

Approved – December 15, 2021

**MINUTES OF THE BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM
COMMISSION MEETING**

Wednesday, November 10, 2021

I. **Call to Order:** Dave Nemer, President, called the meeting to order at 5:01 p.m.

Present:	Dave Nemer	Claremont Unified School District
	Joe Schaffer	Chino Valley Unified School District
	Jack Young	Upland Unified School District
	Sue Ovitt	Chaffey Joint Union High School District
	Dr. Shelley Adams	Superintendent
	Carla Roberts	Director of Business Services
	Dora Edney	Director of Business Development & Public Relations
	Lisa Porter	Director of Personnel Services
	Helena Zarate-Simolin	Coordinator
	Trina Le	Coordinator
	Elizabeth McGraw	Coordinator
	David Suarez	Director of Business Services Intern
	Sheri Simpson	Administrative Services Coordinator

Others

Present:	Dr. Julian Rodriguez	Chino Valley USD Representative
	Eduardo Zaldivar	Chaffey JUHSD Representative
	Dr. Andrew Stager	Upland USD Representative

II. **Review of Agenda:**

Changes – None
Deletions – None

III. **Approval of Agenda:** It was moved by Mr. Young and seconded by Mrs. Ovitt to approve the Agenda, as presented. 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:** Mr. Schaffer led the Pledge of Allegiance.

V. **Approval of Minutes:** It was moved by Mr. Schaffer and seconded by Mrs. Ovitt to approve the October 13, 2021, Commission Meeting Minutes, as written. The motion carried with the following Roll Call vote:

Dave Nemer – Aye

Joe Schaffer – Aye

Jack Young – Aye

Sue Ovitt – Aye

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

VII. **Oral Communications:**

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

- Expressed appreciation for all staff members who have stepped up to assist in the classroom because of the substitution teacher shortage.

B. **Cabinet's Comments:**

Business Services: Mrs. Roberts shared the following items:

- George Lee, the new Account Clerk, is doing well and is a welcome addition to the team.
- She and David Suarez are working diligently on the First Interim report for the December Commission meeting.
- Will be attending the CBO Symposium, the week of November 15th.

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

- Thanked the LifeStream team for their help and support. The February 26, 2022, Blood Drive link (lstream.org/bvrop) is now online and ready to take appointments.
- Held virtual Institutional Advisory meeting on November 5, 2021. Thanked all members who attended.
- Received a \$1000 Open House sponsorship from an Institutional Advisory member, Piping Industry Progress & Education (P.I.P.E.).
- Video on Stage Technology Program.

Personnel Services: Mrs. Porter shared the following items:

- Excited to share that the Photography and Construction classes at Upland and Cyber Security at Chino are filled.
- Thanked all staff members who have served as a substitute this year.
- Attended 2021 CSRMA Annual Members Forum and Board of Directors Meeting.

C. **Commission Comments:**

Mr. Nemer shared the following items:

- Thanked everyone who has been filling in as a substitute. Recognized the difficulty everyone is facing because of the situation.
- Acknowledged Lisa Porter and the trials and tribulations that Personnel

Services has faced concerning the staff shortages.

- Claremont HS football team was victorious in their homecoming game against Chaffey HS and won their first playoff game. This season is the most successful Claremont football has been in 19 years.

Mr. Schaffer shared the following items:

- Wished everyone a Happy Thanksgiving. Recognized Veteran's Day and those who have served.

Mr. Young shared the following items:

- Thanked our Veterans and wished everyone Happy Holidays.
- Acknowledged the shortage of all staff. Shared that Upland USD Cabinet members have been serving as substitutes as well.
- Shared how enlightening and enjoyable the Student Voice event at Upland High School was and requested that BVROP host a similar event in the future.

Mrs. Ovitt shared the following items:

- Recognized Veterans Day. Thanked those who are/or have served to allow us our freedoms.
- Acknowledged the importance of safety protocols and appreciation for our safety signage on campus.
- November is Mental Health Awareness month.

VIII. **Written Communications:**

- A. Commission Calendar.
- B. Events Calendar.
- C. San Bernardino County Pool, 3rd Quarter 2021 Investment Report

IX. **Approval of Consent Calendar:** It was moved by Mr. Young and seconded by Mr. Schaffer 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 #0250-0344, for the period of September 28, 2021, through October 25, 2021.
- B. Approved/ratified the following certificated personnel actions:

CERTIFICATED EMPLOYMENT:

Name: Jeffrey Bautista
Position: Transportation, Distribution and Logistics Instructor
Division: Educational Services
Salary: Column 4, Step 3
Effective: November 1, 2021

Name: Henry Le
Position: Cybersecurity Instructor
Division: Educational Services
Salary: Column 4, Step 4
Effective: November 1, 2021

Name: Tony Ko
Position: Transportation, Distribution and Logistics Instructor
Division: Educational Services
Salary: Column 4, Step 3
Effective: November 1, 2021

Name: Amy Romero
Position: Substitute Instructor
Division: Educational Services
Salary: Column 1, Step 1
Effective: October 12, 2021

Name: Sonia Ruiz
Position: Pharmacy Technician Instructor
Division: Educational Services
Salary: Column 1, Step 1
Effective: October 13, 2021

CERTIFICATED RESIGNATION/TERMINATION:

Name: Juan Alaniz
Position: Digital and Commercial Photography Instructor
Division: Educational Services
Effective: October 23, 2021

CERTIFICATED RESIGNATION/TERMINATION (CON'T):

Name: Sean Dare
Position: Substitute Instructor
Division: Educational Services
Effective: October 11, 2021

Name: Sean Dare
Position: Residential & Commercial Construction Instructor
Division: Educational Services
Effective: October 11, 2021

Name: Sabrina Ruiz-Emmons
Position: Special Projects and Grants Liaison

Division: Educational Services
Effective: October 20, 2021

Name: Oscar Santos
Position: 3D Game Animation Instructor
Division: Educational Services
Effective: October 23, 2021

- C. Approved/ratified the following classified personnel actions:

CLASSIFIED EMPLOYMENT:

Name: Jeffrey Paz
Position: Educational Services Assistant
Division: Educational Services
Salary: C8; Step B
Effective: November 1, 2021

- D. Approved December 15, 2021, for the Annual Organizational Meeting in conjunction with the Regular Meeting.

X. **Business:**

- A. It was moved by Mrs. Ovitt and seconded by Mr. Young to authorize Dr. Shelley Adams, Superintendent, and/or her designee to approve the Memorandum of Understanding (MOU) between Baldy View ROP and Options for Youth, Upland (OFY) to offer OFY students the opportunity to participate in BVROP, Spring 2022 classes. 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 Mrs. Ovitt and seconded by Mr. Young to authorize for Dr. Shelley Adams, Superintendent and/or her designee to sign Notice of Project Completion, Bid Number 018/19-013 to Norse Corporation. The motion carried with the following Roll Call vote:

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

- C. It was moved by Mr. Schaffer and seconded by Mr. Young to authorize for Dr. Shelley Adams, Superintendent and/or her designee to sign Notice of Project Completion, Bid Number 018/19-013A to Norse Corporation. The motion carried with the following Roll Call vote:

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

- D. It was moved by Mr. Young and seconded by Mrs. Ovitt to authorize for Dr. Shelley Adams, Superintendent and/or her designee to sign Notice of Project Completion, Bid Number 018/19-013B to Norse Corporation. The motion carried with the following Roll Call vote:

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

- E. It was moved by Mrs. Ovitt and seconded by Mr. Young to authorize for Dr. Shelley Adams, Superintendent and/or her designee to sign Notice of Project Completion, Bid Number 018/19-016B to Daniel’s Electric. The motion carried with the following Roll Call vote:

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

- F. It was moved by Mrs. Ovitt and seconded by Mr. Young to authorize for Dr. Shelley Adams, Superintendent and/or her designee to make purchases that meeting the goal of upgrading the classroom tools for the Automotive Technology program at Etiwanda High School using K12 SWP Round 1 funds, not to exceed \$110,000. The motion carried with the following Roll Call vote:

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

XI. **Administration:**

- A. Received for information revised Administrative Regulation 4151 entitled *Compensation*.

XII. **Closed Session:** The meeting adjourned into Closed Session at 5:57 p.m. to discuss and take possible action on:

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

§54957

- B. Conference with Legal Counsel – Anticipated Litigation pursuant to subdivision(b) of Government Code § 54956.9 – 1 case
- C. Public Employee Performance Evaluation – Government Code §54957
Title: Superintendent

XII. **Reconvene to Open Session:** Mr. Nemer reconvened the meeting in Open Session at 7:10 p.m. All Commission members were present. Mr. Nemer reported the following action was taken:

- A. It was moved by Mr. Schaffer and seconded by Mr. Young by a unanimous vote to approve the settlement agreement between Baldy View Regional Occupational Program and RMA.

XIII. **Adjournment:** The meeting adjourned at 7:11 p.m.

A special meeting of the Baldy View Regional Occupational Program Commission is Thursday, December 9, 2021, at 9:00 a.m. at Baldy View ROP CTC, 1501 S. Bon View Avenue, Ontario.

The next meeting regular meeting of the Baldy View Regional Occupational Program Commission is Wednesday, December 15, 2021, at 5:00 p.m. at Baldy View ROP CTC, 1501 S. Bon View Avenue, Ontario.