

LA PUENTE VALLEY REGIONAL OCCUPATIONAL PROGRAM

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

January 20, 2009
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 Vice President, Gloria Burt, at 6:03 p.m.

2. Roll Call

The following members were present:

Gloria Burt
Norman Hsu
Karina Moreno
Robert Hidalgo
Anita Perez

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

Not Present :
Paul Solano, President – arrived at 6 :10 p.m.

3. Review of Agenda

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

4. Adoption of Agenda

Moved by Ms. Moreno, seconded by Mrs. Perez, and carried to approve the adoption of the agenda for tonight's meeting. (5 yes votes, 0 no votes).

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A. **PROCEDURAL MATTERS** (continued)

5. The pledge of allegiance was lead by Mrs. Gloria Burt.

6. **Approval of Minutes**

a. Moved by Mr. Hsu, seconded by Mrs. Perez, and carried to approve the minutes of the Joint Board of Trustees Meeting of December 9, 2008. (5 yes votes, 0 no votes)

B. **GENERAL COMMUNICATIONS** – None.

C. **REPORTS AND PRESENTATIONS**

1. **Superintendent's Report**

The superintendent presented the Board Members with an invitation to the Forensic Science Academy Graduation to be held on February 1, 2009 at the Expo Center at 2:00 p.m. She also presented Jeanie Garcia, auditor from JLG Accounting, who stated that the First Interim Audit went very well with no adjustments and no findings. Mrs. Perez expressed that the ROP is doing a wonderful job and the report was very thorough.

Mrs. Fernández also expressed the need to change our Mission Statement for next year, and asked for the Board's affirmation to proceed with the proposed Goals. She also wished Mrs. Perez a happy birthday.

D. **CONSENT CALENDAR**

1. **General Business**

a. Consent – approve and/or ratify purchase orders for the period of December 1, 2008 through December 31, 2008.

b. Consent – approve and/or ratify warrant schedules as listed for the month of December 2008.

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

d. Consent – approve/ratify the LACOE cost estimate to consolidate business services and Internet access services to one circuit, and allow ROP to cancel current contract with Level3 Communications.

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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 and/or ratify LPVROP course title changes as listed.
- b. Consent – approve and/or ratify the Spring 2009 course offerings and authorize administrative staff to adjust classes as delineated in BP 7006.
- c. Consent - approve the Broadcast & Movie Production I and II Course Outline.
- d. Consent – approve and/or ratify the CalWORKS application to fund \$18,131 to LPVROP.
- e. Consent – approve and/or ratify additional Community Classroom and Cooperative Career Technical Education Training Agreements as listed.

Moved by Mr. Hsu, seconded by Mr. Hidalgo, and carried to approve and/or ratify items listed on the consent calendar above as recommended by the superintendent. (5 yes votes, 0 no votes).

E. **ADMINISTRATIVE ITEMS**

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

- a. The Audit Report for year ended June 30, 2008 was received and accepted as presented. Ms. Jeanie Garcia, auditor, reported no findings and without complications.
- b. The Financial Report for the Associated Student Body Fund for the period ending December 31, 2008 was received as presented.

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E. **ADMINISTRATIVE ITEMS** (continued)

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

- c. The General Fund Balance Report for the period ending January 5, 2009 was received as presented.
- d. The ADA Report for June 16, 2008 to January 4, 2009 was received as presented.
- e. The graphs for revenues and expenditures accumulated July 1, 2008 through January 5, 2009 and ADA accumulated June 16, 2008 through January 4, 2009 were received as presented.
- f. The graph for projected cash flow for the period ending January 4, 2009 was received as presented.
- g. The Transportation Report for the month of December 2008 was received as presented.

2. **General Business** – No additional items.

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

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

5. **Policy and Board Items**

- a. Moved by Ms. Moreno, seconded by Mrs. Perez, and carried to approve the resolution proclaiming the month of February 2008, “Career and Technical Education Month.” (5 yes votes, 0 no votes).

Mr. Solano arrived at 6:10 p.m.

- b. The ROP Handbook including Mission Statement, Vision Statement, Tenets, and proposed 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.

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E. **ADMINISTRATIVE ITEMS** (continued)

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

- f. Moved by Mr. Solano, seconded by Mrs. Burt, and carried to approve the “Statement of Governance and Working Relationships” for 2009. (6 yes votes, 0 no votes).
- g. First reading of revised Board Policies 6004, 6202, and 6204.
- h. First reading of revised Board Policies 6106, 6109A, 6111, and 6207.
- i. First reading of revised Board Policies 6103, 6206, 6204A, and 6214.
- j. Board Comments

Mrs. Perez commented on how wonderful and organized this ROP is, and a great Superintendent and Board.

Mr. Hidalgo echoed Mrs. Perez’s comments and was very impressed.

Ms. Moreno thanked everyone for their presentations and was impressed with the different levels and organization. She was happy to see that ROP was starting to prepare for WASC which gave the organization an opportunity for self-evaluation. She wished everyone good luck.

Mr. Hsu was impressed with the presentations and wished Mrs. Perez a happy birthday. He also wished everyone a Happy New Year, informed everyone of the upcoming Chinese New Year and the Indonesian- Chinese New Year celebration to be held on January 31, 2009 at Wilson High School in Hacienda Heights.

Mrs. Burt thanked everyone for their reports, commented on a super Board and wished everyone a Happy New Year.

Mr. Solano echoed everyone’s sentiments and was happy to be able to attend for the review of the workbook. He wished Mrs. Perez a happy birthday and commented on the historic day for the country with the inauguration of a minority president.

Mrs. Fernández also informed the board of the passing of Patrick Manahan, ROP Instructor, on Saturday, January 17, 2009.

6. **Specific Dates to Remember:**

- February 9, 2009 - Holiday – Lincoln’s Birthday – Office Closed.
- February 16, 2009 - Holiday – Washington’s Birthday – Office Closed.
- February 17, 2009 - Regular Joint Board of Trustees Meeting @ 6:00 p.m.

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F. **ADJOURNMENT**

Moved by Mr. Solano, seconded by Mrs. Burt, and carried to adjourn the regular meeting at 6:45 p.m. (6 yes votes, 0 no votes).

Respectfully submitted by

Norman Hsu, Clerk to the Joint Board
Board of Trustees

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