

Approved – 5/12/21

**MINUTES OF THE BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM
COMMISSION MEETING**
Wednesday, April 14, 2021

- I. **Call to Order:** The meeting was called to order telephonically via Google Meet by Dave Nemer, President at 6:00 p.m.

Present:	Dave Nemer	Claremont Unified
	Joe Schaffer	Chino Valley Unified
	Jack Young	Upland Unified
	Sue Ovitt	Chaffey District
	Shelley Adams	Superintendent
	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
	Trina Le	Coordinator
	Helena Zarate-Simolin	Coordinator
	Michael Moore	Administrative Services Coordinator
	Sheri Simpson	Administrative Services Coordinator
Absent:	Elizabeth McGraw	Coordinator
Others		
Present:	Susan Petrocelli	Chaffey District Representative
	Julian Rodriguez	Chino Valley District Representative
	Andrew Stager	Upland District Representative
	Michael Montano	Director of Business Services Intern

Mr. Nemer 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 Mr. Young and seconded by Mrs. Ovitt to approve the Agenda. 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:** The Pledge of Allegiance was led by Mr. Young.

- V. **Approval of Minutes:** It was moved by Mrs. Ovitt and seconded by Mr. Young to approve the March 10, 2021, Commission Meeting Minutes. The motion carried with the following Roll Call vote:

Dave Nemer – Aye

Joe Schaffer – Aye

Jack Young – Aye

Sue Ovitt – Aye

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

- VII. **Oral Communications:**

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

- Stated it was a pleasure to welcome all students, instructors, and staff back to the campus.
- Gave her farewell to Michael Moore on his last Commission meeting after 15 years with Baldy View ROP and wished him well in his retirement.
- Welcomed and introduced Sheri Simpson as the Administrative Services Coordinator.
- Congratulated Susan Petrocelli on her retirement in June and stated she is looking forward to welcoming Mr. Zaldivar as the DRC member for Chaffey JUHSD.
- CTEIG 2021-22 grant was released two months early and is due June 2, 2021.
- She and Dr. Bomentre will be meeting virtually with legislators this month to advocate for AB 839 which will increase funding for CTE to \$300 million.

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

Educational Services: Dr. Bomentre shared the following items:

- Blended learning for students began on April 6 with 107 students the first week; class attendance has been increasing each day.
- A half day instructor and staff professional development workshop will be held on April 24.

Business Services: Mrs. Roberts shared the following item:

- Staff from business services and educational services have been working together on reviewing and recommending an attendance/financial aid software system for the adult programs. A recommendation will be on the May Commission agenda for approval.

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

- The final edits are being completed for the newsletter which will be distributed this week.

- Thanked the Christian Okoye Foundation for donating 15,920 KN95 masks that will be used for community stakeholders who visit CTC and utilize our services. Thanked Al Boling of Overland Discover Group for sharing this opportunity.
- Thanked Core5 Industrial Partners for their three \$2,500 student scholarships.

Personnel Services: Mrs. Porter shared the following items:

- Recruitment for fall semester instructor positions is underway.
- Working on updating forms for the leave and tracking process.
- Investigating various software systems to implement and create board policies and Commission agendas.
- Welcomed Sheri Simpson to Baldy View ROP and congratulated Michael Moore on his retirement.

- C. Commission Comments: Mrs. Ovitt offered her congratulations to Susan Petrocelli and Michael Moore on their retirements. She wished them good luck and stated they will be missed. She shared that CJUHSD began their board meeting last night with student recognitions. Mrs. Ovitt shared that at today's SANDABS meeting AB 839 was discussed and unanimous support was given.

Mr. Young shared Upland's board meeting was held last week and a district advisory committee for the Perkins grant was approved. All members of the Board are interested in being a part of the committee and are dedicated to ROP. He welcomed Sheri Simpson to the ROP and wished Michael Moore an enjoyable retirement. Mr. Young reported the Upland USD Board met with students to discuss what they felt was going well, not so well, and things that needed improvement within the district. He stated that it was a very informative meeting and might be something the ROP Commission considers doing as well.

Mr. Schafer welcomed Sheri Simpson and offered his congratulations to Michael Moore on his retirement. He shared that CVUSD elementary students returned on April 6, secondary students returned April 12. The sports programs have been ongoing and Senior Prom and graduation ceremonies will be occurring as in-person events. Mr. Schaffer reported that at tomorrow night's district board meeting, a vote will be held to approve establishing an academy at Chino High School.

Mr. Nemer shared Claremont USD reopened on Monday for K-6 hybrid learning; 7-12 students will be returning April 19. Planning is in the beginning stages for some type of high school graduation to occur on June 17. He gave an update on the Claremont superintendent search process. Mr. Nemer wished Michael Moore an enjoyable retirement and welcomed Sheri Simpson.

VIII. **Written Communications:**

- A. Commission Calendar.
- B. Events Calendar.
- C. CTE JPA Coalition AB 388 Opposition Letter
- D. AB 388 (Medina): Certificated School Employees: Probationary Employees Letter
- E. AB 388 (Medina) Certificated School Employees: Probationary Employees
- F. AB 839 (O'Donnell) Fact Sheet
- G. Career Technical Education Incentive Grant paper
- H. AB 839 (O'Donnell) Support Letter
- I. AB 839 (O'Donnell) BVROP Support Letter

IX. **Approval of Consent Calendar:** It was moved by Mr. Young 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 #0491-0555 for the period of February 25, 2021, through April 1, 2021.
- B. Approved the ROP School Calendar for 2021-22.
- C. Approved/ratified the following certificated personnel actions:

CERTIFICATED SUMMER ASSIGNMENTS:

Name: Bernardo Alvarado-Batres
Position: Automotive Performance/CTWEE Automotive Instructor
Division: Educational Services
Salary: Column 1, Step 2 - \$36.27/hour
Effective: May 27, 2021 – June 28, 2021

Name: Kermit Boyd
Position: Transport and Supply/CTWEE Transportation, Distribution, & Logistics Instructor
Division: Educational Services
Salary: Column 4, Step 4 - \$44.55/hour
Effective: June 1, 2021 – July 15, 2021

Name: Duane Cabot
Position: CTWEE Law Enforcement Occupations
Division: Educational Services
Salary: Column 2, Step 4 - \$40.41/hour
Effective: June 7, 2021 – June 17, 2021

Name: John Campbell
Position: Emergency First Aid/CTWEE Emergency Medical Responder
Instructor
Division: Educational Services
Salary: Column 5, Step 4 - \$46.77/hour
Effective: June 1, 2021 – July 15, 2021

Name: Rodney Donahue
Position: CTWEE Law Enforcement Occupations
Division: Educational Services
Salary: Column 5, Step 4 - \$46.77/hour
Effective: June 7, 2021 – June 17, 2021

Name: Carol Gallegos
Position: CTWEE Registered Dental Assistant Instructor
Division: Educational Services
Salary: Column 2, Step 7 - \$44.15/hour
Effective: June 1, 2021 – June 24, 2021

Name: Jessica Garcia
Position: Medical Assisting Foundation-Prep Therapy-MED OFC/CTWEE
MA Clinical-Prep Therapy-MED OFC Instructor
Division: Educational Services
Salary: Column 2, Step 10 - \$48.25/hour
Effective: May 27, 2021 – July 15, 2021

Name: Steven Hall
Position: CTWEE Firefighting Technology
Division: Educational Services
Salary: Column 2, Step 5 - \$41.62/hour
Effective: June 1, 2021 – June 10, 2021

Name: Anna Jarrell
Position: Choreography: Modern Dance Instructor
Division: Educational Services
Salary: Column 3, Step 3 - \$41.19/hour
Effective: June 14, 2021 – July 15, 2021

Name: Marshecka Rodgers
Position: Introduction to Business and Finance Instructor
Division: Educational Services
Salary: Column 2, Step 3 - \$39.23/hour
Effective: June 14, 2021 – July 15, 2021

Name: Brittany Scott
Position: Criminology Instructor
Division: Educational Services
Salary: Column 2, Step 1 - \$36.98/hour
Effective: June 14, 2021 – July 15, 2021

Name: John Sulik
Position: Introduction to Patient Care/CTWEE MA Clinical-Prep Therapy-
MED OFC Instructor
Division: Educational Services
Salary: Column 4, Step 2 - \$41.99/hour
Effective: June 1, 2021 – July 15, 2021

Name: Jay Watkins
Position: CTWEE Sports Medicine Instructor
Division: Educational Services
Salary: Column 5, Step 5 - \$48.18/hour
Effective: June 1, 2021 – June 10, 2021

CERTIFICATED RESIGNATION/TERMINATION:

Name: Maye Akpala
Position: LVN Substitute Instructor
Division: Educational Services
Effective: 04/15/2021

Name: Baldomero Enriquez
Position: Substitute Instructor
Division: Educational Services
Effective: 04/15/2021

Name: Diana Escutia
Position: Medical Assisting/Healthcare Occupations Instructor
Division: Educational Services
Effective: 05/28/2021

Name: Corey Lynch
Position: Substitute Instructor
Division: Educational Services
Effective: 04/15/2021

Name: Scott Snedeker
Position: Substitute Instructor
Division: Educational Services
Effective: 04/15/2021

Name: Victor Yuan
Position: Substitute Instructor
Division: Educational Services
Effective: 04/15/2021

- D. Approved/ratified the following certificated personnel actions:

CLASSIFIED EMPLOYMENT:

Name: Sheri Simpson
Position: Administrative Services Coordinator
Division: Administrative Services
Salary: M2; Step D- \$7625.00/month
Effective: March 29, 2021

CLASSIFIED RESIGNATION/TERMINATION:

Name: Blanca Quintal
Position: Senior Accounting Assistant
Division: Business Services
Effective: April 22, 2021

- E. Approved revised job description entitled *Senior Accounting Assistant*.
F. Approved that Dr. Shelley Adams, Secretary to the Governing Board, be authorized to sign County Form No. 1 (Board Delegation – Certify/Attest Board Action), County Form No. 4 (Board Delegation-Termination Thereof), County Form No. 2C (Secure I.D. Token).

X. **Business:**

- A. It was moved by Mr. Schaffer and seconded by Mrs. Ovitt to adopt a resolution that transfers be made within the 2021-22 budget as necessary, and that Dr. Shelley Adams, Clerk of the Governing Board, be authorized to execute the resolution. 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 Mrs. Ovitt to approve Dr. Shelley Adams, Superintendent and/or her designee to be authorized to enter into a contract with Nepris for professional services. 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 Mr. Young to award contract for audit services to Christy White, CPA, CFE, with compliance to changing partner-in-charge and audit staff as required by Education Code. 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 Mrs. Ovitt and seconded by Mr. Young to certify the Notice of Governing Board's Intention to Provide for Audit, for the fiscal year ending June 30, 2021. 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 Mr. Schaffer to approve for Dr. Shelley Adams, Superintendent and/or her designee to be authorized to sign Prime Contractor Change Order 002, Bid Number 19/20-001 to Silver Creek Industries for the BVROP Expansion and Logistics Center in the amount of \$(3,887.80). 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 for Shelley Adams, Superintendent and/or her designee to be authorized to sign Notice of Project Completion, Bid Number 019/20-001 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

- XI. **Closed Session:** The meeting adjourned into Closed Session at 6:53 p.m. to discuss and take possible action on:

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

B. Conference with Legal Counsel – Anticipated Litigation pursuant to subdivision(b) of Government Code § 54956.9 – 2 cases

C. Public Employee Performance Evaluation – Government Code §54957

Title: Superintendent

- XII. **Reconvene to Open Session:** Mr. Nemer reconvened the meeting at 7:49 p.m. and announced that no action was taken.

- XIII. **Adjournment:** The meeting adjourned at 7:50 p.m. The next meeting of the Baldy View Regional Occupational Program Commission will be held on Wednesday, May12, 2021, 6:00 p.m., Baldy View ROP, 1501 S. Bon View Avenue, Ontario, California.