

Approved – 4/8/20

**MINUTES OF THE BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM
COMMISSION MEETING
Wednesday, March 11, 2020**

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

Present:	Sue Ovitt	Chaffey District
	Joe Schaffer	Chino Valley Unified
	Jack Young	Upland Unified
	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
	Christine Chavez	Coordinator
	Trina Le	Coordinator
	Elizabeth McGraw	Coordinator
	Helena Zarate-Simolin	Coordinator
Absent:	Dave Nemer	Claremont Unified
	Shelley Adams	Superintendent
Others		
Present:	Julian Rodriguez	Chino Valley District Representative
	Andrew Stager	Upland District Representative

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

- II. **Review of Agenda:**

Changes – Reference Items II-B and IV-B, replace with new pages.

Deletions – Agenda item III-B deleted from agenda.

- III. **Approval of Agenda:** It was moved by Mr. Young and seconded by Mr. Schaffer to approve the Agenda with changes as stated in item II above. 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 Mr. Schaffer and seconded by Mr. Young to approve the February 12, 2020, Commission Meeting Minutes. The motion carried unanimously.
- VI. **Public Participation:** There was no public participation.

VII. **Oral Communications:**

A. **Superintendent's Comments:** No report.

B. **Cabinet's Comments:**

Educational Services: Dr. Bomentre shared the following items:

- Information that has been shared with staff regarding the handling and procedures to follow related to the Coronavirus.
- The Summer 2020 and Fall 2020-2021 Student Schedules.
- Summary of responses received related to the Career Pathways Leadership Certification training.

Business Services: No report.

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

- Information on the accessibility widget that is now available on the website, which will help those with special needs navigate the website.
- Thanked the Commission for allowing her to attend the marketing conference that was recently held in San Diego.
- Thanked Chaffey Federal Credit Union for sponsoring the January professional development workshop.

Personnel Services: Mrs. Porter shared the following items:

- Recruitment for fall semester instructor positions are underway.
- She and other staff members will be attending the CASBO conference at the end of the month.

C. **Commission Comments:** Mr. Young shared the ROP students placed at the Family Thrift Store are doing well and they will be asking for more students in the future. Shared that ROP Sports Medicine instructor, Mia McCarthy, was present at recent Upland High School sporting events.

Mrs. Ovitt thanked the Cabinet members for filling- in while Dr. Adams is out on medical leave. She wished everyone well and asked that they take care of themselves.

VIII. **Written Communications:**

A. Commission Calendar.

B. Events Calendar.

IX. **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 unanimously.

A. Approved the warrant register, Batch #0765-0884 for the period of January 31, 2020, through February 26, 2020.

- B. Certified the Notice of Governing Board's Intention to Provide for Audit, for the fiscal year ending June 30, 2020.
- C. Approved to declare the inventory list as surplus property, dispose for appropriate salvage, and approve the donation of the 2000 Ford truck to the ROP automotive program at Etiwanda High School.
- D. Approved/ratified the following certificated personnel actions:

CERTIFICATED EMPLOYMENT:

Name: Duane Cabot
Position: Substitute Instructor- Law Enforcement Occupations
Division: Educational Services
Salary: \$34.19/hour
Effective: March 12, 2020

CERTIFICATED RESIGNATION/TERMINATION:

Name: Kelly Brandon
Position: Medical Assistant Instructor
Division: Educational Services
Effective: June 8, 2020

Name: Rena Hagthorp
Position: Substitute Instructor
Division: Educational Services
Effective: February 1, 2020

Name: Carole Millikan
Position: Substitute Instructor
Division: Educational Services
Effective: February 1, 2020

Name: Menelek Sessing
Position: Cyber Security Instructor
Division: Educational Services
Effective: May 29, 2020

- E. Approved for Dr. Rose Bomentre to attend the Inland Empire Apprenticeship Delegation in Charleston, South Carolina March 29-April 1, 2020.

X. **Business:**

- A. It was moved by Mr. Young and seconded by Mr. Schaffer that the Commission approve the 2019-20 Second Interim Financial Report, including the Standards and Criteria Review, and authorize the President of the Commission to sign a positive certification that Baldy View ROP will be able to meet its financial obligations for the remainder of the 2019-20 fiscal year and two subsequent fiscal years; and the restriction of funds from the unappropriated ending balances as indicated per Education Code 52321. The motion carried unanimously.
- B. Approval for Student A and Student B from Ruben S. Ayala High School, and one BVROP chaperone (Coordinator Trina Le) to travel to Atlanta, GA for a Junior Achievement Leadership Conference for the week of April 25-29, 2020. Item was deleted as stated in item II above.
- C. Received for information the *Teachers' Retirement Law Compliance Review Final Report* from STRS.

XI. **Personnel:**

- A. It was moved by Mr. Schaffer and seconded by Mr. Young to adopt Resolution #19/20-02, *Resolution to Release Temporary Certificated Employee*, effective June 30, 2020. The motion carried unanimously.
- B. It was moved by Mr. Schaffer and seconded by Mr. Young to adopt Resolution #19/20-03, *Reduction of Particular Kinds of Certificated Services*, effective July 1, 2020. The motion carried unanimously.
- C. It was moved by Mr. Schaffer and seconded by Mr. Young to adopt Resolution #19/20-04, *Reduction Regarding Layoff of Classified Personnel*, effective June 30, 2020. The motion carried unanimously.
- D. It was moved by Mr. Young and seconded by Mr. Schaffer to approve the revised job description entitled Campus Supervisor (Campus Security Officer). The motion carried unanimously.

XII. **Closed Session:** The meeting adjourned into Closed Session at 6:33 p.m. to discuss and take possible action on:

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

XIII. **Reconvene to Open Session:** Mrs. Ovitt reconvened the meeting at 6:38 p.m. and announced that no action was taken.

XIV. **Adjournment:** The meeting adjourned at 6:38 p.m. The next meeting of the Baldy View Regional Occupational Program Commission will be held on Wednesday, April 8, 2020, 6:00 p.m., Baldy View ROP, 2890 Inland Empire Blvd., Ontario, California.