

Approved – 4/8/09

**MINUTES OF THE BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM  
COMMISSION MEETING**  
Wednesday, March 11, 2009

- I. **Call to Order:** The meeting was called to order by Joe Lenz, President, at 6:02 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
	Mary Caenepeel	Claremont Unified
	Joe Lenz	Upland Unified
	Jose A. Castro	Superintendent
	Delores Byrne	Business Manager
	Kimberly McGinnis	Director of Instructional Services

Staff Present:	Ann Bach	Program Manager
	Rich Brodeur	Distribution Warehouse Teacher
	Roseanne Coyle	Hospitality Teacher
	Jessica Garcia	Certified Nursing Assistant Teacher
	Kathy Holguin	Child Care Teacher
	Terry Ibarra	Hospital Occupations Teacher
	Dawn Klein	Dental Assistant Teacher
	Carole Millikan	Child Care Teacher
	Michael Moore	Administrative Services Manager
	Eileen Stear	Program Manager
	Kathy Thompson	Medical Assistant Teacher

Others		
Present:	Todd Haag	Chaffey District Representative
	Bonnie Cardinale	Chino Valley 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. Castro.
- III. **Approval of Minutes:** It was moved by Mr. Bustamonte and seconded by Mrs. Caenepeel to approve the February 11, 2009, Commission Meeting Minutes. The motion carried unanimously.
- IV. **Approval of Agenda:** Mr. Lenz stated that that agenda items VI-B and VI-D will be pulled from the agenda and no action would be taken on them. It was moved by Mr. Bustamonte and seconded by Mrs. Caenepeel to approve the Agenda with the deletion of items VI-B and VI-D. The motion carried unanimously.

V. **Oral Communications:**

- A. **Superintendent's Comments:** Mr. Castro reported on his attendance at the Claremont Chamber Career Breakfast which was held on February 19 and stated that it was an excellent event for students. He also reported on his involvement at the Claremont Chamber Construction Community Advisory meeting which was held on February 23.

The Superintendent stated that he attended a meeting with legislators, the department of finance, department of education, and CAROCP superintendents in Sacramento recently to discuss the current budget crises and its impact on ROCs.

Mr. Castro reported on his attendance at the February 25 Mt. SAC board meeting to present the ROP course sequencing plan.

The Superintendent shared that the CAROCP Southern Region held a successful spring inservice on February 28 and thanked Eileen Stear for her assistance with the inservice.

Mr. Castro reported on his attendance at the Ontario State of the City event that was held on March 4.

The Superintendent distributed an article from the Inland Valley Daily Bulletin which highlighted the ROP health careers program at Upland High School.

- B. **Commission Comments:** Mr. Bustamonte thanked the audience for their attendance and shared that Chaffey JUHSD is also working through the layoff notice process. He expressed his opinion that education is headed for some difficult times. Mr. Bustamonte stated that he knows staff will make the best of the situation and will continue to accomplish the goal of educating students and preparing them for successful careers.

Mrs. Caenepeel shared that she received good feedback from students who participated in the Claremont Chamber Career Breakfast and added there was a good cross section of careers presented.

Mrs. Orozco stated that this has been a rough week and that education is in for some tough times ahead.

Mr. Lenz reported that Upland USD dealt with their layoff notices at their board meeting last night. He thanked the superintendent for the Health Careers article and reported on his attendance at Upland's Career Day adding that it was well done and made for a good day.

VI. **Written Communications:**

- A. Commission Calendar.

- VII. **Public Participation:** Mrs. Kathy Thompson, 9216 Arrow Route, Rancho Cucamonga, ROP Medical Assistant teacher, shared concerns regarding agenda items VI-A through VI-E. She asked that the Commission make the budget reduction process as transparent as possible and to provide the same respect and trust to the staff as they provide their own district staff members.
- VIII. **Approval of Consent Calendar:** It was moved by Mrs. Caenepeel and seconded by Mr. Bustamonte to approve the Consent Calendar as presented. The motion carried unanimously.
- A. Accepted the Enrollment Summary Report for the period ending February 15, 2009.
  - B. Certified the Notice of Governing Board's Intention to Provide for Audit, for the fiscal year ending June 30, 2009.
  - C. Approved the warrant register, Batch #0184-0231A.
  - D. Approved entering into an agreement with Vavrinek, Trine, Day & Co., LLP to provide an annual audit for the period of July 1, 2008, through June 30, 2011.
- IX. **Administration:**
- A. It was moved by Mrs. Orozco and seconded by Mr. Bustamonte to approve revised Board Bylaw BB-9110 Number of Members and Term of Office. The motion carried unanimously.
  - B. First reading of revised Administrative Regulation AR-4161.1 Certificated Personnel Illness/Injury Leave.
  - C. First reading of revised Administrative Regulation AR-4261.1 Classified Personnel Illness/Injury Leave.
- X. **Closed Session:** The meeting adjourned into Closed Session at 6:30 p.m. to discuss and take possible action on:
- A. Public Employee Reassignment/Discipline/Dismissal/Release (Government Code §54957):  
  
Agency Negotiator: Jose Castro, Superintendent  
Unrepresented Employees: Certificated, Classified and Classified Confidential,  
Certificated Management, Classified Management
- XI. **Reconvene to Open Session:** Mr. Lenz reconvened the meeting at 7:00 p.m. and announced that discussion took place on Public Employee Reassignment/Discipline/Dismissal/Release listed for Closed Session. Mr. Lenz reported that no action was taken and the superintendent was directed to provide a weekly budget update to staff through the conclusion of the budget reduction process.
- XII. **Personnel:**

- A. It was moved by Mrs. Caenepeel and seconded by Mr. Bustamonte to approve revised job descriptions: Administrative Assistant; Business Manager; Director, Instructional Services; Computer Systems Technician; Student Records Coordinator; Systems Administrator; and Utility Worker. The motion carried unanimously.
- B. Resolution #08/09-2, Reduction of Work Hours or Release of all Certificated Teaching Positions, effective July 1, 2009, was **deleted** from the agenda as stated in item IV above.
- C. It was moved by Mr. Bustamonte and seconded by Mrs. Orozco to adopt Resolution #08/09-3, Reduction of Work Hours or Release of all Classified and Confidential Positions, effective April 25, 2009. The motion carried unanimously.
- D. Resolution #08/09-4, Reduction of Work Hours or Release of all Certificated Management Positions, effective April 25, 2009, was **deleted** from the agenda as stated in item IV above.
- E. It was moved by Mrs. Caenepeel and seconded by Mr. Bustamonte to adopt Resolution #08/09-5, Reduction of Work Hours or Release of all Classified Management Positions, effective April 25, 2009. The motion carried unanimously.

XIII. **Business:**

- A. It was moved by Mrs. Caenepeel and seconded by Mrs. Orozco to adopt a resolution that transfers be made within the 2008-09 budget, and that the Clerk of the Governing Board be authorized to execute the resolution. The motion carried unanimously.
- B. It was moved by Mrs. Orozco and seconded by Mr. Bustamonte 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 2008-09 and subsequent two fiscal years. The motion carried unanimously.

Ms. Byrne stated that subsequent to the preparation of this report the state signed a new budget which shows a 15.5% mid-year revenue cut for categorical programs including ROPs and an additional 4.9% cut for 09-10. Revised re-certifications based on the newly signed budget will be released some time in March.

Mr. Bustamonte stated that all districts and ROPs are in for some severe budget difficulties. He expressed that the information being given by the state changes from day to day making it extremely difficult to develop a solid budget plan. He encouraged staff to call and write their local legislators requesting an audit of the state finances and to encourage them to look in their own backyard before they hand

down more cuts to other agencies. Mr. Bustamonte stated the state is out of control and unfortunately it will get worse before it gets better.

- XIV. **Adjournment:** The meeting adjourned at 7:12 p.m. The next meeting of the Baldy View Regional Occupational Program Commission will be held on Wednesday, April 8, 2009, 6:00 p.m., Baldy View ROP Board Room, 8265 Aspen Avenue, Suite 100, Rancho Cucamonga, California.