Personnel Recommendations – January 24, 2012](#)

BACKGROUND:

The Joint Board of Trustees reviews employment recommendations and approves initial employment and/or changes in an individual’s status or assignment. The following Certificated Personnel Recommendations represent staffing changes or assignments made to support the program. Extra duty or substitute assignments will be paid at a rate of \$28.78 per hour.

FINANCIAL IMPLICATIONS:

The financial implication of staffing is reviewed during the course schedule planning process and is included in the budget adopted for the applicable fiscal year. Modifications that occur with the budget after adoption are presented for Board approval during the Interim Report periods.

RECOMMENDATION:

That the Joint Board of Trustees ratify/approve the certificated personnel employment related recommendations as presented.



Leticia Covarrubias
Assistant Superintendent
Business Services

1/24/2012

Date

NEW CERTIFICATED EMPLOYMENT

<u>Name/Position</u>	<u>Assignment</u>	<u>Hire Date/Term</u>	<u>Rate</u>
None to Report			

CERTIFICATED EMPLOYMENT

<u>Name/Position</u>	<u>Assignment</u>	<u>Hire Date/Term</u>	<u>Rate</u>
* Allen, Doug	TV Broadcasting 68606/3240 15 hrs per week	1/23/12- 6/07/12	Temporary II 1
* Alvarado, Raymond	Auto Technology 67013/2420 10 hours per week	1/23/12- 6/07/12	Temporary II 1
	Small Engine Technology 67012/2420 15 hours per week	1/23/12- 6/07/12	
* Aragundi, Karl	Medical core 63206/2420 5 hours per week	1/23/12- 6/07/12	Temporary V 5
	Sports Health Care 63306/2420 5 hours per week	1/23/12- 6/07/12	
	1st Responder/EMT 63109/2420 5 hours per week	1/23/12- 6/07/12	
	1st Responder/EMT 63105/2120 5 hours per week	1/23/12- 6/07/12	

1/24/2012

CERTIFICATED EMPLOYMENT CONT.

<u>Name/Position</u>	<u>Assignment</u>	<u>Hire Date/Term</u>	<u>Rate</u>
* Brown, Jason	Robotics 67702/2120 15 hrs per week	1/23/12- 6/07/12	Temporary I 2
	Robotics 67701/2420 10 hrs per week	1/23/12- 6/07/12	
	Engineering Manuf. Tech. 67605/2120 5 hrs per week	1/23/12- 6/07/12	
* Caceres, Charles	Criminal Justice 66708/3240 10 hrs per week	1/23/12- 6/07/12	Temporary V 6
* Camou, Stacy	Sports Health 63305/3240 25 hrs per week	1/23/12- 6/07/12	Temporary V 3
* Cervantes, Alicia	Business Office Tech. 65101/1110 5 hrs per week	1/13/12- 6/07/12	Temporary V 9
	Business Classes 20 hrs per week	1/13/12- 6/07/12	4/5 Reverse Contract w/BUSD
* Chinegwu, Moses	HVAC 67621/2220 15 hrs per week	1/23/12- 6/07/12	Temporary V 3

CERTIFICATED EMPLOYMENT CONT.

<u>Name/Position</u>	<u>Assignment</u>	<u>Hire Date/Term</u>	<u>Rate</u>
* Emery, Kathryn	Medical Assistant 63402/2120 10 hrs per week	1/23/12- 6/07/12	Temporary V 2
	Medical Assistant 63403/2220 5 hrs per week	1/23/12- 6/07/12	
	Medical Core 63201/1210 5 hrs per week	1/13/12- 6/07/12	
* Finn, Francis	Criminal Justice 66707/3130 25 hrs per week	1/23/12- 6/07/12	Temporary V 2
* Garcia, Eduardo	Public Safety Academy 66716/2120 10 hrs per week	1/23/12- 6/07/12	Temporary V 5
* Hakim, Patricia	Child Care Occupations 64105/3240 25 hrs/wk; 5 hrs/wk On-site	1/23/12- 6/07/12	Temporary I 2
* Hansen, Larry	Sports Healthcare 63307/2120 20 hrs per week	1/23/12- 6/07/12	Temporary I 5
	Medical Core 63203/2120 10 hrs per week	1/23/12- 6/07/12	
* Hernandez, Ignacio	Medical Core 63204/2220 15 hrs per week	1/23/12- 6/07/12	Temporary V 2
	Sports Healthcare 63302/2220 10 hrs per week	1/23/12- 6/07/12	

CERTIFICATED EMPLOYMENT CONT.

<u>Name/Position</u>	<u>Assignment</u>	<u>Hire Date/Term</u>	<u>Rate</u>
* Herrera, Christopher	Digital Graphic Des. 67552/2320 10 hours per week	1/23/12- 6/07/12	Temporary I 2
	Digital Animation 68115/2320 5 hours per week	1/23/12- 6/07/12	
	Digital Animation 68114/2220 10 hours per week	1/23/12- 6/07/12	
	Digital Graphic Des. 67551/2220 10 hours per week	1/23/12- 6/07/12	
* Howard, Linda	Medical Assistant F/B 63401/1110 10 hrs per week	1/13/12- 6/07/12	Temporary II 9
	Hospital Occupations Phase I 63221/1110 5 hrs per week	1/13/12- 6/07/12	
	Physical Therapy Aid 63702/1110 5 hrs per week	1/13/12- 6/07/12	
	Medical Foundations 10 hrs per week	1/13/12- 6/07/12	2/6 Reverse contract w/ Bassett USD
	Hospital Occupations Phase II 63222/1110 8 hrs per week	3/3/12- 4/21/12	

CERTIFICATED EMPLOYMENT CONT.

<u>Name/Position</u>	<u>Assignment</u>	<u>Hire Date/Term</u>	<u>Rate</u>
* Jackson, Deryl	Law Enforcement Academy 66732/1110 8 hrs per week	1/13/12- 6/07/12	Temporary IV 6
	Criminal Justice 66701/1110 10 hours per week	1/13/12- 6/07/12	
	Forensic Science I 66736/1110 5 hours per week	1/13/12- 6/07/12	
	Forensic Science I 66745/1210 5 hours per week	1/13/12- 6/07/12	
	Forensic Science I 66743/2520 5 hours per week	1/23/12- 6/07/12	
* Justinano, John	Digital Animation 68111/3240 10 hours per week	1/23/12- 6/07/12	Temporary I 2
	Film classes 10 hrs per week	1/23/12- 6/07/12	2/6 Reverse Contract w/ RUSD
* Kuri, Leslie	Sports Heath Care 63308/3130 10 hrs per week	1/23/12- 6/07/12	Temporary V 2
	Sports Heath 63303/2320 10 hrs per week	1/23/12- 6/07/12	

CERTIFICATED EMPLOYMENT CONT.

<u>Name</u>	<u>Class/Hours per week</u>	<u>Term</u>	<u>Rate</u>
* Lewis-Coker, Ella	Web Design 65601 /1110 5 hrs per week	1/13/12- 6/07/12	Temporary III 20
	Computer Apps., Adv. 65201/1110 15 hrs per week	1/13/12- 6/07/12	
* Lobato, Rogelio	TV Broadcasting 68607/2420 5 hours per week	1/23/12- 6/07/12	Temporary V 1
	Video Production 68603/2220 20 hours week		
* May, Glen	Electronic Publishing 67543/2120 15 hrs per week	1/23/12- 6/07/12	Temporary II 3
	Advanced Electronic Publish. 67545/2120 10 hrs per week	1/23/12- 6/07/12	
* Morales, Linda	Adv. Computer Apps 65304/2320 15 hrs per week	1/23/12- 6/07/12	Temporary I 6
	Retail Sales 62407/4110 5 hrs per week	1/23/12- 6/07/12	
	Web Design 65610/2320 5 hrs per week	1/23/12- 6/07/12	

CERTIFICATED EMPLOYMENT CONT.

<u>Name</u>	<u>Class/Hours per week</u>	<u>Term</u>	<u>Rate</u>
* Purcell, Robin	Forensic Science I 66737/3130 15 hrs per week	1/23/12- 6/07/12	Temporary V 5
	Forensic Science I 66738/3240 15 hrs per week	1/23/12- 6/07/12	
* Ramirez, Antonia	Forensic Science I 66741/2120 5 hrs per week	1/23/12- 6/07/12	Temporary I 4
	Criminal Justice 66705/2420 10 hrs per week	1/23/12- 6/07/12	
	Criminal Justice 66702/2120 10 hrs per week	1/23/12- 6/07/12	
* Ramirez, Thomas	Computer Repair/ A+ 67101/1110 5 hrs per week	1/13/11- 6/16/11	Temporary II 3
	Applied Graphic Design 67542/1110 5 hrs per week	1/13/12- 6/07/12	
* Richter, Edward	Engineering Manuf. Tech. 67602/2220 6 hrs per week	1/23/12- 6/07/12	Temporary I 3
* Ringle, Robert	Pre-Engineering 67603/2220 15 hrs per week	1/23/12- 6/07/12	Temporary V 12
	Pre-Engineering 67604/2120 5 hrs per week	1/23/12- 6/07/12	

CERTIFICATED EMPLOYMENT CONT.

<u>Name</u>	<u>Class/Hours per week</u>	<u>Term</u>	<u>Rate</u>
* Rodriguez, Ernest	Automotive Technology 67015/3240 10 hrs per week	1/23/12- 6/07/12	Temporary II 5
	Auto Classes 15 hrs per week	1/23/11- 6/9/11	3/5 Reverse Contract w/RUSD
* Sailer, Shannon	Child Care Occupations 64106/3340 10 hrs per week	1/23/12- 6/07/12	Temporary I 5
* Threadgill, Seena	Medical Core 63209/3240 10 hrs per week	1/23/12- 6/07/12	Temporary IV 12
	Medical Assistant F/B 63405/3240 5 hrs per week	1/23/12- 6/07/12	
	1st Responder/EMT 63108/2220 10 hrs per week	1/23/12- 6/07/12	
* Trinidad, Jason	Sports Health 63301/1110 10 hrs per week	1/13/12- 6/07/12	Temporary IV 2
* Van Gorden, Claudia	Medical Core 63205/2320 5 hrs per week	1/23/12- 6/07/12	Temporary IV 2
* Villarreal, Nancy	MCAS 65411/3130 5 hrs per week	1/23/12- 6/07/12	Temporary III 7
* Warren, Danielle	Food Service & Hospitality 64301/3240 30 hrs per week	1/23/12- 6/07/12	Temporary II 4
	Extra Duty- 3 hrs per week	1/23/12- 6/07/12	Temporary I 1

CERTIFICATED EMPLOYMENT CONT.

<u>Name</u>	<u>Class/Hours per week</u>	<u>Term</u>	<u>Rate</u>
* Weeks, Diane	Medical Core 63208/3130 5 hrs per week	1/23/12- 6/07/12	Temporary II 19
	Medical Core 63202/2320 5 hrs per week	1/23/12- 6/07/12	
	Medical Assistant F/B 63404/3130 5 hrs per week	1/23/12- 6/07/12	
	Medical Assistant 63406/2320 5 hrs per week	1/23/12- 6/07/12	

CERTIFICATED STATUS CHANGE

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective Date/Term</u>
Chinegwu, Moses	Substitute Instructor	Regular Instructor	01/03/12; 01/03/12- 01/20/12

NEW SUBSTITUTE/SHORT-TERM EMPLOYMENT

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Rate</u>
None to Report			

CERTIFICATED RESIGNATION/TERMINATION

<u>Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective Date</u>
Darrell, Tiffany	Regular Instructor	Voluntary Resignation	1/20/2012

ISSUE:

[Classified Personnel Recommendations – January 24, 2012](#)

BACKGROUND:

The Joint Board of Trustees reviews employment recommendations and approves initial employment and/or changes in an individual's status or assignment. The following Classified Personnel Recommendations represent staff changes or assignments made to support the program.

FINANCIAL IMPLICATIONS:

The financial implication of staffing is reviewed during the fiscal year planning process and is included in the budget adopted for the applicable fiscal year.

RECOMMENDATION:

That the Joint Board of Trustees ratify/approve the classified personnel employment related recommendations as presented.



Leticia Covarrubias
Assistant Superintendent
Business Services

1/24/2012
Date

NEW CLASSIFIED EMPLOYMENT

<u>Name</u>	<u>Position</u>	<u>Status/Term</u>	<u>Effective Date</u>
Muratalla, Jasmine	Human Resources Assistant Range 39, Step 1, 19.5 hours per week	12 mo. Probationary employee	01/03/12

ASSIGNMENT EXTENSION

<u>Name</u>	<u>Position/Site/Hours</u>	<u>Term</u>	<u>Salary</u>
None to Report			

STATUS CHANGE

<u>Name/Position</u>	<u>From</u>	<u>Effective</u>
None to Report		

To

CLASSIFIED RESIGNATION/TERMINATION

<u>Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective</u>
None to Report			

ISSUE:

[Monthly Student Body Fund Balance Report as of December 31, 2011 for 2011-2012.](#)

BACKGROUND:

The La Puente Valley ROP student organization has established the Associated Student Body (ASB). A bank account was established to handle funds deposited by the ROP Child Care Occupations/Preschool at Rowland High School (Child Care Club), and the Law Enforcement Explorers Academy for funds raised for materials and supplies to support the instructional program. Most recently added were HOSA Clubs for chapters at Los Altos High School, Workman High School, and Nogales High School. Funds from the discontinued clubs have been placed under "General ASB" for use if needed by the remaining clubs. The bank account is monitored through our Business Office and is part of our yearly auditing process. Monthly reports of accumulated income and expenses are included for review by the Board.

FINANCIAL IMPLICATIONS:

None

RECOMMENDATION:

Receive the financial report for the Associated Student Body Fund for the period ending December 31, 2011 for 2011-2012.



Leticia Covarrubias
Assistant Superintendent
Business Services

1/24/2012

Date

**La Puente Valley Regional Occupational Program
Associated Student Body Fund Balance
December 31, 2011**

Beg. Bal.	July 1, 2011	\$6,170.47	<u>General ASB</u>	<u>Child Care</u>	<u>Law Enforce/ Explorers</u>	<u>LAHS HOSA</u>	<u>WKHS HOSA</u>	<u>NHS HOSA</u>
Cash in ASB-SFFCU - 7/1/11			\$423.96	\$402.44	\$1,933.22	\$974.40	\$1,021.80	\$1,414.65
Add Year to Date Income Rec'd		12/31/11						
Less Year to Date Expenses		12/31/11	(\$30.00)		\$131.60 *			
Balance:	12/31/11		\$393.96	\$402.44	\$2,064.82	\$974.40	\$1,021.80	\$1,414.65
Cash in ASB:	12/31/11	\$6,272.07						

*Stop payment on check

ISSUE:

[Monthly Financial Reports of General Fund](#)

BACKGROUND:

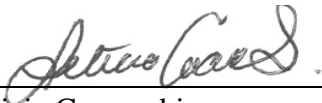
The Joint Board of Trustees receives a monthly report from the Business Office displaying the cumulative totals from the 2011-2012 budget as approved by the Board. The report includes the amounts received and expended for the year to date (Y.T.D.), and the percent of income or expenditures that are reported to date. This reporting period ended December 31, 2011, for fiscal year 2011-2012. The ROP has received 35.03% of revenues budgeted and has expended 38.03% of its budget.

FINANCIAL IMPLICATIONS:

Approved revenues and expenditures during this reporting period are part of the adopted budget, and there is no change in the financial implications.

RECOMMENDATION:

That the Joint Board of Trustees receive the General Fund Balance Report for the period ending December 31, 2011, for fiscal year 2011-2012.



Leticia Covarrubias
Assistant Superintendent
Business Services

1/24/2012

Date

La Puente Valley ROP
2011-2012
Monthly Financial Report
December 31, 2011
All Funds and Resources

	Current Budget 06/14/11	YTD Income/ Expenditure 12/31/11	% of YTD Income/Exp 12/31/11
<u>REVENUE</u>			
8290 Federal Revenue			
8590 State Revenue	200,000	8,750	
8600 Local Income	249,500	102,402	41.04%
8781 Lottery Revenue	60,797		0.00%
8781 Apportionment Transfers fr. Dist.	5,265,042	1,911,887	36.31%
8793 Transfer/District/Pr. Yr.			
Total Revenues	<u>\$ 5,775,339</u>	<u>\$ 2,023,039</u>	<u>35.03%</u>
<u>EXPENDITURES</u>			
1000 Certificated Salaries	1,856,800	590,532	31.80%
2000 Classified Salaries	946,548	449,324	47.47%
3000 Employee Benefits	1,099,777	337,038	30.65%
4000 Supplies & Materials	270,179	174,140	64.45%
5000 Contracted Services	1,314,536	389,164	29.60%
6000 Capital Outlay	40,000	162,163	405.41%
Total Expenditures	<u>\$ 5,527,840</u>	<u>\$ 2,102,362</u>	<u>38.03%</u>
Fund Balance, July 1, 2011	3,648,923		
Adj. to Fund Balance	247,499		
Unaudited Adjustments			
Audited Adjustments			
Est. Fund Balance June 30, 2012	<u>\$ 3,896,422</u>	<u>\$ 3,896,422</u>	
Excess (Deficiency)		<u>(79,323)</u>	
Fund Balance as of 12/31/11		<u>\$ 3,817,099</u>	
<u>Components of Fund Balance</u>			
Non-spendable Revolving Cash	5,000		
Committed - Restricted Grants	119,445		
Assigned:			
ROP Economic Uncertainties	1,675,536		
ROP Capital Outlay	2,096,441		
Total Reserves	<u>\$ 3,896,422</u>		

La Puente Valley ROP
2011-2012
Monthly Financial Report
December 31, 2011
General - Local Fund & Resources

	Current Budget 06/14/11	YTD Income/ Expenditure 12/31/11	% of YTD Income/Exp 12/31/11
<u>REVENUE</u>			
8290 Federal Revenue			
8590 State Revenue			
8600 Local Income	249,500	102,402	41.04%
8781 Lottery Revenue	60,797		0.00%
8781 Apportionment Transfers fr. Dist.	5,265,042	1,911,887	36.31%
8793 Transfer/District/Pr. Yr.	0		
Total Revenues	\$ 5,575,339	\$ 2,014,289	36.13%
 <u>EXPENDITURES</u>			
1000 Certificated Salaries	1,871,400	589,396	31.49%
2000 Classified Salaries	984,115	449,324	45.66%
3000 Employee Benefits	1,124,344	336,883	29.96%
4000 Supplies & Materials	306,179	171,345	55.96%
5000 Contracted Services	1,315,736	380,627	28.93%
6000 Capital Outlay	40,000	162,163	405.41%
Total Expenditures	\$ 5,641,774	\$ 2,089,738	37.04%
Fund Balance, July 1, 2011	3,648,923		
Adj. to Fund Balance	247,499		
Unaudited Adjustments			
Audited Adjustments			
Est. Fund Balance June 30, 2012	\$ 3,896,422	\$ 3,896,422	
Excess (Deficiency)		(75,450)	
Fund Balance as of 12/31/11		\$ 3,820,972	
 <u>Components of Fund Balance</u>			
Non-spendable Revolving Cash	5,000		
Committed - Restricted Grants	119,445		
Assigned:			
ROP Economic Uncertainties	1,675,536		
ROP Capital Outlay	2,096,441		
Total Reserves	\$ 3,896,422		

La Puente Valley ROP
 2011-2012
 Monthly Financial Report
 December 31, 2011
 State Grants

	Current Budget <u>06/14/11</u>	YTD Income/ Expenditure <u>12/31/11</u>
<u>REVENUE</u>		
8290 Federal Revenue		
8590 State Revenue	200,000	8,750
8600 Local Income		
8781 Lottery Revenue		
8781 Apportionment Transfers fr. Dist.		
8793 Transfer/District/Pr. Yr.		
Total Revenues		<u>8,750</u>
<u>EXPENDITURES</u>		
1000 Certificated Salaries	33,000	1,137
2000 Classified Salaries		
3000 Employee Benefits	4,553	156
4000 Supplies & Materials	23,591	2,794
5000 Contracted Services	138,856	8,536
6000 Capital Outlay		
Total Expenditures	<u>200,000</u>	<u>12,623</u>

ISSUE:

[Two graphs depicting accumulated revenues and expenditures for 2011-2012](#)

BACKGROUND:

The Board of Trustees requested cumulative graphs that would show, on a monthly basis, anticipated revenues and expenditures. The revenue and expenditure graphs include the actual values for the period indicated and a comparison with the same period in prior year.

FINANCIAL IMPLICATIONS:

These graphic illustrations of data reported elsewhere do not have a direct financial implication.

RECOMMENDATION:

Receive the graphs for revenues and expenditures accumulated 7-01-11 to 12-31-11 for fiscal year 2011-2012.



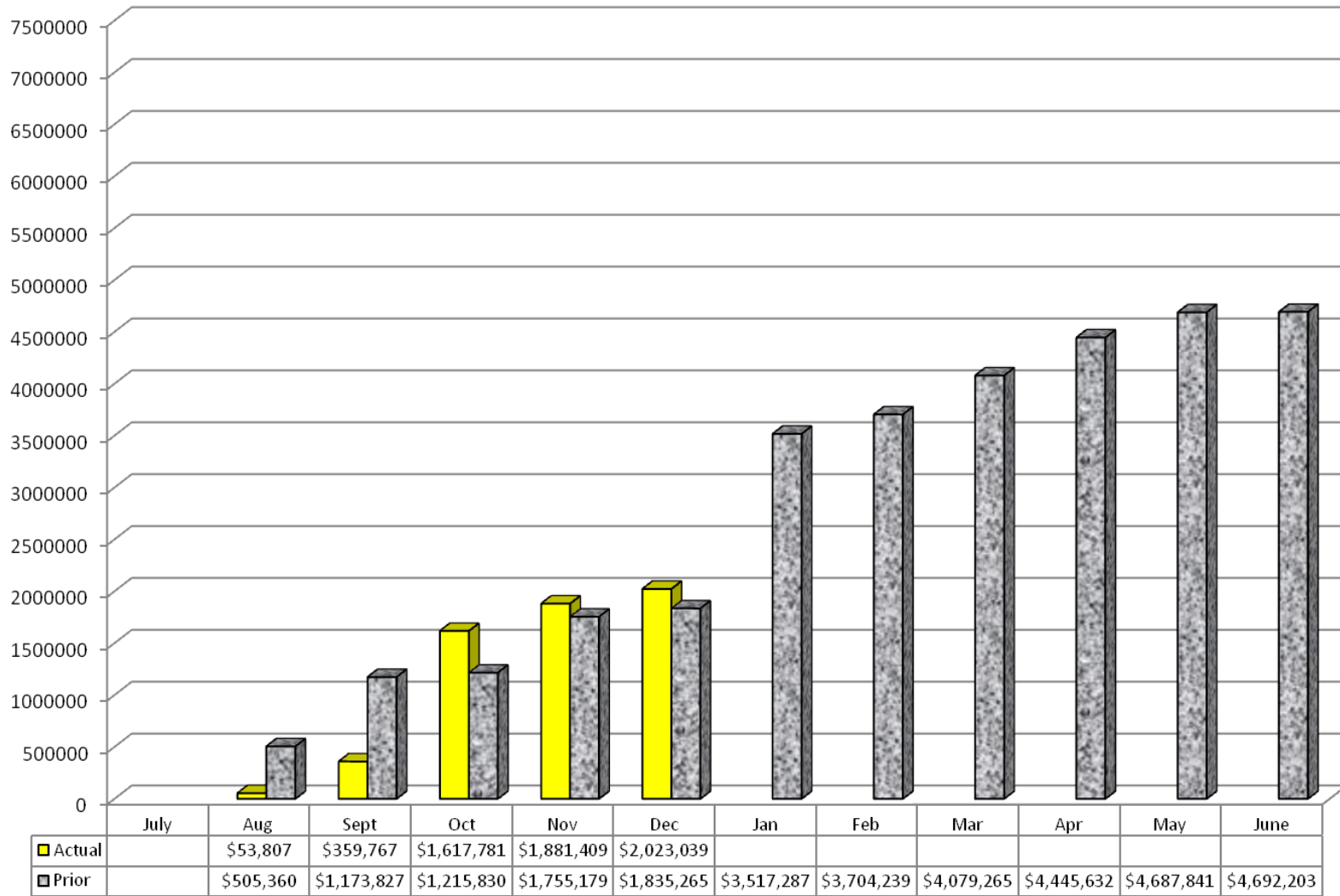
Leticia Covarrubias
Assistant Superintendent
Business Services

1/24/2012

Date

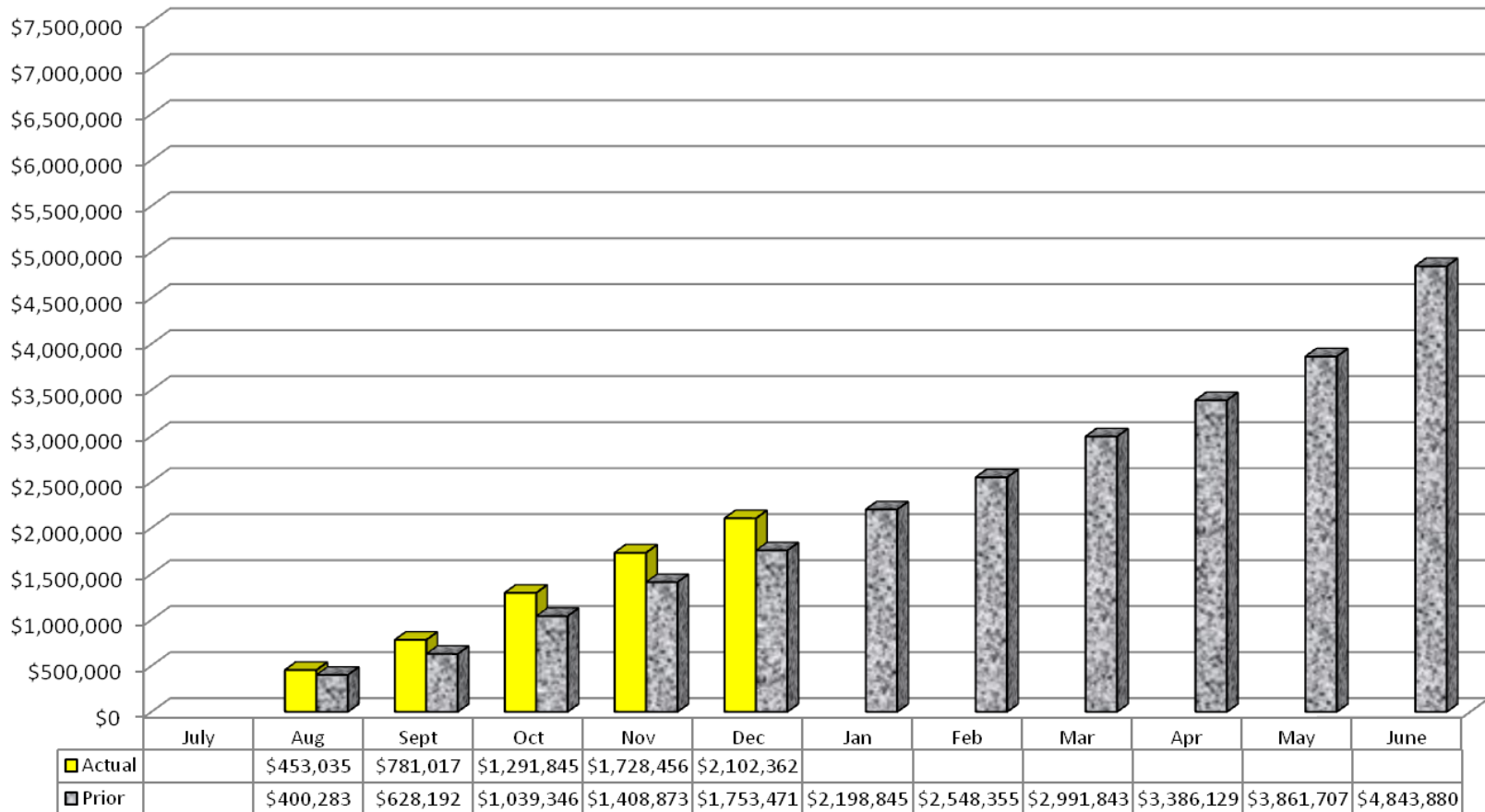
LA PUENTE VALLEY ROP

Monthly Revenues - Actuals vs. Same Period Last Year
 2011-2012 Fiscal Year (as of December 31, 2011)
 Total Budgeted Revenues \$5,775,339



LA PUENTE VALLEY ROP

Monthly Expenditures - Actuals vs. Same Period Last Year
 2011-2012 Fiscal Year (as of December 31, 2011)
 Total Expenditures Budgeted \$5,527,840



ISSUE:

[Graph Depicting Projected Cash Flows for the Current Fiscal Year](#)

BACKGROUND:

The Board of Trustees requested cumulative data related to revenues versus expenditures as an indication of current and projected cash flow for the ROP. The cash flow projections have been adjusted based on actual 2011-2012 cash balances through December 31, 2011. The cash balance as of December 31, 2011, was \$3,954,245.49.

FINANCIAL IMPLICATIONS:

These graphic illustrations of data reported elsewhere do not have a direct financial implication.

RECOMMENDATION:

That the Board receive the graph for projected cash flow for the period ending December 31, 2011.



Leticia Covarrubias
Assistant Superintendent
Business Services

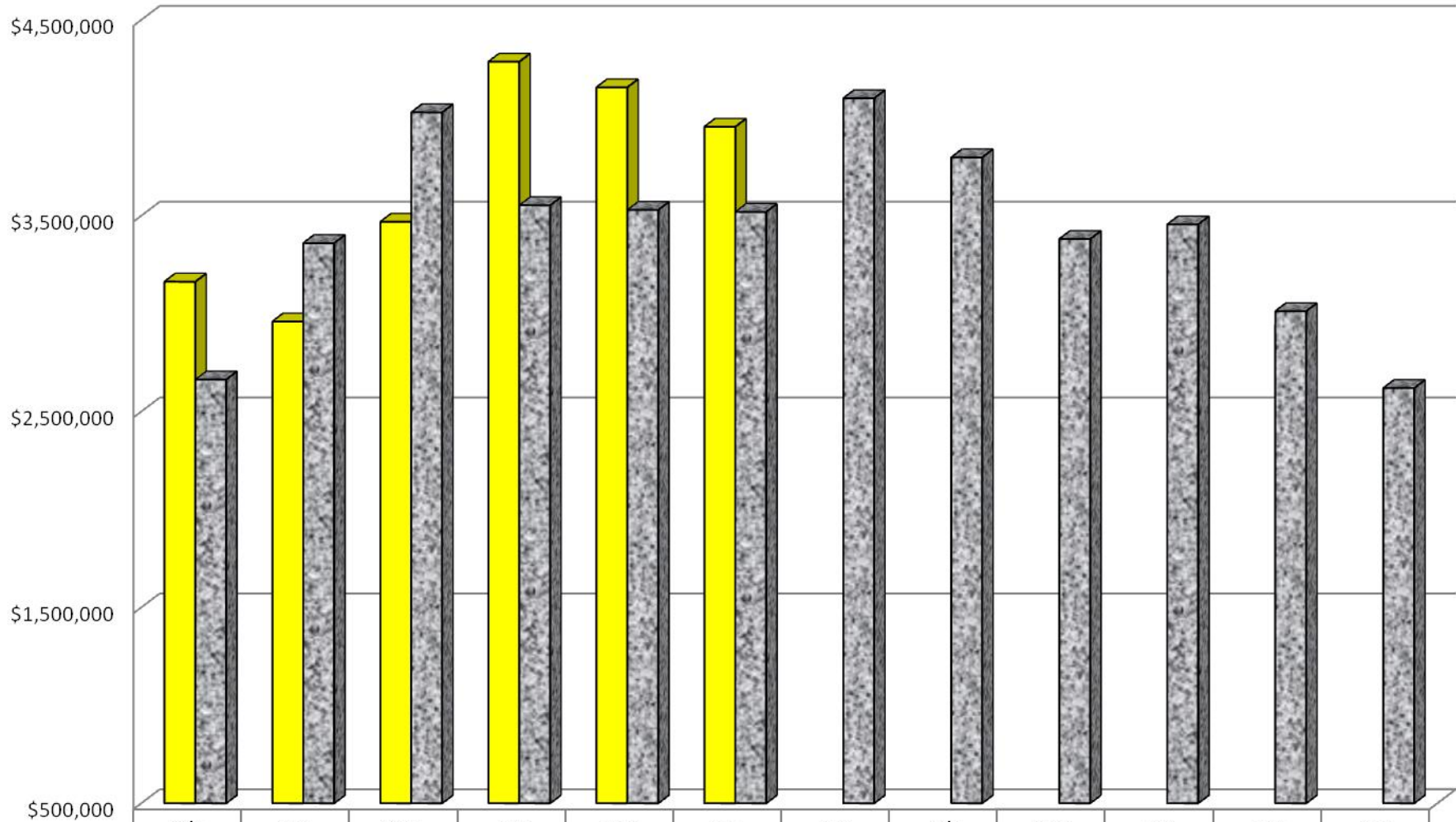
1/24/2012

Date

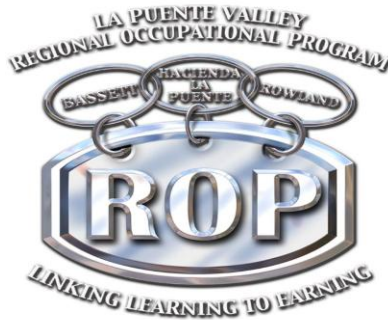
LA PUENTE VALLEY ROP

Cash Flow

Projected Cash Balance vs. Actual Cash Balance
2011-2012 Fiscal Year (December 31, 2011)



	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Actual	\$3,162,945	\$2,959,647	\$3,469,056	\$4,286,187	\$4,155,530	\$3,954,245						
Projected	\$2,663,301	\$3,360,116	\$4,027,644	\$3,553,396	\$3,529,583	\$3,519,544	\$4,099,705	\$3,797,944	\$3,380,977	\$3,455,775	\$3,012,405	\$2,619,947



RESOLUTION

Confirming February, 2012

As

CAREER and TECHNICAL EDUCATION MONTH

WHEREAS, the Association for Career and Technical Education has designated the month of February, 2009, as Career and Technical Education Month, and

WHEREAS, the theme for Career and Technical Education Month is “Building Blocks for a Successful Career” and

WHEREAS, career-technical preparation is intended to support California’s goals of academic excellence, and

WHEREAS, career-technical preparation is a partnership between academic, career, vocational, occupational, and technical educators in cooperation with business and industry, and

WHEREAS, career-technical education is designed to prepare youth and adults of our state to become useful citizens and productive skilled workers, and

WHEREAS, career-technical educators contribute to the growth and vitality of business and industry by working in close partnership with them and by training students in the skills and attitudes that our community’s employers seek, and

NOW, THEREFORE, BE IT RESOLVED, that the Joint Board of Trustees of La Puente Valley Regional Occupational Program proclaims the month of February, 2012, “CAREER and TECHNICAL EDUCATION MONTH” to the end that proper public attention may be focused upon the important aims and opportunities afforded by career-technical educational programs.

IN WITNESS THEREOF, we have hereunto set our hands this tenth day of February, 2012.

JOINT BOARD OF TRUSTEES OF LA PUENTE VALLEY REGIONAL OCCUPATIONAL PROGRAM

By _____
Laura Santos – President

By _____
Joe Medina – Member

By _____
Judy Nieh – Vice President

By _____
Heidi Gallegos – Member

By _____
Dr. Joseph Chang – Clerk

By _____
Anita Perez – Member

STATEMENT OF GOVERNANCE AND WORKING RELATIONSHIPS

The Joint Board of Trustees of the La Puente Valley Regional Occupational Program recognizes its responsibility as trustees of the La Puente Valley ROP for the governance of the Program. With the participation and input from staff, school districts, and business community, the Board intends to establish the Program's essential expectations and desired results.

The Board also recognizes the unique nature of the organization of the La Puente Valley ROP and its relationship to the three school districts who form the Joint Powers Agreement which created the Program. Although the board members are elected by the school districts' boards, they operate as an independent governing body for the welfare of the ROP.

The Joint Board is made up of individuals with diverse ideas, opinions and values; however, each board member recognizes that their individual power as a board member is derived from the collective deliberation and action of the Joint Board as a whole in regularly constituted meetings. Each board member recognizes their individual responsibility and obligation to promote the welfare of the ROP and support the Joint Board's decision.

The Joint Board, as a collective body of individuals, understands that it must give clear direction to the superintendent as to what it expects the Program to accomplish. The Board recognizes that it is not expected to be expert on how to organize, manage and operate the Program and, as individual board members, has neither the right nor the power to exercise such control or give direction to the superintendent or any staff member regarding a specific solution to a problem.

The Joint Board recognizes that as the governing body it is responsible for determining, overseeing and evaluating the Program's functions. This shall be accomplished through an annual strategic planning process that includes the superintendent and staff. The Board considers its primary responsibility to be the clear determination of "what" the Program should accomplish for and with its students. By establishing the program's mission, vision and goals the Board will fulfill its responsibility to clearly communicate Program expectations. This will allow and encourage the superintendent and the professional staff the freedom and latitude to determine "how" to best achieve the Board's expected outcomes. The Board, by exercising its governance role and by working with the superintendent and staff, can be assured that it has determined what it is that the Program should accomplish and to what degree it is accomplished.

The superintendent will be responsible and accountable for designing, developing and implementing programs and services to achieve these desired results. The superintendent is primarily responsible for determining the "how" of executing the Board's desired results. This shall be accomplished through objectives and action plans that support the program's mission, vision and goals. The Joint Board intends to be proactive regarding its primary responsibility, and expects the superintendent to be proactive regarding his/her responsibilities.

To ensure productive board working relationships, the Board shall annually review and/or revise the mission, vision and program goals.

The superintendent shall annually submit objectives and action plans that support the program goals for board approval.

The board shall annually evaluate the Program and superintendent by assessing how well the Program goals and objectives have been achieved.

These documents have been organized into a Handbook to guide and serve as a reference for future board members and staff regarding their respective roles and functions in the governance and management of the Program.

Laura Santos, President

Judy Nieh, Vice President

Dr. Joseph Chang, Clerk

Joe Medina, Member

Heidi Gallegos, Member

Anita Perez, Member

Date

LA PUENTE VALLEY REGIONAL OCCUPATIONAL PROGRAM

JOINT BOARD BYLAWS

AGENDA/MEETING MATERIALS

First Reading 05-04-82
Adopted 06-08-82
Revised 06-30-92
Revised 09-20-05

BB 9322

Joint Board of Trustee meeting agendas shall state the meeting time and place and shall briefly describe each business item to be transacted or discussed, including items to be discussed in closed session.

The agenda shall provide members of the public the opportunity to address the board on any agenda item before or during the board's consideration of the item. The agenda shall also provide members of the public an opportunity to testify at regular meetings on matters which are not on the agenda but which are within the subject matter jurisdiction of the board.

The agenda shall specify that an individual who requires disability-related accommodations or modifications including auxiliary aids and services in order to participate in the board meeting should contact the superintendent or designee in writing.

Agenda Preparation

The superintendent, as secretary to the board, in consultation with the board president, shall prepare the agenda for each regular and special meeting.

Any board member or any member of the public may request that a matter within the jurisdiction of the board be placed on the agenda of a regular meeting. The request must be in writing and be submitted to the superintendent or designee with supporting documents and information, if any, at least one week before the scheduled meeting date. Items submitted less than a week before the scheduled meeting date may be postponed to a later meeting in order to allow sufficient time for consideration and research of the issue.

The board president and superintendent shall decide whether a request is within the subject matter jurisdiction of the board. Items not within the subject matter jurisdiction of the board may not be placed on the agenda. In addition, the board president and superintendent shall determine if the item is merely a request for information or whether the issue is covered by an existing policy or administrative regulation before placing the item on the agenda.

The board president and superintendent shall decide whether an agenda item is appropriate for discussion in open or closed session, and whether the item should be an action item, informational item or consent item.

Any board action that involves borrowing \$100,000 or more shall be discussed, considered, and deliberated upon as a separate item of business on the meeting agenda.

All public communications with the board are subject to requirements of relevant board policies and administrative regulations. ^{4.63}

Consent Items

In order to promote efficient meetings, the board may act upon more than one item by a single vote through the use of a consent agenda. Consent items shall be items of a routine nature or items for which no board discussion is anticipated and for which the superintendent recommends approval.

In accordance with law, the public has a right to comment on any consent item. At the request of any member of the board, any item on the consent agenda shall be removed and given individual consideration for action as a regular agenda item.

Agenda Dissemination

A copy of the agenda shall be forwarded to each board member and each school district at least three days before each regular meeting, together with the minutes to be approved and other available documents pertinent to the meeting.

In addition, a complete set of agenda materials will be available in the La Puente Valley Regional Occupational Program office for any interested community or district person prior to and at the meeting: and posted on the LPVROP website at least 72 hours in advance.

When special meetings are called, the superintendent and president shall make every effort to distribute the agenda and supporting materials to board members as soon as possible.

Board members shall review agenda materials before each meeting. Individual members may confer directly with the superintendent or designee to request additional information on agenda items.

Upon request, the superintendent or designee shall make the agenda and/or agenda packet available in appropriate alternative formats to persons with a disability, as required by the Americans with Disabilities Act.

The superintendent or designee shall mail a copy of the agenda, or a copy of all the documents constituting the agenda packet, to any person who requests the items. The materials shall be mailed at the time the agenda is posted or upon distribution of the agenda to a majority of the board, whichever occurs first. Any request for mailed copies of agendas or agenda packets shall be in writing and shall be valid for the calendar year in which it is filed. Written requests must be renewed following January 1 of each year.

Persons requesting mailing of the agenda or agenda packet shall pay an annual fee as determined by the superintendent or designee.

Legal Reference:
EDUCATION CODE
35144 Special meetings
35145 Public meetings
35145.5 Right of public to place matters on agenda
GOVERNMENT CODE
53635.7 Separate item of business
54954.1 Mailed agenda of meeting

54954.2 Agenda posting requirements; board actions
54954.3 Opportunity for public to address legislative body
54954.5 Closed session item descriptions
54956.5 Emergency meetings
54957.5 Public records

UNITED STATES CODE, TITLE 42

12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 28

35.160 Effective communications

36.303 Auxiliary aids and services

Management Resources:

CSBA PUBLICATIONS

The Brown Act: School Boards and Open Meeting Laws, 1999

ATTORNEY GENERAL PUBLICATIONS

The Brown Act: Open Meetings for Legislative Bodies,, California Attorney General's Office, 2002

CALIFORNIA CITY ATTORNEY PUBLICATIONS

Open and Public III: A User's Guide to the Ralph M. Brown Act, 2000

LA PUENTE VALLEY REGIONAL OCCUPATIONAL PROGRAM

RESOLUTION

COMPENSATION FOR BOARD MEMBERS

WHEREAS, the method of computation of compensation for board members shall be in accordance with Education Code Section 35120, Amended; and

WHEREAS, each board member shall receive full compensation for each month in which said board member attends all board meetings held in accordance with Board Policy 9250;

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees approves compensation for Anita Perez for the regular board meeting of January 24, 2012 since the board finds that Mrs. Perez will be absent at the time due to hardship deemed acceptable by the board.

PASSED AND ADOPTED by the Board of Trustees of the La Puente Valley ROP this 24th day of January, 2012.

Laura Santos
President
Board of Trustees

Esperanza M. Fernández
Superintendent
and Secretary to the Board