

LA PUENTE VALLEY REGIONAL OCCUPATIONAL PROGRAM

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

**April 13, 2011
9:00 A.M.**

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

REGULAR MEETING MINUTES

A. PROCEDURAL MATTERS

1. The meeting was called to order by the President, Jay Chen, at 9:00 a.m.

2. **Roll Call**

The following members were present:

Jay Chen, President
Barbara Boyd, Vice President
Gilbert G. Garcia, Ph.D., Clerk
Joseph Chang, Ph.D., Member
Laura Santos, Member
Judy Nieh, Member

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

Leticia Covarrubias, Assistant Superintendent, Business Services
Maureen Sinclair, Assistant Superintendent, Educational Services
Tika Davé-Harris, Director, Human Resources

3. **Review of Agenda**

a. Changes - None.

b. Additions - None.

c. Deletions - None.

4. **Adoption of Agenda**

Moved by Mrs. Boyd, seconded by Dr. Chang, and carried to approve the adoption of the agenda for tonight's meeting. (6 yes votes, 0 no votes).

5. The pledge of allegiance was led by Barbara Boyd.

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A. PROCEDURAL MATTERS (continued)

6. Approval of Minutes

- a. Moved by Dr. Chang, seconded by Dr. Garcia, and carried to approve the minutes of the regular Joint Board of Trustees Meeting of March 15, 2011. (6 yes votes, 0 no votes).

B. GENERAL COMMUNICATIONS - None.

C. REPORTS AND PRESENTATIONS

1. Superintendent's Report

The Superintendent reported that Rowland USD had their spring break the week of April 4-8, 2011, and Bassett USD and Hacienda La Puente USD will be having their spring breaks April 18-22, 2011.

Gabriel Rivera gave an in-depth presentation of the La Puente Valley ROP's new website. He stated that the cost would be about \$2,000 this year and \$1,000 yearly to maintain, which is what is currently budgeted. Mr. Chen suggested a Media Tab be added to access newspaper articles and videos and more pictures of our students should be included instead of promo inserts. Dr. Chang suggested school calendars from all three districts be added to our website so people could see when classes were in session. Leticia Covarrubias conducted a PowerPoint Presentation on planned capital expenditures and explained the intended purchases were based on advisory recommendations.

D. CONSENT CALENDAR

1. General Business

- a. Consent – approve and/or ratify non-instructional purchase orders for the period of March 1, 2011 through March 31, 2011.
- b. Consent – approve and/or ratify non-instructional warrant schedules as listed for the month of March, 2011.
- c. Consent – approve the field trip list as listed.
- d. Consent – approve and/or ratify the agreement between the American Red Cross and La Puente Valley ROP as a provider for CPR and First Aid training and support.
- e. Consent – approve and/or ratify the contract with Innovative Rehabilitation Services for cleaning of our administrative offices.
- f. Consent – approve and/or ratify the list of obsolete equipment for the purpose of deleting from the ROP fixed asset inventory and to dispose of equipment in accordance to AR3850.

D. **CONSENT CALENDAR** (continued)

2. **Conference and Travel**

- a. Consent – approve and/or ratify 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 classified personnel employment related recommendations should any be received.
- c. Consent - approve the attached resolution and adopt May 3, 2011 as the Day of the Teacher, with an expense not to exceed \$300 to recognize LPVROP certificated personnel.
- d. Consent - approve the attached resolution and adopt May 11, 2011 as Classified Employee Day, with an expense not to exceed \$300 to recognize LPVROP classified personnel.

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

Moved by Dr. Garcia, seconded by Mrs. Boyd, and carried to approve and/or ratify items listed on the consent calendar above as recommended by the Superintendent. (6 yes votes, 0 no votes).

E. **ADMINISTRATIVE ITEMS**

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

- a. The Financial Report for the Associated Student Body Fund for the period ending March 31, 2011 was received as presented.
- b. The General Fund Balance Report for the period ending March 31, 2011 was received as presented.
- c. The graphs for revenues and expenditures accumulated July 1, 2010 through March 31, 2011 was received as presented.
- d. The graph for projected cash flow for the period ending March 31, 2011 was received as presented.

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E. **ADMINISTRATIVE ITEMS** (continued)

2. **General Business**

- a. Moved by Mrs. Boyd, seconded by Dr. Chang, and carried to approve and/or ratify "B" warrants over \$500 issued for instructional materials in the month of March, 2011. (5 yes votes, 0 no votes, 1 abstention). Dr. Garcia abstained.
- b. Moved by Mrs. Boyd, seconded by Dr. Chang, and carried to approve and/or ratify the list of 2010-11 purchase orders for instructional materials incurred for the period of March 1, 2011 through March 31, 2011. (5 yes votes, 0 no votes, 1 abstention). Dr. Garcia abstained.
- c. Moved by Ms. Nieh, seconded by Dr. Chang, and carried to approve Budget Adjustment Summary BA-301 dated April 13, 2011.
- d. Moved by Dr. Chang, seconded by Ms. Nieh, and carried to authorize the ROP to piggyback on the State of California Western States Contracting Alliance Agreement Contract No. B27164, for computer equipment, software, peripherals and related services and/or approve the solicitation of bids as needed for the purchase of equipment.

Mrs. Covarrubias gave a detailed presentation explaining the budget development process and all considerations made in building the budget.

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

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

5. **Policy and Board Items**

a. Board Comments

Ms. Nieh said she was impressed by the wonderful presentations on the new website and the budget.

Mrs. Santos also thanked staff on the thorough and informative presentations.

Dr. Chang stated that he was impressed by the presentations and found the budget presentation especially helpful and easy to understand.

Dr. Garcia thanked staff for the outstanding presentations and was appreciative that the costs for the website were so reasonable. He also thanked the Superintendent for attending the Rowland Unified Study Session on the high schools. He noted that the LACTSA was having an open meeting on Thursday, May 19, 2011 at the Quiet Canon in Montebello.

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E. ADMINISTRATIVE ITEMS (continued)

5. Policy and Board Items (continued)

a. Board Comments (continued)

Mrs. Boyd gave kudos on the presentations. She also liked the simplicity of the budget presentation because budgeting is so complex, yet the information was presented in a concise and easy to understand manner.

Mr. Chen said he agreed with all that had been said previously, and thanked everyone for a good job. He wished everyone a great spring break.

6. Specific Dates to Remember:

May 4, 2011 - Student Recognition @ 5:30 p.m.

May 17, 2011 - Regular Joint Board of Trustees Meeting @ 6:00 p.m.

May 19, 2011 - LACSA Meeting – Quiet Canyon @ 6:00 p.m.

May 30, 2011 - Memorial Day Holiday Office Closed

F. ADJOURNMENT

Moved by Dr. Chang, seconded by Dr. Garcia, and carried to adjourn the regular meeting at 9:50 a.m. (6 yes votes, 0 no votes).

Respectfully submitted by

**Gilbert G. Garcia, Ph.D., Clerk
to the Joint Board Board of Trustees**

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