

Approved – 10/12/11

**MINUTES OF THE BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM  
COMMISSION MEETING**

Wednesday, September 14, 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.

Present:	Art Bustamonte	Chaffey District
	Sylvia Orozco	Chino Valley Unified
	Mary Caenepeel	Claremont Unified
	Joe Lenz	Upland Unified
	Jose A. Castro	Superintendent
Services	Mark Lyons	Interim Director of Instructional
	Linda Dougall Soto	Business Manager
Staff Present:	Teresa Aitchison	Pharmacy Technician Teacher
	Candice Brock	Administrative Assistant
	Hilda Haley	Accounting Technician
	Robert Martinez	Law Enforcement Teacher
	Brianne McKnight	Senior Accounting Clerk
	Michael Moore	Administrative Services Manager
	Rudy Mora	Law Enforcement Teacher
	Adam Nieves	HR Representative
	Lorraine Ramirez	Floral Design & Sales Teacher
	Eileen Stear	Program Manager
	Mary Zaldivar	Program Assistant
Others		
Present:	Todd Haag	Chaffey District Representative
	Carl Hampton	Chino Valley District Representative
	Ivan Ayro	Upland District Representative

Mr. Bustamonte 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 Mr. Lenz and seconded by Mrs. Orozco to approve the August 14, 2011, Commission Meeting Minutes. Mrs. Orozco noted that the word “Mrs.” should be changed to “Mr.” on page 2, last paragraph under the Commission Comments. The motion carried unanimously with the correction of the word “Mrs.” to “Mr”.
- IV. **Approval of Agenda:** It was moved by Mrs. Caenepeel and seconded by Mrs. Orozco to approve the Agenda. Mr. Lenz asked that item II-D and II-F be removed from the Consent

Calendar for separate action. The motion carried unanimously.

- V. **Public Participation:** Mr. Rudy Mora, ROP Law Enforcement Academy teacher, distributed a signed complaint to the Commission and stated that he gave the Commission a complaint in December 2010 and he has heard nothing back from them. He asked that the Commission review the complaint and provide him a response. Ms. Lorraine Ramirez, Floral Design teacher, stated that in August she received a letter that was mailed to her home address and the content of the letter was very upsetting to her. She expressed that she is in no way involved with what is specified in the letter and does not want to be involved in with it. She stated that her home address is confidential information and she would like to know how her address was obtained.

VI. **Oral Communications:**

- A. **Superintendent's Comments:** Mr. Castro introduced Mark Lyons, Interim Director Instructional Services and shared information on his background.

Mr. Castro distributed information on the Plane Pull event being held at Ontario Airport on October 22, 2011. This is the third year that Baldy View ROP will be participating and proceeds will go to the Baldy View ROP Foundation.

- B. **Program Manager's Report:** Mrs. Stear reported stated that the question was asked by teachers if they would be paid for the open house event; two emails have been sent to teachers explaining the process. Teachers have expressed their thanks for the recent step raise approved by the Commission. Mrs. Stear stated that classes are full and staff is working to make sure that all classes reach their maximum enrollment. Mrs. Stear reported on the recently implemented CTE Teach mentoring program which involved current teachers mentoring the newly hired teacher.

- C. **Commission Comments:** Mrs. Orozco asked the superintendent to ensure that any items appearing on the agenda that require backup information have that backup information included in the agenda packet. She requested that a copy of the letter sent to Ms. Ramirez be given to the Commission members. Mrs. Orozco thanked Mr. Lyons for attending tonight's meeting, adding it was a pleasure to meet him. She asked for an update on the securing of a date for the Commission Retreat and concluded by announcing that Chino Valley USD would be holding their State of the District Address in conjunction with the Chino Valley Foodie Truck Festival at Don Lugo High School on September 17.

Mrs. Caenepeel shared that she sat in and observed the interviews for the Program and Site Administrator position and announced that Claremont would be holding a Zip Code day on 9/17/11 which is Claremont's zip code.

Mr. Lenz shared that he is looking forward to the ribbon cutting and open house ceremony and stated that he has missed Mr. Castro at the Upland board meetings.

Mr. Bustamonte thanked the audience for their attendance this evening. He stated that ROP is a public entity and as such is funded by taxpayer dollars. It is the Commission's role to ensure that policies and procedures are being adhered to and that ROP's purpose is to provide the best possible career technical education training to the students we serve.

VII. **Written Communications:**

- A. Commission Calendar.
- B. Letter dated August 15, 2011, regarding approval of 2011-12 Budget.

VIII. **Approval of Consent Calendar:** It was moved by Mrs. Orozco and seconded by Mrs. Caenepeel to approve the Consent Calendar as presented with changes as stated in IV above. The motion carried unanimously.

- A. Accepted the Enrollment Summary Report for the period ending August 21, 2011.
- B. Approved the warrant register, Batch #0020-0030, for the period of July 29, 2011, through August 29, 2011.
- C. Approved entering into an agreement with Vavrinek, Trine, Day & Co., LLP to provide an annual audit for the period of July 1, 2011, through June 30, 2014.
- D. It was moved by Mr. Lenz and seconded by Mrs. Caenepeel to authorize entering into contracts with Salon Success Academy in Upland for cosmetology instruction at the rate of \$2.53 per student contact hour for the period of July 1, 2011, through June 30, 2012. The motion carried unanimously.

Mr. Lenz asked if this was the same company that has always been used as the name was not familiar to him. Mr. Castro stated that it is the same company that has been used since 2005. Mr. Lenz asked Mr. Castro to follow-up with all commission members as to why direction was give to reduce the annual enrollment for the cosmetology program.

- E. Authorized entering into an Agreement for Services with Chino Valley Unified School District for the services of a Distribution Warehouse teacher for the 2011-12 school year.
- F. It was moved by Mrs. Caenepeel and seconded by Mrs. Orozco to approve the following personnel actions. The motion carried unanimously.

Mr. Lenz asked for clarification on what the term "open position" means. Mr. Nieves stated that term is used whenever a vacant position or a new position needs to be filled.

RATIFICATION OF  
EMPLOYMENT:

Name: David Wolf  
Position: Teacher  
Program: Emergency Medical Technician  
Salary: Step 5 Column 3  
Effective: August 15, 2011  
Reason: Open Position

Name: Michael Moore  
Position: Teacher  
Program: Emergency Medical Technician  
Salary: Step 3 Column 1  
Effective: August 29, 2011  
Reason: Open Position

Name: John McNicoll  
Position: Teacher  
Program: Licensed Vocational Nursing  
Salary: Step 3 Column 2  
Effective: August 29, 2011  
Reason: Open Position

Name: Nathan Swift  
Position: Teacher  
Program: Sports Medicine  
Salary: Step 1 Column 4  
Effective: August 29, 2011  
Reason: Open Position

Name: Arnold Mathis  
Position: Teacher  
Program: Criminal Justice  
Salary: Step 2 Column 2  
Effective: August 29, 2011  
Reason: Open Position

Name: Tom Evans  
Position: Teacher  
Program: Stage Craft and Design  
Salary: Step 3 Column 2  
Effective: August 30, 2011  
Reason: Open Position

Name: Erick Ramirez

Position: Non-Classified Expert  
Program: Instruction  
Hours: As Needed  
Effective: August 15, 2011  
Reason: Skills Helper/Class Lecturer to assist LVN Program

Name: Patricia Dodd  
Position: Substitute  
Program: Instruction  
Hours: As Needed  
Effective: August 29, 2011  
Reason: Substitute Classes

EMPLOYMENT:

Name: Ian Darnell Cole  
Position: Non-Classified Expert  
Program: Instruction  
Hours: As Needed  
Effective: September 14, 2011  
Reason: Skills Helper to assist EMT/CPR Program

Name: Alisha Coutts  
Position: Non-Classified Expert  
Program: Instruction  
Hours: As Needed  
Effective: September 14, 2011  
Reason: Skills Helper to assist EMT/CPR Program

Name: Aaron Cygan  
Position: Non-Classified Expert  
Program: Instruction  
Hours: As Needed  
Effective: September 14, 2011  
Reason: Skills Helper to assist EMT/CPR Program

Name: Escalera Joanna  
Position: Non-Classified Expert  
Program: Instruction  
Hours: As Needed  
Effective: September 14, 2011  
Reason: Skills Helper to assist EMT/CPR Program

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Name: Sherry Gray  
Position: Non-Classified Expert  
Program: Instruction  
Hours: As Needed  
Effective: September 14, 2011  
Reason: Skills Helper to assist EMT/CPR Program

Name: Justin Hashimoto  
Position: Non-Classified Expert  
Program: Instruction  
Hours: As Needed  
Effective: September 14, 2011  
Reason: Skills Helper to assist EMT/CPR Program

Name: Jordan Parra  
Position: Non-Classified Expert  
Program: Instruction  
Hours: As Needed  
Effective: September 14, 2011  
Reason: Skills Helper to assist EMT/CPR Program

Name: Marcell Rangel  
Position: Non-Classified Expert  
Program: Instruction  
Hours: As Needed  
Effective: September 14, 2011  
Reason: Skills Helper to assist EMT/CPR Program

TEACHER ON  
ASSIGNMENT:

Name: Camille Jauregui  
Position: Teacher on Assignment  
Program: Certified Nursing Assistant  
Salary: \$200/monthly stipend  
Effective: July 1, 2011 through June 30, 2012

Name: Dawn Klein  
Position: Teacher on Assignment  
Program: Dental  
Salary: \$200/monthly stipend  
Effective: July 1, 2011 through June 30, 2012

Name: Charles Fedak  
Position: Teacher on Assignment  
Program: EMT  
Salary: \$200/monthly stipend  
Effective: July 1, 2011 through June 30, 2012

Name: Michael Jacobs  
Position: Teacher on Assignment  
Program: Fire Technology  
Salary: \$100/monthly stipend  
Effective: August 1, 2011 through May 31, 2012

RATIFICATION OF  
TEACHER ON  
ASSIGNMENT:

Name: Camille Jauregui  
Position: Teacher on Assignment  
Program: Certified Nursing Assistant  
Salary: \$200/monthly stipend  
Effective: June 1, 2011 through June 30, 2011

Name: Dawn Klein  
Position: Teacher on Assignment  
Program: Dental  
Salary: \$200/monthly stipend  
Effective: June 1, 2011 through June 30, 2011

Name: Charles Fedak  
Position: Teacher on Assignment  
Program: EMT  
Salary: \$200/monthly stipend  
Effective: June 1, 2011 through June 30, 2011

IX. **Business:**

- A. It was moved by Mrs. Orozco and seconded by Mrs. Caenepeel to adopt a resolution that transfers be made within the 2010-11 budget, and that Jose Castro, Clerk of the Governing Board, be authorized to execute the resolution. The motion carried unanimously.
- B. It was moved by Mrs. Caenepeel and seconded by Mrs. Orozco to authorize Jose Castro, Clerk of the Governing Board, to execute a resolution to restrict funds from the unappropriated ending balance from 2010-11 for the purpose of creating a designated reserve in the categories as presented. The motion carried unanimously.

Mrs. Caenepeel stated that she was concerned with the large reserves and that they

were not going down but rather increasing. She stated that she has trouble justifying this to her district board members as well as her community. Mrs. Caenepeel asked why there was \$1.5 million in deferred maintenance and questioned if we were being overly cautious in the size of the reserves.

Mr. Castro stated that ROPs do not have the safety mechanisms that districts have through the state and county. The higher reserves are necessary to maintain the ROPs solvency.

Mrs. Caenepeel asked that the surrounding ROPs be surveyed as to the average size of their reserves in relation to their approved budgets.

Mr. Bustamonte asked if there were any projects in the works that would be utilizing the reserves.

Mr. Castro stated there were some projects planned for CTC and upgrading of equipment.

Mr. Bustamonte stated that there has been ample time to put together a plan. He asked if there was such a plan. He stated that he would like to see an expansion of career technical education programs and asked that a plan be given to the Commission at the next meeting. Mr. Bustamonte asked how overtime is budgeted.

Mrs. Soto stated there is no budget for overtime as all employees are given compensatory time in lieu of overtime.

Mr. Bustamonte asked if every position has a budget that is based on a fixed rate. Mrs. Soto stated that all hourly classified, classified salaried, and hourly certificated employees have a fixed rate of pay that is budgeted for.

Mr. Bustamonte asked why some certificated staff salaries were higher than others, how were they budgeted and who approved the budget, and how can they be paid more than what was approved in their budget without Commission approval.

Mrs. Soto stated that each department head prepares the budget for their department. She has noticed that written approval is not being done and is working to tightening up the current process.

Mr. Bustamonte asked where the money was coming from if the budgeted amount is being exceeded.

Mrs. Soto stated that money is transferred when needed.

Mr. Bustamonte asked if there are checks and balances in place.

Mrs. Soto stated that she is working with Mr. Lyons and Mrs. Stear on a tighter process.

Mr. Bustamonte stated that he doesn't understand how an employee can make two to three times more than another employee. He stated that checks and balances need to be put into place and that he feels that a good job of monitoring this is not happening.

The Commission asked Mrs. Soto to report back at the next commission meeting the progress made on tightening up the current procedures.

Mrs. Orozco thanked Mrs. Soto for looking into this and tightening up the process.

Mr. Lenz asked if items purchased over \$5,000 come before the Commission for approval before the purchase occurs. Mr. Castro stated that they are brought before the Commission for approval before they are purchased.

Mr. Bustamonte stated to Mrs. Soto that if she felt that a staff position needed to be upgraded or additional staff needed to be hired for the business department to get the payroll/budgeting issue under control that she should let the Commission know.

Mr. Bustamonte stated that he doesn't feel that employee stipends should be approved arbitrarily by the superintendent that they should be approved by the Commission.

Mr. Lenz stated that the stipend approval is a small part of the issue but that is an internal issue that doesn't involve the Commission.

Mr. Bustamonte asked when the last time the stipends were looked at and if they were justified.

Mrs. Soto stated they were reviewed during the last payroll cycle.

Mrs. Orozco asked for clarification on the different types of stipends that are issued.

Mr. Lyons stated that they are reviewing the Teacher on Assignment (TOA) stipend duties and aligning them with what the certifying agencies require as a director of the program.

Mrs. Caenepeel cautioned the Commission not to micromanage the program.

- C. It was moved by Mrs. Orozco 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 2010-11. The motion carried unanimously.
- D. It was moved by Mrs. Caenepeel and seconded by Mr. Lenz to approve the Agreement with Chaffey Joint Union High School District for district operation of Cosmetology, Manicuring, and Cosmetician at Salon Success Academy, Upland, and the District Operated Program contract with the three participating districts as presented and authorization for Jose Castro, Superintendent, to sign the contracts, effective July 1, 2011, through June 30, 2012. The motion carried unanimously.

X. **Instruction:**

- A. Discussion on Clean Energy and Green/Solar Technologies classes.

The Commission, superintendent, and staff discussed the pros and cons of offering clean energy and green/solar technologies. Issues include tremendous start-up costs because of the newness of the industry; finding qualified teachers to teach the program; sustainability of the program due to the high cost; and most training is being done in-house by the employer.

Mr. Castro stated that staff has already looked into how elements of green technologies can be infused into further course offerings. These include tankless water heaters and water wise toilets for plumbing classes; white roof/solar panels in the construction classes; drip irrigation in the landscaping classes; programmable thermostats for the HVAC classes; and hybrid training for the automotive classes.

Mr. Lyons stated that in 2006-07 he began exploring the green industry for the ROP he worked for and found that it was hard to get a grasp on any one course. His ROP began to integrate some form of green technology into their current courses and began working with the community colleges. He stated that it is important to continue to look into this but it is still a little early to start a full blown program.

Mr. Bustamonte suggested looking at making CTC more energy efficient by using waterless urinals, motion sensor lighting, and artificial turf.

XI. **Administration:**

- A. Board Policies for first reading via CD ROP and Table of Contents.

The superintendent distributed a suggested schedule of section to be reviewed each month. The Commission asked that the policies show what was added and what was deleted from the current policies.

(Draft hard copy is available for public viewing in the Superintendent's Office between 7:30 a.m. and 4:30 p.m. on staff scheduled work days).

- B. Discuss and review the contracts with Leadership Associates and Principled Leadership Solutions.

Mr. Bustamonte stated that he placed this item back on the agenda to discuss the letter that is circulating to staff regarding this organizational study. His concern was if this letter violated any of the parameters that were agreed to by the Commission and will it alter staff responses since it is telling them what to say.

Mrs. Orozco asked if this letter went to all employees. Mr. Bustamonte stated that it went anonymously to teachers only. It was mailed to their home addresses which are confidential.

Mrs. Orozco stated that she is truly disappointed, that the Commission was trying to do something positive and this letter is now trying to sway the outcome of the study. She stated that she doesn't know if the final report will be a true or tainted report at this point.

Mrs. Caenepeel stated that they should go forward with the original plan and would hope that the staff is adult enough to express their own opinions.

Mrs. Orozco stated that she hopes this behavior will cease.

Mr. Lenz stated that there is both positive and negatives in the letter and that it is encouraging staff to schedule an interview.

Mrs. Orozco stated the overall tone of the letter is negative.

Mrs. Caenepeel stated that the letter is someone(s) opinion and the study should continue to go forward.

Mrs. Orozco agreed the study should go forward but she was still disappointed.

Mr. Lenz stated that he felt the letter should be shared with the providers of the study so they understand what they will be working with.

Mr. Bustamonte stated that better control is needed regarding the access to addresses and confidential information and that staff who do have access to this information sign a confidentiality statement.

XII. **Closed Session:** The meeting adjourned into Closed Session at 8:13 p.m. to discuss and take possible action on:

A. Public Employee Performance Evaluation (Government Code §54957):

Title: Superintendent  
2009-2010 Evaluation  
2010-2011 Evaluation  
Duties and Responsibilities

B. Public Employee Reassignment/Discipline/Dismissal/Release (Government Code §54957):

XIII. **Reconvene to Open Session:** Mr. Bustamonte reconvened the meeting at 11:35 p.m. and announced that no action had been taken:

XIV. **Personnel:**

A. It was moved by Mrs. Caenepeel and seconded by Mrs. Orozco to recommend approval of Hiring of Certificated Staff for fall 2011. The motion carried unanimously.

XV. **Closed Session:** The meeting adjourned into Closed Session at 11:40 p.m. to discuss and take possible action on:

C. Public Employment (Government Code §54957):

Title: Certificated Staff

XVI. **Reconvene to Open Session:** Mr. Bustamonte reconvened the meeting at 12:23 a.m. and announced that the following action was taken.

Direction was given to the HR Representative to continue the hiring process related to the Program & Site Administrator position and to report back to the Commission on the candidates' decision.

XVII. **Adjournment:** The meeting adjourned at 12:25 a.m. The next Meeting of the Baldy View Regional Occupational Program Commission will be held on Wednesday, October 12, 2011, 6:00 p.m., Baldy View ROP Board Room, 8265 Aspen Avenue, Suite 100, Rancho Cucamonga, California.