

Approved – 8/12/20

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

- I. **Call to Order:** The meeting was called to order telephonically via Google Meet by Sue Ovitt, President at 6:02 p.m.

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| 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 |

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| Others | | |
| Present: | Susan Petrocelli | Chaffey District Representative |
| | Julian Rodriguez | Chino Valley District Representative |
| | Andrew Stager | Upland District Representative |
| | Michael O’Neill | The Bridgeworks Group |

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**

- V. **Approval of Minutes:** It was moved by Mr. Young and seconded by Mr. Schaffer to approve the June 10, 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. **Approval of Minutes:** It was moved by Mr. Nemer and seconded by Mr. Young to approve the June 17, 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

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

VIII. **Oral Communications:**

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

- Commended and shared her appreciation for the effort all staff have put in during the COVID-19 crises, opening of summer school, construction, office move, and the opening for fall classes.

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

Educational Services: Dr. Bomentre shared the following item:

- The first of several virtual professional development workshops for instructor was held on July 1. The focus was Reopening Schools with High Quality CTE, thirty-seven instructors attended. The next session is scheduled for July 10 and the topic will be National Standards for Quality Online Learning. Additional workshops are scheduled for July 17 and 24. The back to school professional development will be held July 28-31. The theme will be Kākou, which means All of Us in Hawaiian.

Business Services: Mrs. Roberts shared the following items:

- She and the business department staff are closing out the books for 2019-20, preparing for the July professional development workshops, and revising the budget.

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

- The website has been updated and we now can accept online payments for the Vocational Nursing program.

Personnel Services: Mrs. Porter shared the following items:

- Department staff are preparing for fringe benefit open enrollment.
- Offers of Employment have been sent to instructors and are being returned.
- An Occupational Trauma Counseling supplemental insurance program has been made available to staff.
- New hires for the fall semester are being finalized.

- C. **Commission Comments:** Mr. Young welcomed Dr. O’Neill to the meeting and shared that Foothill Family Shelter Thrift Store is closing due to COVID-19. He congratulated the Superintendent and staff on the move of the administrative office and the preparations for summer school. Mr. Young reported that Upland USD is planning for the reopening of school and that the Superintendent and Board President retired June 30. He stated that he is glad to hear ROP is offering the supplemental trauma counseling insurance for staff.

Mr. Schaffer shared Chino Valley USD held their second study session on reopening of schools last night. The district has been surveying the community to determine the best form of instruction. He thanked Dr. Bomentre and her team for the work they are putting into the professional development workshops for staff.

Mr. Nemer shared that Claremont USD is planning to reopen with remote learning and a hybrid model. The junior highs and high school will attend on certain days of the week and the elementary schools will use an am/pm schedule.

Mrs. Ovitt complemented staff for viewing this current crisis as an opportunity and making the month of July a learning month for instructors and staff. Chaffey JUHSD is discussing a hybrid model for reopening of schools.

IX. **Written Communications:**

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

- X. **Approval of Consent Calendar:** It was moved by Mr. Schaffer and seconded by Mr. Nemer 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 ##1069-1136 for the period of May 30, 2020, through June 30, 2020.

B. Approved/ratified the following certificated personnel actions:

CERTIFICATED EMPLOYMENT:

Name: Rene Avila
Position: Residential & Commercial Construction Instructor
Division: Educational Services
Salary: \$39.23/hour
Effective: 07/09/2020

Name: Duane Cabot
Position: Law Enforcement Occupations Instructor
Division: Educational Services
Salary: \$39.23/hour
Effective: 07/09/2020

Name: Sequoia Payton
Position: Law Enforcement Occupations Instructor
Division: Educational Services
Salary: \$36.98/hour
Effective: 07/09/2020

CERTIFICATED STIPENDS:

Name: John Campbell
Position: Instructional Team Leader
Division: Educational Services
Effective: July 1, 2020- June 30, 2021
Salary: \$100.00 /month

Name: Taylor Gendreau
Position: Instructional Team Leader
Division: Educational Services
Effective: July 1, 2020- June 30, 2021
Salary: \$100.00 /month

Name: Joseph Sabolchic
Position: Instructional Team Leader
Division: Educational Services
Effective: July 1, 2020- June 30, 2021
Salary: \$100.00 /month

CERTIFICATED RESIGNATION/TERMINATION:

Name: Natalie Gabrielson
Position: Careers in Child Development Instructor
Division: Educational Services
Effective: June 16, 2020

Name: Valerie Torrez
Position: Medical Assisting Instructor
Division: Educational Services
Effective: May 22, 2020

C. Approved Hiring of Certificated Staff for 2019-2020.

XI. **Personnel:**

A. It was moved by Mr. Young and seconded by Mr. Nemer to approve rescinding of the layoff notices to employees that was approved at the March 11, 2020 Commission meeting. The motion carried with the following Roll Call vote:

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

XII. **Closed Session:** The meeting adjourned into Closed Session at 6:22 p.m. to discuss and take possible action on:

A. Public Employee Performance Evaluation – Government Code §54957

Title: Superintendent

XIII. **Reconvene to Open Session:** Mrs. Ovitt reconvened the meeting at 8:47 p.m. and announced that discussion occurred and no action was taken.

XIV. **Adjournment:** The meeting adjourned at 8:48 p.m. The next meeting of the Baldy View Regional Occupational Program Commission will be held on Wednesday, August 12, 2020, 6:00 p.m., Baldy View ROP, 1501 S. Bon View Avenue, Ontario, California.