

Approved – 11/18/20

**MINUTES OF THE BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM
COMMISSION MEETING
Wednesday, October 14, 2020**

- I. **Call to Order:** The meeting was called to order telephonically via Google Meet by Sue Ovitt, President at 6:00 p.m.

Present:	Sue Ovitt	Chaffey District
	Joe Schaffer	Chino Valley Unified
	Dave Nemer	Claremont Unified
	Jack Young	Upland Unified
	Shelley Adams	Superintendent
	Rose Bomentre	Assistant Superintendent of Educational Services
	Carla Roberts	Director of Business Services
	Dora Edney	Director of Development/Public Relations
	Lisa Porter	Director of Personnel Services
	Michael Moore	Administrative Services Coordinator
	Trina Le	Coordinator
	Elizabeth McGraw	Coordinator
	Helena Zarate-Simolin	Coordinator

Others

Present:	Susan Petrocelli	Chaffey District Representative
	Julian Rodriguez	Chino Valley District Representative
	Andrew Stager	Upland District Representative

Mrs. Ovitt welcomed everyone to the meeting and thanked them for attending.

- II. **Review of Agenda:**

Changes – None
Deletions – None

- III. **Approval of Agenda:** It was moved by Mr. Young and seconded by Mr. Nemer to approve the Agenda. The motion carried with the following Roll Call vote:

Dave Nemer – Aye
Joe Schaffer – Aye
Jack Young – Aye
Sue Ovitt – Aye

- IV. **Pledge of Allegiance:** The Pledge of Allegiance was led by Mrs. Ovitt.

- V. **Approval of Minutes:** It was moved by Mr. Nemer and seconded by Mr. Schaffer to approve the September 9, 2020, Commission Meeting Minutes. The motion carried with the following Roll Call vote:

Dave Nemer – Aye
Joe Schaffer – Aye
Jack Young – Aye
Sue Ovitt – Aye

- VI. **Approval of Minutes:** It was moved by Mr. Schaffer and seconded by Mr. Young to approve the October 2, 2020, Commission Meeting Minutes. The motion carried with the following Roll Call vote:

Dave Nemer – Aye
Joe Schaffer – Aye
Jack Young – Aye
Sue Ovitt – Aye

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

VIII. **Oral Communications:**

- A. **Superintendent's Comments:** Dr. Adams shared the following items:

- Wished all administrators a Happy School Administrator's Week. She stated she is very proud and excited to work with her team and extended her sincerest appreciation for their hard work. Dr. Adams also offered her appreciation to the district administrators and thanked them for their continued partnership.
- Pictures of the new buildings on the CTC campus. Furniture has been moved in to the buildings over the last two days.

- B. **Cabinet's Report:**

Educational Services: Dr. Bomentre shared the following items:

- BVROP's first CTE Administrators and Counselors Network meeting on September 24, 2020 had thirty-four participants. Information was shared and collaboration occurred with administrators and school counselors from various sites. Items discussed included BVROP course information (website navigation, high school schedule, etc.), how BVROP directly contributes to three of the eight criteria of the CA College and Career readiness Measure for Prepared students (college articulations, career pathway completion, and increased UC-CSU approved courses), and resources for counselors to drive scheduling and post-secondary option conversations with students. A second meeting is scheduled for October.
- A Career Tech PLC meeting will be held tomorrow. This is one of six meetings held throughout the year.

Business Services: Mrs. Roberts shared the following items:

- An audit by San Bernardino Superintendent of Schools staff has been completed.
- The independent audit firm is finishing their yearly audit and will present the report at the December Commission meeting.

Development/Public Relations: Mrs. Edney shared the following items:

- The annual Institutional Advisory meeting was held on September 11, 2020 where a variety of topics was discussed. A member of the advisory, Jon Kelly from Core5, donated a \$2,500 student scholarship. Mrs. Edney extended her thanks to all attendees and participants.
- The October Newsletter will be out later this month.

Personnel Services: Mrs. Porter shared the following items:

- Onboarding has been occurring for new staff.
- Fringe benefit open enrollment is being finalized.
- Assignment monitoring with the state will be occurring.

- C. **Commission Comments:** Mr. Nemer reported on Claremont USD's first district advisory meeting on systemic racism. This will be challenging for the district and they are expecting criticism to occur. Meetings are scheduled through May 2021.

Mr. Schaffer extended his appreciation to ROP and district administrators for School Administrators Week. He stated that Chino Valley USD has a board meeting tomorrow night and topics on the agenda include whether to bring back the sports teams and approval of waivers for K-6 and special needs populations.

Mr. Young shared that Upland USD has started back to school with small group cohorts at each school. They are slowly moving to 25% attendance by the end of November or early December. He reported that he shared information about ROP at his board meeting last night and that he met with the Upland Teacher's Association Leadership Team and they are interested in open communication with ROP. Mr. Young wished all a Happy School Administrators Week and stated that his districts football team and band marching team have started conditioning.

Mrs. Ovitt shared that Chaffey JUHSD started their second quarter yesterday. She thanked all instructors and staff for their continued dedication to offering rigorous course of studies to our students and that she is so thankful we are offering SEL training for our staff.

IX. **Written Communications:**

- A. Commission Calendar.
- B. Events Calendar.

- X. **Approval of Consent Calendar:** It was moved by Mr. Nemer and seconded by Mr. Young to approve the Consent Calendar as presented. The motion carried with the following Roll Call vote:

Dave Nemer – Aye
Joe Schaffer – Aye
Jack Young – Aye
Sue Ovitt – Aye

- A. Approved the warrant register, Batch #0147-0197, for the period of September 2, 2020, through October 1, 2020.
B. Approved/ratified the following certificated personnel actions:

CERTIFICATED EMPLOYMENT:

Name: Katey Sixsmith
Position: VN Director (Interim/Short Term)
Division: Educational Services
Salary: Column III, Step IV (VN Pay Schedule) - \$58.35/hour
Effective: October 1, 2020- October 31, 2020

CERTIFICATED CHANGES:

Name: Sequoia Payton
Position: From: Substitute Instructor
To: Regular Instructor
Division: Educational Services
Salary: Column II, Step 2 - \$36.98
Effective: October 10, 2020

CERTIFICATED RESIGNATION/TERMINATION:

Name: Michael Garcia
Position: Healthcare Occupations/Pharmacy Clerk Instructor
Division: Educational Services
Effective: January 1, 2021

Name: Patricia Dodd
Position: Substitute Instructor
Division: Educational Services
Effective: September 30, 2020

- C. Approved initial Variable Term Waivers for the following employees, while they obtain their official English Language Authorization for the period of August 1, 2020, through June 30, 2021; Diana DeJesus-Escutia, John Sulik, and Theodore Ross.

- D. Authorized Dr. Shelley Adams to approve Memorandum of Understanding (MOU) between Baldy View ROP and SEL Launchpad for the October 2020 SEL & EQ in CTE workshop.
- E. Approved the E-Rate Project.

XI. ADMINISTRATION

- A. It was moved by Mr. Young and seconded by Mr. Nemer to approve revised Board Policies 4113 and 4118 that received first reading on September 9, 2020. The motion carried with the following Roll Call vote:

Dave Nemer – Aye
Joe Schaffer – Aye
Jack Young – Aye
Sue Ovitt – Aye

- B. First reading of revised Board Policies 0410, 1312.3, 4030, 5145.3, and 5145.7, and receive for information Administrative Regulations 1312.3, 4030, 4119.11, 5145.3, and 5145.7.

- C. It was moved by Mr. Schaffer and seconded by Mr. Young to authorize Dr. Shelley Adams to apply for a waiver to hold in-person hands-on skills lab instruction at the Baldy View ROP Career Training Center beginning November 1, 2020 on scheduled days Monday through Saturday with priority considered for capstone courses within the Essential Workforce related field. The motion carried with the following Roll Call vote:

Dave Nemer – Aye
Joe Schaffer – Aye
Jack Young – Aye
Sue Ovitt – Aye

XII. PERSONNEL

- A. It was moved by Mr. Young and seconded by Mr. Nemer to approve job description entitled Director of Business Services Intern. The motion carried with the following Roll Call vote:

Dave Nemer – Aye
Joe Schaffer – Aye
Jack Young – Aye
Sue Ovitt – Aye

- B. It was moved by Mr. Young and seconded by Mr. Schaffer to approve Director of Business Services Intern Employment Contract. The motion carried with the following Roll Call vote:

Dave Nemer – Aye

Joe Schaffer – Aye

Jack Young – Aye

Sue Ovitt – Aye

- XIII. **Closed Session:** The meeting adjourned into Closed Session at 6:52 p.m. to discuss and take possible action on:

- A. Public Employee Reassignment/Discipline/Dismissal/Release – Government Code §54957

Title: Superintendent

- XIV. **Reconvene to Open Session:** Mrs. Ovitt reconvened the meeting at 7:36 p.m. and announced that no action had been taken.

- XV. **Adjournment:** The meeting adjourned at 7:37 p.m. The next Meeting of the Baldy View Regional Occupational Program Commission will be held on Wednesday, November 18, 2020, 6:00 p.m., Baldy View ROP, 1501 S. Bon View Avenue, Ontario, California.