

Approved – 10/10/18

**MINUTES OF THE BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM  
COMMISSION MEETING**

Wednesday, September 12, 2018

- I. **Call to Order:** The meeting was called to order by Jack Young at 6:00 p.m. at Baldy View ROP, 2890 Inland Empire Blvd., Ontario, California.

Present:	Charles Uhalley	Chaffey District
	Sylvia Orozco	Chino Valley Unified
	Nancy Treser Osgood	Claremont Unified
	Jack Yong	Upland Unified (Alternate)
	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
	Roseanne Redfearn	Coordinator
	Crystal Whitley	Coordinator

Others

Present: Julian Rodriguez Chino Valley District Representative

Mr. Young welcomed everyone to the meeting and thanked them for attending.

- II. **Review of Agenda:**

Changes – Reference Item II-F, replace with new page. Reference Item III-T, replace with new page.

Deletions – None

- III. **Approval of Agenda:** It was moved by Mr. Uhalley and seconded by Mrs. Treser Osgood 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 Mrs. Treser Osgood and seconded by Mr. Uhalley to approve the August 8, 2018, 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 representatives from Tilden-Coil Constructors, Inc. to the meeting.
- Reported on the recently held district JPA Superintendent's meeting where she shared the status of BVROP, construction projects, CTEIG funding, and Strong Workforce funding. All superintendents were in agreement to hold an additional meeting in the spring.

B. **Cabinet's Report:**

Educational Services: Dr. DeRenzo shared the following items:

- The fall semester is off to a great start with all districts in session.
- Working on new partnerships with Target and the Carpenters Union.
- Eight ROP classes are now OSHA-10 certified.

Business Services: Mrs. Roberts shared the following items:

- She will be meeting with the auditors in October for the yearly review.
- The Business Department staff has been working on reports for the CTEIG meeting next week.

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

- Reported the new OMNI Trans bus route 86 is now running and stopping outside of the Career Training Center.
- Chino Champion readers chose Baldy View ROP as the best Technical Training Program for the second year in a row.

Personnel Services: Mrs. Porter shared the following items:

- Most positions have been filled for employees who have transitioned.
- Currently advertising a Coordinator position as Roseanne Redfearn has accepted a job with Riverside COE.

C. **Commission Comments:** Mrs. Treser Osgood stated that she misspoke at the last meeting regarding DSA approval of Claremont's logistics program. DSA has not approved their logistics program, rather, the submission of plans is complete. She shared that Claremont USD approved the ROP MOU's at their last meeting.

Mr. Uhalley announced that after 42 years of service as a board member, he has chosen not to run for reelection this year. He expressed that it has been an honor and a privilege to serve as a board member and he will miss it tremendously. Mr. Uhalley also stated that this will be his last ROP board meeting and that Sue Ovitt will be the CJUHSD representative starting with next month's meeting. He commended the ROP leadership team and stated that great things have been accomplished under Dr. Adams leadership. Mr. Uhalley shared that he has been visiting each campus during their staff meetings days to express his appreciation

and say his goodbyes. He reported that Dr. Holton has put together a powerful presentation entitled “Who We Are” that he has shared at each site which highlights Baby Boomers, Generation Xers, Millennials, and Generation Z and how their learning styles are different and what is important to each group.

Mr. Young thanked Mr. Uhalley for his years of service to students and the community. He reported that Upland USD had a good start to the school year and reminded everyone to drive safely in light of the recent Ontario-Montclair student who was killed last week.

VIII. **Written Communications:**

- A. Commission Calendar.
- B. Events Calendar.
- C. Letter dated July 27, 2018, regarding approval of 2018-19 Budget.

IX. **Approval of Consent Calendar:** It was moved by Mr. Uhalley and seconded by Mrs. Orozco to approve the Consent Calendar as presented. The motion carried unanimously.

- A. Approved the warrant register, Batch #0045-0122, for the period of July 26, 2018, through August 28, 2018.
- B. Approved for Shelley Adams, Superintendent, to attend the 2018 Learning Counsel National Gathering conference in Houston, Texas on November 28-30, 2018.
- C. Approved the Memorandum of Understanding between Baldy View ROP and Ontario Reign for the 2018-19 academic year and continue on a year-to-year basis until terminated by either party.
- D. Approved for Christine Pendergraph to attend the 2018 Council on Occupational Education Annual Meeting in Jacksonville, Florida on November 7-9, 2018.
- E. Authorized the appointment of Dr. Forest DeRenzo, Assistant Superintendent of Educational Services or his designee, as the official representative for Baldy View ROP on the West End Corridor Regional Adult Education Consortium. It is further recommended that Dr. Forest DeRenzo or his designee be authorized to sign all related documents.
- F. Approved the following certificated personnel actions:

Name: Brent Gilson  
Position: Instructional Team Leader  
Division: Educational Services  
Effective: August 1, 2018

Name: Terry Henson  
Position: Instructional Team Leader  
Division: Educational Services  
Effective: August 1, 2018

Name: Eric Mensen  
Position: Instructional Team Leader  
Division: Educational Services  
Effective: August 1, 2018

Name: Jimmy Morin  
Position: Instructional Team Leader  
Division: Educational Services  
Effective: August 1, 2018

Name: Marie Sliney  
Position: Instructional Team Leader  
Division: Educational Services  
Effective: August 1, 2018

APPROVAL TO RESCIND OFFER:

Name: James Suess  
Position: Law Enforcement Instructor  
Division: Educational Services  
Effective: July 1, 2018  
Reason: Credential clearance not received for commencement of program

APPROVAL OF RESIGNATION:

Name: Hesham Diab  
Position: Program Specialist – Curriculum Development  
Division: Educational Services  
Effective: August 27, 2018

Name: James Kennedy  
Position: Automotive Mechanics  
Division: Educational Services  
Effective: September 21, 2018 (Pending identification of replacement instructor)

Name: David Rowcliffe  
Position: Automotive Mechanics 1-4  
Division: Educational Services  
Effective: August 1, 2018

Name: Maher Tawfik  
Position: A+ Computer Repair  
Division: Educational Services  
Effective: August 31, 2018

- G. Approved the following classified personnel actions:

APPROVAL OF EMPLOYMENT:

Name: Anthony Convento  
Position: Account Clerk (Temporary)  
Division: Business Services  
Effective: August 20, 2018 - (195 Day Assignment)

Name: Adelina Lang  
Position: Marketing and Public Relations Assistant (Temporary)  
Division: Business Services  
Effective: August 20, 2018 - (195 Day Assignment)

X. Business:

- A. It was moved by Mrs. Orozco and seconded by Mr. Uhalley to approve the 2017-18 Unaudited Actuals and 2018-19 Revised Budget with all related transfers and that Shelley Adams, Clerk of the Governing Board, be authorized to sign the District Certification of Unaudited Actual Financial Report for 2017-18 and execute a resolution to restrict funds from the unappropriated ending balances as indicated. The motion carried unanimously.
- B. It was moved by Mrs. Treser Osgood and seconded by Mrs. Orozco to approve for Shelley Adams, Superintendent to enter into a contract with San Antonio ROP for cosmetology services effective July 1, 2018, through June 30, 2019. The motion carried unanimously.
- C. It was moved by Mr. Uhalley and seconded by Mrs. Treser Osgood to ratify and approve the contract with Chaffey Joint Union High School District for Agreement for Vocational (DOP) Educational Instruction – Cosmetology; and authorization for Shelley Adams, Superintendent, to sign contract effective July 1, 2018, through June 30, 2019. The motion carried unanimously.
- D. Dr. Adams presented a recap on the scope of the CTC construction project and the bids that were received. She stated that the project came in over budget, but through the work of Tilden-Coil Constructors, they were able to secure reductions of over \$2.3 million to bring the project under budget.

Mrs. Treser Osgood expressed her appreciation to Dr. Adams for the extra work required yesterday to answer her questions about the project.

Mr. Uhalley asked if the contingency amount is realistic given the age of the property. Mr. Fuentes, Project Manager with Tilden-Coil Constructors, stated that after inspecting the building they didn't believe there is anything structurally wrong and the scope of work only involves cosmetic changes.

Mr. Young asked if the Commission was in consensus to approve items III-D through III-II as a block motion or if they would prefer to approve them individually. All agreed to approve the items as a block motion.

It was moved by Mrs. Treser Osgood and seconded by Mr. Uhalley to approve for Shelley Adams, Superintendent and/or her designee to be authorized to award Bid Number 18/19-001 to Lee & Stires, Inc. for the scope of work in the Site Demolition and Grading Bid Category for the building projects at the Career Training Center, in the amount of \$511,391.00. The motion carried unanimously.

- E. It was moved by Mrs. Treser Osgood and seconded by Mr. Uhalley to approve for Shelley Adams, Superintendent and/or her designee to be authorized to award 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 \$158,200.00. The motion carried unanimously.
- F. It was moved by Mrs. Treser Osgood and seconded by Mr. Uhalley to approve for Shelley Adams, Superintendent and/or her designee to be authorized to award Bid Number 18/19-003 to Pierre Landscape, Inc. for the scope of work in the Landscape Bid Category for the building projects at the Career Training Center, in the amount of \$109,818.00. The motion carried unanimously.
- G. It was moved by Mrs. Treser Osgood and seconded by Mr. Uhalley to approve for Shelley Adams, Superintendent and/or her designee to be authorized to award Bid Number 18/19-004 to K.A.R. Construction, Inc. for the scope of work in the Concrete Bid Category for the building projects at the Career Training Center, in the amount of \$864,000.00. The motion carried unanimously.
- H. It was moved by Mrs. Treser Osgood and seconded by Mr. Uhalley to approve for Shelley Adams, Superintendent and/or her designee to be authorized to award 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 \$346,900.00. The motion carried unanimously.
- I. It was moved by Mrs. Treser Osgood and seconded by Mr. Uhalley to approve for Shelley Adams, Superintendent and/or her designee to be authorized to award 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 \$510,000.00. The motion carried unanimously.

- J. It was moved by Mrs. Treser Osgood and seconded by Mr. Uhalley to approve for Shelley Adams, Superintendent and/or her designee to be authorized to award 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 \$471,507.00. The motion carried unanimously.
- K. It was moved by Mrs. Treser Osgood and seconded by Mr. Uhalley to approve for Shelley Adams, Superintendent and/or her designee to be authorized to award Bid Number 18/19-008 to Whitehead Construction, Inc. 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 \$123,000.00. The motion carried unanimously.
- L. It was moved by Mrs. Treser Osgood and seconded by Mr. Uhalley to approve for Shelley Adams, Superintendent and/or her designee to be authorized to award 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 \$498,985.00. The motion carried unanimously.
- M. It was moved by Mrs. Treser Osgood and seconded by Mr. Uhalley to approve for Shelley Adams, Superintendent and/or her designee to be authorized to award Bid Number 18/19-010 to Donald M. Hoover Co. for the scope of work in the Flooring Bid Category for the building projects at the Career Training Center, in the amount of \$107,555.00. The motion carried unanimously.
- N. It was moved by Mrs. Treser Osgood and seconded by Mr. Uhalley to approve for Shelley Adams, Superintendent and/or her designee to be authorized to award 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 \$92,047.00. The motion carried unanimously.
- O. It was moved by Mrs. Treser Osgood and seconded by Mr. Uhalley to approve for Shelley Adams, Superintendent and/or her designee to be authorized to award 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 \$142,735.00. The motion carried unanimously.
- P. It was moved by Mrs. Treser Osgood and seconded by Mr. Uhalley to approve for Shelley Adams, Superintendent and/or her designee to be authorized to award Bid Number 18/19-013 to Norse Corporation for the scope of work in the General/Miscellaneous Bid Category for the building projects at the Career Training Center, in the amount of \$1,145,940.00. The motion carried unanimously.

- Q. It was moved by Mrs. Treser Osgood and seconded by Mr. Uhalley to approve for Shelley Adams, Superintendent and/or her designee to be authorized to award Bid Number 18/19-014 to Valley Industrial Mechanical for the scope of work in the Site and Building Plumbing Bid Category for the building projects at the Career Training Center, in the amount of \$390,175.00. The motion carried unanimously.
- R. It was moved by Mrs. Treser Osgood and seconded by Mr. Uhalley to approve for Shelley Adams, Superintendent and/or her designee to be authorized to award 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 \$162,850.00. The motion carried unanimously.
- S. It was moved by Mrs. Treser Osgood and seconded by Mr. Uhalley to approve for Shelley Adams, Superintendent and/or her designee to be authorized to award Bid Number 18/19-016 to Daniels Electrical Construction Company, Inc. for the scope of work in the Electrical Bid Category for the building projects at the Career Training Center, in the amount of \$1,223,000.00. The motion carried unanimously.
- T. It was moved by Mrs. Treser Osgood and seconded by Mr. Uhalley to approve for Shelley Adams, Superintendent and/or her designee to be authorized to sign Change Order 001, Bid Number 18/19-001 to Lee & Stires, Inc. for the scope of work in the Site Demolition and Grading Bid Category for the building projects at the Career Training Center, in the amount of (\$181,653.00). The motion carried unanimously.
- U. It was moved by Mrs. Treser Osgood and seconded by Mr. Uhalley to approve for Shelley Adams, Superintendent and/or her designee to be authorized to sign Change Order 001, 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 (\$84,200.00). The motion carried unanimously.
- V. It was moved by Mrs. Treser Osgood and seconded by Mr. Uhalley to approve for Shelley Adams, Superintendent and/or her designee to be authorized to sign Change Order 001, Bid Number 18/19-003 to Pierre Landscape, Inc. for the scope of work in the Landscape Bid Category for the building projects at the Career Training Center, in the amount of (\$50,654.00). The motion carried unanimously.
- W. It was moved by Mrs. Treser Osgood and seconded by Mr. Uhalley to approve for Shelley Adams, Superintendent and/or her designee to be authorized to sign Change Order 001, Bid Number 18/19-004 to K.A.R. Construction, Inc. for the scope of work in the Concrete Bid Category for the building projects at the Career Training Center, in the amount of (\$377,000.00). The motion carried unanimously.



- X. It was moved by Mrs. Treser Osgood and seconded by Mr. Uhalley to approve for Shelley Adams, Superintendent and/or her designee to be authorized to sign Change Order 001, 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 (\$22,000.00). The motion carried unanimously.
- Y. It was moved by Mrs. Treser Osgood and seconded by Mr. Uhalley to approve for Shelley Adams, Superintendent and/or her designee to be authorized to sign Change Order 001, 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 (\$185,000.00). The motion carried unanimously.
- Z. It was moved by Mrs. Treser Osgood and seconded by Mr. Uhalley to approve for Shelley Adams, Superintendent and/or her designee to be authorized to sign Change Order 001, 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 (\$40,320.00). The motion carried unanimously.
- AA. It was moved by Mrs. Treser Osgood and seconded by Mr. Uhalley to approve for Shelley Adams, Superintendent and/or her designee to be authorized to sign Change Order 001, Bid Number 18/19-008 to Whitehead Construction, Inc. 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 (\$48,000.00). The motion carried unanimously.
- BB. It was moved by Mrs. Treser Osgood and seconded by Mr. Uhalley to approve for Shelley Adams, Superintendent and/or her designee to be authorized to sign Change Order 001, 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 (\$125,000.00). The motion carried unanimously.
- CC. It was moved by Mrs. Treser Osgood and seconded by Mr. Uhalley to approve for Shelley Adams, Superintendent and/or her designee to be authorized to sign Change Order 001, Bid Number 18/19-010 to Donald M. Hoover Co. for the scope of work in the Flooring Bid Category for the building projects at the Career Training Center, in the amount of (\$55,275.00). The motion carried unanimously.
- DD. It was moved by Mrs. Treser Osgood and seconded by Mr. Uhalley to approve for Shelley Adams, Superintendent and/or her designee to be authorized to sign Change Order 001, 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 (\$40,047.00). The motion carried unanimously.

- EE. It was moved by Mrs. Treser Osgood and seconded by Mr. Uhalley to approve for Shelley Adams, Superintendent and/or her designee to be authorized to sign Change Order 001, 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 (\$13,813.00). The motion carried unanimously.
- FF. It was moved by Mrs. Treser Osgood and seconded by Mr. Uhalley to approve for Shelley Adams, Superintendent and/or her designee to be authorized to sign Change Order 001, Bid Number 18/19-013 to Norse Corporation for the scope of work in the General/Miscellaneous Bid Category for the building projects at the Career Training Center, in the amount of (\$508,732.00). The motion carried unanimously.
- GG. It was moved by Mrs. Treser Osgood and seconded by Mr. Uhalley to approve for Shelley Adams, Superintendent and/or her designee to be authorized to sign Change Order 001, Bid Number 18/19-014 to Valley Industrial Mechanical for the scope of work in the Site and Building Plumbing Bid Category for the building projects at the Career Training Center, in the amount of (\$59,000.00). The motion carried unanimously.
- HH. It was moved by Mrs. Treser Osgood and seconded by Mr. Uhalley to approve for Shelley Adams, Superintendent and/or her designee to be authorized to sign Change Order 001, 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 (\$52,100.00). The motion carried unanimously.
- II. It was moved by Mrs. Treser Osgood and seconded by Mr. Uhalley to approve for Shelley Adams, Superintendent and/or her designee to be authorized to sign Change Order 001, Bid Number 18/19-016 to Daniels Electrical Construction Company, Inc. for the scope of work in the Electrical Bid Category for the building projects at the Career Training Center, in the amount of (\$519,039.00). The motion carried unanimously.
- JJ. It was moved by Mr. Uhalley and seconded by Mrs. Treser Osgood to approve for Shelley Adams, Superintendent and/or her designee to be authorized to convene a formal bid process for the demolition, installation, and renovation of the medical assistant classroom and lab at the Career Training Center, defined in bid number 18/19-017. The motion carried unanimously.
- KK. It was moved by Mr. Uhalley and seconded by Mrs. Orozco to approve for Shelley Adams, Superintendent to be authorized to execute an agreement with Novacoast for development of a customized accountability system. The motion carried unanimously.

- XI. **Closed Session:** The meeting adjourned into Closed Session at 6:26 p.m. to discuss and take possible action on:
- A. Conference with Legal Counsel – Anticipated Litigation – Government Code §54954.5(c) pursuant to Government Code §54956.9(b)-(c) – 1 Case
  - B. Public Employee Reassignment/Discipline/Dismissal/Release – Government Code §54957
- XII. **Reconvene to Open Session:** Mr. Young reconvened the meeting at 6:55 p.m. and announced that no action had been taken.
- XIII. **Adjournment:** The meeting adjourned at 6:56 p.m. The next Meeting of the Baldy View Regional Occupational Program Commission will be held on Wednesday, October 10, 2018, 6:00 p.m., Baldy View ROP, 2890 Inland Empire Blvd., Ontario, California.