

Approved – 3/9/21

**MINUTES OF THE BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM  
COMMISSION MEETING  
Wednesday, February 10, 2021**

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

Present:	Dave Nemer	Claremont Unified
	Joe Schaffer	Chino Valley Unified
	Jack Young	Upland Unified
	Sue Ovitt	Chaffey District
	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
	Helena Zarate-Simolin	Coordinator

Others

Present:	Andrew Stager	Upland District Representative
	Michael Montano	Director of Business Services Intern
	Brian Ruff	Auditor, Eide Bailly

Absent: Elizabeth McGraw      Coordinator

Mr. Nemer 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 Mrs. Ovitt 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 Mr. Young.

- V. **Approval of Minutes:** It was moved by Mr. Schaffer and seconded by Mr. Young to approve the January 13, 2021, 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:

- Wished all a happy CTE month, Black History month, Chinese New Year, National Freedom to Marry, Ground Hog Day, Valentine's Day, President's Day, National Umbrella Day, Ash Wednesday, Mardi Gras, and Counselors week.
- Reported on the successful completion of the COE/WASC visit. She acknowledged Chairs Mrs. Trina Le and Dr. Elizabeth McGraw and co-chairs Dr. Rose Bomentre and Mrs. Helena Zarate-Simolin. Dr. Adams also thanked department managers, certificated and classified staff, district partners, business and industry members, and students for their commitment to excellence and support through this process which resulted in a 6-year recommendation and zero findings.

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

**Educational Services:** Dr. Bomentre shared the following items:

- Reported on the COE/WASC visit which resulted in zero findings which is unheard of for an accreditation. She shared how the WASC chair was emotionally moved during the exit interview as he reported on his visit. Dr. Bomentre shared that this was the most memorable COE/WASC visit for her.
- Educational Services staff is working on the fall 2021 class schedule and planning the summer professional development days for staff.
- The Student Success Ceremony will occur in April and creation of the student videos has begun.

**Business Services:** Mrs. Roberts shared the following item:

- The 2021-22 budget process has begun, and the business services staff is working with the individual departments on development of their budgets.

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

- Final edits are being made to the next edition of the newsletter.
- Extended a thank you to Top Gun Paint and Auto Body for their restoration of the ROP fire truck and instructors Thomas Rubio and Steve Hall for their collaboration on the project.

Personnel Services: Mrs. Porter shared the following item:

- Gave an update on recruitment efforts for the current position vacancies.
- Reported on the data collection requirements for COVID-19 and the necessary policy updates that will forthcoming.

- C. Commission Comments: Mr. Schaffer congratulated and thanked all those involved in the COE/WASC visitation.

Mr. Young reported on Upland High School's college signing day for students. He acknowledged Black History Month and the contributions that have been made. Shared that Pioneer Junior High School will hold a groundbreaking ceremony for their new multipurpose room tomorrow. Mr. Young congratulated everyone on the successful COE/WASC visit and the audit report.

Mrs. Ovitt extended a huge congratulation to everyone for the COE/WASC accomplishments. She stated the camaraderie of the staff transfers out to the students and community. Mrs. Ovitt thanked Dr. Adams for keeping the Commission updated each day on the COE/WASC visit. She shared that James Cronin, CJUHSD Assistant Superintendent of Instruction, is retiring and Charlene Saenz who is Principal of Montclair HS will be the new Assistant Superintendent and Assistant Principal Josh Cho will become Principal.

Mr. Nemer shared that being a part of the COE/WASC meetings was amazing and that he was happy to be a part of the experience. He stated that it was outstanding and unheard of to have no findings.

VIII. Written Communications:

- A. Commission Calendar.
- B. Events Calendar.
- C. Letter from San Bernardino County Superintendent of Schools office regarding First Period Interim Report.
- D. WASC Exit Report.

- IX. **Approval of Consent Calendar:** It was moved by Mrs. Ovitt 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 #0304-0454, for the period of December 16, 2020, through February 1, 2021.  
B. Reviewed the San Bernardino County Pool, 4<sup>th</sup> Quarter Investment Report.  
C. Approved/ratified the following certificated personnel actions:  
**CERTIFICATED EMPLOYMENT:**

Name: Alexandra Interiano- Orozco  
Position: Vocational Nursing Director  
Division: Educational Services  
Salary: Column V, Step I (VN Pay Schedule) - \$60.00/hour  
Effective: February 1, 2021

- X. **Administration:**

- A. It was moved by Mr. Young and seconded by Mrs. Ovitt to adopt Resolution #20/21-02, *Resolution to Recognize February as Career Technical Education Month*. 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 Policy 1312.2 entitled *Uniform Complaint Procedures*, and received for information Administrative Regulation 1312.3.

- XI. **Business:**

- A. Brian Ruff of Eide Bailly presented an overview of the summary report of the firm's 2019-20 audit report of Baldy View ROP. Mr. Ruff 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. Ruff complimented Mrs. Roberts and staff for their cooperation and effort during the audit and for their excellent work. The Commission members thanked Mr. Ruff for his presentation and thanked Mrs. Roberts and her staff for their great work.

It was moved by Mr. Young and seconded by Mr. Schaffer to accept the Auditor's Report for 2019-20. 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 approve for Shelley Adams, Superintendent and/or her designee to be authorized to sign Notice of Project Completion, Bid Number 018/19-016 to Daniels Electrical Construction Company Inc. 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 approve for Shelley Adams, Superintendent and/or her designee to be authorized to sign Change Order 001, Bid Number 17/18-003 to RMA Group for the scope of work in Material Testing and Special Inspection Services for the building projects at the Career Training Center, in the amount of (\$41,074.13). 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 Mrs. Ovitt to approve revised job description entitled *Administrative Services Coordinator*. 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 6:53 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
- XIV. **Reconvene to Open Session:** Mr. Nemer reconvened the meeting at 7:47 p.m. and announced the following action was taken: A special Commission meeting will be held on February 17, 2021 at 12:15 p.m.
- XV. **Adjournment:** The meeting adjourned at 7:50 p.m. The next Meeting of the Baldy View Regional Occupational Program Commission will be held on Wednesday, March 10, 2021, 6:00 p.m., Baldy View ROP, 1501 S. Bon View Avenue, Ontario, California.