

Approved – 4/14/10

**MINUTES OF THE BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM
COMMISSION MEETING
Wednesday, March 10, 2010**

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

Present:	Art Bustamonte	Chaffey District
	Sylvia Orozco	Chino Valley Unified (arrived at 6:16 p.m.)
	Mary Caenepeel	Claremont Unified
	Joe Lenz	Upland Unified

	Jose A. Castro	Superintendent
	Delores Byrne	Business Manager
	Clarke Stephens	Director of Instructional Services

Staff Present:	Ann Bach	Program Manager
	Candice Brock	Administrative Assistant
	Kathy Holguin	Child Care Teacher
	Michael Moore	Administrative Services Manager
	Eileen Stear	Program Manager

Others		
Present:	Todd Haag	Chaffey District Representative
	Guy Roubian	Upland District Representative

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

- II. **Pledge of Allegiance:** The Pledge of Allegiance was led by Mr. Bustamonte.
- III. **Approval of Minutes:** It was moved by Mrs. Caenepeel and seconded by Mr. Bustamonte to approve the February 10, 2010, Commission Meeting Minutes. The motion carried unanimously.
- IV. **Approval of Agenda:** It was moved by Mrs. Caenepeel and seconded by Mr. Bustamonte to approve the Agenda. The motion carried unanimously.

Mr. Lenz announced that Mrs. Orozco would be arriving later this evening due to a prior speaking engagement.

- V. **Oral Communications:**
- A. **Superintendent's Comments:** Mr. Castro reported on his attendance at the ROP advisory meetings and thanked the instructional department staff for their work in making these events successful.

The superintendent reported that he, Mr. Stephens, and Mrs. Stear attended the

Claremont USD WASC Team reception.

- B. **Commission Comments:** Mrs. Caenepeel thanked the superintendent and staff for attending the Claremont USD's WASC reception. She requested clarification regarding the process for setting organizational goals.

Mr. Bustamonte reported on his attendance at the Ontario State of City event. He noted that it was very informative and that economists are saying that the worst has occurred and things are beginning to move forward. Mr. Bustamonte stated that ROP needs to be on the forefront of providing training for the jobs that will become available in the future.

Mr. Lenz stated that he is looking forward to the WASC visit on April 28, 2010. He also acknowledged that he had received the ROP response to the Certified Nursing Assistant questions raised at last month's meeting.

VI. **Written Communications:**

- A. Commission Calendar.
B. Minutes of the District Representatives Council Meeting, January 21, 2010, were received as presented.

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

VIII. **Approval of Consent Calendar:** It was moved by Mr. Bustamonte and seconded by Mrs. Caenepeel to approve the Consent Calendar as presented. Mrs. Caenepeel asked that item II-E be removed for separate action. The motion carried unanimously.

- A. Accepted the Enrollment Summary Report for the period ending February 14, 2010.
B. Approved the warrant register, Batch #0156-0193.
C. Certified the Notice of Governing Board's Intention to Provide for Audit, for the fiscal year ending June 30, 2010.
D. Accepted the donated computers, keyboards, and mice from ITT Technical Institute with a letter of appreciation to follow.
E. It was moved by Mrs. Caenepeel and seconded by Mr. Bustamonte to approve the following personnel actions. Mrs. Caenepeel asked for clarification on the reason for an accountant position. Mr. Castro responded that this is a replacement position which for the past nine months has been filled by an employee from an employment agency. The motion carried unanimously.

**RATIFICATION OF
EMPLOYMENT:**

Name: Camille Jauregui
Position: Teacher
Program: Certified Nursing Assistant
Hours: 30 hours per week
Effective: February 4, 2010
Reason: New Class

Name: William Neill
Position: Accountant
Program: Administration
Salary: C12 Step C
Hours: 40 hours per week
Effective: Pending DOJ clearance
Reason: Replacement Position.

Mrs. Orozco arrived at 6:16 p.m.

IX. Administration:

- A. It was moved by Mrs. Caenepeel and seconded by Mr. Bustamonte to authorize the Superintendent to take necessary action to begin implementation of the CTC Preventative Maintenance Plan. The motion carried unanimously.
- B. It was moved by Mrs. Caenepeel and seconded by Mrs. Orozco to approve the Letter Proposal and Service Agreement with Williams Architects, Inc., for Bon View School (CTC) Preventative Maintenance Plan. The motion carried unanimously.

X. Business:

- A. It was moved by Mr. Bustamonte and seconded by Mrs. Orozco to adopt a resolution that transfers be made within the 2009-10 budget, and that the Clerk/Secretary of the Governing Board be authorized to execute the resolution. The motion carried unanimously.
- B. It was moved by Mrs. Orozco and seconded by Mrs. Caenepeel that the Commission accept the Second Period Interim Financial Report including the Standards and Criteria Review, and authorize the President of the Commission to sign a positive certification that Baldy View ROP will be able to meet its financial obligations for the remainder of the 2009-10 and subsequent two fiscal years. The motion carried unanimously.

- XI. Closed Session:** The meeting adjourned into Closed Session at 6:36 p.m. to discuss and take possible action on Public Employee Performance Evaluation (Government Code section 54957): Title: Superintendent.

- XII. **Reconvene to Open Session:** Mr. Lenz reconvened the meeting at 8:56 p.m. and announced that that the following action was taken.

It was moved by Mrs. Orozco and seconded by Mr. Bustamonte to approve employment contract between Baldy View ROP and Jose A. Castro, Superintendent for the period of July 1, 2010, through June 30, 2013. The motion carried unanimously.

- XIII. **Adjournment:** The meeting adjourned at 8:58 p.m. The next meeting of the Baldy View Regional Occupational Program Commission will be held on Wednesday, April 14, 2010, 6:00 p.m., Baldy View ROP Board Room, 8265 Aspen Avenue, Suite 100, Rancho Cucamonga, California.