

LA PUENTE VALLEY REGIONAL OCCUPATIONAL PROGRAM

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

**January 18, 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 6:00 p.m.
2. The Oath of Office was administered by Mrs. Fernández to the following board member:

Laura Santos – Bassett Unified School District for the term of January 18, 2011 through November 30, 2012.

3. **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

4. **Review of Agenda**

- a. Changes - D-4.a. Approve the Spring, 2011 Course Offerings, and authorize administrative staff to adjust classes as delineated in BP 7006. Change all titles to 2011 Spring Course Offerings.
- b. Additions - None.
- c. Deletions – None.

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A. **PROCEDURAL MATTERS** (continued)

5. **Adoption of Agenda**

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

6. The pledge of allegiance was led by Mrs. Barbara Boyd.

7. **Approval of Minutes**

a. Moved by Mr. Chen, seconded by Dr. Garcia, and carried to approve the minutes of the Organizational Joint Board of Trustees Meeting of December 13, 2010. (5 yes votes, 0 no votes, 1 abstention). Mrs. Santos abstained.

B. **GENERAL COMMUNICATIONS** – None.

C. **REPORTS AND PRESENTATIONS**

1. **Superintendent's Report**

The superintendent welcomed everyone back and wished everyone a happy new year. She introduced Jeanette Garcia of Jeanette L. Garcia & Associates to present the Audit Report to the board. Ms. Garcia stated that everything went well. LPVROP is in compliance with no findings and no audit adjustments. The Superintendent invited the Board to the Spring In-Service on February 3, 2011 to meet with all the instructors. It will be held at Nogales High School. Maureen Sinclair mentioned that all LPVROP instructors must be in compliance with SDAIE Training by May, 2012. This training will be offered at the Ed Center for a fee. Dr. Garcia asked Mrs. Fernández to email the districts' superintendents with the information on this training opportunity.

D. **CONSENT CALENDAR**

1. **General Business**

a. Consent – approve and/or ratify non-instructional purchase orders for the period of December 1, 2010 through December 31, 2010.

b. Consent – approve and/or ratify non-instructional warrant schedules as listed for the month of December, 2010.

c. Consent – approve/ratify the field trip list should any be received.

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D. **CONSENT CALENDAR** (continued)

2. **Conference and Travel**

- a. Consent – ratify/approve attendance at conferences 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 the Spring, 2011 course schedule of classes and authorize administrative staff to adjust classes as delineated in BP 7006.
- b. Consent – approve and/or ratify additional Community Classroom and Cooperative Career Technical Education Agreements as listed.

Moved by Dr. Garcia, seconded by Dr. Chang, 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 Audit Report for year ended June 30, 2010 was received and accepted as presented.
- b. The Financial Report for the Associated Student Body Fund for the period ending December 31, 2010 was received as presented.
- c. The General Fund Balance Report for the period ending December 31, 2010 was received as presented.
- d. The graphs for revenues and expenditures accumulated July 1, 2010 through December 31, 2010 were received as presented.
- e. The graph for projected cash flow for the period ending December 31, 2010 was received as presented.

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E. **ADMINISTRATIVE ITEMS** (continued)

2. **General Business**

- a. Moved by Mrs. Boyd, seconded by Dr. Garcia, and carried to approve and/or ratify “B” warrants over \$500 issued for instructional materials in the month of December, 2010. (6 yes votes, 0 no votes).
- b. Moved by Dr. Chang, seconded by Dr. Garcia, and carried to approve and/or ratify the list of 2010-11 purchase orders and open purchase orders for instructional materials incurred for the period of December 1, 2010 through December 31, 2010. (6 yes votes, 0 no votes).

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

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

5. **Policy and Board Items**

- a. Moved by Dr. Chang, seconded by Dr. Garcia, and carried to approve the resolution proclaiming the month of February, 2011, “Career and Technical Education Month.” (6 yes votes, 0 no votes).
- b. The ROP Board Handbook including Mission Statement, Vision Statement, Tenets, and Program Goals was reviewed by Mrs. Fernández.
- c. Educational Services’ procedures and issues were reviewed by Assistant Superintendent, Educational Services, Maureen Sinclair.
- d. Human Resources’ procedures and issues were reviewed by Director, Human Resources, Tika Davé-Harris.
- e. Business Services’ procedures and issues were reviewed by Assistant Superintendent, Business Services, Leticia Covarrubias.
- f. Moved by Mrs. Boyd, seconded by Dr. Garcia, and carried to approve the “Statement of Governance and Working Relationships” for 2011. (6 yes votes, 0 no votes).
- g. Board Comments

Ms. Nieh commented on the great presentation by staff.

Mrs. Santos thanked staff for the presentation and stated that she is happy to be here and learn more about ROP.

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E. **ADMINISTRATIVE ITEMS** (continued)

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

Dr. Chang stated that the presentation was very good and hopes for the best in the future.

Dr. Garcia wished everyone a Happy New Year and appreciated the Board Report and the Audit Report with no findings and congratulated all.

Mrs. Boyd agreed with everyone's comments and welcomed Laura Santos on board.

Mr. Chen wished everyone a great New Year, thanked everyone for the report and is looking forward to the upcoming year.

6. **Specific Dates to Remember:**

February 7, 2011 - Holiday – Lincoln's Birthday – Office Closed.

February 15, 2011 - Regular Joint Board of Trustees Meeting @ 6:00 p.m.

February 21, 2011 - Holiday – Washington's Birthday – Office Closed.

F. **ADJOURNMENT**

Moved by Mrs. Boyd, seconded by Dr. Chang, and carried to adjourn the regular meeting at 7:08 p.m. (6 yes votes, 0 no votes).

Respectfully submitted by

Dr. Gilbert G. Garcia,
Clerk to the Joint Board of Trustees

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