

Approved- 12/14/11

**MINUTES OF THE BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM  
COMMISSION MEETING  
Wednesday, November 9, 2011**

- I. **Call to Order:** The meeting was called to order by Art Bustamonte, President, at 6:00 p.m. at the Baldy View ROP Board Room, 8265 Aspen Avenue, Rancho Cucamonga, California.

Services	Present:	Art Bustamonte	Chaffey District
		Sylvia Orozco	Chino Valley Unified
		Mary Caenepeel	Claremont Unified
		Joe Lenz	Upland Unified
		Jose A. Castro	Superintendent
	Mark Lyons	Interim Director of Instructional	
	Linda Dougall Soto	Business Manager	
	Michael Moore	Administrative Services Manager	
	Kenneth San Filippo	Program and Site Administrator	
	Eileen Stear	Program Manager	
	Others		
	Present:	Jeff Ellingsen	Chaffey District Representative
		Carl Hampton	Chino Valley District Representative
		Ivan Ayro	Upland District Representative

Mr. Bustamonte welcomed everyone to the meeting and thanked them for attending.

- II. **Pledge of Allegiance:** The Pledge of Allegiance was led by Art Bustamonte.
- III. **Approval of Minutes:** It was moved by Mrs. Caenepeel and seconded by Mrs. Orozco to approve the October 12, 2011, Commission Meeting Minutes. Mrs. Orozco noted that the word “Mrs.” should be changed to “Mr.” on page 3, last paragraph under the Commission Comments. The motion carried unanimously with the correction of the word “Mrs.” to “Mr.”
- IV. **Approval of Minutes:** It was moved by Mr. Lenz and seconded by Mrs. Caenepeel to approve the October 29, 2011, Special Commission Meeting Minutes. The motion carried unanimously.
- V. **Approval of Agenda:** It was moved by Mr. Lenz and seconded by Mrs. Orozco to approve the Agenda. Mrs. Caenepeel asked that item II-C-Personnel Actions be moved to follow the Closed Session. The motion carried unanimously as amended.
- VI. **Public Participation:** There was no public participation.

VII. **Oral Communications:**

- A. **Superintendent's Comments:** Mr. Castro reported on the successful ribbon cutting and open house and thanked the ribbon cutting committee and staff for their hard work. He stated over 300 people attended the event and thanked the Commission for attending. The superintendent thanked Mrs. Caenepeel for her involvement in the recent interviews for the Director of Instruction position; thanked the Commission for a successful retreat; and thanked Mr. Lenz for attending the Foundation fundraising event at the Outback Steakhouse. He presented Baldy View ROP polo shirts to each Commission member.
- B. **Program Manager's Report:** Mr. San Filippo reported on the recent College Career Fair where three ROP teachers participated; the Plane Pull event at Ontario Airport on October 22 where Airport Careers teacher Pat Campbell and Hospital Occupations teacher Terry Ibarra and their students participated; and spoke about the adult registration activities occurring at the Career Training Center.
- C. **RDA Student Presentation:** Mr. San Filippo introduced Dawn Klein, dental assistant teacher, and asked her to give an update on the registered dental assistant program. Ms. Klein reported the dental program has had a lot of successes over the past year but the one that stood out was the thirteen students who sat for the practical state examination, of which all passed. Ms. Klein introduced one of those students, Amy Dunn, and asked that she share her story. Ms. Dunn stated she had worked in medical billing for 20 years and was laid off twice. She enrolled in the dental program and was placed at Loma Linda University School of Dentistry (LLUSD). Ms. Dunn announced she has now been employed by LLUSD for 90 days and this would not have been possible without the training she received at Baldy View ROP. On behalf of all the dental students and herself, she thanked the Commission for continuing to offer the dental assistant program. Ms. Klein read a letter of thanks from a former students' mother who also took the dental assistant course. She concluded her comments by stating the average passage rate for the state board dental exams is 82%; Baldy View ROPs passage rate is 96%.
- D. **Commission Comments:** Mrs. Orozco expressed her appreciation for the recent Commission Retreat where a lot was accomplished. She thanked Mark Lyons for stepping in and taking control of the instructional department and shared Chino Valley USD would be starting the process to appoint a board member to fill the board position vacancy.

Mrs. Caenepeel announced Hilary LaConte and Sam Mowbray won their elections for the Claremont USD school board and theater director Krista Elhai was accepted as a mentor teacher for CTE Online. Mrs. Caenepeel noted each of the commission members received a copy of Claremont's "wish list" and she encouraged the other members to do the same.

Mr. Lenz reported on his attendance at the ROP Foundation fundraiser at the Outback Steakhouse stating it had a nice turn-out and was a great event. He stated the ribbon cutting ceremony went well and the Commission Retreat was time well spent.

Mr. Bustamonte apologized for not being able to attend the ribbon cutting ceremony and thanked Mrs. Caenepeel for stepping in and speaking on behalf of the Commission. He stated a lot was accomplished at the recent Commission Retreat and he is looking forward to the next meeting.

VIII. **Written Communications:**

- A. Commission Calendar.
- B. Minutes of the District Representatives Council Meeting, September 22, 2011, were received as presented.

IX. **Approval of Consent Calendar:** It was moved by Mrs. Caenepeel and seconded by Mrs. Orozco to approve the Consent Calendar with changes as stated in item V above. The motion carried unanimously.

- A. Accepted the Enrollment Summary Report for the period ending October 16, 2011.
- B. Approved the warrant register, Batch #0072-0090A, for the period of September 30, 2011, through October 20, 2011.

X. **Administration:**

- A. First reading of revised board policy sections 0000 and 1000.
- B. It was moved by Mrs. Caenepeel and seconded by Mr. Lenz to approve December 14, 2011, for the Annual Organizational Meeting in conjunction with the Regular Meeting. The motion carried unanimously.

XI. **Business:**

- A. The Quarterly Financial Report for the year-to-date period ending September 30, 2011, was presented for information.
- B. It was moved by Mr. Lenz and seconded by Mrs. Orozco to ratify/approve contract with The BridgeWorks Group for facilitator services in the amount not to exceed \$6,000.00, and authorize Jose Castro, Superintendent, to sign the contract. The motion carried unanimously.
- C. Discuss and take possible action on the proposed Baldy View ROP Spending Plan for 2011-12. The Commission approved the following items on the spending plan:

It was moved by Mrs. Caenepeel and seconded by Mr. Lenz to approve the Counselor/Career Tech Caravan in the amount of \$3,000. The motion carried unanimously.

It was moved by Mrs. Caenepeel and seconded by Mr. Lenz to approve instituting an awards/recognition program for business partners, affiliates, donors, and advisory members in the amount of \$4,000. The motion carried unanimously.

A discussion ensued regarding offering additional financial support to the participating districts. The Commission, through consensus, gave direction to the superintendent to meet with the district superintendents and inform them that the Commission is considering allocating proportionately, one million dollars of its reserves to the four districts for temporary, one-time support for ROP programs and equipment. The Commission would like the districts to prepare a list of what they would use the additional funding for and have the superintendent report back his findings.

It was moved by Mrs. Orozco and seconded by Mrs. Caenepeel to approve increasing the Health Care CAP for all eligible employees to \$1,200 per month and to provide twelve month coverage for teachers in the additional amount of \$36,430 per year. The motion carried unanimously.

It was moved by Mrs. Orozco and seconded by Mrs. Caenepeel to approve the addition of a full time Instructional Specialist position in the amount of \$85,000. The motion carried unanimously.

It was moved by Mrs. Orozco and seconded by Mrs. Caenepeel to approve the replacement of the obstacle course at the Career Training Center in the amount of \$65,000. The motion carried unanimously.

It was moved by Mrs. Caenepeel and seconded by Mr. Lenz to approve to pay off the mortgage debt for the Career Training Center in the amount of \$400,000. The motion carried unanimously.

It was moved by Mrs. Orozco and seconded by Mrs. Caenepeel to approve temporary assistance to the Chaffey Joint Union High School District, Chino Valley, Claremont, and Upland Unified School Districts for additional career center support in the amount of \$600,000. The motion carried unanimously.

Mr. Bustamonte called for a recess at 10:31 p.m.

Mr. Bustamonte reconvened the meeting at 10:39 p.m.

XII. **Closed Session:** The meeting adjourned into Closed Session at 10:39 p.m. to discuss and take possible action on:

A. Conference with Labor Negotiator (Government Code §54957.6)

Agency Negotiator: Jose Castro, Superintendent

Unrepresented Employees: Certificated Staff

B. Public Employee Reassignment/Discipline/Dismissal/Release (Government Code §54957):

C. Public Employment (Government Code §54957):

Title: Director Instructional Services & Program and Site Administrator

XIII. **Reconvene to Open Session:** Mr. Bustamonte reconvened the meeting at 12:05 a.m. and announced that no action was taken and direction was given regarding the new applicants.

C. It was moved by Mrs. Caenepeel and seconded by Mrs. Orozco to approve the following personnel items. The motion carried unanimously.

RATIFICATION OF  
EMPLOYMENT:

Name: Kenneth San Filippo  
Position: Director of Instruction  
Program: Instruction  
Salary: M6 Step B  
Effective: November 1, 2011  
Reason: Replacement

Name: Jorge Edwards  
Position: Computer Software Teacher  
Program: Instruction  
Salary: C2 S4  
Effective: October 17, 2011  
Reason: New Course

Name: Fara Boushnak  
Position: Substitute Teacher  
Program: Instruction  
Hours: As Needed  
Effective: October 26, 2011

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Name: Samantha Moore  
Position: Student Worker  
Program: Instruction  
Salary: \$8.00/hour  
Effective: October 31, 2011

Name: Patricia Castro  
Position: Student Worker  
Program: Instruction  
Salary: \$8.00/hour  
Effective: October 31, 2011

Name: Cheri Henry  
Position: Substitute Teacher  
Program: Instruction  
Hours: As Needed  
Effective: October 26, 2011

Name: Samuel Agyei-Fosu Godman  
Position: Substitute Teacher  
Program: Instruction  
Hours: As Needed  
Effective: October 26, 2011

Name: Guillermo Viera Rosa  
Position: Substitute Teacher  
Program: Instruction  
Hours: As Needed  
Effective: October 26, 2011

EMPLOYMENT: Name: Deborah Kerr  
Position: Program and Site Administrator  
Program: Instruction  
Salary: M5 Step A  
Effective: November 14, 2011  
Reason: Replacement

XIV. **Adjournment:** The meeting adjourned at 12:06 a.m. The next Meeting of the Baldy View Regional Occupational Program Commission will be held on Wednesday, December 14, 2011, 6:00 p.m., Baldy View ROP Board Room, 8265 Aspen Avenue, Suite 100, Rancho Cucamonga, California.