

Approved – 10/14/20

**MINUTES OF THE BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM
COMMISSION MEETING
Wednesday, September 9, 2020**

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

Present:	Sue Ovitt	Chaffey District
	Dave Nemer	Claremont Unified
	Joe Schaffer	Chino Valley Unified
	Jack Young	Upland Unified
	Shelley Adams	Superintendent
	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:	Rose Bomentre	Assistant Superintendent of Educational Services
Others		
Present:	Susan Petrocelli	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 – None
Deletions – None

- III. **Approval of Agenda:** It was moved by Mr. Nemer and seconded by Mr. Young 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. Nemer.

- V. **Approval of Minutes:** It was moved by Mr. Schaffer and seconded by Mr. Nemer to approve the August 12, 2020, 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:

- Welcomed everyone to the 2020-21 school year.
- Gave an update from the Department of Public Health meeting that was held today regarding the counties COVID-19 status. If the projections hold steady, the county may move into the red tier by the end of September, early October. There is a waiver available for adult students that is used by the community colleges that is being researched for use with our VN program.
- Dr. Rose Bomentre's mother passed away this week. Dr. Bomentre asked Dr. Adams to share that she appreciates the support of the BVROP team, Commission, and district partners and asked that her thanks be passed along to everyone.

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

Educational Services: No Report.

Business Services: Mrs. Roberts shared the following items:

- Stated that her thoughts and prayers are with Dr. Bomentre and her family.
- The 2019-20 independent audit has been completed and will be presented at the December Commission meeting.

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

- The Foundation has announced the scholarship applications are due February 12, 2021.
- Offered her condolences to Dr. Bomentre and her family.

Personnel Services: Mrs. Porter shared the following items:

- Offered her condolences to Dr. Bomentre and her family.
- Open enrollment for fringe benefits has started.
- Working on updating various board policies and administrative regulations.
- First round interviews were held today for the Director of Business Services position. Second round interviews will be held on Friday.

- C. **Commission Comments:** Mr. Schaffer offered his deepest condolences to Dr. Bomentre and her family.

Mr. Nemer offered his condolences and hugs to Dr. Bomentre and her family. He shared Claremont USD started school. The district is reviewing applications they have received for an advisory board on racial inequity. Mr. Nemer stated 75 applications were received for fifteen positions.

Mr. Young offered his sympathy to Dr. Bomentre and her family. Upland USD opened on August 26 and things are going well. At their board meeting last night, they approved the ROP budget items.

Mrs. Ovitt echoed her Commission member's comments concerning Dr. Bomentre's loss. She stated she prays that she finds peace and calm during this loss. Mrs. Ovitt gave a shout out to Tilden-Coil for being at CTC at 4:00 a.m. for the pouring of concrete around the new buildings. She thanked Dr. Adams and staff for the inclusion of the two Hanover Research items on anti-racism in tonight's packet. Mrs. Ovitt shared the items are excellent and provide us opportunities to build relationships and understanding for the future. Dr. Adams commended Dr. Bomentre for sharing both plans with her and Cabinet members. These documents will help drive the conversations going forward.

VIII. **Written Communications:**

- A. Commission Calendar.
- B. Events Calendar.
- C. Letter dated August 19, 2020, regarding approval of 2020-21 Budget.
- D. *Anti-Racism Discussion Guide*
- E. *Guidance for Reopening Career Technical Education Programs in California*
- F. *From Culturally Competent to Anti-Racism: Types and Impacts of Race-Related Trainings*

- 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 with the following Roll Call vote:

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

- A. Approved the warrant register, Batch #0086-0146, for the period of July 1, 2020, through August 6, 2020.
- B. Approved Hiring of Certificated Staff for 2020-21.

C. Approved/ratified the following certificated personnel actions:

CERTIFICATED EMPLOYMENT:

Name: Maye Akpala
Position: LVN Substitute Instructor
Division: Educational Services
Salary: Column I, Step I (VN Pay Schedule) - \$40.00/hour
Effective: 08/10/2020

Name: Yesenia Ceballos
Position: Site Supervisor
Division: Educational Services
Salary: \$42.00/hour (up to 5 hours per week as needed)
Effective: August 1, 2020- June 30, 2021

Name: Katey Sixsmith
Position: VN Director (Interim/Short Term)
Division: Educational Services
Salary: Column III, Step IV (VN Pay Schedule) - \$58.35/hour
Effective: September 1, 2020- September 30, 2020

Name: Diana Escutia
Position: Medical Assisting/Healthcare Occupations/Health Support
Services Instructor
Division: Educational Services
Salary: Column I, Step V- \$38.48/hour
Effective: 08/07/2020

Name: Susan Hidar
Position: Retail Marketing/Virtual Enterprise Instructor
Division: Educational Services
Salary: Column V, Step IV- \$45.41/hour
Effective: 07/31/2020

Name: Teresa Ramos
Position: Site Supervisor
Division: Educational Services
Salary: \$42.00/hour (up to 5 hours per week as needed)
Effective: August 1, 2020- June 30, 2021

Name: John Sulik
Position: Medical Assisting Instructor
Division: Educational Services
Salary: Column IV, Step III- \$41.99/hour
Effective: 08/07/2020

CERTIFICATED STIPENDS:

Name: Jessica Garcia
Position: CTE Mentor
Division: Educational Services
Effective: July 1, 2020- June 30, 2021
Salary: \$100.00 /month (up to 5 mentees)

Name: Marie Sliney
Position: CTE Mentor
Division: Educational Services
Effective: July 1, 2020- June 30, 2021
Salary: \$200.00 /month (6 – 10 mentees)

Name: Jeanette Juarez
Position: CTE Mentor
Division: Educational Services
Effective: July 1, 2020- June 30, 2021
Salary: \$100.00 /month (up to 5 mentees)

Name: Jessica Garcia
Position: CTE Mentor
Division: Educational Services
Effective: July 1, 2019- June 30, 2020
Salary: \$100.00 /month (up to 5 mentees)

Name: Eric Mensen
Position: CTE Mentor
Division: Educational Services
Effective: July 1, 2019- June 30, 2020
Salary: \$100.00 /month (up to 5 mentees)

CERTIFICATED CHANGES:

Name: Sequoia Payton
Position: From: Regular Instructor
To: Substitute Instructor
Effective: August 20, 2020

- D. Authorized for Dr. Shelley Adams to approve 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 CTEIG and K12 SWP Grant opportunities.

- E. Approved the Memorandum of Understanding between Baldy View ROP and Chino Valley Chamber of Commerce for the 2020/2021 academic year and continue on a year-to-year basis until terminated by either party.

X. **Business:**

- A. It was moved by Mr. Young and seconded by Mr. Nemer to approve the 2019-20 Unaudited Actuals and 2020-21 Revised Budget with all related transfers and that Dr. Shelley Adams, Clerk of the Governing Board, be authorized to sign the District Certification of Unaudited Actual Financial Report for 2019-20 and execute a resolution to restrict funds from the unappropriated ending balances as indicated. 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 convene a formal bid process for the demolition, installation and renovation of the Data/Server room at CTC, defined in bid number 20/21-001. 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. Nemer and seconded by Mr. Schaffer to approve the Hold Harmless Average Daily Attendance (ADA) Utilization for Baldy View ROP in response to COVID-19 Memorandum of Understanding (MOU). The motion carried with the following Roll Call vote:

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

Mrs. Ovitt shared her appreciation and thanks to the District Representative Council members for their work and support on behalf of the ROP.

XI. **ADMINISTRATION**

- A. First reading of revised Board Policies 4113 and 4118 and received for information Administrative Regulations 4113, 4118, and 4119.21

- XII. **Closed Session:** The meeting adjourned into Closed Session at 7:05 p.m. to discuss and take possible action on:
- A. Public Employee Performance Evaluation – Government Code §54957
Title: Superintendent
 - B. Public Employee Reassignment/Discipline/Dismissal/Release – Government Code §54957
- XIII. **Reconvene to Open Session:** Mrs. Ovitt reconvened the meeting at 7:48 p.m. and announced that no action had been taken.
- XIV. **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, October 14, 2020, 6:00 p.m., Baldy View ROP, 1501 S. Bon View Avenue, Ontario, California.