

Approved – 12/9/20

**MINUTES OF THE BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM
COMMISSION MEETING
Wednesday, November 18, 2020**

- I. **Call to Order:** The meeting was called to order telephonically via Google Meet by Sue Ovitt, President at 5:30 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
	Michael Montano	

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

- II. **Review of Agenda:**

Changes – Reference item V-F, page 95 – item 6, change name from KAR Construction to Norse Corporation.

Deletions – None

- III. **Approval of Agenda:** It was moved by Mr. Young and seconded by Mr. Nemer to approve the Agenda with change as stated in item II above. 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 Mr. Young.

- V. **Approval of Minutes:** It was moved by Mr. Nemer and seconded by Mr. Young to approve the October 14, 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. **Public Participation:** There was no public participation.

- VII. **Oral Communications:**

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

- Welcomed and introduced Michael Montano. Mr. Montano will be serving in the capacity of Director of Business Services Intern starting in January 2021. Mr. Montano shared his education and employment background. Mrs. Ovitt stated that she is looking forward to meeting Mr. Montano in person and thanked him for attending the meeting.
- She shared welcomed news regarding the state budget. The Legislative Analyst Office reported today the State budget is looking better than was anticipated.
- Wished all a happy thanksgiving.

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

Educational Services: Dr. Bomentre shared the following item:

- All staff and departments are focused on our COE/WASC visit. The preliminary visit is scheduled for December 1 and the accreditation visit is scheduled for February 1-5.

Business Services: Mrs. Roberts shared the following item:

- Business Services furniture and files have been moved into building 700 and IT is working on computer set-up. Staff has unpacked and set-up their workspaces and are ready to return to work.

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

- Presented at Valley HS virtual event on October 7 and expressed her appreciation with working with the Career Technicians. Class videos have been sent to all Career Technicians for their use in promoting ROP classes.

Personnel Services: Mrs. Porter shared the following items:

- The Personnel Services Department is putting together items for the upcoming COE/WASC visit.
- The STRS documents for audit are almost complete.
- Interviews are continuing for pharmacy and VN instructors.
- Welcome Mr. Montano to Baldy View ROP.

- C. **Commission Comments:** Mr. Nemer welcomed Mr. Montano to the ROP. He stated it is great to hear the good news regarding the state budget. Mr. Nemer shared that Claremont Superintendent, Dr. Elsasser has accepted the Superintendent position at Placentia-Yorba Linda school district and that an interim superintendent will be appointed at tomorrow night's board meeting. Claremont USD will also have two new board members beginning in December.

Mr. Schaffer welcomed Mr. Montano and congratulated Mrs. Ovitt and Mr. Young on their reelections. He stated that he will know next week if he will continue as the Chino Valley USD representative to the ROP. Mr. Schaffer stated that his district had a new board member elected and two incumbents returning. The district did not approve the waiver to bring students back to school. He wished everyone a happy Thanksgiving.

Mr. Young wished all a happy Thanksgiving, wished Claremont USD good luck on their superintendent search, and congratulated Mrs. Ovitt on her reelection. He stated that he met with Dr. Adams and Mr. Montano and welcomed him to the ROP. Mr. Young reported on his recent Zoom meeting with Senator Leyva and her concern that distance learning may continue for the remainder of the 2020-21 school year. Other topics discussed included Brown Act changes regarding social meetings, increased Wi-Fi access for students, and fewer bills being passed by the legislature this year. Mr. Young reported Upland USD had students return to two schools today and TK-3 will return after the holiday break.

Mrs. Ovitt congratulated Mr. Young on his reelection and expressed she hopes the current Commission can remain as a group. She thanked Dr. Adams for all her hard work on behalf of the districts and thanked Mrs. Petrocelli for hitting the ground running and not missing a beat. Mrs. Ovitt shared that 1994 Ontario HS graduate Victor Glover is the pilot of the SpaceX capsule that just attached to the International Space Station. He will be in space for a six-month mission.

VIII. **Written Communications:**

- A. Commission Calendar.
B. Events Calendar.
C. Memo from San Bernardino County Superintendent of Schools Regarding Laptop Donation. Dr. Adams stated the laptops will be distributed after the holiday break. She thanked Chaffey JUHSD for their donation of 100 digital thermometers and for hosting our application for COVID-19 funds.

IX. **Approval of Consent Calendar:** It was moved by Mr. Schaffer and seconded by Mr. Nemer 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 #0198-0255, for the period of October 2, 2020, through November 9, 2020.
- B. Reviewed the San Bernardino County Pool, 3rd Quarter Investment Report.
- C. Approved Memorandum of Understanding between Baldy View ROP and Upland Unified School District entitled *Distance Learning Rotational Day Quarterly Schedule Remuneration for BVROP Embedded, Part-time Instructors*.
- D. Approved/ratified the following certificated personnel action:

APPROVAL/RATIFICATION OF:

CERTIFICATED EMPLOYMENT:

Name: Patricia Armstrong
Position: LVN Substitute Instructor
Division: Educational Services
Salary: Column I, Step I - \$40.00/hour (VN Pay Schedule)
Effective: October 07, 2020

Name: Theodore Ross
Position: Residential and Commercial Construction Instructor
Division: Educational Services
Salary: Column II, Step 3 - \$38.09
Effective: October 07, 2020

CERTIFICATED RESIGNATION/TERMINATION:

Name: Azza Shenouda
Position: LVN Substitute Instructor
Division: Educational Services
Effective: November 02, 2020

- E. Approved/ratified the following classified personnel action:

APPROVAL/RATIFICATION OF:

CLASSIFIED EMPLOYMENT:

Name: Michael Montano
Position: Director of Business Services Intern
Division: Business Services
Salary: Annual Salary: \$105,882 – Monthly Rate: \$8,824
Effective: January 4, 2021 – January 31, 2022

CLASSIFIED CHANGES:

Name: Jasmine Harris
Position: *From:* Marketing and Public Relations Specialist
To: Marketing and Recruitment Advisor
Division: Business Development and Public Relations
Salary: C12, Step A – \$4,380
Effective: October 07, 2020

X. **Administration:**

- A. It was moved by Mr. Young and seconded by Mr. Schaffer to approve Board Policies 0410, 1312.3, 4030, 4119.11, 5145.3, and 5145.7 that received first reading on October 14, 2020. 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. Nemer and seconded by Mr. Young to approve December 9, 2020, for the Annual Organizational Meeting in conjunction with the Regular Meeting. 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. Nemer and seconded by Mr. Young to approve that Baldy View ROP withdraw from membership from the West End Corridor Chaffey Regional Adult Education Consortium (WEC). 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 Mr. Nemer to approve Resolution No. 2020-21-01 entitled: *Resolution of the Commission of the Baldy View ROP to delegate Authority to Procure Necessary Materials, Equipment, and Services to Provide Required Distance Learning for Staff, Teachers, and Students to Mitigate the Effects of COVID-19.*

Mr. Schaffer asked that a termination date be added to the motion.

The motion was amended by Mr. Young and seconded by Mr. Nemer to approve Resolution No. 2020-21-01 entitled: *Resolution of the Commission of the Baldy View ROP to delegate Authority to Procure Necessary Materials, Equipment, and Services to Provide Required Distance Learning for Staff, Teachers, and Students to Mitigate the Effects of COVID-19 through June 30, 2021.* The motion carried with the following Roll Call vote:

Dave Nemer – Aye

Joe Schaffer – Aye

Jack Young – Aye

Sue Ovitt – Aye

XI. **Personnel:**

- A. It was moved by Mr. Young and seconded by Mr. Schaffer to approve the proposed job description for Marketing and Recruitment Advisor. The motion carried with the following Roll Call vote:

Dave Nemer – Aye

Joe Schaffer – Aye

Jack Young – Aye

Sue Ovitt – Aye

XII. **Business:**

- A. Information on the acceptance of Higher Education Emergency Relief Fund (HEERF) funds in the amount of \$500,000.

- B. It was moved by Mr. Nemer and seconded by Mr. Schaffer to approve for Dr. Shelley Adams, Superintendent and/or her designee to be authorized to accept County of San Bernardino CARES Act Coronavirus Relief Funds in support of COVID-19 related expenditures. 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. Young and seconded by Mr. Schaffer to approve for Dr. Shelley Adams, Superintendent and/or her designee to be authorized to award the CTC Building 400 HVAC project to Ontario Refrigeration pursuant to their quote #O5120134A. 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. Nemer and seconded by Mr. Young to approve for Dr. Shelley Adams, Superintendent and/or her designee to be authorized to award CTC Access Control project to Electronic Design Solutions pursuant to their quote numbers 124455A, 12987B, and 13103A. 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 Mr. Young and seconded by Mr. Nemer to approve for Dr. Shelley Adams, Superintendent and/or her designee to be authorized to award CTC Secured Gate Entry project to Electronic Design Solutions pursuant to their quote number 12937A. 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 Mr. Schaffer and seconded by Mr. Young to approve for Dr. Shelley Adams, Superintendent and/or her designee to be authorized to sign deductive change orders/contract closeouts and added scope of work for the building projects at the Career Training Center with change as stated in item II above. The motion carried with the following Roll Call vote:

Dave Nemer – Aye

Joe Schaffer – Aye

Jack Young – Aye

Sue Ovitt – Aye

- XIII. **Adjournment:** The meeting adjourned at 6:28 p.m. The next Meeting of the Baldy View Regional Occupational Program Commission will be held on Wednesday, December 9, 2020, 6:00 p.m., Baldy View ROP, 1501 S. Bon View Avenue, Ontario, California.