

Approved – 7/10/19

**MINUTES OF THE BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM  
COMMISSION MEETING  
Wednesday, June 12, 2019**

- I. **Call to Order:** The meeting was called to order by Sue Ovitt, President 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
	Forest DeRenzo	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
	Adder Argueta	Coordinator
	Crystal Whitley	Coordinator

Others		
Present:	Virginia Kelsen	Chaffey District Representative
	Aaron Dover	Upland District Representative
	Mike Barilla	BVROP Firefighting Technology Instructor
	Marie Sliney	BVROP Health Careers Instructor

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

- II. **Review of Agenda:**

Changes – Reference Item III-A, page 67, replace with new page.

Deletions – None

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

- IV. **Pledge of Allegiance:** The Pledge of Allegiance was led by Dr. DeRenzo.

- V. **Approval of Minutes:** It was moved by Mr. Schaffer and seconded by Mr. Young to approve the May 8, 2019, Commission Meeting Minutes. The motion carried unanimously.

- VI. **Staff Recognition:** Dr. Adams recognized the following employees on their retirement: Mike Barilla, Firefighting Technology Instructor, 20 years; Marie Sliney, Health Careers Instructor, 11 years.

Dr. Adams presented the following employees with their recognition pin for their years of service: Forest DeRenzo, Assistant Superintendent of Educational Services, 5 years; Dora Edney, Director of Business Development/Public Relations, 5 years; Carla Roberts, Director of Business Services, 5 years. Dr. Adams recognized the following employees for their years of service and shared they were unable to attend tonight: Sam Abdelmalek, Food and Beverage Production Instructor, 10 years; Esteban Perez, Masonry Instructor, 20 years; Derek Scott, Landscape Design Instructor, 10 years.

Mrs. Ovitt on behalf of the Commission thanked staff for their dedicated service.

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

VIII. **Oral Communications:**

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

- Reported the Governor did not sign AB1303. Assembly member O'Donnell is deciding what his next steps will be concerning the bill.

B. **Cabinet's Comments:**

Educational Services: Dr. DeRenzo shared the following items:

- Congratulated Marie Sliney and her 55 students on receiving articulation credit.
- Summer school has started at the Career Training Center.
- Thanked the Commission for their support of him and the organization.

Business Services: Mrs. Roberts shared the following item:

- The business department staff is working on closing out the books for the current fiscal year.

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

- Thanked iHeart media for their donation of prizes.
- Five partners have been confirmed for the Open House.
- The latest newsletter will be published next week.
- Distributed a list of school sites that have been visited in May to promote BVROP.

Personnel Services: Mrs. Porter shared the following items:

- Currently filling instructor and staff vacancies.
- Preparing for assignment monitoring that will occur this year.

- C. **Commission Comments:** Mr. Young shared that Upland High School recently held their Fusion Fest, which brought together student work in Art, Ceramics, Music, Auto, Drafting, Dance, Theater, Media Entertainment, Video Production, and Jewelry Design. He attended Hillside's graduation dinner last night and will be attending Upland High School's graduation ceremony tomorrow night. Mr. Young thanked Dr. DeRenzo for his service and wished him well. He congratulated staff on their years of service and stated that Upland is very proud of Marie Sliney. Mr. Young expressed his pleasure with the progress of construction at CTC and noted that Pioneer junior high school was not listed on the visit list that was distributed. Mrs. Edney stated she would make contact with them to schedule a visit.

Mr. Schaffer congratulated and thanked staff for their years of service. He thanked Dr. DeRenzo for his service and wished him well. Mr. Schaffer stated that his district is finished with graduation ceremonies and shared that he attended a CSBA reception where he had the chance to talk to Senator Leyva about additional funding for ROPs.

Mrs. Treser Osgood congratulated staff on their years of service and thanked them for keeping students first. She stated she is proud to be part of the ROP organization. Claremont high school will be holding their graduation ceremony tomorrow and the district has received DSA approval for the pools/locker rooms at their intermediate schools. Mrs. Treser Osgood reminded the Commission she would not be in attendance at the next two meetings and that Dave Nemer will attend in her absence.

Mrs. Ovitt reported Chaffey JUHSD summer school has started. She wished the greatest success to our students and teachers and congratulated Dr. DeRenzo on his new job position. Mrs. Ovitt thanked Dr. Adams for the monthly Commission reports and stated she cannot wait to see the new building at the Career Training Center.

IX. **Written Communications:**

- A. Commission Calendar.

X. **Approval of Consent Calendar:** It was moved by Mrs. Treser Osgood and seconded by Mr. Young to approve the Consent Calendar as presented. The motion carried unanimously.

- A. Approved the warrant register, Batch #1112-1239 for the period of April 25, 2019, through May 24, 2019.
- B. Approved the annual agreements/contracts as presented for the period of July 1, 2019, through June 30, 2020.
- C. Approved the Memorandum of Understanding between Baldy View ROP and Inland Health Professions Coalition Reach Out.

- D. Approved initial variable term waivers for the following employees while they obtain their official English Language Authorization for the period of July 1, 2019, through July 31, 2020; CCSD Waivers for: Kayla Wilson, Brent Gilson, Steven Hall, Mia McCarthy, Jimmy Morin, Benardo Alvarado-Batres, Kermit Boyd, Brandy Loyola, and Elizabeth Lane.
- E. Approved the implementation of the adult class entitled Supply Chain Fundamentals.
- F. Approved the implementation of the adult class entitled Security Guard.
- G. Approved the following certificated personnel actions:

APPROVAL OF EMPLOYMENT:

CERTIFICATED:

Name: Eddy Carias  
Position: Special Projects and Grants Liaison  
Division: Educational Services  
Salary: \$41.99 hourly C4/S3 (Up to 16 hours/week)  
Effective: July 1, 2019 – June 30, 2020

Name: Shawneece Coyle  
Position: Special Projects and Grants Liaison  
Division: Educational Services  
Salary: \$41.99 hourly C4/S3  
Effective: July 1, 2019 – June 30, 2020

Name: Elizabeth McGraw  
Position: Program Specialist – Curriculum Development  
Division: Educational Services  
Salary: \$45.41 hourly C5/S4  
Effective: July 1, 2019 – June 30, 2020

Name: Christine Pendergraph  
Position: Special Projects and Grants Liaison (Health/Medical and Information Technology) Temporary, Grant-Funded  
Division: Educational Services  
Salary: \$61.03 hourly C5/S14  
Effective: July 1, 2019 – June 30, 2020

CERTIFICATED STIPENDS:

Name: Kermit Boyd  
Position: Instructional Team Leader  
Division: Educational Services  
Effective: July 1, 2019- June 30, 2020  
Salary: \$100.00 /month

Name: Carol Gallegos  
Position: Registered Dental Assistant Director  
Division: Educational Services  
Effective: July 1, 2019- June 30, 2020  
Salary: \$333.33 /month

Name: Brent Gilson  
Position: Instructional Team Leader  
Division: Educational Services  
Effective: July 1, 2019- June 30, 2020  
Salary: \$100.00 /month

Name: Steve Hall  
Position: Firefighting Technology Lead Stipend  
Division: Educational Services  
Effective: July 1, 2019- June 30, 2020  
Salary: \$200.00 /month

Name: Terry Henson  
Position: Instructional Team Leader  
Division: Educational Services  
Effective: July 1, 2019- June 30, 2020  
Salary: \$100.00 /month

Name: Eric Mensen  
Position: Instructional Team Leader  
Division: Educational Services  
Effective: July 1, 2019- June 30, 2020  
Salary: \$100.00 /month

APPROVAL OF RETIREMENT:

Name: Marie Sliney  
Position: Medical Assisting Foundations/Healthcare Occupations Instructor  
Division: Educational Services  
Effective: June 7, 2019

Name: Michael Barilla  
Position: Firefighting Technology Instructor  
Division: Educational Services  
Effective: June 4, 2019

APPROVAL OF INTERMITTENT FMLA LEAVE:

Name: Shelley Adams  
Position: Superintendent  
Division: Administrative Services  
Effective: March 13, 2019 to March 12, 2020. Estimated time, dates, days required tentative due to intermittent leave.

H. Approved the following classified personnel actions:

APPROVAL OF EMPLOYMENT:

CLASSIFIED:

Name: Jorge Gomez  
Position: Administrative Services Assistant  
Division: Administrative Services  
Salary: C7; Step D  
Effective: May 28, 2019

Name: Derek Durden (Temporary) Summer  
Position: Campus Supervisor  
Division: Educational Services  
Salary: C7; Step E  
Effective: June 10, 2019- July 30, 2019

APPROVAL OF RESIGNATION:

Name: Mary Martinez  
Position: Student Records Specialist  
Division: Business Services  
Effective: June 14, 2019

I. Approved the following management personnel non-cabinet actions:

APPROVAL OF EMPLOYMENT:

CERTIFICATED NON-CABINET:

Name: Adder Argueta  
Position: Coordinator  
Division: Educational Services  
Hours: 40 hours per week  
Salary: M5 Step E - \$9,428 per month  
Effective: July 1, 2019- June 30, 2020

Name: Crystal Whitley  
Position: Coordinator  
Division: Educational Services  
Hours: 40 hours per week  
Salary: M5 Step F - \$9,947 per month  
Effective: July 1, 2019- June 30, 2020

CLASSIFIED NON-CABINET:

Name: Michael Moore  
Position: Administrative Services Coordinator  
Division: Administration  
Hours: 40 hours per week  
Salary: M2 Longevity Year 11 - \$8,953 per month  
Effective: July 1, 2019- June 30, 2020

J. Approved the following management personnel cabinet actions:

APPROVAL OF EMPLOYMENT:

CERTIFICATED CABINET:

Name: Forest DeRenzo  
Position: Assistant Superintendent of Educational Services  
Division: Educational Services  
Hours: 40 hours per week  
Salary: M7 Step F - \$13,201 per month  
Effective: July 1, 2019-June 30, 2020

CLASSIFIED CABINET:

Name: Dora Edney  
Position: Director of Development/Public Relations  
Division: Business Development  
Hours: 40 hours per week  
Salary: M5+ Step F, Sub step 4 - \$11,532 per month  
Effective: July 1, 2019-June 30, 2020

Name: Lisa Porter  
Position: Director of Personnel Services  
Division: Administrative Services  
Hours: 40 hours per week  
Salary: M6 Step E - \$10,931 per month  
Effective: July 1, 2019-June 30, 2020

Name: Carla Roberts  
Position: Director of Business Services  
Division: Business Services  
Hours: 40 hours per week  
Salary: M6 Step F - \$11,532 per month  
Effective: July 1, 2019-June 30, 2020

APPROVAL OF RESIGNATION:

Name: Forest DeRenzo  
Position: Assistant Superintendent of Educational Services  
Division: Educational Services  
Effective: July 5, 2019

**XI. Business:**

- A. Mrs. Ovitt opened the Public Hearing for the purposes of hearing public input on the 2019-20 Baldy View Regional Occupational Program Budget at 6:32 p.m.

Mrs. Roberts reported the budget was built using a 3.6% COLA, STRS was 17.1%, and PERS was left at the regular rate. Revenue over actuals was a positive \$589,704. The balance of the CTEIG funds are included in the actuals. The proposed budget is requesting \$500,000 for construction costs related to the additional building.

Hearing no comments from the public, Mrs. Ovitt closed the Public Hearing to receive input on the Baldy View ROP 2018-19 Budget at 6:49 p.m.

- B. It was moved by Mr. Young and seconded by Mrs. Treser Osgood to approve the 2018-2022 Technology Plan. The motion carried unanimously.



- C. It was moved by Mrs. Treser Osgood and seconded by Mr. Young to approve for Dr. Shelley Adams, Superintendent to be authorized to enter into a contract with San Antonio Regional Hospital for clinical education. The motion carried unanimously.
  - D. It was moved by Mr. Young and seconded by Mr. Schaffer to approve for Dr. Shelley Adams, Superintendent to be authorized to enter into a Membership Agreement with NASDTEC. The motion carried unanimously.
  - E. It was moved by Mr. Young and seconded by Mrs. Treser Osgood to approve for Dr. Shelley Adams, Superintendent to be authorized to enter into a Membership Agreement with CODESP. The motion carried unanimously.
  - F. It was moved by Mr. Schaffer and seconded by Mr. Young to approve for Dr. Shelley Adams, Superintendent to be authorized to enter into the K-12 Strong Workforce Agreement with Riverside Community College District. The motion carried unanimously.
- XII. **Closed Session:** The meeting adjourned into Closed Session at 7:08 p.m. to discuss and take possible action on:
- A. Public Employee Reassignment/Discipline/Dismissal/Release – Government Code §54957
  - B. Public Employee Performance Evaluation – Government Code §54957
- Title: Superintendent
- XIII. **Reconvene to Open Session:** Mrs. Ovitt reconvened the meeting at 9:45 p.m. and announced that discussion occurred and the Commission completed the Superintendent's evaluation and were unanimous in their positive recognition and support of Dr. Adams. On behalf of the Commission, she thanked Dr. Adams for her exceptional service and stated that they are fortunate to have a superintendent of her caliber.
- Dr. Adams thanked the Commission for their continued support, thanked the management team, instructors, and staff for their support, and continued hard work for the students of Baldy View ROP.
- XIV. **Adjournment:** The meeting adjourned at 9:46 p.m. The next meeting of the Baldy View Regional Occupational Program Commission will be held on Wednesday, June 19, 2019, 6:00 p.m., Baldy View ROP, 2890 Inland Empire Blvd., Ontario, California.