

Approved – 1/13/10

**MINUTES OF THE BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM
COMMISSION MEETING
Wednesday, December 9, 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	Chaffey District
	Sylvia Orozco	Chino Valley Unified
	Mary Caenepeel	Claremont Unified
	Joe Lenz	Upland Unified
	Jose A. Castro	Superintendent
	Delores Byrne	Business Manager
	Clarke Stephens	Director of Instructional Services

Staff Present:	Phil Alvarez	Student Records Coordinator
	Ann Bach	Program Manager
	Candice Brock	Administrative Assistant
	Hilda Haley	Accounting Technician
	Brianne McKnight	Senior Accounting Clerk
	Meridith McMinn	Student Records Technician
	Michael Moore	Administrative Services Manager
	Eileen Stear	Program Manager

Others		
Present:	Todd Haag	Chaffey District Representative
	Bonnie Cardinale	Chino 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 Art Bustamonte.
- III. **Election of Officers:** Mr. Lenz opened the meeting to nominations for officers. It was moved by Mr. Bustamonte and seconded by Mrs. Caenepeel to nominate Joe Lenz for President. The motion carried unanimously. It was moved by Mrs. Orozco and seconded by Mr. Lenz to nominate Art Bustamonte for Vice President. The motion carried unanimously.
- IV. **Selection of Budget Committee Members:** It was moved by Mrs. Orozco and seconded by Mr. Lenz to appoint Mr. Bustamonte and Mrs. Caenepeel as representatives to the Budget Committee. The motion carried unanimously.

- V. **Designation of Time and Dates of Regular Meetings of the Commission:** It was moved by Mrs. Caenepeel and seconded by Mr. Bustamonte to approve the following Commission Meeting schedule. The meetings will be held on the second Wednesday of each month at 6:00 p.m. in the Baldy View ROP Board Room, 8265 Aspen Avenue, Suite 100, Rancho Cucamonga, California. The motion carried unanimously.

January 13, 2010	July 14, 2010
February 10, 2010	August 11, 2010
March 10, 2010	September 8, 2010
April 14, 2010	October 13, 2010
May 12, 2010	November 10, 2010
June 9, 2010	December 8, 2010

- VI. **Approval of Minutes:** It was moved by Mrs. Caenepeel and seconded by Mrs. Orozco to approve the November 4, 2009, Commission Meeting Minutes. The motion carried unanimously.

- VII. **Approval of Agenda:** It was moved by Mrs. Orozco and seconded by Mr. Bustamonte to approve the Agenda. The motion carried unanimously.

VIII. **Oral Communications:**

- A. **Orco Block Presentation:** Mr. Castro asked that this item be tabled until the January meeting.

- B. **Superintendent's Comments:** Mr. Castro stated that he would have no report this evening but recognized Internal Relations Committee members Candice Brock, Daniel Castillo, Meridith McMinn, and Michael Moore for their organizing of the ROP annual holiday event to help those less fortunate. This year the ROP staff will be donating phone cards through the USO for US troops in Iraq and Afghanistan to allow them the ability to call family and friends.

- C. **Commission Comments:** Mrs. Orozco wished all a Merry Christmas.

Mr. Bustamonte thanked staff for their attendance at the meeting. He stated the news from Sacramento is that more budget cuts are forthcoming and that it is not know how education will be affected. Mr. Bustamonte stated that goal of the ROP management team should be to maintain a curriculum that is beneficial to students and to avoid staff layoffs. He wished everyone Happy Holidays.

Mrs. Caenepeel wished everyone Happy Holidays and thanked Mr. Castro and Mr. Stephens for attending the Claremont USD board meeting. She reported that she attended the CSBA conference in San Diego and that many workshops on career pathways were presented and they were very informative.

Mr. Lenz shared that Upland USD took action on November 17, 2009, to transfer the State Fiscal Stabilization Funds to the ROP. He reported that he may not be able to attend the EMT event on December 17 and that Upland High School won the football game against Chino Hills High School. Mr. Lenz stated that he too attended the CSBA conference and in his opinion was the best one yet. He expressed that the workshops were very informative and timely. He wished all a Merry Christmas and Happy New Year.

IX. **Written Communications:**

- A. Commission Calendar.
- B. Minutes of the District Representatives Council Meeting, October 29, 2009, were received as presented.

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

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

- A. Accepted the Enrollment Summary Report for the period ending November 15, 2009.
- B. Approved the warrant register, Batch #0114-0127.
- C. Reviewed the 3rd Quarter 2009 Investment Report.
- D. Approved the following personnel actions:

RATIFICATION OF
EMPLOYMENT:

Name: Marylou Rodriguez
Position: Preschool Teacher
Program: Cougar Cubs
Salary: C4 SA
Effective: November 9, 2009
Reason: Open Position

MEDICAL LEAVE:

Name: Mary Zaldivar
Position: Program Assistant
Program: Instruction
Effective: December 16, 2009
Reason: Medical Leave (6 – 8 weeks)

XII. **Administration:**

- A. It was moved by Mrs. Orozco and seconded by Mrs. Caenepeel to approve a resolution for payment to Arthur Bustamonte, Commission Representative from Chaffey Joint Union High School District, for the November 4, 2009, Commission Meeting. The motion carried by a vote of 3 Ayes, 0 Nays, and 1 Abstention. Mr. Bustamonte abstained.

- B. It was moved by Mrs. Orozco and seconded by Mrs. Caenepeel to approve the revised organizational chart. The motion carried unanimously.

XIII. **Business:**

- A. It was moved by Mr. Bustamonte and seconded by Mrs. Caenepeel to approve the ROP budget calendar. The motion carried unanimously. Ms. Byrne noted that the June date should read June 9, 2010 not June 2, 2010.
- B. It was moved by Mrs. Orozco and seconded by Mrs. Caenepeel to accept the First Period Interim Financial Report including the Standards and Criteria Review, and to 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 2009-10 fiscal year and two subsequent fiscal years. The motion carried unanimously.

Ms. Byrne reported that this is the first year the ROP is not funded on ADA which caused certain amounts to be reported differently. The major factor that represents the difference between Adopted and First Interim for the Other Local Revenues is, at Adopted, the Apportionment revenue of \$6,672,924 was recorded in State Revenues and at First Interim it was moved to Other Local Revenues. This was how the county wanted it recorded because we didn't have direct funding from the state. On the First Interim report there is a decrease in State Revenues to offset most of the increase in Local Revenues.

Other major factors adding to the increase in Local Revenues at First Interim are: 1) the addition of Lottery funding for \$220,985. No Lottery was projected at Adopted because it was not known if we would receive it. 2) the addition of the two Fall WIA classes for \$104,507 that were not in the Adopted budget. 3) the addition of \$18,849 to Apportionment revenue based on revised projections from the county.

Mr. Lenz stated that he is pleased with the superintendent, management team, and staff for being proactive in coming up with ideas to generate additional revenue and identifying ways to save revenue. He gave a special thanks to Ms. Byrne and her staff for their work and presenting a great report.

- C. It was moved by Mr. Bustamonte and seconded by Mrs. Caenepeel to adopt a resolution that transfers be made within the 2009-10 budget and that Jose Castro, Clerk of the Governing Board, be authorized to execute the resolution. The motion carried unanimously.

- XIV. **Closed Session:** The meeting adjourned into Closed Session at 6:34 p.m. to discuss and take possible action on Public Employee Performance Evaluation (Government Code section 54957): Title: Superintendent.

- XV. **Reconvene to Open Session:** Mr. Lenz reconvened the meeting at 7:55 p.m. and announced that the superintendent's performance evaluation was completed and that direction was given to the superintendent for the next six months.
- XVI. **Adjournment:** The meeting adjourned at 7:57 p.m. The next Meeting of the Baldy View Regional Occupational Program Commission will be held on Wednesday, January 13, 2010, 6:00 p.m., Baldy View ROP Board Room, 8265 Aspen Avenue, Suite 100, Rancho Cucamonga, California.