

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

- I. **Call to Order:** The meeting was called to order by Art Bustamonte, President, at 6:05 p.m. at the Baldy View ROP Board Room, 8265 Aspen Avenue, Rancho Cucamonga, California.

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| Present:       | Art Bustamonte<br>Sylvia Orozco<br>Mary Caenepeel<br>Joe Lenz                                 | Chaffey District<br>Chino Valley Unified<br>Claremont Unified<br>Upland Unified  |
|                | Jose A. Castro<br>Linda Soto<br>Clarke Stephens   | Superintendent<br>Business Manager<br>Director of Instructional Services   |
| Staff Present: | Candice Brock<br>Doug Ferber<br>Michael Moore<br>Adam Nieves<br>Eileen Stear<br>Mary Zaldivar | Administrative Assistant<br>Program Manager<br>Administrative Services Manager<br>Human Resources Representative<br>Program Manager<br>Program Assistant |
| Others         |   |  |
| Present:       | Todd Haag<br>Carl Hampton<br>Ivan Ayro<br>Myron Saulpaugh                                     | Chaffey District Representative<br>Chino Valley District Representative<br>Upland District Representative<br>President, Baldy View ROP Foundation        |

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 Mr. Lenz and seconded by Mrs. Orozco to approve the January 12, 2011, Commission Meeting Minutes. The motion carried unanimously.
- IV. **Approval of Agenda:** It was moved by Mr. Lenz and seconded by Mrs. Caenepeel to approve the Agenda. Mr. Lenz asked that item II-E be removed from the Consent Calendar for separate action. Moved by Mrs. Caenepeel and seconded by Mr. Lenz to approve the agenda as amended.

Mr. Bustamonte asked that item V-A. be removed from the Agenda and announced that it has recently come to his attention that there is a need to add an amendment to the agenda and consider this matter prior to the next regularly scheduled meeting.

Mr. Bustamonte asked that the following item be added to the Agenda under Section IV –

Business – Item C:

Approve Change Order #2 to Contract No. 1-2010 with Dalke & Sons Construction, Inc. as a disputed claim due to: the change order exceeding the legal limit; the work has been performed and approved; and request approval of payment in the additive amount of \$28,862.00.

Mr. Bustamonte stated this matter was brought to his attention after the agenda was posted. Pursuant to Government Code Section 54954.2(b)(2), the Commission may take action on an item not listed on the agenda if the matter came to the attention of the ROP subsequent to the posting of the agenda, and the Commission determines by two-thirds (2/3) vote that immediate action is necessary.

It was moved by Mrs. Orozco seconded by Mrs. Caenepeel to include the matter on the agenda per Government Code Section 54954.2(b)(2) as the need to consider immediate action is necessary and the matter came to the attention of the ROP subsequent to the posting of the agenda. The motion carried unanimously.

It was moved by Mrs. Orozco and seconded by Mrs. Caenepeel to approve the Agenda with the removal of item II-E from the Consent Calendar for separate action, the addition of addendum item IV-C, and the deletion of item V-A. The motion carried by a vote of 3 Ayes, 0 Nays, and 1 Abstention. Mr. Lenz abstained.

V. **Public Participation:** There was no public participation.

VI. **Oral Communications:**

A. **Superintendent's Comments:** The superintendent introduced and welcomed Adam Nieves, Human Resources Representative, to Baldy View ROP.

Mr. Castro introduced Myron Saulpaugh, Foundation President, who reported that the Foundation Board has recently approved \$4,500 in classroom mini-grants for the following Baldy View ROP programs: Stage Design & Technology, Cabinet Making, and EMT.

The superintendent asked Mr. Stephens to give an update on the spring classes. Mr. Stephens shared that all classes have good enrollment and that with the advertising in the Pennysaver, I.E. Job Guide, and Inland Valley Daily Bulletin, no classes were closed.

B. **Program Manager's Report:** Mr. Ferber reported that students and staff have been asking about summer school classes and possible fees. He stated that an interest list is being compiled and fees are being discussed.

- C. **Commission Comments:** Mrs. Caenepeel reported that Claremont's superintendent will be leaving at the end of next week and she is hopeful an interim superintendent will be in place by then.

Mr. Lenz stated that in reading the superintendent's Friday update regarding the process to respond to staff concerns, he doesn't feel the process would explain to staff how the administration would respond to their concerns. Mr. Lenz stated that he would like to see a more detailed plan and have it presented at a Commission meeting. He stated that he would be willing to head-up the group and meet with the program managers and Mr. Stephens to develop the process. Mr. Lenz stated that he would like to see the superintendent's evaluation tool completed as he is worried about the future. He and Mrs. Caenepeel started the process in October or November and various issues have delayed the tool's development. Mr. Lenz stated that if the Commission is serious about developing an evaluation tool, he will take the lead. If any other Commission members wish to work with him on this, he asked that they contact him. He stated that Upland High School's production of Grease was excellent and Bill Cox's stage and technology class did an outstanding job. There were over 600 people in attendance on Super Bowl Sunday. Mr. Lenz shared that he attended the Law Enforcement Graduation on January 13 which had 49 graduates with a Claremont student receiving a near perfect score.

VII. **Written Communications:**

- A. Commission Calendar.
- B. Letter from San Bernardino County Superintendent of Schools office regarding First Period Interim Report. Mrs. Caenepeel asked that the administration look at doing something positive for staff with the reserves.
- C. Minutes of the District Representatives Council Meeting, December 16, 2010, were received as presented.

VIII. **Approval of Consent Calendar:** It was moved by Mrs. Caenepeel and seconded by Mr. Lenz to approve the Consent Calendar as amended as stated in item IV. The motion carried unanimously.

- A. Accepted the Enrollment Summary Report for the period ending January 16, 2011.
- B. Approved the warrant register, Batch #0094-0104 for the period of December 17, 2010, through January 31, 2011.
- C. Reviewed the San Bernardino County Pool, 4<sup>th</sup> Quarter Investment Report.
- D. Approved students and advisors to attend the State HOSA Conference, and state winners and instructor to attend the National HOSA Conference, at a cost not to exceed \$5,000.00.

- E. It was moved by Mr. Lenz, and seconded by Mrs. Caenepeel to approve the following personnel actions. The motion carried unanimously.

Mr. Lenz shared his concerns regarding his request for information on the personnel hiring process and the role of the superintendent and Commission in that process. The Commission held a discussion on what is and what is not appropriate involvement in the hiring process.

RATIFICATION OF  
EMPLOYMENT:

Name: Adam A. Nieves  
Position: Human Resources Representative  
Program: Administration  
Salary: C13 Step B  
Effective: February 7, 2011  
Reason: Replacement Position

EMPLOYMENT:

Name: Eric Huber  
Position: Substitute  
Program: Instruction  
Hours: As Needed  
Effective: Pending DOJ clearance and paperwork  
Reason: Substitute Classes

RATIFICATION OF  
RESIGNATION:

Name: Percy Wiltz  
Position: Forensic Science Teacher  
Program: Instruction  
Effective: January 21, 2011  
Reason: Resignation

IX. **Administration:**

- A. It was moved by Mrs. Orozco and seconded by Mrs. Caenepeel to approve revised Administrative Regulation AR-4031 Grievances/Complaints. The motion carried unanimously.
- B. It was moved by Mrs. Orozco and seconded by Mr. Lenz to approve revised Administrative Regulation AR-4119.11 Sexual Harassment. The motion carried unanimously.

C. Discussion on hiring Leadership Associates to conduct an organizational study.

Mrs. Caenepeel stated that a presentation by Leadership Associates was made to the Commission in December on conducting an unbiased organizational study to plan for the future. She would like to see the Commission move forward on this plan.

Mrs. Orozco asked if there was anything else Leadership Associates does other than surveying staff. She shared and explained the premise behind Chino Valley's Relationship Council which is to build relationships within the structure of the organization. Mrs. Orozco stated that this may be something to look into first to bring the team together to work on the communication problem before conducting a survey.

Mrs. Caenepeel stated she has never experienced Mrs. Orozco's suggestion and is not opposed to it, but she has experienced Leadership Associates process. They would meet with the Commission first to ask what it is they want to accomplish with the study and then hold face to face meetings with staff.

Mr. Bustamonte stated that he likes both Mrs. Orozco and Mrs. Caenepeel's ideas and that he likes the concept of the healing process.

Mrs. Orozco shared that she would like to start with relationship building first and then follow-up with the surveys.

Mrs. Caenepeel stated that there are trust issues and it may be hard for some individuals to speak together honestly. It is important to find out what is good, what is working, and what needs fixing.

Mr. Lenz stated that the Commission has been trying to resolve issues since early 2009 when they received anonymous letters which has now evolved to staff sharing concerns at Commission meetings. He shared that it concerns him greatly that the Commission is not trying to do things now. Mr. Lenz stated that morale is very low and that he has never seen it this bad.

Mrs. Caenepeel shared that all staff should have an opportunity to speak about their concerns openly and honestly, which is what Leadership Associates would provide.

Mr. Lenz stated that the Commission owes it to staff to do something.

Mrs. Orozco stated that she too wants to do something but she doesn't want to do something that will harm the organization or add fuel to the fire; because then it will be difficult for the organization to recover.

Mrs. Caenepeel shared that if staff were given an opportunity to share information with an outside person who would be objective, they would be more comfortable to speak openly about the strengths and weaknesses of the organization. That is why she proposed Leadership Associates and the survey. Mrs. Caenepeel stated that Mrs. Orozco's suggestion is also a good idea.

Mr. Lenz stated that employees are at-will and when they are fed-up enough, they come to meetings to voice their concerns. The Commission needs to show employees that they are appreciated.

Mrs. Orozco stated that the issues seems to be communication, that something is missing within the team, and that the core of that team needs to be built and strengthened first.

Mr. Lenz suggested holding a special meeting to discuss this issue further.

X. **Closed Session:** The meeting adjourned into Closed Session at 7:10 p.m. to discuss and take possible action on:

A. Deleted as stated in item IV.

B. Update/Action on Pending Personnel Complaints

XI. **Reconvene to Open Session:** Mr. Bustamonte reconvened the meeting at 7:44 p.m. and announced that the following action was taken.

It was moved by Mrs. Orozco and seconded by Mrs. Caenepeel to approve holding a special Commission meeting on February 16, 2011, at 5:30 p.m. with the following items: continuation of discussion item on the hiring of Leadership Associates and continuance of Closed Session item on pending personnel complaints. The motion carried unanimously.

XII. **Business:**

A. The Quarterly Financial Report for year-to-date period ending December 31, 2010, was presented for information.

B. The Actuarial Study of Retiree Health Liabilities was received as presented.

Mrs. Soto presented a PowerPoint presentation on the actuarial study and answered various questions.

- C. It was moved by Mr. Lenz, seconded by Mrs. Caenepeel to approve Change Order #2 to Contract No. 1-2010 with Dalke & Sons Construction Inc. as a disputed claim due to: the change order exceeding the legal limit; the work has been performed and approved; and request approval of payment in the additive amount of \$28,862.00 as a disputed claim. The motion carried unanimously.
- XIII. **Adjournment:** The meeting was adjourned at 7:53 p.m. The next regular meeting of the Baldy View Regional Occupational Program Commission will be held on Wednesday, March 9, 2011, 6:00 p.m., Baldy View ROP Board Room, 8265 Aspen Avenue, Suite 100, Rancho Cucamonga, California.