

LA PUENTE VALLEY REGIONAL OCCUPATIONAL PROGRAM

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

**August 16, 2011
12:00 P.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 12:08 p.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, Ed 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 Ms. Nieh.

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A. **PROCEDURAL MATTERS** (continued)

6. **Approval of Minutes**

- a. Moved by Dr. Chang, seconded by Mrs. Boyd, and carried to approve the minutes of the regular Joint Board of Trustees Meeting of July 19, 2011.
(4 yes votes, 0 no votes, 2 abstentions). Mr. Chen and Ms. Nieh abstained.

B. **GENERAL COMMUNICATIONS** - None.

C. **REPORTS AND PRESENTATIONS**

Superintendent's Report

Mrs. Fernández stated that we are all getting ready for the new school year and new classes. Ten new instructors have been hired. LPVROP held their annual staff in-service yesterday, August 15th, at the Industry Hills Avalon Room.

D. **CONSENT CALENDAR**

1. **General Business**

- a. Consent – approve and/or ratify non-instructional purchase orders for the period of July 1, 2011 through July 31, 2011.
- b. Consent – approve and/or ratify non-instructional warrant schedules as listed for the month of July, 2011.
- c. Consent – Approve the field trip list should any be received.
- d. Consent – Approve the destruction of class 3 documents on the attached list per BP 3580.

2. **Conference and Travel**

- a. Consent – 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.

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.

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D. **CONSENT CALENDAR** (continued)

3. **Personnel** (continued)

- c. 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 and/or ratify changes, additions, and deletions to the Fall, 2011 schedule of classes.

Moved by Dr. Chang, 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 July 31, 2011 for 2011-12 was received as presented.
- b. The General Fund Balance Report for the period ending July 31, 2011 for fiscal year 2010-11 was received as presented.
- c. The graph for projected cash flow for the period ending July 31, 2011 was received as presented.
- d. The graphs for revenues and expenditures accumulated July 1, 2010 through July 31, 2011 were received as presented.

2. **General Business**

- a. Moved by Dr. Chang, seconded by Mrs. Santos, and carried to approve and/or ratify “B” warrants over \$500 issued for instructional materials in the month of July, 2011. (5 yes votes, 0 no votes, 1 abstention). Dr. Garcia abstained.
- b. Moved by Mrs. Santos, seconded by Dr. Chang, and carried to approve and/or ratify the list of 2010-11 and 2011-12 purchase orders for instructional materials incurred for the period of July 1, 2011 through July 31, 2011. (5 yes votes, 0 no votes, 1 abstention). Dr. Garcia abstained.

3. **Personnel** - None

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E. **ADMINISTRATIVE ITEMS** (continued)

4. **Instruction** - None
5. **Public Comment** – None.
6. **Closed Session**

Moved by Dr. Garcia, seconded by Dr. Chang, and carried to recess from public meeting to closed session at 12:15 p.m. to discuss and take possible action on the following item:

- a. Facility lease update
(6 yes votes, 0 no votes)
7. Moved by Dr. Chang, seconded by Mrs. Santos, and carried to adjourn from closed session to public meeting at 12:22 p.m. (6 yes votes, 0 no votes).
8. Mr. Chen reconvened the public meeting at 12:25 p.m.
9. Mr. Chen announced publicly that it was moved by Dr. Chang, seconded by Mrs. Santos, and carried to conditionally contract with Daum Commerical Real Estate Services with changes to their fee schedule. (6 yes votes, 0 no votes)

10. **Policy and Board Items**

- a. Moved by Mrs. Boyd, seconded by Dr. Garcia, and carried to approve revised board policy 7040 that received first reading on July 19, 2011.
(4 yes votes, 0 no votes, 2 abstentions). Mr. Chen and Ms. Nieh abstained.
- b. First reading board policy 3002
- c. First reading board policy 2002A
- d. First reading board policy 6203
- e. Board Comments.

Mrs. Santos stated that she is looking forward to the new school year.

Dr. Chang is also happy to start another year.

Mrs. Boyd is also glad to see a new school year and wished everyone good luck.

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E. **ADMINISTRATIVE ITEMS** (continued)

11. **Specific Dates to Remember:**

- | | |
|--------------------|---|
| September 5, 2011 | - Office closed – Holiday – Labor Day |
| September 20, 2011 | - Regular Joint Board of Trustees Meeting @ 6:00 p.m. |

F. **ADJOURNMENT**

Moved by Mrs. Santos, seconded by Dr. Chang, and carried to adjourn the regular Joint Board of Trustees Meeting at 12:33 p.m. (6 yes votes, 0 no votes).

Respectfully submitted by

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

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