

Approved – 8/11/10

**MINUTES OF THE BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM
COMMISSION MEETING
Wednesday, July 14, 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 Sylvia Orozco Mary Caenepeel Joe Lenz	Chaffey District Chino Valley Unified Claremont Unified Upland Unified
	Jose A. Castro Linda Soto Clarke Stephens	Superintendent Business Manager Director of Instructional Services
Staff Present:	Doug Ferber Michael Moore Eileen Stear	Program Manager Administrative Services Manager Program Manager
Others Present:	Todd Haag Tom Shulte	Chaffey District Representative Shield Security

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

- II. **Pledge of Allegiance:** The Pledge of Allegiance was led by Mr. Stephens.
- III. **Approval of Minutes:** It was moved by Mrs. Orozco and seconded by Mrs. Caenepeel to approve the June 2, 2010, Commission Meeting Minutes. The motion carried unanimously.
- IV. **Approval of Minutes:** It was moved by Mrs. Orozco and seconded by Mr. Bustamonte to approve the June 8, 2010, Special Commission Meeting Minutes. The motion carried unanimously.
- V. **Approval of Agenda:** It was moved by Mrs. Caenepeel and seconded by Mr. Bustamonte to approve the Agenda. The motion carried unanimously.
- VI. **Oral Communications:**
- A. **Superintendent's Comments:** Mr. Castro introduced and welcomed Linda Soto, Business Manager, to Baldy View ROP and asked Mr. Stephens to introduce his newest staff member. Mr. Stephens introduced and provide background information on Doug Ferber, Program Manager. The superintendent asked Linda Soto to share information on her newest staff member. Ms. Soto stated that Mallorie Page has been hired as the Accountant and gave a brief outline of her employment history.

Mr. Castro reported that the 1D construction project at CTC is nearing completion and the dental equipment has been installed in the new classroom. The preventative maintenance project will begin on Monday and is expected to be completed in time for the start of school in August.

The superintendent distributed a proposal of the policy review/revision process. He asked the Commission members to contact him if they had any suggestions on the process.

Mr. Castro distributed a copy of an article on the Baldy View ROP Boys Republic masonry class that appeared in the Chino Champion newspaper.

- B. **WASC Review:** Mr. Stephens stated that in April 2007, Baldy View ROP was awarded a six year accreditation with a three year, one day follow-up review. That review occurred in April 2010 with the following three recommendations being made. The three areas to be strengthened in the action plan were: strengthen staff development for teachers related to teaching and learning, and reinforcing and assessing the Student Outcomes; expand upon the incorporation of standards into instruction, including training for teachers on the development of standards based lesson plans that will take instruction to the next level of rigor and relevance; and continuation and strengthening of the efforts related to student achievement of the Student Outcomes and suggests that data on student performance of the Student Outcomes be considered as a tool to be used and shared. A one day follow-up visit will be scheduled for April 2011 to review the actions that have been taken since the April 2010 visit.
- C. **Commission Comments:** Mrs. Caenepeel wished everyone a happy and relaxing summer.

Mrs. Orozco stated that in reading the District Representatives Council Meeting minutes of April 22, 2010, she noticed that on page 10 under the Chino District report there appears to be an error in the reported cuts for next year; the amount should be \$2 million, not \$872 million.

Mr. Lenz asked the superintendent if budget updates are continuing to be sent to staff. The superintendent replied that as news becomes available it is shared with staff via the budget updates. Mr. Lenz shared information on AB 221 which deals with work-based learning and AB 2246 dealing with graduation requirements.

VII. **Written Communications:**

- A. Commission Calendar.
- B. Minutes of the District Representatives Council Meeting, April 22, 2010, and May 27, 2010, were received as presented.

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

IX. **Approval of Consent Calendar:** It was moved by Mrs. Orozco and seconded by Mrs. Caenepeel to approve the Consent Calendar as presented. The motion carried unanimously.

- A. Accepted the Enrollment Summary Report for the period ending June 30, 2010.
- B. Approved the warrant register, Batch #0234-0257A.
- C. Approved that Jose Castro, Secretary to the Governing Board, be authorized to sign County Form No. 2 (Authorized Agent Status), County Form No. 2C (Electronic Signature Key), and County Form No. 4 (Termination Thereof).
- D. Authorized to enter into a contract with Arthur Besiant, an independent contractor, for facilitation of the Direct Service Professional Training Program, at a total cost not to exceed \$750.00 for the period of July 1, 2010, through July 31, 2010.
- E. Ratified/approved the Courier Service Agreement with the San Bernardino County Superintendent of Schools for the period of July 1, 2010, through June 30, 2011, at a cost not to exceed \$935.35.
- F. Approved to enter into a membership agreement with SANDABS at the cost of \$200 for the 2010-11 school year.
- G. Authorized to enter into a Security Services Agreement with Shield Security for security at the Career Training Center from July 1, 2010, through June 30, 2011, at a total cost not to exceed \$34,348.00.
- H. Authorized to enter into a contract with Joyce Van Lines for relocation of the Birt Martin facility to the Career Training Center at a total cost not to exceed \$5,835.00.
- I. Ratified/approved to enter into a six month lease with Ontario-Montclair School District for the Family Solutions Collaborative for the period of July 1, 2010, through December 31, 2010.
- J. Approved the following personnel actions:

RATIFICATION OF
EMPLOYMENT:

Name:	Douglas Ferber
Position:	Program Manager
Program:	Instruction
Salary:	M4 Step C
Effective:	July 1, 2010
Reason:	Replacement Position

Name: Linda Dougall Soto
Position: Business Manager
Program: Business
Salary: M4 Step A
Effective: July 1, 2010
Reason: Replacement Position

Name: Mallorie Page
Position: Accountant
Program: Business
Salary: C12 Step A
Effective: Pending DOJ clearance and documentation
Reason: Replacement Position

RATIFICATION OF
SEPARATION OF
EMPLOYMENT:

Name: William C. Neill
Position: Accountant
Program: Business
Effective: June 25, 2010
Reason: Release from probationary employment

X. **Administration:**

- A. It was moved by Mrs. Caenepeel and seconded by Mrs. Orozco to approve a resolution for payment to Arthur Bustamonte, Commission Representative from Chaffey Joint Union High School District, for the June 2, 2010, Commission Meeting. The motion carried by a vote of 3 Ayes, 0 Nays, and 1 Abstention. Mr. Bustamonte abstained.

XI. **Business:**

- A. It was moved by Mr. Bustamonte and seconded by Mrs. Caenepeel to approve a Resolution for 403(b) Third Party Administrator Plan and recommend authorization to enter into a five year service agreement with National Benefit Services, LLC, and SchoolsFirst Federal Credit Union to administer the 403 (b) plan for Baldy View ROP for the period of July 1, 2010, through June 30, 2011, and then on the first anniversary, available for renewal for four additional one year terms, not to exceed five years total. After discussion regarding the term of the agreement, Mr. Bustamonte amended his motion to approve entering into a one year service agreement with the option of bringing the agreement back each year for approval of the renewal. Mrs. Caenepeel seconded the motion as amended. The motion carried unanimously.

- XII. **Closed Session:** The meeting adjourned into Closed Session at 6:43 p.m. to discuss and take possible action on:
- A. Public Employee Performance Evaluation (Government Code section 54957):
- Title: Superintendent.
- XIII. **Reconvene to Open Session:** Mr. Lenz reconvened the meeting at 7:10 p.m. and announced that direction was given to the Commission members with no action taken.
- 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, August 11 2010, 6:00 p.m., Baldy View ROP Board Room, 8265 Aspen Avenue, Suite 100, Rancho Cucamonga, California.