

**MINUTES OF THE BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM
COMMISSION MEETING
Wednesday, January 9, 2019**

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

Present:	Sue Ovitt	Chaffey District
	Dave Nemer	Claremont Unified (Alternate)
	Joe Schaffer	Chino Valley 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
Absent:	Nancy Treser Osgood	Claremont Unified
Others		
Present:	Virginia Kelsen	Chaffey District Representative
	Julian Rodriguez	Chino Valley District Representative

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

- II. **Review of Agenda:**

Changes – Reference item I-E., page 3, under Commission Comments, Dr. O’Connor’s name should be spelled with an “o” rather than an “e”.

Deletions – None

- III. **Approval of Agenda:** It was moved by Mr. Young and seconded by Mr. Schaffer to approve the Agenda. The motion carried unanimously.
- IV. **Pledge of Allegiance:** The Pledge of Allegiance was led by Jack Young.
- V. **Approval of Minutes:** It was moved by Mr. Young and seconded by Mr. Schaffer to approve the December 12, 2018, Commission Meeting Minutes with change as stated in item II above. The motion was approved 3 ayes, 0 noes, and 1 abstention. Mr. Nemer abstained.
- VI. **Public Participation:** There was no public participation.

VII. **Oral Communications:**

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

- Welcomed everyone and wished all a happy new year.
- Gave an update on construction at the Career Training Center. Construction is progressing on schedule and it is anticipated the renovation of building 400 will be completed in late April and the logistics building will be completed in July.
- Dr. Adams indicated that due to staff recently returning from winter break there would be no information to share under Cabinet Comments this evening.

B. **Cabinet's Comments:**

Educational Services: No report.

Business Services: No report.

Development/Public Relations: No report.

Personnel Services: No report.

C. **Commission Comments:**

Mr. Young wished all a happy new year. He apologized for missing the last meeting which was due to his last band performance as he retired from teaching. Mr. Young asked that the ROP reach out to Foothill Family Shelter as they have a need for ROP students to work at their thrift store. He asked if the board agenda packets can be done electronically in the future. The Commission were all in agreement for this to occur.

Mr. Schaffer wished all a happy new year. He stated he is looking forward to working with the ROP staff.

Mr. Nemer wished everyone a happy new year and stated it was nice to see everyone again.

Mrs. Ovitt announced that former long-term Chaffey Joint Union High School District board member Clyde Francisco had passed away today. She wished all a happy new year.

VIII. **Written Communications:**

- A. Commission Calendar. Dr. Adams stated that special meetings need to be scheduled for commission member orientation and discussion/review of norms and protocols. Dates selected are: January 24 – 9:00 am-12:00 pm and February 21 – 12:00 pm-3:00 pm.
- B. Events Calendar.

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

- A. Approved the warrant register, Batch #0541-0578A for the period of November 29, 2018, through December 13, 2018.
- B. Approved the following certificated personnel actions:

CERTIFICATED:

Name: Maria Aguilera Garcia
Position: Health Support Services/Occupations Instructor
Division: Educational Services
Effective: December 17, 2018 (Pending pre-employment/background clearance)

CERTIFICATED (Added Assignment):

Name: Valerie Torrez
Position: Health Care Occupations Instructor
Division: Educational Services
Effective: December 17, 2018

RESIGNATION:

Name: Derrick Williams
Position: Video Production/Web Design Instructor
Division: Educational Services
Effective: December 24, 2018

X. **Administration:**

- A. It was moved by Mr. Young and seconded by Mr. Nemer to approve revised Board Policy 1330 entitled *Use of ROP Facilities*, that received first reading on December 12, 2018. The motion carried unanimously.

Mrs. Ovitt asked if a Schedule of Use Charges has been created. Dr. Adams stated that it had not been developed as there has not yet been a need. Once the need arises, a schedule will be brought forth to the Commission for approval.

- B. Received for information revised Administrative Regulation 4151 entitled *Compensation*.

Mr. Schaffer asked for clarification on the 30 hours vs. 40 hours for full-time employment between certificated and classified. Dr. Adams shared that typically, certificated employees in the school system are considered full-time at 30 hours per week and classified are full-time at 40 hours per week.

- C. Received for information revised Administrative Regulation 4251 entitled *Compensation*.
- D. Received for information revised Administrative Regulation 4351 entitled *Compensation*.

Mr. Young asked for clarification on pay grade M5+. Dr. Adams stated this pay grade is the same as pay grade M5 but has an incentive based component.

XI. **Closed Session:** The meeting adjourned into Closed Session at 6:22 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) – 2 Cases
- B. Public Employee Reassignment/Discipline/Dismissal/Release – Government Code §54957
- C. Public Employee Performance Evaluation – Government Code §54957

Title: Superintendent

XII. **Reconvene to Open Session:** Mrs. Ovitt reconvened the meeting at 6:43 p.m. and announced that no action had been taken.

XIII. **Adjournment:** The meeting was adjourned at 6:44 p.m. The next regular Meeting of the Baldy View Regional Occupational Program Commission will be held on Wednesday, February 13, 2019, 6:00 p.m., Baldy View ROP, 2890 Inland Empire Blvd., Ontario, California.