

**MINUTES OF THE BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM
SPECIAL COMMISSION MEETING**

Thursday, December 9, 2021

I. **Call to Order:** Dave Nemer, President, called the meeting to order at 9:03 a.m.

Present:	Dave Nemer	Claremont Unified School District
	Joe Schaffer	Chino Valley Unified School District
	Jack Young	Upland Unified School District
	Sue Ovitt	Chaffey Joint Union High School District
	Dr. Shelley Adams	Superintendent
	Dr. Rose Bomentre	Assistant Superintendent Educational Services
	Carla Roberts	Director of Business Services
	Dora Edney	Director of Business Development & Public Relations
	Lisa Porter	Director of Personnel Services
	David Suarez	Director of Business Services Intern
	Sheri Simpson	Administrative Services Coordinator

II. **Review of Agenda:**

Changes – None
Deletions – None

III. **Approval of Agenda:** It was moved by Mr. Young and seconded by Mrs. Ovitt to approve the Agenda, as presented. 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:** Mr. Young led the Pledge of Allegiance.

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

VII. **Administration:**

A. Dr. Shelley Adams, Superintendent, outlined the proposed changes to the Baldy View ROP Organizational Structure.

B. It was moved by Mr. Young and seconded by Mr. Schaffer to approve the job description and fill the position of *Executive Administrative Assistant*. The motion carried with the following Roll Call vote:

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

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Sue Ovitt – Aye

- C. It was moved by Mrs. Ovitt and seconded by Mr. Young to approve the job description and fill the position of *Senior Coordinator-Student Support, Equity, and Access*. 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 Mrs. Ovitt to approve the job description and fill the position of *Student Safety Support Specialist*. 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. Young and seconded by Mrs. Ovitt to approve the job description and fill the position of *Special Projects and Grant Analyst*. The motion carried with the following Roll Call vote:

Dave Nemer – Aye

Joe Schaffer – Aye

Jack Young – Aye

Sue Ovitt – Aye

- F. It was moved by Mrs. Ovitt and seconded by Mr. Schaffer to approve the reclassification of the Account Clerk position to *Payroll and Retirement Specialist*. The motion carried with the following Roll Call vote:

Dave Nemer – Aye

Joe Schaffer – Aye

Jack Young – Aye

Sue Ovitt – Aye

- XIII. **Adjournment:** The meeting adjourned at 10:18 a.m.

The next meeting regular meeting of the Baldy View Regional Occupational Program Commission is Wednesday, December 15, 2021, at 5:00 p.m. at Baldy View ROP CTC, 1501 S. Bon View Avenue, Ontario.