

COLTON-REDLANDS-YUCAIPA  
REGIONAL OCCUPATIONAL PROGRAM

**REGULAR BOARD MEETING**

**September 13, 2017  
5:30 pm**

**CRY-ROP Admin. Building  
1214 Indiana Ct.  
Redlands, CA 92374**



**CRY-ROP GOVERNING BOARD**

<b>PILAR TABERA</b>	CJUSD	Vice President
<b>FRANK A. IBARRA</b>	CJUSD	Member
<b>PATT HARO</b>	CJUSD	Alternate
<b>PATTY HOLOHAN</b>	RUSD	Clerk
<b>DONNA WEST</b>	RUSD	Member
<b>JIM O'NEILL</b>	RUSD	Alternate
<b>SHARON BANNISTER</b>	Y-CJUSD	President
<b>JANE SMITH</b>	Y-CJUSD	Member
<b>DR. CHUCK CHRISTIE</b>	Y-CJUSD	Alternate

**DR. STEPHANIE HOUSTON, SUPERINTENDENT**



*Colton-Redlands-Yucaipa  
Regional Occupational Program*

**AGENDA**

REGULAR BOARD MEETING  
September 13, 2017  
5:30 P.M.

CRY-ROP ADMIN. BLDG.  
1214 Indiana Court  
Redlands, CA 92374

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**SESSION ONE - OPENING**  
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**1.0 Call to Order**

**1.1 Roll Call**

Colton Joint Unified School District

- Pilar Tabera (Vice President) \_\_\_\_\_
- Frank Ibarra (Member) \_\_\_\_\_
- Patt Haro (Alternate) \_\_\_\_\_

Redlands Unified School District

- Patty Holohan (Clerk) \_\_\_\_\_
- Donna West (Member) \_\_\_\_\_
- Jim O’Neill (Alternate) \_\_\_\_\_

Yucaipa-Calimesa Joint Unified School District

- Sharon Bannister (President) \_\_\_\_\_
- Jane Smith (Member) \_\_\_\_\_
- Dr. Chuck Christie (Alternate) \_\_\_\_\_

**1.2 Pledge of Allegiance**

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**SESSION TWO -PRESENTATIONS TO THE BOARD**  
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**2.1 Introduction of New Employees**

- Kevin Bice, CTE Instructor **(Robinson)**
- Julie Castillo, CTE Instructor **(Padilla)**
- Linda Masson, Testing Proctor **(Mortensen)**

**2.2 Community Recruiter Year Review**

**(Tsushima)**

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**SESSION THREE - PUBLIC PARTICIPATION**

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**3.0 Address from Audience**

The Board President or Chairperson will invite persons to speak concerning any item on the agenda or other matter within the subject matter jurisdiction of the Colton-Redlands-Yucaipa ROP. This is not meant to be a debating period. Complaints and problems relating to policy matters will be referred to the Superintendent.

Persons who have complaints against Board Members or staff are encouraged to seek resolution of those complaints by utilization of the ROP written complaint procedure rather than orally addressing them at a meeting.

Although the Board expects its professional staff of administrators to handle most matters of public concern, persons will be provided an opportunity to make suggestions and identify concerns about matters affecting the ROP which are not on the ROP agenda. The Board may not have complete information available to answer questions, and may refer specific concerns to the Superintendent for appropriate attention.

Persons desiring to address the Board will be asked to give their name, address, and the subject to be addressed.

The total time devoted to all person presentations shall be at the discretion of the President or Chairperson, but is limited to five (5) minutes per person and twenty (20) minutes per subject.

The CRY-ROP Governing Board meeting facility is accessible to persons with disabilities. If assistive listening devices or other auxiliary aids or services are needed in order to participate in the public meeting, requests should be made through the Secretary to the Board at least three (3) business days prior to the board meeting. The Secretary's telephone number is (909) 793-3115 and the office is located at 1214 Indiana Court, Redlands, CA.

**3.1 Hearing of Items on the Agenda**

**3.2 Hearing of Items Not on the Agenda**

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**SESSION FOUR - CONSENT CALENDAR**  
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**The Superintendent Recommends Approval of Consent Calendar Items #4.1 - #4.16**

All matters listed under the Consent Calendar are considered by the Governing Board to be routine and will be enacted in one motion.

There will be no discussion of these items prior to the time the Board considers the motion unless members of the Board, the administrative staff, or the public request specific items to be discussed and/or removed from the Consent Calendar.

**BOARD AND ADMINISTRATIVE FUNCTIONS**

- 4.1 **Approve** Minutes of the August 16, 2017 Regular Board Meeting (Houston) (pg. 1-11)
- 4.2 **Approve** Conferences > \$300 (Houston) (pg. 12-14)
- 4.3 **Approve** Proclamation #17-13 in Recognition of Red Ribbon Week (October 23-31, 2017) (Houston) (pg. 15-16)
- 4.4 **Approve** Resolution #17-14 for Disability Awareness Month – October (Houston) (pg. 17-18)
- 4.5 **Approve** Proclamation #17-15 for Week of the School Administrator (October 9-13, 2017) (Houston) (pg. 19-20)

**BUSINESS AND FINANCIAL FUNCTIONS**

- 4.6 **Approve** Expenditure Batches #065 - #093 and Authorize Superintendent to Sign Them (Gonzalez) (pg. 21-39)
- 4.7 **Approve** Software License Agreement with GoReact (Gonzalez) (pg. 40-43)
- 4.8 **Approve** Organizational Membership – CASBO (Gonzalez) (pg. 44)
- 4.9 **Approve** Consultant Agreement with Claudia Arciniega (Houston) (pg. 45-49)
- 4.10 **Approve** Contract with Full Capacity Marketing (Houston) (pg. 50-53)

**EDUCATIONAL SERVICES FUNCTIONS**

- 4.11 **Accept** Donations (Gonzalez) (pg. 54)
- 4.12 **Approve** Field Trips as Presented (Tsushima) (pg. 55-56)

**PERSONNEL FUNCTIONS**

- 4.13 **Ratify** Classified Employment (Koger) (pg. 57)
- 4.14 **Ratify** Classified Hourly/Substitute Employment (Koger) (pg. 58)
- 4.15 **Ratify** Revision(s) and/or Reclassification(s) of Employment (Koger) (pg. 59-60)
- 4.16 **Approve** Request for Leave of Absence (Koger) (pg. 61)

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**DEFERRED ITEMS**  
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Discussion/Action on items transferred from the Consent Calendar, if necessary.

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**SESSION FIVE - ACTION ITEMS**  
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**BOARD AND ADMINISTRATIVE FUNCTIONS**

- 5.1 **Approve** CSBA Board Policy Updates (2<sup>nd</sup> Reading) (Houston) (pg. 62-73)

**BUSINESS AND FINANCIAL FUNCTIONS**

- 5.2 **Approve** 2016-17 Unaudited Actuals Financial Report (Gonzalez) (pg. 74-78)

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**SESSION SIX - REPORTS AND INFORMATION ITEMS**  
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**PROGRAM REPORTS**

Program Reports include specific information shared with the Board on Career Enhancement Services' Programs. It could be information on a new, expanding, or existing program.

**SUPERINTENDENT AND STAFF REPORTS**

The Superintendent and members of the management staff are encouraged to report on items of general interest to the Board, as well as provide information about conferences or meetings which they have attended.

- 6.1 **Cash Flow Analysis Report** (Gonzalez) (pg. 79-81)  
**August, 2017**
- 6.2 **Strategic Action Plan for CRY-ROP** (Tsushima) (pg. 82-84)

**6.3 Conferences < \$300 (Houston) (pg. 85-86)**

**6.4 Superintendent's Report**

**6.5 Staff Reports**

**A. Operations Report (separate hand-out)**

**BOARD MEMBERS' REPORTS**

Individual Board Members may wish to share a comment, concern, and/or observation with other Board Members and/or staff.

**6.6 Board Members' Reports**

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**SESSION SEVEN – CLOSED SESSION**  
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**CLOSED SESSION** (CRY-ROP Administration Building – Board Room, 1214 Indiana Court, Redlands, CA 92374)

**7.1 Public Employee Performance Evaluation**

Title: Superintendent

**ADJOURNMENT**

The next Regular Board Meeting of the Colton-Redlands-Yucaipa Regional Occupational Program will be on **October 11, 2017 at 5:30 p.m.** in the Board Room at the ROP Administrative Office, 1214 Indiana Court, Redlands, CA 92374.