

**MINUTES OF THE BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM  
COMMISSION MEETING  
Wednesday, January 14, 2009**

- 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 (arrived at 6:17 p.m.) Chino Valley Unified Claremont Unified Upland Unified
	Jose A. Castro Delores Byrne Kimberly McGinnis	Superintendent Business Manager Director of Instructional Services
Staff Present:	Ann Bach Michael Moore Eileen Stear	Program Manager Executive Asst. to the Superintendent Program Manager
Others Present:	Todd Haag Bonnie Cardinale Guy Roubian	Chaffey District Representative Chino Valley District Representative 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 Joe Lenz.
- III. **Approval of Minutes:** It was moved by Mrs. Caenepeel and seconded by Mr. Lenz to approve the December 10, 2008, Commission Meeting Minutes. The motion carried unanimously.
- IV. **Approval of Agenda:** It was moved by Mrs. Caenepeel and seconded by Mrs. Orozco to approve the Agenda. The motion carried unanimously.
- V. **Oral Communications:**
- A. **Report from Vavrinek, Trine, Day & Company:** Ms. Byrne introduced Scott Gustophson of Vavrinek, Trine, Day & Co. who presented an overview of the summary report of his firm's 2007-08 audit report of Baldy View ROP. Mr. Gustophson explained the summary and reported that they issued an unqualified/clean audit opinion and the audit found that the financial statements and ADA reports were presented fairly and that the program is in compliance. Mr. Gustophson complimented Ms. Byrne and staff for their cooperation and effort during the audit and for their excellent work. Mr. Lenz thanked Mr. Gustophson for attending the meeting and for his presentation.

- A. **Superintendent's Comments:** The Superintendent introduced and welcomed new Commission member, Sylvia Orozco, from the Chino Valley USD, to Baldy View ROP.

Mr. Castro shared that the staff held a food/clothing/toy drive in the month of December to benefit a needy family. The items were donated to a current ROP student who was living in her car with her children and other local community organizations.

The Superintendent distributed various articles which highlighted ROP programs that appeared in the Claremont Courier and the Inland Valley Daily Bulletin.

Mr. Castro reported on his attendance at the Claremont Chamber Workforce Development Meeting and the Spring Career Technicians meeting.

The Superintendent gave an update on the current state budget situation and added there are currently no planned cuts to ROPs.

Mr. Castro stated that a tentative tour of the Baldy View ROP classes for Senator Gloria McLeod-Negrete is scheduled for February 6, 2009, from 11:30-12:30. Mr. Lenz asked that the Commission be notified of the final tour date and time when planning is completed.

Mr. Bustamonte arrived at 6:17 p.m.

- C. **Commission Comments:** Mrs. Caenepeel wished all a Happy New Year and stated that she is looking forward to a productive 2009.

Mrs. Orozco thanked the Commission for the opportunity to serve on the Baldy View ROP Commission and stated that she is looking forward to the year ahead.

Mr. Bustamonte announced that he has been reappointed to Baldy View ROP for a two-year term and that Sue Ovitt will be serving as the alternate for Chaffey Joint Union High School District.

Mr. Lenz welcomed Mrs. Orozco to the Commission and stated he looks forward to working with her. He stated that he will not be able to attend the Law Enforcement Graduation on January 20<sup>th</sup> and encouraged the Commission members to attend. Mr. Lenz shared that he had received a thank you note from Ann Bach regarding the one-time off-schedule salary adjustment and also requested a current listing of telephone numbers for the Commission members and alternates.

VI. **Written Communications:**

- A. Commission Calendar. Mrs. Caenepeel clarified that the Celebrating Student Success date should read Tuesday, June 2, not June 3.

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

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. Approved the additions to the 2008-2009 Conference Plan.
- B. Authorized to pay the \$70.00 registration fee for a maximum of 20 district and Baldy View ROP employees to participate in the CAROCP Annual Spring Inservice on February 28, 2009.
- C. Approved the following personnel actions:

RATIFICATION OF  
RESIGNATION:

Name:	Linda Soto
Position:	Accountant
Program:	Business
Effective:	December 31, 2008

IX. **Business:**

- A. It was moved by Mr. Bustamonte and seconded by Mrs. Orozco to approve warrant register, Batch #0151-0159A. The motion carried unanimously.
- B. Received the Participation of District 11<sup>th</sup> and 12<sup>th</sup> Graders Report for Distribution to school district superintendents for presentation at a district board meeting.

Mr. Lenz requested a proposal from the administration regarding future computer repair/networking classes. He stated that with students being exposed to the computer at a younger age, once they reach high school they will be far beyond learning software applications and will be looking at repair and systems administration. Mr. Lenz asked that the proposal be brought back for review in three months.

- C. It was moved by Mrs. Caenepeel and seconded by Mr. Bustamonte to accept the Auditor's Report for 2007-08. Mr. Castro commended Ms. Byrne and her staff for the excellent work they do and for the clean audit report. The motion carried unanimously.

X. **Closed Session:** The meeting adjourned into Closed Session at 6:46 p.m. to discuss and take possible action on:

- A. Conference with Labor Negotiator (Government Code section 54957.6):

Agency Negotiator: Jose Castro, Superintendent

Unrepresented Employee: Executive Assistant to the Superintendent

- XI. **Reconvene to Open Session:** Mr. Lenz reconvened the meeting at 8:03 p.m. and announced that discussion took place on the Labor Negotiation Matter listed for Closed Session. Mr. Lenz reported that the following action was taken:
- A. It was moved by Mrs. Orozco and seconded by Mr. Bustamonte to approve job description: Administrative Services Manager. The motion carried unanimously.
  - B. It was moved by Mrs. Caenepeel and seconded by Mr. Bustamonte to approve reclassification of Michael Moore from Executive Assistant to the Superintendent to Administrative Services Manager, salary M2 SA effective December 11, 2008. The motion carried unanimously.
- XII. **Adjournment:** The meeting was adjourned at 8:04 p.m. The next meeting of the Baldy View Regional Occupational Program Commission will be held on Wednesday, February 11, 2009, 6:00 p.m., Baldy View ROP Board Room, 8265 Aspen Avenue, Suite 100, Rancho Cucamonga, California.