

**MINUTES OF THE BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM
COMMISSION MEETING
Wednesday, March 13, 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
	Joe Schaffer	Chino Valley Unified
	Nancy Treser Osgood	Claremont 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

Others		
Present:	Virginia Kelsen	Chaffey District Representative
	Julian Rodriguez	Chino Valley District Representative
	Steve Fuentes	Tilden-Coil Constructors

Mrs. Ovitt 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. Treser Osgood and seconded by Mr. Young 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 Mr. Young and seconded by Mr. Schaffer to approve the February 13, 2019, Commission Meeting Minutes. The motion carried unanimously.
- VI. **Approval of Minutes:** It was moved by Mr. Schaffer and seconded by Mrs. Treser Osgood to approve the February 25, 2019, Special Commission Meeting Minutes. The motion carried unanimously.
- VII. **Public Participation:** There was no public participation.

VIII. **Oral Communications:**

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

- Introduced Steve Fuentes, Project Manager with Tilden-Coil Constructors and asked that he give an update on the construction project. Mr. Fuentes reviewed the original scope of work that was proposed for the CTC logistics building and campus renovation project. He stated that due to bids being received that were higher than the approved budget, the project had to be scaled back. Mr. Fuentes presented the revised scope of work and gave an update on the construction of the logistics building and the renovation of building 400. The Commission asked various questions as it pertained to the project and thanked Mr. Fuentes for his presentation.
- Dr. Adams shared that she and staff are working on the K12 Strong Workforce grant application and will have it submitted by the March 15 deadline.
- Dr. Adams thanked the Chaffey JUHSD Board, Dr. Holton, and Dr. Kelsen for allowing her and Dr. DeRenzo the opportunity to present at their recent board meeting.
- Notification has been received from the California Nursing Board informing us that we are approved to offer two cohorts for our Licensed Vocational Nursing program. Dr. Adams thanked Dr. Mahmoud for her work on making this opportunity happen.

B. **Cabinet's Comments:**

Educational Services: Dr. DeRenzo shared the following items:

- Reported on his recent attendance at the Educating for Careers Conference held in Sacramento.
- Staff is preparing for summer school at various high schools and at CTC.

Business Services: Mrs. Roberts shared the following items:

- Business Services has begun the process of building the 2019-20 budget.
- Diana Neal, Financial Aid Specialist, has applied for us to offer CalGrants and is awaiting notification of approval.

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

- Announced that Navina Rai has been selected as the Marketing & Public Relations Assistant.
- Staff is updating the website as it is being transitioned to SchoolPointe.

Personnel Services: Mrs. Porter shared the following items:

- Recruitment for summer school instructor positions are underway.
- Instructor credentials are being reviewed and updated.
- Planning is underway for the classified staff professional development workshop that will be held on March 28.

- C. **Commission Comments:** Mr. Young announced that Upland HS robotics team will be participating at the FIRST Robotics Competition that will be held at the Los Angeles Convention Center March 20-23. He wished all a Happy Saint Patrick's day and thanked staff for the electronic commission packet.

Mr. Schaffer shared that Chino Valley USD middle school students won their division in the Rube Goldberg competition and Ayala HS boys and girls won a state championship in robotics. The boys' basketball team are state champions once again for their division and thanked staff for the electronic commission packet.

Mrs. Treser Osgood thanked staff for the electronic commission packet and shared that the Claremont HS ROP Virtual Enterprise class did very well at the recent competition held in Pasadena.

Mrs. Ovitt shared that she is deeply saddened by the recent passing of Jeff Ellingsen. She stated that she looked to him as an advisor on ROP and that he will be greatly missed. Mrs. Ovitt thanked Dr. Kelsen for last night's presentation and stated that the other board members had lots of questions about ROP that Dr. Kelsen and Dr. Adams answered very well.

IX. **Written Communications:**

- A. Commission Calendar.
- B. Events Calendar.

X. **Approval of Consent Calendar:** It was moved by Mr. Young and seconded by Mr. Schaffer to approve the Consent Calendar as presented. Mr. Schaffer asked that items D and G be removed for separate action. The motion carried unanimously.

- A. Approved the warrant register, Batch #0714-0807 for the period of January 30, 2019, through February 27, 2019.
- B. Certified the Notice of Governing Board's Intention to Provide for Audit, for the fiscal year ending June 30, 2019.
- C. Approved the Letter of Agreement to Participate in the Career Technical Education Joint Power Authority Coalition, effective January 1, 2019 through June 30, 2020.
- D. It was moved by Mr. Schaffer and seconded by Mrs. Treser Osgood to approve the Memorandum of Understanding between Baldy View ROP and the California Partnership for Achieving Student Success. The motion carried unanimously.

Mr. Schaffer asked if the ROP has provided the requested information as outlined in the MOU or is that something that is going to be provided. Dr. Adams stated it is both as some of the information is already provided through CalPads and Perkins. However, it appears as we get into this additional data will be required that is tied to the districts LCAP and data dashboard.

E. Approved the following certificated personnel actions:

CERTIFICATED ADDED ASSIGNMENT:

Name: James Schickel
Position: Law Enforcement
Division: Educational Services
Effective: March 1, 2019
Rate: Column 1, Step 3- \$38.09

Name: Valerie Torrez
Position: Certified Nursing Assistant- Continuing Education
Division: Educational Services
Effective: March 14, 2019- June 30, 2019
Rate: Column 1, Step 3- \$38.09

CERTIFICATED RESIGNATION:

Name: Juan Melero
Position: Plumbing Instructor
Division: Educational Services
Effective: May 31, 2019

Name: George Moreno
Position: Welding Instructor
Division: Educational Services
Effective: February 25, 2019

Name: Kayla Wille
Position: Sports Medicine Instructor
Division: Educational Services
Effective: May 31, 2019

CERTIFICATED END OF ASSIGNMENT:

Name: Jeff Ellingsen
Position: Program Specialist
Division: Educational Services
Effective: February 28, 2019

Name: Kassandra Wilson
Position: Licensed Vocational Nursing Substitute
Division: Educational Services
Effective: February 28, 2019

- F. Approved the following classified personnel actions:

CLASSIFIED NEW EMPLOYMENT:

Name: Navina Rai
Position: Marketing and Public Relations Assistant (Temporary)
Division: Business Services
Effective: February 19, 2019- June 30, 2019

CLASSIFIED RESIGNATION:

Name: Anthony Convento
Position: Account Clerk (Temporary) August 20, 2018- (195 Day Assignment)
Division: Business Services
Effective: 02/25/2019

- G. It was moved by Mr. Schaffer and seconded by Mr. Young to approve for Dr. Shelley Adams, Superintendent and/or her designee to be authorized to enter into a Use of Facilities Agreement with the Ontario Fire Department. The motion carried unanimously.

Mr. Schaffer asked if there would be enough parking at the site with the addition of the fire departments usage. Dr. Adams stated there would be enough parking as there is additional parking at the front of the campus.

XI. Business:

- A. It was moved by Mr. Young and seconded by Mrs. Treser Osgood that the Commission approve the 2018-19 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 2018-19 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. It was moved by Mrs. Treser Osgood and seconded by Mr. Young to approve for Dr. Shelley Adams, Superintendent and/or her designee to be authorized to enter into a contract with Synegi for on-site computer/networking consulting support. The motion carried unanimously.
- C. It was moved by Mr. Young and seconded by Mr. Schaffer to approve for Dr. Shelley Adams, Superintendent and/or her designee to be authorized to contract with various vendors for the purchase of equipment for the logistics program as itemized on Bid No. 18/19-018 as allowed by Public Contract Code 20166. The motion carried unanimously.

- D. It was moved by Mr. Young and seconded by Mrs. Treser Osgood to approve for Dr. Shelley Adams, Superintendent and/or her designee to be authorized to negotiate with contractors to reinstate the original scope of work approved by DSA up to the \$3.6M in reserve funds previously approved by the Commission. The motion carried unanimously.

All commission members were in agreement the first priority would be to reinstate the Student Center back into the original scope of work.

Mrs. Treser Osgood shared that even though the Claremont USD board voted not to move forward with the logistics program at Claremont HS, they are still committed to CTE and Baldy View ROP. They are exploring other transportation options to get their students to the CTC site so they can participate in the logistics program.

Mr. Schaffer asked if we are successful with bringing back some parts of the original scope of work, would certain positions be moved to the Student Center. Dr. Adams stated they would not be. The eventual goal is to move all office staff to the CTC site. Mr. Schaffer stated he is holding conversations with a mayor who sits on the Omni-Trans board to see if more direct routes to CTC can be offered.

Mrs. Ovitt asked how the Commission will be kept in the loop as things progress. Dr. Adams stated she will email all members as things will happen before the April Commission meeting.

XII. Administration:

- A. It was moved by Mr. Young and seconded by Mrs. Treser Osgood to approve the Baldy View ROP Norms. The motion carried unanimously.
- B. It was moved by Mrs. Treser Osgood and seconded by Mr. Schaffer to approve the Baldy View ROP Commission Protocols. The motion carried unanimously.
- C. It was moved by Mr. Schaffer and seconded by Mr. Young to approve the revised Baldy View ROP Organizational Chart. The motion carried unanimously.

XIII. Personnel:

- A. It was moved by Mrs. Treser Osgood and seconded by Mr. Schaffer to approve Resolution #18/19-02, Reduction of Particular Kinds of Certificated Services, effective July 1, 2019. The motion carried unanimously.
- B. It was moved by Mr. Young and seconded by Mrs. Treser Osgood to approve to enter into an agreement with Public Sector Personnel Consultants to conduct a classification and compensation study of staff and management positions in Baldy View ROP, at a cost of up to \$24,200. The motion carried unanimously.

Mr. Young asked if we knew what the financial cost would be to implement the study once it was completed. Dr. Adams stated we won't know until the study is completed and we may not be able to fund all the changes recommended.

Mrs. Ovitt encouraged staff to have the company look at what the jobs would entail in the next ten years.

XIV. **Closed Session:** The meeting adjourned into Closed Session at 7:36 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

XV. **Reconvene to Open Session:** Mrs. Ovitt reconvened the meeting at 8:42 p.m. and announced the superintendent's evaluation process will occur at the May Commission meeting and that Dr. Michael O'Neill will facilitate. The completion of the evaluation will occur at the June 12, 2019 Commission meeting.

XVI. **Adjournment:** The meeting adjourned at 8:43 p.m. The next meeting of the Baldy View Regional Occupational Program Commission will be held on Wednesday, April 10, 2019, 6:00 p.m., Baldy View ROP, 2890 Inland Empire Blvd., Ontario, California.