

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 MINUTES

A. PROCEDURAL MATTERS

1. The meeting was called to order by the President, Jay Chen, at 6:03 p.m.

2. **Roll Call**

The following members were present:

Jay Chen, President
Gilbert G. Garcia, Ph.D., Clerk
Joseph Chang, Ph.D., Member
Laura Santos, 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

Members not present:

Barbara Boyd, Vice President – arrived at 6:12 p.m.
Judy Nieh, Member – arrived at 6:20 p.m.

3. **Review of Agenda**

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

4. **Adoption of Agenda**

Moved by Dr. Chang, seconded by Dr. Garcia, and carried to approve the adoption of the agenda for tonight's meeting. (4 yes votes, 0 no votes).

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A. PROCEDURAL MATTERS (continued)

5. The pledge of allegiance was led by Mr. Chen.

6. Approval of Minutes

a. Moved by Dr. Chang, seconded by Dr. Garcia, and carried to approve the minutes of the Joint Board of Trustees Meeting of August 16, 2011. (4 yes votes, 0 no votes).

B. REPORTS AND PRESENTATIONS

1. Superintendent's Report

- a. Maureen Sinclair conducted a PowerPoint presentation on the 11 Elements of a High Quality Program followed by Mrs. Fernández' report on the 2010-11 Organizational Goals and Accomplishments.
- b. Mrs. Fernández presented the 2011-12 proposed Organizational Goals to be accepted at the October Board Meeting. Dr. Garcia requested that a new goal be developed regarding the integration of CTE with academics. Mrs. Fernández will present this new goal for Board review.
- c. Maureen Sinclair gave an update on the new classes offered for the Fall semester.
- d. Mrs. Fernández presented the Board with her evaluation timeline and process. The evaluation instrument will be distributed to the Board at the October 18, 2011 Board Meeting, to be completed and returned by November 4, 2011. At this point, Mr. Chen will gather and compile the information from each board member and discuss the outcome with Mrs. Fernández at the closed session portion of the November 15, 2011 Joint Board of Trustees Meeting.

2. Public Comment – None

3. Closed Session

Moved by Mrs. Boyd, seconded by Dr. Garcia, and carried to recess from public meeting to closed session at 7:10 p.m. to discuss and take possible action on the following item:

- a. Government Code Section 54957, Public Employee Appointment, Employment, Evaluation, Discipline or Dismissal/Release.
(6 yes votes, 0 no votes)
- 4. Moved by Dr. Chang, seconded by Mrs. Boyd, and carried to adjourn from closed session to public meeting at 7:15 p.m. (6 yes votes, 0 no votes).
 - 5. Mr. Chen reconvened the public meeting at 7:22 p.m.
 - 6. Mr. Chen announced publicly that no action was taken during closed session.

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C. **GENERAL COMMUNICATIONS** - None.

D. **CONSENT CALENDAR**

1. **General Business**

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

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.

3. **Personnel**

- a. Consent – Approve and/or ratify certificated personnel employment related recommendations.
- b. Consent – Approve and/or ratify classified 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 Dr. Garcia, 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 August 31, 2011 was received as presented.

E. **ADMINISTRATIVE ITEMS** (continued)

1. **General Business Information Items/Reports** (continued)

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

2. **General Business**

- a. Moved by Dr. Chang, seconded by Mrs. Boyd, and carried to accept the Unaudited Actuals Financial Report for Fiscal Year 2010-11 and authorize its submission to the Los Angeles County Office of Education. (6 yes votes, 0 no votes).

A PowerPoint presentation was given by Mrs. Covarrubias

- b. 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 August, 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 and or ratify the 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. (5 yes votes, 0 no votes, 1 abstention). Dr. Garcia abstained.
- d. Moved by Mrs. Boyd, seconded by Mrs. Santos, and carried to approve the exclusive agreement with Daum Commercial Real Estate Services for brokerage services with additions to 1.5 on the contract. (6 yes votes, 0 no votes).

Agents from Daum Commercial Real Estate Services were available to answer questions from the Board.

3. **Personnel** – None

4. **Instruction** - None

E. **ADMINISTRATIVE ITEMS** (continued)

5. **Policy and Board Items**

- a. Moved by Dr. Garcia, seconded by Mrs. Santos, and carried to approve adoption of the resolution designating October 25, 2011 as “Red Ribbon Week.” (6 yes votes, 0 no votes).
- b. First reading BP 6203.
- c. Moved by Mrs. Boyd, seconded by Dr. Chang, and carried to approve BP 3002 which received first reading on August 16, 2011. (6 yes votes, 0 no votes).
- d. Moved by Mrs. Boyd, seconded by Dr. Chang, and carried to approve BP 3002A which received first reading on August 16, 2011. (6 yes votes, 0 no votes).
- e. Board Comments

Ms. Nieh apologized for arriving late and missing the presentation.

Mrs. Santos thanked staff for all their hard work, and invited everyone to the LACSTA dinner with State Superintendent Tom Torlakson on Wednesday, September 21, 2011 and complimentary breakfast with Drexel Smith on Tuesday, September 27, 2011.

Dr. Chang thanked everyone for the report of the goals and accomplishments and stated that the financial report was amazing.

Dr. Garcia thanked everyone for a good job.

Mrs. Boyd dittoed everyone’s sentiments.

Mr. Chen thanked all for their presentations and clarity.

6. **Specific Dates to Remember:**

October 18, 2011 - Regular Joint Board of Trustees Meeting @ 6:00 p.m.

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F. ADJOURNMENT

Moved by Mrs. Boyd, seconded by Dr. Chang, and carried to adjourn the regular Joint Board of Trustees Meeting at 7:45 p.m. (6 yes votes, 0 no votes).

Respectfully submitted by

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

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