

Approved – 6/10/20

**MINUTES OF THE BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM  
COMMISSION MEETING  
Wednesday, May 13, 2020**

- I. **Call to Order:** The meeting was called to order telephonically via Google Meet by Sue Ovitt, President at 6:01 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
	Trina Le	Coordinator
	Elizabeth McGraw	Coordinator
	Helena Zarate-Simolin	Coordinator
Others		
Present:	Virginia Kelsen	Chaffey District Representative
	Andrew Stager	Upland District Representative
Absent:	Christine Chavez	Coordinator

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. Nemer and seconded by Mr. Young 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 Mrs. Ovitt.

- V. **Approval of Minutes:** It was moved by Mr. Schaffer and seconded by Mr. Young to approve the April 8, 2020, 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:** An email from Kelly Binks, Baldy View ROP Law Enforcement Occupations instructor was received and shared with the Commission.

VII. **Oral Communications:**

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

- Acknowledged that today is California Day of the Teacher. Commended the managers, instructors, and staff for responding to the challenges that have arisen due to COVID-19.
- Commended the efforts of BVROP instructor Kermit Boyd, Coordinator Trina Le, and Assistant Superintendent Rose Bomentre for their support in providing assistance to a suicidal student late on a Friday evening. Due to the training recently provided to our staff, they were able to assist the student and get the necessary help that was needed. Dr. Adams stated that she is extremely proud of the ROP team.
- The ROP administrative office will be moving to CTC at the end of the month. She acknowledged the staff for jumping in to get the move accomplished in such a short timeframe.
- Wished Jack Young a Happy Birthday.
- Information has been received from some of our districts that a student's grade can be increased but will not be lowered during this semester.
- The Governor's May budget revision will be out tomorrow and everyone is anxiously awaiting to see how education will be affected.

B. **Cabinet's Comments:**

- Educational Services:** Dr. Bomentre shared the following items:

- BVROP instructors have had weekly Google Meets with our Educational Services Administrators as well as Instructional Teacher Leaders. In these meets, we share best practices, challenges, and barriers to support, as well as online learning tools, strategies, and techniques to engage students.
- Instructors are finalizing grades and competencies for seniors. For students in grades 9-11, grades will be finalized this week but instruction will continue for the remainder of the semester and will cover areas related to soft skills, career exploration, portfolios, social emotional learning, and mental health activities. Since our district announced that grades would not be lowered, there has been a drop in student connectivity.

Business Services: Mrs. Roberts shared the following item:

- The Auditors did a virtual audit this year. They will return in the fall and then present the final report to the Commission in December.

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

- The latest edition of the Baldy View ROP newsletter has been distributed.
- The Baldy View ROP Foundation has awarded \$5,000 in student scholarships and will be covering the costs of the NCLEX exam for five VN students.
- Shared a collage of the management team expressing their appreciation to instructors for teacher appreciation week.

Personnel Services: Mrs. Porter shared the following items:

- Currently filling vacancies for the fall using virtual interviews.
- The department is preparing for the office move and packing files.
- Thanked the Commission for the opportunity to work remotely.

- C. Commission Comments: Mr. Young reported that he met with Mia McCarthy at Upland High School and she shared she would like to add a second (higher) level of sports medicine. The theater presentation projects were held on May 8 and went very well. He shared that in talking with teachers at Upland HS, they stated the difficulties they have been encountering for 5-7 weeks are diminishing. Mr. Young thanked Dr. Adams for responding to his questions regarding the lease agreement. He stated that he saw the CJUHSD graduations and they were wonderful. Mr. Young expressed that he is thrilled and pleased with the work the entire staff is doing.

Mr. Schaffer stated that he echoed Mr. Young's comments on the work staff is doing. He extended his thanks to Dr. Bomentre, Ms. Le, and Mr. Boyd for handling the situation with the student in such a professional manner. He offered his kudos to CJUHSD on their graduations.

Mr. Nemer wished Mr. Young a happy birthday and welcomed him to the ranks of sexagenarian. He shared that Claremont USD has been facing challenges with a drop-off in student participation. They are now requiring work from the student and it is a balancing act to keep education going. Mr. Nemer congratulated everyone on the move and noted that CSBA would be holding a webinar tomorrow at 5:00pm on the state budget. He stated Claremont USD held a parking lot "drive-thru" for employee recognition today, which was a lot of fun. Mr. Nemer concluded his comments by expressing his appreciation to all who are in public education.

Mrs. Ovitt shared that she toured CTC and was pleasantly surprised with the modular buildings and was very impressed with building 400. She thanked Dr. Adams for the progress she has made with the sublease. Mrs. Ovitt gave a shout out to her district for their virtual graduations, which required the efforts of everyone in the district.

VIII. **Written Communications:**

- A. Commission Calendar.
- B. Events Calendar.
- C. Letter from San Bernardino County Superintendent of Schools regarding Positive Certification of 2019-20 Second Interim Financial Report.

IX. **Approval of Consent Calendar:** It was moved by Mr. Nemer and seconded by Mr. Young to approve the Consent Calendar as presented. Mr. Schaffer asked that item E be removed for separate action. 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 #0973-1030 for the period of March 25, 2020, through April 28, 2020.
- B. Approved/ratified the following certificated personnel actions:

**CERTIFICATED RESIGNATION/TERMINATION:**

Name: Gina Cunningham  
Position: Veterinary Assistant Instructor  
Division: Educational Services  
Effective: February 5, 2020

Name: Kelly Binks  
Position: Law Enforcement Occupations Instructor  
Division: Educational Services  
Effective: June 1, 2020

Name: James Londagin  
Position: Retail Marketing Instructor  
Division: Educational Services  
Effective: June 12, 2020

- C. Accepted San Bernardino County Pool, 1<sup>st</sup> Quarter Investment Report.

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

CLASSIFIED CHANGE:

Name: Estella Viernes  
Position: Educational Services Assistant  
Division: Educational Services  
Effective: June 2, 2014

TO:

Name: Estella Viernes  
Position: Student Records Specialist  
Division: Business Services  
Salary: C10; Step B  
Effective: June 1, 2020

- E. Mr. Schafer stated that he is okay with approving the MOU for the single student. However, he would like more information and feedback from the charting districts that participate with Options for Youth before approval is given for the general MOU. He would like this brought back for discussion when additional information is gathered. Mrs. Ovitt stated that she has some concerns with Options for Youth. She stated that she spoke to Don Bertucci and he explained the new JPA agreement between the districts and ROP was written to ensure ROP students who go to Options for Youth would not be excluded. Mr. Young stated that he would hope this would lead to more options for students and noted that he has never experienced problems with Option for Youth. Mr. Nemer stated that Claremont USD did not have the best experience with Options for Youth.

It was moved by Mr. Schafer and seconded by Mrs. Young to ratify/approve the Memorandum of Understanding (MOU) between Baldy View ROP and Options for Youth Charter Schools for the period of January 1, 2020 through May 30, 2020 for one student. The motion carried with the following Roll Call vote:

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

X. **Business:**

- A. The preliminary 2020-21 Budget was received as presented.
- B. It was moved by Mr. Schaffer and seconded by Mr. Nemer to authorize the Superintendent and/or her designee to enter into a 42-month sublease agreement with BBFFA and Perera at property address 2890 Inland Empire Boulevard, Suite 100, Ontario, effective July 1, 2020 through December 21, 2023. 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. Young and seconded by Mr. Schaffer to approve for Shelley Adams, Superintendent to be authorized to enter into an amended contract with Ruhnau Clare Architects for professional architectural services related to design plans for the relocation of the MDF and creation of a server room at the Career Training Center as outlined in the proposal. The motion carried with the following Roll Call vote:

Dave Nemer – Aye

Joe Schaffer – Aye

Jack Young – Aye

Sue Ovitt – Aye

XI. **Personnel:**

- A. It was moved by Mr. Nemer and seconded by Mr. Young to approve the new job description entitled Retail Marketing/Virtual Enterprise Instructor. The motion carried with the following Roll Call vote:

Dave Nemer – Aye

Joe Schaffer – Aye

Jack Young – Aye

Sue Ovitt – Aye

XII. **Administration:**

- A. First reading of revised Board Policy and Administrative Regulation 0440 entitled *ROP Technology Plan*.
- B. First reading of Board Policy 4113.5 entitled *Working Remotely*.
- C. First reading of Board Policy 6157 entitled *Distance Learning*.
- D. Received for information Administrative Regulation 5121 entitled *Grades/Evaluation of Student Achievement*.

XIII. **Closed Session:** The meeting adjourned into Closed Session at 7:40 p.m. to discuss and take possible action on:

A. Public Employee Performance Evaluation – Government Code §54957

Title: Superintendent

XIV. **Reconvene to Open Session:** Mrs. Ovitt reconvened the meeting at 8:08 p.m. and announced that discussion occurred and no action was taken.

XV. **Adjournment:** The meeting adjourned at 8:08 p.m. The next meeting of the Baldy View Regional Occupational Program Commission will be held on Wednesday, June 10, 2020, 6:00 p.m., Baldy View ROP, 2890 Inland Empire Blvd., Ontario, California.