

Approved – 10/8/08

**MINUTES OF THE BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM
COMMISSION MEETING
Wednesday, September 10, 2008**

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

Present:	Art Bustamonte	Chaffey District
	Bobby Grizzle	Chino Valley Unified
	Mary Caenepeel	Claremont Unified
	Joe Lenz	Upland Unified
	Jose A. Castro	Superintendent
	Delores Byrne	Business Manager
	Kim McGinnis	Director of Instructional Services
Staff Present:	Ann Bach	Program Manager
	Michael Moore	Executive Asst. to the Superintendent
	Cindy Prentice	Program Manager
	Eileen Stear	Program Manager
Others		
Present:	Todd Haag	Chaffey District Representative
	Bonnie Cardinale	Chino District Representative
	Kevin Kronfeld	Claremont District Representative
	Guy Roubian	Upland District Representative

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

- II. **Pledge of Allegiance:** The Pledge of Allegiance was led by Bobby Grizzle.
- III. **Approval of Minutes:** It was moved by Mr. Lenz and seconded by Mrs. Caenepeel to approve the August 13, 2008, Commission Meeting Minutes. The motion carried unanimously.
- IV. **Approval of Agenda:** It was moved by Mr. Bustamonte and seconded by Mr. Lenz to approve the Agenda. The motion carried unanimously.
- V. **Oral Communications:**
- A. **Employee Recognition:** Mr. Castro reported that the employee to be honored tonight was unable to attend and that his recognition would be rescheduled.
- B. **Superintendent's Comments:** Mr. Castro introduced and welcomed Kim McGinnis, Director of Instruction, to Baldy View ROP.

The superintendent gave an update on the state budget situation and reported that the

latest rumor is there may not be an approved budget until after Thanksgiving. For Baldy View ROP, the lack of funding for July and August equals \$1,471,000.00

The superintendent shared that the architectural plans for the 1D project are proceeding ahead of schedule. He reported that Bob Grizzle, Mike Moore, and he meet with the architect and reviewed plans and color schemes for the new facility. The architect is schedule to be present at the October Commission meeting to give an update and answer questions.

Mr. Castro reported on Dr. Fischer's retirement celebration which was held on August 28 and reminded the Commission of the September 12 fundraising dinner.

The Superintendent introduced Eileen Stear, Program Manager, and asked her to share the recent news concerning the ROP architecture student's recent honors. Mrs. Stear shared that several Upland High School drafting students were singled out as "Best of the Show" in the Los Angeles County Fair's Education Expo Student Competition. Student winners were: Shane Costa, Stephen Skilbred, Minh-Thu Ho, Danny Hernandez, Morgan Baker, Ryan McGill, Jason Zour, Rudy Esparza, Adrian Freire, and Kirk Rissinger.

Mr. Castro shared that American Medical Response presented the keys to Joe Lenz to an ambulance which was completely refurbished, fully stocked, and newly painted with the Baldy View ROP name and phone number on it at a ceremony yesterday. He thanked Mr. Lenz and Mrs. Caenepeel for their attendance and participation at the event. A reporter from the Daily Bulletin along with over 20 representatives were present for the donation. Mr. Castro thanked Ann Bach and her staff for coordinating the event and EMT teacher Chuck Fedak for his time and effort in securing this donation.

The superintendent reported that the Baldy View ROP Foundation held their first Strategic Planning session on August 27 and it was very productive.

- C. **Commission Comments:** Mr. Bustamonte welcomed Ms. McGinnis to Baldy View ROP and stated that he has heard many positive comments about her.

Mrs. Caenepeel reported on her attendance at the ambulance donation event. She stated that the event was nicely coordinated and added that the teachers and students were very excited to be receiving such a great learning tool.

Mr. Lenz echoed Mrs. Caenepeel's comments regarding the ambulance donation event. He asked that the reporter be invited to the yearly advisory committee meeting to gain more exposure to how ROP determines what the students needs are. Mr. Lenz thanked Mr. Castro and staff for the compilation of information he requested.

Mr. Grizzle welcomed Ms. McGinnis to Baldy View ROP and her first Commission meeting. He reported on his meeting with the architect and stated he was very impressed with what was presented. Mr. Grizzle thanked Mrs. Caenepeel and Mr. Lenz for representing the Commission at the ambulance donation event and expressed his disappointment at not being able to attend.

VI. **Written Communications:**

- A. Commission Calendar.
- B. Letter dated August 12, 2008, regarding approval of 2008-09 Budget.
- C. Minutes of the District Representatives Council Meeting, May 22, 2008, were received as presented.

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

VIII. **Approval of Consent Calendar:** It was moved by Mr. Lenz 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 August 24, 2008.
- B. Approved County Form No. 2, Board Delegation – Authorized Agent Status; and County Form No. 2C, Electronic Signature Key Thereof to add Kimberly McGinnis.
- C. Approved Virtual Enterprise course outline.
- D. Approved Allied Health course outline.
- E. Approved the following personnel actions:

RATIFICATION OF

EMPLOYMENT:

Name: Frank Hernandez
Position: Teacher
Program: Law Enforcement
Salary: S3 C1
Effective: Pending DOJ clearance and necessary paperwork
Reason: Open Position

RATIFICATION OF

SEPARATION OF

EMPLOYMENT:

Name: Beornado Hockenull
Position: Teacher
Program: Culinary
Effective: August 26, 2008
Reason: Separation of Employment

IX. **Administration:**

- A. First reading of revised Board Policy P-4262 Classified Personnel Vacation.

B. First reading of revised Board Policy P-4362 Management Personnel Vacation.

X. **Business:**

A. It was moved by Mr. Bustamonte and seconded by Mr. Lenz to approve warrant register, Batch #0035A-0057. The motion carried by a vote of 3 Ayes, 0 Nays, and 1 Abstention. Mr. Grizzle abstained.

B. It was moved by Mrs. Caenepeel and seconded by Mr. Bustamonte to approve the Contract for District Services as presented, and authorize Jose Castro, Superintendent, to sign contracts with the four participating districts for district services, effective July 1, 2008, through June 30, 2009. The motion carried unanimously.

C. It was moved by Mrs. Caenepeel and seconded by Mr. Bustamonte to adopt a resolution that transfers be made within the 2007-08 budget, and that Jose Castro, Clerk of the Governing Board, be authorized to execute the resolution. The motion carried unanimously.

D. It was moved by Mr. Bustamonte and seconded by Mr. Lenz to authorize Jose Castro, Clerk of the Governing Board, to execute a resolution to restrict funds from the unappropriated ending balance from 2007-08 for the purpose of creating a designated reserve in the categories as presented. The motion carried unanimously.

E. It was moved by Mrs. Caenepeel and seconded by Mr. Lenz to authorize Jose Castro, Clerk of the Governing Board, to sign the District Certification of Unaudited Actual Financial Report for 2007-08. The motion carried unanimously.

F. It was moved by Mr. Bustamonte and seconded by Mrs. Caenepeel to approve the Resolution to Amend the Southern California Schools Risk Management (SCSRM) Agreement. The motion carried unanimously.

G. It was moved by Mr. Lenz and seconded by Mr. Bustamonte to adopt a resolution that a transfer be made within the 2008-09 budget, and that Jose Castro, Clerk of the Governing Board, be authorized to execute the resolution. The motion carried unanimously.

XI. **Personnel:**

A. It was moved by Mrs. Caenepeel and seconded by Mr. Lenz to ratify/approve the amendment to the Superintendent's contract that allows the carry over of six vacation days from one year to the next, to be used by December 31 of each year, effective July 1, 2008. The motion carried unanimously.

XII. **Adjournment:** The meeting adjourned at 6:37 p.m. The next Meeting of the Baldy View Regional Occupational Program Commission will be held on Wednesday, October 8, 2008, 6:00 p.m., Baldy View ROP Board Room, 8265 Aspen Avenue, Suite 100, Rancho

Cucamonga, California.