

Approved – 11/13/19

**MINUTES OF THE BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM
COMMISSION MEETING
Wednesday, October 9, 2019**

- I. **Call to Order:** The meeting was called to order by Sue Ovitt, President at 6:00 p.m. at Baldy View ROP, 2890 Inland Empire Blvd., Ontario, California.

Present:	Sue Ovitt	Chaffey District
	Joe Schaffer	Chino Valley Unified
	Nancy Treser Osgood	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
	Christine Pendergraph	Coordinator
	Helena Zarate-Simolin	Coordinator

Others		
Present:	Virginia Kelsen	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 – Agenda Items I-F-3(a) and I-F-3(b) replaced with new pages.
Deletions – None

- III. **Approval of Agenda:** It was moved by Mrs. Treser Osgood and seconded by Mr. Young to approve the Agenda. The motion carried unanimously.
- IV. **Pledge of Allegiance:** The Pledge of Allegiance was led by Mr. Schaffer.
- V. **Approval of Minutes:** It was moved by Mr. Schaffer and seconded by Mr. Young to approve the September 11, 2019, Commission Meeting Minutes. The motion carried unanimously.
- VI. **Public Participation:** There was no public participation.

VII. **Oral Communications:**

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

- Introduced the following Educational Services Management Team members: Trina Le, Helena Zarate-Simolin, Christine Pendergraph, and in absentia, Elizabeth McGraw.
- Reminded the Commission of the Open House on October 19 and asked that they extend the invitation to friends, family, and community members.
- Reported on her attendance at Chaffey College to discuss dual enrollment and attendance at the College Next Kick Off meeting at Cal State University San Bernardino.

B. **Cabinet's Report:**

Educational Services: Dr. Bomentre shared the following items:

- Recognized Christine Pendergraph on her 10-year work anniversary today.
- Reported on her attendance at the Chino Valley USD Counselor meeting.

Business Services: Mrs. Roberts shared the following item:

- Reported on the absence and return of a staff member who was out due to medical leave and thanked the departments that helped during the employees' absence.

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

- Final preparations are occurring for the Open House. School First Credit Union will be sponsoring the Open House.
- The Chino Champion has recognized Baldy View ROP as the Best Technical School for the third year in a row.
- Jasmine Harris has started in her position as Marketing and Public Relations Specialist.

Personnel Services: Mrs. Porter shared the following items:

- Cariann Angel has started in her position as Account Clerk and the Administrative Services Assistant candidate has been selected.
- All staff have completed the mandatory training assignments.

C. **Commission Comments:** Mr. Young welcomed Mr. Stager to the meeting. He stated the safety concerns he shared with Dr. Adams regarding the welding classroom are being corrected and look good. Mr. Young shared he spoke to the ROP Sports Medicine instructor at Upland's game on Friday, and noted that Upland won the game.

- Mr. Schafer welcomed Trina Le and Helena Zarate-Simolin to the ROP and congratulated Christine Pendergraph on her ten-year work anniversary.

- Mrs. Treser Osgood reported that Claremont High School had the highest number of ROP students enrolled in the last four years.
- Mrs. Ovitt thanked Mrs. Treser Osgood for chairing the last Commission meeting in her absence and thanked Gil Zendejas for attending in her place. She noted that Chaffey JUHSD started their second quarter on Monday.

VIII. **Written Communications:**

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

IX. **Approval of Consent Calendar:** It was moved by Mr. Young and seconded by Mrs. Treser Osgood to approve the Consent Calendar as presented. The motion carried unanimously.

- A. Approved the warrant register, Batch #0202-0357, for the period of August 22, 2019, through September 26, 2019.
- B. Approved the following certificated personnel actions:

RECOMMEND APPROVAL OF:

CERTIFICATED MANAGEMENT:

Name: Trina Le
Position: Educational Services
Division: Coordinator
Salary: M5; Step F
Effective: October 3, 2019

Name: Elizabeth McGraw
Position: Educational Services
Division: Coordinator
Salary: M5; Step B
Effective: 09/24/2019

Name: Helena Zarate-Simolin
Position: Educational Services
Division: Coordinator
Salary: M5; Step E
Effective: October 3, 2019

CERTIFICATED EMPLOYMENT:

Name: Anthony Perez
Position: Substitute Instructor
Division: Educational Services
Salary: Column 1; Step 1
Effective: 09/26/2019

Name: Toby Robins
Position: LVN Instructor
Division: Educational Services
Salary: Column 1; Step 1
Effective: Pending pre-employment process

CERTIFICATED RESIGNATION:

Name: Gina Cunningham
Position: Veterinary Instructor
Division: Educational Services
Effective: May 28, 2020

VOLUNTEER SERVICE:

Name: Marie Sliney
Position: Volunteer/Mentor Teacher
Division: Educational Services
Effective: October 7, 2019 – January 17, 2020

- C. Approved the following classified personnel action:

RECOMMEND APPROVAL OF:

CLASSIFIED EMPLOYMENT:

Name: Jasmine Harris
Position: Marketing and Public Relations Specialist
Division: Development/Public Relations
Salary: C10; Step C
Effective: 10/07/2019

Name: Janae Wynn-Liggins
Position: Administrative Services Assistant
Division: Administrative Services
Salary: C7; Step C
Effective: Pending pre-employment process

CLASSIFIED CHANGE:

FROM:

Name: Jorge Gomez
Position: Administrative Services Assistant
Division: Administrative Services
Salary: C7; Step D

TO:

Name: Jorge Gomez
Position: Educational Services Assistant
Division: Educational Services
Salary: C8; Step C
Effective: Pending pre-employment process

- D. Approved the revised Licensed Vocational Nursing and Certificated Pay Structures, to be effective October 1, 2019.
- X. **Closed Session:** The meeting adjourned into Closed Session at 6:12 p.m. to discuss and take possible action on:
- A. Public Employee Reassignment/Discipline/Dismissal/Release – Government Code §54957
- XI. **Reconvene to Open Session:** Mrs. Ovitt reconvened the meeting at 6:43 p.m. and announced that no action had been taken.
- XII. **Adjournment:** The meeting adjourned at 6:44 p.m. The next Meeting of the Baldy View Regional Occupational Program Commission will be held on Wednesday, November 13, 2019, 6:00 p.m., Baldy View ROP, 2890 Inland Empire Blvd., Ontario, California.