

**MINUTES OF THE BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM
COMMISSION MEETING
Wednesday, October 10, 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:	Sue Ovitt	Chaffey District (Alternate)
	Sylvia Orozco	Chino Valley Unified
	Nancy Treser Osgood	Claremont Unified
	Jack Young	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
	Michael Moore	Administrative Services Coordinator
	Crystal Whitley	Coordinator
Absent:	Charles Uhalley	Chaffey District
	P. Joseph Lenz	Upland Unified
	Lisa Porter	Director of Personnel Services
Others		
Present:	Virginia Kelsen	Chaffey District Representative
	Aaron Dover	Upland District Representative

Mr. Young 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 Mrs. Orozco and seconded by Mrs. Treser Osgood to approve the Agenda. 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 Mrs. Orozco to approve the September 12, 2018, Commission Meeting Minutes. The motion was approved 3 ayes, 0 nays, 1 abstention. Mrs. Ovitt abstained.
- VI. **Public Participation:** There was no public participation.

VII. **Oral Communications:**

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

- Thanked Dr. Brett O'Connor for allowing her to be the keynote speaker at today's Claremont High School Career Day. She unveiled to the students the logistics program that will be offered at Claremont High School. Dr. O'Connor was unable to attend the event due to school business in Arizona.
- The Logistics Building Groundbreaking Ceremony will be held on October 17 at 4:00 pm at the Career Training Center.

B. **Cabinet's Report:**

Educational Services: Dr. DeRenzo shared the following items:

- The educational services staff has been working on finalizing the spring master schedule.
- Preparations are underway for the October 20 Professional Development (PD) workshop. This PD will build upon the information covered during our summer training, as we further explore how to create and implement high quality CTE lesson plans.

Business Services: Mrs. Roberts shared the following items:

- The auditors will be here Thursday and Friday conducting their yearly review.
- Staff training will occur this month on the Financial 2000 purchasing system.

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

- The latest issue of the newsletter is undergoing final edits and will be published soon.
- The Foundation will be holding a fundraiser at the Outback Steakhouse in Upland on October 22, tickets are \$25.

C. **Commission Comments:** Mrs. Treser Osgood thanked Dr. Adams for coming to Claremont High School and speaking at the Career Day. She shared the district approved authorization to go to bid on the logistics/supply chain building and are still awaiting DSA approval.

- Mrs. Ovitt stated it is nice to be here, but filling Mr. Uhalley's shoes is going to be difficult. She reported they have started their second quarter this week in the district and Dr. Holton will be holding a Report to Community Leaders on October 16 at 9:00 am in the Hill Auditorium.
- Mr. Young reported he shared the ground breaking ceremony information with his board and visited ROP classrooms during the recent Back to School night.

VIII. **Written Communications:**

- A. Commission Calendar.
B. Events Calendar.

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

- A. Approved the warrant register, Batch #0123-0310A, for the period of August 29, 2018, through September 26, 2018.
- B. Authorized entering into an Agreement for Services with Chino Valley Unified School District for the services of a Distribution Warehouse teacher for the 2018-19 school year.
- C. Approved the following certificated personnel actions:

APPROVAL OF EMPLOYMENT:

Name: Bernardo Alvarez Batres
Position: Automotive Mechanics Instructor
Division: Educational Services
Effective: October 1, 2018 (Pending pre-employment/background clearance)

Name: Baldomero Enriquez
Position: Substitute Instructor
Division: Educational Services
Effective: September 26, 2018

Name: John Pi
Position: Substitute Instructor
Division: Educational Services
Effective: October 1, 2018 (Pending pre-employment/background clearance)

Name: James Suess
Position: Substitute Instructor
Division: Educational Services
Effective: October 1, 2018

Name: Valerie Torrez
Position: Substitute Instructor
Division: Educational Services
Effective: September 24, 2018

CERTIFICATED RESIGNATION:

Name: Lorraine Avalos
Position: Event Planning/Retail Marketing Instructor
Division: Educational Services
Effective: October 1, 2018

- D. Approved the following classified personnel action:

APPROVAL OF EMPLOYMENT:

Name: Michele Illingworth
Position: Administrative Assistant
Division: Educational Services
Salary: C10, Step C
Effective: August 28, 2018

Name: Jasmine Muratalla
Position: Personnel Services Analyst
Division: Educational Services
Salary: C14, Step C
Effective: October 15, 2018

CLASSIFIED CORRECTION:

From
Name: Diana Neal
Position: Financial Aid Analyst
Division: Business Services
Effective: July 2016

To
Name: Diana Neal
Position: Financial Aid Advisor
Division: Business Services
Effective: July 1, 2018

X. **Business:**

- A. It was moved by Mrs. Orozco and seconded by Mrs. Treser Osgood to approve for Dr. Shelley Adams, Superintendent and/or her designee to be authorized to convene a formal bid process for the purchase of logistics equipment and supplies as defined in bid number 18/19-018. The motion carried unanimously.
- B. It was moved by Mrs. Ovitt and seconded by Mrs. Treser Osgood to approve for Dr. Shelley Adams, Superintendent and/or her designee to be authorized to negotiate the purchase of a delivery van, whose total cost is not to exceed \$52,000.00 and authorization for Dr. Shelley Adams to sign related contracts. The motion carried unanimously.

- XI. **Closed Session:** The meeting adjourned into Closed Session at 6:16 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 6:45 p.m. and announced that no action had been taken.
- XIII. **Adjournment:** The meeting adjourned at 6:46 p.m. The next Meeting of the Baldy View Regional Occupational Program Commission will be held on Wednesday, November 14, 2018, 6:00 p.m., Baldy View ROP, 2890 Inland Empire Blvd., Ontario, California.