

Approved – 2/10/21

**MINUTES OF THE BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM
COMMISSION MEETING
Wednesday, January 13, 2021**

- I. **Call to Order:** The meeting was called to order telephonically via Google Meet by Dave Nemer, President at 6:00 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 – Reference item I-E, page 2, bullet #3, should reflect Joe Schaffer as an “Aye” vote. Reference item I-G, page 2, items III, VI-A, VI-B, and VI-C should reflect Joe Schaffer as an “Aye” vote. Reference item I-H, page 2, item VI-A, should reflect Joe Schaffer as an “Aye” vote. Reference item III-E, United Parcel Services professional services contract, date changed to reflect December 2020.

Deletions – None

- III. **Approval of Agenda:** It was moved by Mr. Young and seconded by Mrs. Ovitt to approve the Agenda with changes as stated in item II above. 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 Joe Schaffer.

V. **Approval of Minutes:** It was moved by Mrs. Ovitt and seconded by Mr. Young to approve the December 1, 2020, Special Commission Meeting and Study Session Minutes with change as stated in item II above. 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. Young and seconded by Mr. Schaffer to approve the December 9, 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

VII. **Approval of Minutes:** It was moved by Mr. Schaffer and seconded by Mrs. Ovitt to approve the December 10, 2020, Special Commission Meeting and Study Session Minutes with changes as stated in item II above. The motion carried with the following Roll Call vote:

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

VIII. **Approval of Minutes:** It was moved by Mr. Schaffer and seconded by Mr. Young to approve the December 11, 2020, Special Commission Meeting and Study Session Minutes with change as stated in item II above. The motion carried with the following Roll Call vote:

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

IX. **Public Participation:** There was no public participation.

X. **Oral Communications:**

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

- Welcomed everyone and wished all a happy new year.
- Acknowledged the Commission as January is School Board Recognition Month. She thanked the Commission for their service and leadership.
- Reported on the positive news regarding next year's state budget.
- Received notification that we were approved for the 2020-21 CTEIG grant in the preliminary amount of \$2,665,918. The final amount will be known when the GAN letter is received.
- Thanked and acknowledge the district representatives for their five years of grant reporting work that is due January 31, 2021.
- Announced that Michael Moore, Administrative Services Coordinator, after 15 years with Baldy View ROP, is retiring at the end of April. She thanked him for his service and extended her appreciation to him.
- Announced that Elizabeth McGraw, Coordinator, defended her dissertation today. She congratulated Dr. McGraw on her completion of her doctorate.

B. **Cabinet's Comments:**

Educational Services: Dr. Bomentre shared the following items:

- Thanked the DRC members their help with COE/WASC preparations.
- Reported on her involvement with Upland USD where she spoke via a webinar to over 300 parents about the services ROP offers to Upland USD.
- Staff, career technicians, and school administrators are being prepared for our upcoming COE/WASC visit. She met with the WASC chair and he had good things to say about the report. He stated that he appreciated that we were very authentic and transparent in our reporting. He said he has never experienced such a transparent report.

Business Services: Mrs. Roberts shared the following items:

- Congratulated Dr. McGraw on her doctorate.
- Welcomed Michael Montano and shared that he is visiting with business department staff to learn their tasks and roles.

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

- Wished all a happy new year.
- Announced that Baldy View ROP was picked as runner-up for the best adult school and best technical school in the Chino Champion's Reader's Choice Awards.
- She will be meeting with the Institutional Advisory Committee to discuss the upcoming Open House.
- Congratulated Mr. Moore on his retirement, Dr. McGraw on her doctorate, and welcomed Mr. Montano.
- Announced the passing of former ROP instructor Dorothy Thompson who taught for 17 years and retired in 1989.

Personnel Services: Mrs. Porter shared the following items:

- Shared the new COVID-19 reporting requirements which have been incorporated into BVROP's COVID-19 Action Plan.
- Recruitment has begun for instructor positions for the fall semester.
- The Administrative Services Coordinator position will be posted this week and the selected candidate will start towards the end of March.
- Welcomed Mr. Montano and congratulated Dr. McGraw.

C. **Commission Comments:**

Mr. Schaffer congratulated Dr. McGraw on her doctorate and Mr. Moore on his retirement. He shared that elementary and high school cohorts have returned in Chino Valley USD. Mr. Schaffer stated it was nice to see the Commission members return for another term.

Mr. Young thanked staff for being part of the Study Session and Strategic Planning process. He shared the Upland webinar on ROP services went very well and thanked Dr. Bomentre for being a part of that. Mr. Young shared that Upland USD also had small cohorts up and running but due to the latest surge in COVID cases, the district has delayed the starting of additional cohorts. He offered his congratulations to Dr. McGraw and Mr. Moore. Mr. Young asked that everyone stay safe and be careful given the recent events.

Mrs. Ovitt wished all a happy new year. She stated she is pleased to hear all the reports this evening and commented that staff has not missed a beat and it is impressive the amount they are accomplishing for students. Mrs. Ovitt reported on her attendance at today's SANDABS meeting where discussion occurred regarding hospitals and facilities that have the vaccine available but no approval to vaccinate for Group 1B (teachers). She shared that parents are anxious to get their children back in school. Mrs. Ovitt announced that Dayne Brassard was named President of Tilden-Coil. She congratulated Dr. McGraw and Mr. Moore and wished both good luck.

Mr. Nemer reported on his attendance at the CSBA budget webinar and the nice surprise of the state having a strong budget for next year. He offered his congratulations to Dr. McGraw and Mr. Moore. Mr. Nemer offered a cautionary note about arriving on-time for the meetings as the minutes will reflect your arrival time.

XI. **Written Communications:**

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

- XII. **Approval of Consent Calendar:** It was moved by Mr. Schaffer and seconded by Mr. Young 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 #0256-0304 for the period of November 10, 2020, through December 15, 2020.
B. Approved/ratified the following certificated personnel actions:

CERTIFICATED RESIGNATION/TERMINATION:

Name: Susan Hidar
Position: Virtual Enterprise/Retail Marketing Instructor
Division: Educational Services
Effective: January 30, 2021

- C. Approved/ratified the following classified personnel actions:

CLASSIFIED RETIREMENT:

Name: Michael Moore
Position: Administrative Services Coordinator
Division: Administrative Services
Effective: May 1, 2021

- D. Approved the salary schedule for Director of Business Services Intern.

XIII. **Business:**

- A. It was moved by Mr. Young and seconded by Mrs. Ovitt to approve for Shelley Adams, Superintendent and/or her designee to be authorized to sign Notice of Project Completion, Bid Number 18/19-001 to Lee & Stires, Inc. 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. Young and seconded by Mr. Schaffer to approve for Shelley Adams, Superintendent and/or her designee to be authorized to sign Notice of Project Completion, Bid Number 18/19-004 to KAR Construction, Inc. 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 Mrs. Ovitt and seconded by Mr. Schaffer to approve for Shelley Adams, Superintendent and/or her designee to be authorized to sign Notice of Project Completion, Bid Number 18/19-014 to Valley Industrial Mechanical. The motion carried with the following Roll Call vote:

Dave Nemer – Aye

Joe Schaffer – Aye

Jack Young – Aye

Sue Ovitt – Aye

- D. It was moved by Mr. Young and seconded by Mr. Schaffer to approve for Dr. Shelley Adams and/or her designee to be authorized to award Bid Number 20/21-001 to Inland Building Construction Companies, Inc. and to enter into contract with Agility Integration Corporation for cabling services to support the relocation of the server room. The motion carried with the following Roll Call vote:

Dave Nemer – Aye

Joe Schaffer – Aye

Jack Young – Aye

Sue Ovitt – Aye

- E. It was moved by Mr. Schaffer and seconded by Mrs. Ovitt to approve for Dr. Shelley Adams to be authorized to enter into contract with United Parcel Services for professional services related to use and installation of the Deposco inventory control set up to enhance the Transportation, Distribution, and Logistics program at the Career Training Center with change as stated in item II above. The motion carried with the following Roll Call vote:

Dave Nemer – Aye

Joe Schaffer – Aye

Jack Young – Aye

Sue Ovitt – Aye

XIV. **Administration:**

A. It was moved by Mr. Young and seconded by Mr. Schaffer to approve Board Policy 4218 entitled *Dismissal/Suspension/Disciplinary Action*, that received first reading on December 9, 2020. with the following Roll Call vote:

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

XV. **Closed Session:** The meeting adjourned into Closed Session at 7:11 p.m. to discuss and take possible action on:

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

XVI. **Reconvene to Open Session:** Mr. Nemer reconvened the meeting at 7:50 p.m. and announced that no action had been taken.

XVII. **Adjournment:** The meeting was adjourned at 7:51 p.m. The next Meeting of the Baldy View Regional Occupational Program Commission will be held on Wednesday, February 10, 2021, 6:00 p.m., Baldy View ROP, 1501 S. Bon View Avenue, Ontario, California.