

Approved – 1/8/20

**MINUTES OF THE BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM
COMMISSION MEETING
Wednesday, December 11, 2019**

- I. **Call to Order:** The meeting was called to order by Sue Ovitt, 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
	Christine Chavez	Coordinator
	Trina Le	Coordinator
	Helena Zarate-Simolin	Coordinator
Absent:	Elizabeth McGraw	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 – None
Deletions – None

- III. **Approval of Agenda:** It was moved by Mrs. Treser Osgood and seconded by Mr. Schaffer to approve the Agenda. The motion carried unanimously.
- IV. **Pledge of Allegiance:** The Pledge of Allegiance was led by Mrs. Treser Osgood.

- V. **Selection of Officers:** Mrs. Ovitt opened the meeting to nominations for officers.

It was moved by Mr. Young and seconded by Mr. Schaffer to nominate Sue Ovitt for President. The motion carried unanimously.

It was moved by Mr. Young and seconded by Mr. Schaffer to nominate Nancy Treser Osgood for Vice President. The motion carried unanimously.

- VI. **Designation of Time and Dates of Regular Meetings of the Commission:** It was moved by Mr. Young and seconded by Mrs. Treser Osgood to approve the following Commission Meeting schedule. The meetings will be held on the second Wednesday of each month at 6:00 p.m. at Baldy View ROP, 2890 Inland Empire Blvd., Suite 100, Ontario, California unless otherwise noted (*). The motion carried unanimously.

January 8, 2020	July 8, 2020
February 12, 2020	August 12, 2020
March 11, 2020	September 9, 2020
April 8, 2020	October 14, 2020
May 13, 2020	*November 18, 2020
June 10, 2020	December 9, 2020
*June 17, 2020 (Budget Approval)	

- VII. **Approval of Minutes:** It was moved by Mrs. Treser Osgood and seconded by Mr. Schaffer to approve the November 13, 2019, Commission Meeting Minutes. The motion carried unanimously.

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

- IX. **Oral Communications:**

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

- Wished all a wonderful holiday season and thanked cabinet members, instructors, and classified staff for their hard work this year.
- Reported on the progress of the construction project at CTC. Building 600 construction has begun and will be completed the last week of January, placement at the site to tentatively occur the first week of February. We are awaiting DSA approval for building 700.

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

Educational Services: Dr. Bomentre shared the following items:

- Reported on the Youth Mental Health First Aid Training that occurred on Saturday, November 2, 2019. Baldy View ROP, in partnership with the California Department of Education's Mental Health Policy Workgroup, hosted Youth Mental Health First Aid Training for 20 adults from Baldy View ROP, Upland, Claremont, and Chino Valley districts, and the City of Ontario Recreation.

- On December 4-6, 2019, Baldy View ROP hosted training to become certified by Mental Health First Aid USA to teach either the Adult or Youth Mental Health First Aid course. Eight participants were trained as instructors.

Business Services: Mrs. Roberts shared the following item:

- Reported that the business department and educational services department staff are working together on COE/WASC items.

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

- Working on the final edits of the newsletter.
- Wished all happy and safe holidays.

Personnel Services: Mrs. Porter shared the following items:

- The Site Supervisor and Personnel Services Assistant positions have been filled.
- Thanked the Commission for allowing her to attend the recent CSEBA benefits conference.

- C. **Commission Comments:** Mr. Young shared that Upland USD held their organizational board meeting last night and he was appointed the representative to the ROP Commission and Mary Locke was appointed as the alternate member. He reported on his attendance at the CSBA conference. Mr. Young stated that Upland USD has chosen a firm to conduct the superintendent search and it was emphasized the importance of choosing a superintendent who supports CTE. He reported on his attendance at the VN ceremony.

Mr. Schaffer reported on his attendance at the CSBA conference. Chino Valley USD will be holding their organizational meeting tomorrow night and he hopes to be reappointed to the ROP Commission. Mr. Schaffer shared that he participated in the Make a Child Smile event where 100 students were awarded \$150 gift cards to Walmart and were taken shopping by police and fire personnel.

Mrs. Treser Osgood wished all happy holidays and stated that she also attended the CSBA conference. She thanked staff for the wonderful VN Ceremony. Mrs. Treser Osgood shared that Claremont USD is one of 500 school district who have been hit with a ransomware attack this year. Claremont USD will be holding their organizational meeting December 19 and will be appointing the ROP Commission representative. She stated that this will probably be her last meeting and expressed that she has enjoyed her time on the Commission.

Mrs. Ovitt reported on her attendance at the CSBA conference where Chaffey HS was presented a Golden Bell award for their theater arts program. Her district will start finals next week and finish the semester on Thursday.

X. **Written Communications:**

- A. Events Calendar.
- B. SBCSS News Release.
- C. UPS Scholarship Donation – Dr. Adams announced that UPS has awarded a \$5,000 scholarship to be used for logistics students. Staff is working on developing the criteria and process to be used for the selection of the recipients.
- D. UCLA Fiscal Report.

XI. **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 #0501-0550 for the period of November 5, 2019, through November 19, 2019.
- C. Approved/ratified the following classified personnel actions:

CLASSIFIED RESIGNATION/TERMINATION:

Name: Ana Tello
Position: Educational Services Assistant
Division: Educational Services
Effective: December 1, 2019

- D. Approved/ratified the following certificated personnel actions:

CERTIFICATED EMPLOYMENT:

Name: Yesenia Ceballos
Position: Site Supervisor
Division: Educational Services
Salary: \$42.00/hour
Effective: 12/2/2019

XII. **Business:**

- A. Miguel Beltran of Eide Bailly presented an overview of the summary report of the firm's 2018-19 audit report of Baldy View ROP. Mr. Beltran explained the summary and reported that they issued an unmodified/clean audit opinion and the audit found that the financial statements were presented fairly and that the program is in compliance. Mr. Beltran complimented Mrs. Roberts and staff for their cooperation and effort during the audit and for their excellent work. The Commission members thanked Mr. Beltran for his presentation and thanked Mrs. Roberts and her staff for their great work.

It was moved by Mrs. Treser Osgood and seconded by Mr. Young to accept the Auditor's Report for 2018-19. The motion carried unanimously.

- B. It was moved by Mr. Young and seconded by Mr. Schaffer to approve the 2019-20 First Interim Financial Report, including the Standards and Criteria Review, and authorize the President of the Commission to sign a positive certification that Baldy View ROP will be able to meet its financial obligations for the remainder of the 2019-20 fiscal year and two subsequent fiscal years, and the restriction of funds from the unappropriated ending balances as indicated above per Education Code 52321. The motion carried unanimously.
- C. It was moved by Mrs. Treser Osgood and seconded by Mr. Young to approve the Baldy View ROP budget calendar 2020-2021. The motion carried unanimously.
- D. It was moved by Mr. Schaffer and seconded by Mrs. Ovitt to authorize the Superintendent to enter into a listing agreement with Lee & Associates-Ontario. The motion failed with a vote of 2 aye, 1 nay, and 1 abstention. Mrs. Treser Osgood voted no and Mr. Young abstained.

Commission members shared concerns regarding various items and requested that a one-page summary of how the process is going to function be provided to them so that a well-informed decision can be made.

XIII. **Administration:**

- A. First reading of revised Board Policy 4216 entitled *Probationary/Permanent Status*.

XIV. **Instruction:**

- A. It was moved by Mr. Schaffer and seconded by Mr. Young to approve the official name changes for the adult programs. The motion carried unanimously.

XV. **Closed Session:** The meeting adjourned into Closed Session at 7:11 p.m. to discuss and take possible action on:

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

XVI. **Reconvene to Open Session:** Mrs. Ovitt reconvened the meeting at 8:004 p.m. and announced that no action had been taken.

XVII. **Adjournment:** The meeting adjourned at 8:04 p.m. The next Meeting of the Baldy View Regional Occupational Program Commission will be held on Wednesday, January 8, 2020, 6:00 p.m., Baldy View ROP, 2890 Inland Empire Blvd., Ontario, California.