

**LA PUENTE VALLEY REGIONAL OCCUPATIONAL PROGRAM**

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

**March 15, 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. **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 - D-3.b. – Maria Velasquez, Advanced Computer Applications, change from 20 hours a week to 5 hours a week.

b. Additions - None

c. Deletions - None

4. **Adoption of Agenda**

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

**A. PROCEDURAL MATTERS** (continued)

5. The pledge of allegiance was led by Dr. Joseph Chang.

**6. Approval of Minutes**

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

7. **Public Comment** – None

**REPORTS AND PRESENTATIONS**

**1. Superintendent's Report**

The Superintendent wished Laura Santos a belated Happy Birthday and asked Dr. Maureen Sinclair, Assistant Superintendent, Ed Services, to introduce Jason Brown, Robotics instructor at Workman High School and La Puente High School. He, along with Francisco Sanchez, Robotics student at La Puente High School, demonstrated the programming and use of robots taught in his classes. A video was also shown presenting his students at work which will be posted on the LPVROP Website.

**8. Closed Session**

Moved by Mrs. Boyd, seconded by Dr. Chang, and carried to recess from public meeting to closed session at 6:15 p.m. to discuss and take possible action on conference with legal counsel regarding pending litigation pursuant to Government Code Section 54956.9.

a. La Puente Valley ROP Lease  
(6 yes votes, 0 no votes)

9. Moved by Dr. Garcia, seconded by Mrs. Boyd, and carried to adjourn from closed session to public meeting at 7:25 p.m. (6 yes votes, 0 no votes).

10. Mr. Chen reconvened the public meeting at 7:27 p.m.

11. Mr. Chen announced publicly that no action had been taken during closed session.

**GENERAL COMMUNICATIONS** - None.

**D. CONSENT CALENDAR**

**1. General Business**

a. Consent – approve and/or ratify non-instructional purchase orders for the period of February 1, 2011 through February 28, 2011.

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D. **CONSENT CALENDAR** (continued)

1. **General Business** (continued)

- b. Consent – approve and/or ratify non-instructional warrant schedules as listed for the month of February 2011.
- c. Consent – approve and/or ratify the field trip list as presented.

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 certificated contracted personnel employment related recommendations with changes.
- c. Consent – approve and/or ratify classified personnel employment related recommendations.
- d. Consent – approve a mandatory 10 hour 4-day work week for La Puente Valley ROP central office from June 20, 2011 through August 18, 2011.

4. **Instruction**

- a. Consent – approve and/or ratify additional Community Classroom and Cooperative Career Technical Education Training Agreements as listed.
- b. Consent – approve the Fall 2011 course offerings and authorize administrative staff to adjust classes as delineated in BP 7006.

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 Financial Report for the Associated Student Body Fund for the period ending February 28, 2011 was received as presented.

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**E. ADMINISTRATIVE ITEMS** (continued)

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

- b. The General Fund Balance Report for the period ending February 28, 2011 was received as presented.
- c. The graphs for revenues and expenditures accumulated July 1, 2010 to February 28, 2011 were received as presented.
- d. The graph for projected cash flow for the period ending February 28, 2011 was received as presented.

**2. General Business**

- a. Moved by Ms. Nieh, seconded by Mrs. Boyd, and carried to approve and/or ratify “B” warrants over \$500 issued for instructional materials in the month of February, 2011. (5 yes votes, 0 no votes, 1 abstention). Dr. Garcia abstained.
- b. Moved by Mrs. Boyd, seconded by Mrs. Santos, and carried to approve and/or ratify the list of 2010-11 purchase orders for instructional materials incurred for the period of February 1, 2011 through February 28, 2011. (5 yes votes, 0 no votes, 1 abstention). Dr. Garcia abstained.
- c. Moved by Mrs. Boyd, seconded by Dr. Chang, and carried to approve the Second Interim Financial Report as of January 31, 2011, and authorize its submission to the Los Angeles County Office of Education for approval. (6 yes votes, 0 no votes).

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

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

**5. Policy and Board Items**

a. Board Comments

Laura Santos shared a ceramic coffee mug made by her father in an ROP class taken after his retirement in 1983.

Dr. Garcia thanked Mrs. Fernández for her presentation at the Rowland USD Board Meeting, and also her attendance along with Mrs. Santos at the CSBA Education Summit on Saturday, March 12, 2011. He stated that he enjoyed the LPVROP student presentation and invited ROP administration to attend the Special Study Session at Rowland USD to see what is going on with their students. He also announced that Rowland USD’s Spring Break will be April 4, 2011 through April, 8, 2011.

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E. **ADMINISTRATIVE ITEMS** (continued)

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

Mrs. Boyd stated that she is glad to see presentations by students to be aware of what is happening in the classroom.

6. **Specific Dates to Remember:**

April 13, 2011 - Regular Joint Board of Trustees Meeting @ 3:00 p.m.

April 22, 2011 - Spring Holiday – Office Closed

F. **ADJOURNMENT**

Moved by Dr. Chang, seconded by Mrs. Boyd, and carried to adjourn the regular meeting at 7:35 p.m. (6 yes votes, 0 no votes).

**Respectfully submitted by**

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

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