

Approved – 5/13/20

**MINUTES OF THE BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM  
COMMISSION MEETING  
Wednesday, April 8, 2020**

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

Present:	Sue Ovitt	Chaffey District
	Joe Schaffer	Chino Valley Unified
	Dave Nemer	Claremont Unified
	Jack Young	Upland Unified
	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
	Michael Moore	Administrative Services Coordinator
	Christine Chavez	Coordinator
	Trina Le	Coordinator
	Elizabeth McGraw	Coordinator
	Helena Zarate-Simolin	Coordinator
Others		
Present:	Virginia Kelsen	Chaffey District Representative
	Andrew Stager	Upland District Representative

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 Mr. Young and seconded by Mr. Nemer 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:** No Pledge of Allegiance was conducted.

- V. **Approval of Minutes:** It was moved by Mr. Young and seconded by Mr. Schaffer to approve the March 11, 2020, Commission Meeting Minutes. The motion carried with the following Roll Call vote:

Dave Nemer – Abstain

Joe Schaffer – Aye

Jack Young – Aye

Sue Ovitt – Aye

- VI. **Approval of Minutes:** It was moved by Mr. Schaffer and seconded by Mr. Young to approve the March 17, 2020, Emergency Commission Meeting Minutes. 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.

VIII. **Oral Communications:**

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

- Commended all staff for stepping up to the plate to make online instruction occur for our students. She expressed that the entire Educational Services management team worked from March 13 through the weekend to have online instruction ready for our instructors on March 16.
- Commended the instructors for contacting and engaging 80% of our student population in online instruction; the goal is to be at 100% by next week. Thanked the business and industry partners who have reached out to help instructors with student engagement activities and thanked our district representatives for offering their support.

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

**Educational Services:** Dr. Bomentre shared the following item:

- Stated the Student Success Awards Ceremony will be held via a watch party on April 13 at 7:00 p.m. She shared a video invitation that has been posted on all of our social media accounts.
- An instructor professional development workshop will be held via video conferencing on April 25.

Business Services: Mrs. Roberts shared the following item:

- Reported that she has been working at the office to receive US postal mail and county mail in order to receive invoices for processing of payments. Business department staff is working from home and coming into the office when necessary. Things are running smoothly.

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

- A COVID-19 information page has been created and placed on the website. This page is updated on a continuous basis as information changes.
- A global Twitter account has been created for all ROP instructors to use.
- The summer and fall class schedules have been placed on the website.
- Thanked Chaffey Federal Credit Union for sponsoring the Certificated and Classified Appreciation days.

Personnel Services: Mrs. Porter shared the following items:

- The hiring process has begun for summer and fall assignments. Due to social distancing requirements, video interviews will be conducted beginning next week and the employment packets will now be handled online.
- Staff was given the opportunity to take home their work chairs to be more comfortable and ergonomically correct while doing their work.

- C. Commission Comments: Mr. Nemer stated that it was good to see everyone. He reported that Beth Bingham resigned from the Claremont USD Board of Education and Mary Caenepeel was appointed to fill the position.

Mr. Schafer thanked Dr. Adams and staff for “keeping the wheels on the wagon” during these uncertain times.

Mr. Young stated that it was good to see everyone tonight. He congratulated Dr. Adams and the entire staff for ensuring instruction continued and stated that he appreciates everyone’s hard work as he has heard that there is a lot more work involved to teach online.

Mrs. Ovitt shared that Chaffey JUHSD is starting block scheduling of classes with full implementation to begin next week, Monday-Thursday with Friday being a staff workday. She thanked Dr. Adams for her update on student participation.

IX. Written Communications:

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

- X. **Approval of Consent Calendar:** It was moved by Mr. Nemer and seconded by Mr. Young 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 #0885-0972 for the period of February 27, 2020, through March 24, 2020.  
B. Approved the ROP School Calendar for 2020-21.  
C. Approved the following certificated personnel actions:

**CERTIFICATED SUMMER ASSIGNMENTS:**

Name: Bernardo Alvarado-Batres  
Position: Automotive Performance Instructor  
Division: Educational Services  
Salary: Column 1, Step 2 - \$35.22/hour  
Effective: May 25, 2020 – June 26, 2020

Name: Kermit Boyd  
Position: Transport and Supply Instructor  
Division: Educational Services  
Salary: Column 3, Step 4 - \$41.19/hour  
Effective: June 15, 2020 – July 17, 2020

Name: John Campbell  
Position: Emergency First Aid Instructor  
Division: Educational Services  
Salary: Column 2, Step 4 - \$39.23/hour  
Effective: June 15, 2020 – July 17, 2020

Name: Carol Gallegos  
Position: Dental Careers Instructor  
Division: Educational Services  
Salary: Column 2, Step 7 - \$42.87/hour  
Effective: June 15, 2020 – July 17, 2020

Name: Michael Garcia  
Position: Pharmacy Front Office Instructor  
Division: Educational Services  
Salary: Column 3, Step 12 - \$52.18/hour  
Effective: June 15, 2020 – July 17, 2020

Name: Jessica Garcia  
Position: Medical Assisting/Prep Therapy-MED OFC Instructor  
Division: Educational Services  
Salary: Column 2, Step 10 - \$46.84/hour  
Effective: June 15, 2020 – July 17, 2020

Name: Anna Jarrell  
Position: Choreography: Modern Dance Instructor  
Division: Educational Services  
Salary: Column 3, Step 3 - \$39.99/hour  
Effective: June 15, 2020 – July 17, 2020

Name: Stephen Lindley  
Position: Careers in Public Service and Safety Instructor  
Division: Educational Services  
Salary: Column 4, Step 4 - \$43.25/hour  
Effective: June 15, 2020 – July 17, 2020

Name: Rami Otaki  
Position: Introduction to Game Animation Instructor  
Division: Educational Services  
Salary: Column 2, Step 1 - \$35.90/hour  
Effective: June 15, 2020 – July 17, 2020

Name: Brittany Scott  
Position: Criminology Instructor  
Division: Educational Services  
Salary: Column 2, Step 1 - \$35.90/hour  
Effective: June 15, 2020 – July 17, 2020

Name: Cristina Villanueva  
Position: Medical Assisting Foundation/Prep Therapy-MED OFC Instructor  
Division: Educational Services  
Salary: Column 1, Step 1 - \$34.19/hour  
Effective: May 25, 2020 – June 26, 2020

- D. Accepted the donation from Reach Out and issuance of a letter of appreciation.

XI. **Business:**

- A. It was moved by Mr. Young and seconded by Mr. Nemer to adopt a resolution that transfers be made within the 2020-21 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. Received the Actuarial Study of Retiree Health Liabilities.

- XII. **Adjournment:** The meeting adjourned at 6:28 p.m. The next meeting of the Baldy View Regional Occupational Program Commission will be held on Wednesday, May 13, 2020, 6:00 p.m., Baldy View ROP, 2890 Inland Empire Blvd., Ontario, California.