

Approved – March 9, 2022

**MINUTES OF THE BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM
COMMISSION MEETING
Wednesday, February 9, 2022**

I. **Call to Order:** Dave Nemer, President, called the meeting to order at 5:00 p.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. Rose Bomentre	Assistant Superintendent of Educational Services
	Carla Roberts	Director of Business Services
	Dora Edney	Director of Business Development & Public Relations
	Lisa Porter	Director of Personnel Services
	Helena Zarate-Simolin	Coordinator
	Trina Le	Coordinator
	David Suarez	Director of Business Services Intern
	Sheri Simpson	Administrative Services Coordinator
Others		
Present:	Dr. Julian Rodriguez	Chino Valley USD Representative
	Eduardo Zaldivar	Chaffey JUHSD Representative
	Dr. Andrew Stager	Upland USD Representative

II. **Review of Agenda:**

Changes – None
Deletions – None

III. **Approval of Agenda:** It was moved by Mr. Young and seconded by Mr. Schaffer 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. Dave Nemer led the Pledge of Allegiance.

V. **Approval of December 9, 2021, Special Commission Meeting Minutes:** It was moved by Mrs. Ovitt and seconded by Mr. Schaffer to approve December 9, 2021, Special Commission Meeting Minutes, as presented. The motion carried with the following Roll Call vote:

Dave Nemer – Aye

Joe Schaffer – Aye

Jack Young – Aye

Sue Ovitt – Aye

- VI. **Approval of December 15, 2021, Regular Commission Meeting Minutes:** It was moved by Mr. Schaffer and seconded by Mr. Young to approve December 15, 2021, Regular Commission Meeting Minutes, as presented. The motion carried with the following Roll Call vote:

Dave Nemer – Aye

Joe Schaffer – Aye

Jack Young – Aye

Sue Ovitt – Aye

- VII. **Public Participation:** There was no public participation.

Special Recognition of Carla Robert's on her Retirement

- VIII. **Oral Communications:**

- A. **Cabinet's Comments:**

Educational Services: Dr. Bomentre shared the following items:

- Draft Summer 2022 Class Schedule
- Introductory Mental and Behavior Health courses will begin at Chaffey and Claremont High Schools this summer.
- Cash for College workshops will occur on February 26th at the Open House.
- Assembly Bill No. 469 regarding Pupil instruction – financial aid applications
- New College Articulation Agreements: Criminal Justice, Criminal Justice 2, Crime Scene Investigation for all programs, and Auto at Etiwanda High School.
- New Mental and Behavior Health instructor started.
- Pharmacy Technician will begin in the fall.
- Student Success will be in person on April 11th at Upland High School.

Business Services: Mrs. Roberts shared the following item:

- David Suarez has been working on the 2nd Interim Report and will present it at the March Commission meeting.

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

- Correction to last month's comments, the City of Ontario made a \$250 donation, not \$500 for Open House.
- Working on the February newsletter.
- Open House is February 26, 2022.

- Chaffey Federal Credit Union donated a 55-inch flatscreen TV as a grand prize for the Open House raffle.

Personnel Services: Mrs. Porter shared the following items:

- 2022 COVID-19 Supplemental Paid Sick Leave was extended from January 1, 2022, through September 30, 2022.

B. Commission Comments:

Mr. Nemer shared the following items:

- Regarding the windstorm, Claremont is known as the City of Trees and PhDs. The PhDs weathered the storm much better than the trees. It was necessary to close schools for one day.
- Thanked Carla and David for their work and shared that the rest of humanity appreciates those who “like the budget.”

Mr. Schaffer shared the following item:

- Congratulated Carla Roberts on her retirement and thanked her for making understanding the budget easy.
- Thanked everyone for keeping the boat-a-float and hard work during these busy times.

Mr. Young shared the following items:

- Ran into a former student on campus who will be pinned as a navy cadet in the coming weeks. He is excited that such an outstanding person attends BVROP and Upland High School.
- Hoped everyone survived the windstorms, especially Claremont.
- Looking forward to the Open House.
- Congratulated Carla Roberts on her retirement.

Mrs. Ovitt shared the following items:

- Congratulated Carla Roberts on her retirement and a job well done.

IX. Written Communications:

- A. Commission Calendar
- B. Events Calendar
- C. Letter from San Bernardino County Superintendent of Schools office regarding First Period Interim Report

- X. Approval of Consent Calendar:** It was moved by Mrs. Ovitt and seconded by Mr. Schaffer 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 #0400-0517, for the period of November 16, 2021, through January 23, 2022.

B. Approved/ratified the following Certificated Personnel Actions:

CERTIFICATED EMPLOYMENT:

Name: Xiao Luo
Position: Transportation, Distribution and Logistics Instructor
Division: Educational Services
Salary: Column 4, Step 5
Effective: November 20, 2021

Name: Sonia Ruiz
Position: Pharmacy Technician Instructor
Division: Educational Services
Salary: Column 1, Step 1
Effective: December 1, 2021

Name: Lorraine Avalos
Position: Substitute Instructor
Division: Educational Services
Salary: Column 1, Step 1
Effective: January 05, 2022

Name: Cameron Harris
Position: Substitute Instructor
Division: Educational Services
Salary: Column 1, Step 1
Effective: January 12, 2022

Name: Matthew Santos
Position: Mental & Behavioral Health Instructor
Division: Educational Services
Salary: Column 2, Step 2
Effective: February 01, 2022

CERTIFICATED RESIGNATION/TERMINATION:

Name: John Youngblood
Position: Criminal Justice Instructor
Division: Educational Services
Effective: January 4, 2022

C. Approved/ratified the following Classified Personnel Actions:

CLASSIFIED CHANGES:

Name: George Lee
From: Account Clerk; C8-A
To: Payroll and Retirement Specialist; C10-A
Division: Business Services
Effective: January 1, 2022

CLASSIFIED RESIGNATION/TERMINATION:

Name: Cariann Angel
Position: Accounting Technician
Division: Business Services
Effective: December 9, 2021

Name: Alexxus Guevara
Position: Personnel Services Assistant
Division: Personnel Services
Effective: January 7, 2022

D. Approved/ratified the following Management Personnel Actions:

APPROVAL OF EMPLOYMENT:

CERTIFICATED

Name: Elizabeth McGraw
Position: Senior Coordinator-Student Support, Equity and Access
Division: Educational Services
Hours: 40 hours per week
Salary: Range M5+3; Step E
Effective: February 1, 2022

CLASSIFIED CABINET:

Name: Carla Roberts
Position: Director of Business Services-Advisor
Division: Business Services
Hours: Up to 20 hours per week
Salary: Range M6; Step D
Effective: March 2, 2022

Name: David Suarez
Position: Director of Business Services
Division: Business Services
Hours: 40 hours per week
Salary: Range M6; Step D
Effective: March 1, 2022

CLASSIFIED RETIREMENT:

Name: Carla Roberts
Position: Director of Business Services

Division: Business Services

Effective: March 1, 2022

X. **Business:**

- A. It was moved by Mr. Schaffer and seconded by Mr. Young to accept the Auditor's Report for 2020-2021. 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 Dr. Shelley Adams, Superintendent, or her designee to be authorized to sign the Notice of Project Completion, Bid Number 019/20-001A to Silver Creek Industries. 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 Mr. Schaffer and seconded by Mrs. Ovitt to approve the request to close Fund 11 (Adult Education).

Dave Nemer – Aye

Joe Schaffer – Aye

Jack Young – Aye

Sue Ovitt – Aye

- D. Received for information - HVAC Replacement for Building 200

- E. Received for information – E-RATE Infrastructure Upgrade

XI. **Personnel:**

- A. It was moved by Mrs. Ovitt and seconded by Mr. Young to approve job description entitled: *Personnel Services Technician*. The motion carried with the following Roll Call vote:

Dave Nemer – Aye

Joe Schaffer – Aye

Jack Young – Aye

Sue Ovitt – Aye

XII. Business Development & Public Relations:

- A. It was moved by Mr. Young and seconded by Mrs. Ovitt to authorize Dr. Shelley Adams, Superintendent, or her designee to approve the Memorandum of Understanding between Baldy View ROP and ATHLETES FOR LIFE.

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

XIII. Closed Session: The meeting adjourned into Closed Session at 5:50 p.m. to discuss and take possible action on:

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

XIV. Reconvene to Open Session: Mr. Nemer reconvened the meeting in Open Session at 6:32 p.m. All Commission members were present. Mr. Nemer reported that no action was taken.

XV. Adjournment: The meeting adjourned at 6:33 p.m. The next meeting of the Baldy View Regional Occupational Program Commission is Wednesday, March 9, 2022, at 5:00 p.m. at Baldy View ROP CTC, 1501 S. Bon View Avenue, Ontario.