

Approved – 4/14/21

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

- I. **Call to Order:** The meeting was called to order telephonically via Google Meet by Dave Nemer, President at 6:04 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
	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	Director of Business Services Intern

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. Schaffer.

- V. **Approval of Minutes:** It was moved by Mrs. Ovitt and seconded by Mr. Schaffer to approve the February 10, 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. **Approval of Minutes:** It was moved by Mr. Schaffer and seconded by Mr. Young to approve the February 17, 2021, Special Commission Meeting Minutes. The motion carried with the following Roll Call vote:

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

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

VIII. **Oral Communications:**

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

- Acknowledged all staff and district partners for their help in getting ready for the reopening of school.

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

Educational Services: Dr. Bomentre shared the following items:

- Instructors and staff are excited for the reopening of school.
- Staff is busy working on the fall high school schedule.

Business Services: Mrs. Roberts shared the following items:

- Staff is working on 2021-22 budget development.
- Michael Montano is working with the business services staff to refine processes within the department.

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

- The February newsletter has been published.
- The Institutional Advisory was held on February 26, 2021. Thanked members and staff for their support.
- The Open House will be held February 26, 2022 as part of CTE month.
- Thanked Sherwin Williams Paint in Ontario for their paint donation for the ROP fire truck.
- Thanked Chaffey Federal Credit Union for sponsoring the Student Success Awards Ceremony

Personnel Services: Mrs. Porter shared the following items:

- Recruitment for fall semester instructor positions is underway.
- Staff is preparing for the return of instructors and students.

- C. **Commission Comments:** Mrs. Ovitt shared the last two Chaffey JUHSD board meetings were held in-person. Her district has appointed a new board member, Dionne N. Berwick, to fill the term vacated by Mr. Rhinehart. The board also accepted the retirement resignation of Susan Petrocelli. She stated staff will return to classrooms on March 29 and students will return April 12.

Mr. Young shared the last two Upland USD board meetings have also been held in-person. High school students will return to classrooms April 6. He acknowledged Celebrating Women's History Month. Thanked Dr. McGraw for setting-up the tapings for the Student Success videos.

Mr. Schaffer shared TK-3 students returned March 4 and grade 4-6 students returned March 8 with about 1/3 of students on campus. Secondary teachers will return March 17 and secondary students will return March 23. He shared that the Chino Valley USD passed a resolution with the intent to transition representation of board trustees to an area rather than at-large. Chino Valley USD has been holding in-person meetings for the last two months.

Mr. Nemer stated that Claremont will be changing to trustee area representation also. The districts K-6 students will be returning April 12 and a decision has not been made for the 7-12 grade students. He shared the Claremont USD superintendent search has begun with ESS. Claremont is still holding virtual meetings.

IX. **Written Communications:**

- A. Commission Calendar.
- B. Events Calendar.
- C. CTE JPA Letter to Governor Newsom Re: 2021-22 State Budget Proposal
- D. 2021-2024 Vision, Mission, Core Values, Strategic Goals

- X. **Approval of Consent Calendar:** It was moved by Mr. Young and seconded by Mrs. Ovitt 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 #0455-0490 for the period of February 2, 2021, through February 24, 2021.

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

CERTIFICATED EMPLOYMENT:

Name: Sabrina Ruiz-Emmons
Position: Special Projects & Grants Liaison
Division: Educational Services
Salary: Column V, Step III; \$45.41/hour
Effective: March 15, 2021 – June 30, 2021

CERTIFICATED RESIGNATION/TERMINATION:

Name: Shawneece Coyle
Position: Special Projects & Grants Liaison
Division: Educational Services
Effective: 02/13/2021

Name: Andrew Salazar
Position: Cybersecurity Instructor
Division: Educational Services
Effective: 05/28/2021

- C. Approved to authorize Dr. Shelley Adams to approve Memorandum of Understanding (MOU) between Baldy View ROP and Creative Leadership Solutions for participation in the July 1, 2021 – June 30, 2022 professional learning, coaching, and consultation.
- D. Approved to declare the inventory listed in the attachment as surplus property and dispose for appropriate salvage.

XI. Business:

- A. It was moved by Mrs. Ovitt and seconded by Mr. Schaffer that the Commission approve the 2020-21 Second 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 2020-21 fiscal year and two subsequent fiscal years; and the restriction of funds from the unappropriated ending balances as indicated per Education Code 52321. 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. Schaffer and seconded by Mr. Young to approve for Dr. Shelley Adams, Superintendent and/or her designee to be authorized to sign Change Order 002, Bid Number 17/18-003 to TYR, Inc. for DSA project inspection services for the shade structure project at the Career Training Center, in the amount of \$6,128.50. 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 Dr. Shelley Adams, Superintendent and/or her designee to be authorized to sign Notice of Project Completion, Bid Number 018/19-003 to Pierre Landscape Inc. The motion carried with the following Roll Call vote:

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

- D. Received for information the contract with Curative for COVID-19 testing services.

XII. **Administration:**

- A. It was moved by Mrs. Ovitt and seconded by Mr. Schaffer to approved revised Board Policy 1312.3 entitled *Uniform Complaint Procedures*, that received first reading on February 10, 2021. The motion carried with the following Roll Call vote:

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

- B. Received for information the Continuum of Learning, Plan (Blended/Hybrid). Dr. Adams thanked Dr. Bomentre and her team for their detailed plan to reopen CTC and the DRC representatives for their collaboration and communication during the development of the plan.

https://docs.google.com/document/d/1VIAp-bnVHyP4yYTkjWhlKRkTOFYVTgan_XVWOdaEQ-0/edit?usp=sharing

- C. It was moved by Mr. Schaffer and seconded by Mrs. Ovitt to approve the Baldy View ROP COVID-19 Prevention Program (CPP) and Safety Plan. <https://drive.google.com/file/d/1MdHuyGB2U-OawrpDaEAX9s-IiHYleFDa/view?usp=sharing> The motion carried with the following Roll Call vote:

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

The Commission thanked Dr. Adams and the ROP staff for the very impressive, thorough, and detailed plans that were presented.

- D. It was moved by Mr. Schaffer and seconded by Mr. Young to authorize the Superintendent to implement in-person instruction once the County is officially in the Red Tier status for five consecutive days. 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 7:33 p.m. to discuss and take possible action on:

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

- XIV. **Reconvene to Open Session:** Mr. Nemer reconvened the meeting at 8:03 p.m. and announced that no action was taken.

- XV. **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, April 14, 2021, 6:00 p.m., Baldy View ROP, 1501 S. Bon View Avenue, Ontario, California.