

Approved – 9/13/17

**MINUTES OF THE BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM
COMMISSION MEETING
Wednesday, August 9, 2017**

- I. **Call to Order:** The meeting was called to order by Joe Lenz, President, at 6:00 p.m. at the Baldy View ROP Board Room, 2890 Inland Empire Blvd., Ontario, California.

Present:	Charles Uhalley	Chaffey District
	Sylvia Orozco	Chino Valley Unified
	Dave Nemer	Claremont Unified
	Joe Lenz	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
	Michael Moore	Administrative Services Coordinator
	Roseanne Redfearn	Coordinator
	Crystal Whitley	Coordinator

Others		
Present:	Julian Rodriguez	Chino Valley District Representative
	Scott Sypkens	Upland District Representative

Mr. Lenz 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. Uhalley and seconded by Mr. Nemer to approve the Agenda. The motion carried unanimously.
- IV. **Pledge of Allegiance:** The Pledge of Allegiance was led by Mr. Moore.
- V. **Approval of Minutes:** It was moved by Mr. Nemer and seconded by Mr. Uhalley to approve the July 12, 2017, 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 everyone back to the start of another school year.
- Participated in a conference call with School Services where it was shared that the Governor's office is open to including CTE funding in the state budget.

B. **Cabinet's Comments:**

Educational Services: Dr. DeRenzo shared the following items:

- ROP classes on the Chaffey JUHSD campuses started this week.
- The Summer Professional Development meeting was well attended and very successful.
- A three-day orientation for new instructors has been scheduled and is being orchestrated by Crystal Whitley, Coordinator.
- A very successful summer school has concluded.

Business Services: Mrs. Roberts shared the following items:

- She is working on closing the books for the 2016-17 school year.
- The business department staff is preparing for the first instructor payroll cycle of the new school year.

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

- The Foundation will be holding a fundraiser at Chipotle in Rancho Cucamonga on August 22.
- Thanked School First Credit Union for sponsoring the recently held staff professional development.
- Distributed the latest copy of the Baldy View ROP newsletter.

C. **Commission Comments:** Mr. Uhalley welcomed everyone back and wished all a successful start of another school year.

Mr. Nemer shared schools starts in the Claremont USD in two weeks. He reported on the departure of an assistant superintendent within the district which created a domino effect with staff; three positions were filled from within the district as a result.

Mrs. Orozco shared that Chino Valley USD starts school on Monday.

Mr. Lenz shared that he met with his district superintendent yesterday and things are moving forward.

VIII. **Written Communications:**

- A. Commission Calendar.
- B. Events Calendar.

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 #0001-0040, for the period of June 21, 2017, through July 26, 2017.
- B. Reviewed the San Bernardino County Pool, 2nd Quarter Investment Report.
- C. Approved the following certificated personnel actions:

APPROVAL OF EMPLOYMENT:

CERTIFICATED:

Name: Carol Gallegos
Position: Registered Dental Assistant Instructor
Division: Educational Services
Effective: July 2017 (Pending background clearance)

Name: Brent Gilson
Position: Computer Programming/Game Design Instructor
Division: Educational Services
Effective: July 2017 (Pending background clearance)

Name: Mike Leese
Position: Forensics Science Instructor
Division: Educational Services
Effective: July 2017

Name: Jim Londagin
Position: Instructional Team Leader
Division: Educational Services
Salary: \$100 per month
Effective: July 2017 – June 2018

Name: Eric Mensen
Position: Instructional Team Leader
Division: Educational Services
Salary: \$100 per month
Effective: July 2017 – June 2018

APPROVAL OF RESIGNATION:

Name: Teresa Tyler
Position: Sports Medicine/Therapy Instructor
Division: Educational Services
Effective: June 26, 2017

Name: Sigrid Williams
Position: Program Specialist – Curriculum Development
Division: Educational Services
Effective: August 22, 2017

APPROVAL OF RETIREMENT:

Name: Pat Campbell
Position: Airport Careers Instructor
Division: Educational Services
Effective: August 1, 2017

- D. Approved the following classified personnel actions:

APPROVAL OF EMPLOYMENT:

CLASSIFIED:

Name: Suor Ngin
Position: Administrative Services Assistant
Division: Educational Services
Effective: August 1, 2017 (Pending Background)

APPROVAL OF RESIGNATION:

Name: Janet Perez
Position: Personnel Services Specialist
Division: Educational Services
Effective: August 11, 2017

Name: Marion Vories
Position: Educational Services Assistant
Division: Educational Services
Effective: August 11, 2017

APPROVAL OF CHANGE IN CLASSIFICATION:

Name: Shawneece Coyle
Temporary Position: Test Procter
Temporary Salary: C7/Step F - \$19.97 hourly
Division: Educational Services

Previous Position: Program Specialist/Special Projects & Grants Liaison
(returning to this position)
Division: Educational Services
Current Salary: C4/ Step 12 – \$39.58 hourly
Effective: July 1, 2017
Reason: Credentialing requirements have been completed.

E. Approved Hiring of Certificated Staff for 2017-2018.

X. **Business:**

- A. It was moved by Mrs. Orozco and seconded by Mr. Uhalley to ratify and approve the following contracts with Chaffey Joint Union High School District: Contract for District Services and Participation Incentive; Agreement for Vocational (DOP) Educational Instruction-Cosmetology; District Operated Program Contract; and Contract for Embedded BVROP Classes, and authorization for Shelley Adams, Superintendent, to sign contracts, effective July 1, 2017, through June 30, 2018. The motion carried unanimously.
- B. It was moved by Mr. Uhalley and seconded by Mrs. Orozco to ratify and approve the following contracts with Chino Valley Unified School District: Contract for District Services and Participation Incentive; District Operated Program Contract; and Contract for Embedded BVROP Classes, and authorization for Shelley Adams, Superintendent, to sign contracts, effective July 1, 2017, through June 30, 2018. The motion carried unanimously.
- C. It was moved by Mr. Nemer and seconded by Mr. Uhalley to ratify and approve the following contracts with Claremont Unified School District: Contract for District Services and Participation Incentive; District Operated Program Contract; and Contract for Embedded BVROP Classes, and authorization for Shelley Adams, Superintendent, to sign contracts, effective July 1, 2017, through June 30, 2018. The motion carried unanimously.

- D. It was moved by Mr. Uhalley and seconded by Mr. Nemer to ratify and approve the following contracts with Upland Unified School District: Contract for District Services and Participation Incentive; District Operated Program Contract; and Contract for Embedded BVROP Classes, and authorization for Shelley Adams, Superintendent, to sign contracts, effective July 1, 2017, through June 30, 2018. The motion carried unanimously.
- E. It was moved by Mrs. Orozco and seconded by Mr. Uhalley to approve for Shelley Adams, Superintendent and/or designee to be authorized to award Bid Number 16-17-007 to RMA Group, Rancho Cucamonga for the purchase of Geotechnical Engineering Services for the Bon View Campus New Logistics Center in the amount up to \$19,280, as defined in bid number 16/17-007. The motion carried unanimously.

XI. **Personnel:**

- A. It was moved by Mrs. Orozco and seconded by Mr. Nemer to approve subsequent Variable Term Waivers for the following employees, while they obtain their official English Language Authorization for the period of July 1, 2017, through December 31, 2017; CCSD Waivers for: Jessica Carter, Gerald Jo, and Kathleen Sixsmith. The motion carried unanimously.
- B. It was moved by Mrs. Orozco and seconded by Mr. Nemer to approve Variable Term Waivers for the following employees, while they obtain their official English Language Authorization for the period of July 1, 2017, through December 31, 2018; CCSD Waivers for: Kelly Binks, Carol Gallegos, Brent Gilson, Sally Mahmoud, Mia McCarthy, Jimmy Morin, and Yousef Zakarni. The motion carried unanimously.
- C. It was moved by Mrs. Orozco and seconded by Mr. Uhalley to approve to post for Director of Personnel Services position, effective August 10, 2017. The motion carried unanimously.

- XII. **Adjournment:** The meeting adjourned at 6:22 p.m. The next Meeting of the Baldy View Regional Occupational Program Commission will be held on Wednesday, September 13, 2017, 6:00 p.m., Baldy View ROP, 2890 Inland Empire Blvd., Ontario, California.