

**MINUTES OF THE BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM  
COMMISSION MEETING  
Wednesday, February 12, 2020**

- I. **Call to Order:** The meeting was called to order by Sue Ovitt, President, at 6:02 p.m. at Baldy View ROP, 2890 Inland Empire Blvd., Ontario, California.

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
Absent:	Christine Chavez	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 item IV-A, add “and K12 SWP grant opportunities” after (CTEIG). Agenda items IV-E, IV-G, IV-M, IV-S, and IV-U, Change Order numbers should be changed to reflect “003”. Agenda items IV-E through IV-V move to Consent Calendar.  
Deletions – None

- III. **Approval of Agenda:** It was moved by Mr. Young and seconded by Mr. Schaffer to approve the Agenda with changes as stated in item II above. The motion carried unanimously.
- 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 January 8, 2020, 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:

- Welcomed Carla Roberts back and offered her condolences.
- Wished all a happy CTE month, Black History month, and Counselors week.
- The second interim report will be presented at the March Commission meeting and the impact of not receiving the CTEIG funds will be reported out at that time.

B. **Cabinet's Comments:**

Educational Services: Dr. Bomentre shared the following items:

- On Saturday, January 25, 2020, the BVROP Educational Services team facilitated professional development for instructors. Topics included review of COE-WASC accreditation standards and criterion, California Elements of High Quality of CTE, Occupational Advisory Meetings, and California Dashboard College and Career Readiness Indicators and BVROP's direct impact. In addition, in accordance with existing and upcoming Senate Bills, BVROP Personnel Services staff took photos of our Saturday PD attendees and provided Employee IDs with the contact numbers for various youth mental health first aid needs.
- Educational services staff recently attended a WASC training in preparation for our fall visit.
- BVROP will be hosting a district counselors and administrator Career Pathways training workshop on Thursday and Friday.

Business Services: Mrs. Roberts shared the following items:

- Thanked the Commission, staff, and district representatives for the love, support, cards, and gifts received for the loss of her husband.
- The business services staff helped with the transition of the educational services staff to their new location at CTC.

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

- In recognition of CTE month, the development and public relations department will be taking photos of student hands-on activities and posting them to social media.
- Nine additional course videos have been completed bringing the total to twenty-two.
- Work has begun on the next newsletter.

Personnel Services: Mrs. Porter shared the following item:

- Gave an update on current position vacancies.

- C. **Commission Comments:** Mr. Young welcomed back Carla Roberts. He stated he was glad the Upland evening position has been filled. Mr. Young wished the Commission members a Happy School Board Members month.

Mr. Schaffer welcomed Carla Roberts back. He shared that Liberty and Hidden Trails elementary schools were recognized as 2020 California Distinguished Schools and Canyon Hills junior high school was recognized as a 2020 School to Watch. Mr. Schaffer stated the district would be participating in the 40<sup>th</sup> Annual Student Government Day tomorrow.

Mr. Nemer reported the Claremont Educational Foundation recently held their largest fundraiser called “Brews & Bros” and raised between \$30,000-35,000 for the day. He stated the district will start their first bilingual emersion program at Mountain View Elementary and reported on the Making A Change Ceremony that was held in his district. Mr. Nemer welcomed Carla Roberts back and stated it was good to see her.

Mrs. Ovitt welcomed Carla Roberts back and shared with her “may the rest of your life be the best of your life.” She stated she is excited for CTE month and thanked BVROP and the partner districts for their dedication to CTE and the direction the ROP is headed. Mrs. Ovitt shared that the legislature is looking to combine CTEIG and SWP funds in the future.

VIII. **Written Communications:**

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

- A. Approved the warrant register, Batch #0643-0764, for the period of December 11, 2019, through January 30, 2020.
- 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: Rodney Donahue  
Position: Substitute Instructor- Law Enforcement Occupations  
Division: Educational Services  
Salary: \$34.19/hour  
Effective: 01/31/2020

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Name: Brittany Scott  
Position: Substitute Instructor- Criminal Justice/Crime Scene Investigation  
Division: Educational Services  
Salary: \$34.19/hour  
Effective: 01/24/2020

Name: Katey Sixsmith  
Position: Vocational Nursing Interim Director/Instructor  
Division: Educational Services  
Salary: \$56.55/hour  
Effective: 01/15/2020 (Month to Month)

Name: Marie Sliney  
Position: Substitute Instructor  
Division: Educational Services  
Salary: \$34.19/hour  
Effective: 02/13/2020

Name: Valerie Torrez  
Position: Teacher on Special Assignment-TOSA  
Division: Educational Services  
Salary: \$39.23/hour  
Effective: 02/03/2020- 06/30/2020

CERTIFICATED RESIGNATION/TERMINATION:

Name: James Schickel  
Position: Criminal Justice Instructor  
Division: Educational Services  
Effective: January 14, 2020

Name: Brandy Loyola  
Position: LVN Director/Instructor  
Division: Educational Services  
Effective: January 16, 2020

Name: Jeffrey Chase  
Position: Crime Scene Investigation Instructor  
Division: Educational Services  
Effective: January 10, 2020

Name: Maria Aguilera-Garcia  
Position: Health Care Occupations Instructor  
Division: Educational Services  
Effective: December 21, 2019

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

CLASSIFIED RESIGNATION/TERMINATION:

Name: Karen Rai  
Position: Marketing and Recruiting Advisor  
Division: Marketing Services  
Effective: January 23, 2020

- E. Approved Shelley Adams, Superintendent and/or her designee to be authorized to sign Change Order 002, Bid Number 18/19-002 to 5M Contracting, Inc. for the scope of work in the Building Demolition Bid Category for the building projects at the Career Training Center, in the amount of (\$17,684.50).
- F. Approved Shelley Adams, Superintendent and/or her designee to be authorized to sign Notice of Project Completion, Bid Number 18/19-002 to 5M Contracting, Inc.
- G. Approved Shelley Adams, Superintendent and/or her designee to be authorized to sign Change Order 003, Bid Number 18/19-005 to Nuway, Inc. for the scope of work in the Masonry Bid Category for the building projects at the Career Training Center, in the amount of (\$20,000.00).
- H. Approved Shelley Adams, Superintendent and/or her designee to be authorized to sign Notice of Project Completion, Bid Number 18/19-005 to Nuway, Inc.
- I. Approved Shelley Adams, Superintendent and/or her designee to be authorized to sign Change Order 003, Bid Number 18/19-006 to T & M Manufacturing, Inc. for the scope of work in the Structural and Miscellaneous Steel Bid Category for the building projects at the Career Training Center, in the amount of (\$4,060.60).
- J. Approved Shelley Adams, Superintendent and/or her designee to be authorized to sign Notice of Project Completion, Bid Number 18/19-006 to T & M Manufacturing, Inc.
- K. Approved Shelley Adams, Superintendent and/or her designee to be authorized to sign Change Order 002, Bid Number 18/19-007 to Rite-Way Roof Corporation, for the scope of work in the Roofing and Sheet Metal Bid Category for the building projects at the Career Training Center, in the amount of (\$15,000.00).
- L. Approved Shelley Adams Superintendent and/or her designee to be authorized to sign Notice of Project Completion, Bid Number 18/19-007 to Rite-Way Roof Corporation.
- M. Approved Shelley Adams, Superintendent and/or her designee to be authorized to sign Change Order 002, Bid Number 18/19-008 to Whitehead Construction for the scope of work in the Doors, Frames and Hardware Bid Category for the building projects at the Career Training Center, in the amount of (\$1,096.00).
- N. Approved Shelley Adams, Superintendent and/or her designee to be authorized to sign Notice of Project Completion, Bid Number 18/19-008 to Whitehead Construction.

- O. Approved Shelley Adams, Superintendent and/or her designee to be authorized to sign Change Order 003, Bid Number 18/19-009 to Caston, Inc. for the scope of work in the Metal Stud, Drywall, and Plaster Bid Category for the building projects at the Career Training Center, in the amount of (\$5,880.75).
- P. Approved Shelley Adams, Superintendent and/or her designee to be authorized to sign Notice of Project Completion, Bid Number 18/19-009 to Caston Inc.
- Q. Approved Shelley Adams, Superintendent and/or her designee to be authorized to sign Change Order 002, Bid Number 18/19-010 to Donald M. Hoover for the scope of work in the Flooring Bid Category for the building projects at the Career Training Center, in the amount of (\$7,098.85).
- R. Approved Shelley Adams, Superintendent and/or her designee to be authorized to sign Notice of Project Completion, Bid Number 18/19-010 to Donald M. Hoover.
- S. Approved Shelley Adams, Superintendent and/or her designee to be authorized to sign Change Order 002, Bid Number 18/19-011 to Elljay Acoustics, Inc. for the scope of work in the Acoustical Ceilings Bid Category for the building projects at the Career Training Center, in the amount of (\$7,900.00).
- T. Approved Shelley Adams, Superintendent and/or her designee to be authorized to sign Notice of Project Completion, Bid Number 18/19-011 to Elljay Acoustics, Inc.
- U. Approved Shelley Adams, Superintendent and/or her designee to be authorized to sign Change Order 003, Bid Number 18/19-012 to Rivco Coatings, Inc. for the scope of work in the Painting Bid Category for the building projects at the Career Training Center, in the amount of (\$5,461.70).
- V. Approved Shelley Adams, Superintendent and/or her designee to be authorized to sign Notice of Project Completion, Bid Number 18/19-012 to Rivco Coatings, Inc.
- W. Approved Shelley Adams, Superintendent and/or her designee to be authorized to sign Change Order 003, Bid Number 18/19-015 to Franklin Mechanical Systems, Inc. for the scope of work in the Mechanical/HVAC Bid Category for the building projects at the Career Training Center, in the amount of (\$224.14).
- X. Approved Shelley Adams, Superintendent and/or her designee to be authorized to sign Notice of Project Completion, Bid Number 18/19-015 to Franklin Mechanical Systems, Inc.

X. **Administration:**

- A. It was moved by Mr. Nemer and seconded by Mr. Schaffer to adopt Resolution #19/20-01, *Resolution to Recognize February as Career Technical Education Month*. The motion carried unanimously.

XI. **Business:**

- A. It was moved by Mr. Young and seconded by Mr. Nemer to approve the Memorandum of Understanding (MOU) between Baldy View ROP, Chaffey Joint Union High School District, Chino Valley Unified School District, Claremont Unified School District, and Upland Unified School District for participation in the Career Technical Education Incentive Grant (CTEIG) and K12 SWP Grant opportunities. The motion carried unanimously.

- B. It was moved by Mr. Schaffer and seconded by Mr. Young to authorize the Superintendent to enter into a listing agreement with Lee & Associates-Ontario. The motion carried unanimously.
- XII. **Closed Session:** The meeting adjourned into Closed Session at 6:33 p.m. to discuss and take possible action on:
- A. Public Employee Reassignment/Discipline/Dismissal/Release – Government Code §54957
- XIII. **Reconvene to Open Session:** Mrs. Ovitt reconvened the meeting at 7:16 p.m. and announced that no action was taken.
- XIV. **Adjournment:** The meeting adjourned at 7:16 p.m. The next Meeting of the Baldy View Regional Occupational Program Commission will be held on Wednesday, March 11, 2020, 6:00 p.m., Baldy View ROP, 2890 Inland Empire Blvd., Ontario, California.