

Approved – 4/12/17

**MINUTES OF THE BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM
COMMISSION MEETING
Wednesday, March 8, 2017**

- I. **Call to Order:** The meeting was called to order by Joe Lenz, President, at 6:01 p.m. at Baldy View ROP, 2890 Inland Empire Blvd., Ontario, California.

Present:	Charles Uhalley	Chaffey District
	Sylvia Orozco	Chino Valley Unified
	Dave Nemer	Claremont Unified
	Joe Lenz	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
	Michael Moore	Administrative Services Coordinator
	Roseanne Redfearn	Coordinator
	Crystal Whitley	Coordinator
Absent:	Lisa Fears-Hackett	Coordinator
Others		
Present:	Virginia Kelsen	Chaffey District Representative
	Don Jones	Chino Valley District Representative

Mr. Lenz welcomed everyone to the meeting and thanked them for attending.

- II. **Review of Agenda:**

Changes – Item III-A, page 41, under “Expenses”, second to last sentence, word should be “for.” Item III-C, page 101, under “Background Information”, second sentence, should be Chaffey “JUHSD”, not Chaffey “College”.

Deletions – None

- III. **Approval of Agenda:** It was moved by Mr. Uhalley and seconded by Mr. Nemer to approve the Agenda with changes as stated in item II above. The motion carried unanimously.
- IV. **Pledge of Allegiance:** The Pledge of Allegiance was led by Mr. Lenz.
- V. **Approval of Minutes:** It was moved by Mrs. Orozco and seconded by Mr. Uhalley to approve the February 1, 2017, Commission Meeting Minutes. The motion carried unanimously.

VI. **Approval of Minutes:** It was moved by Mr. Nemer and seconded by Mr. Uhalley to approve the February 21, 2017, Special Commission Meeting Minutes. The motion carried unanimously.

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

VIII. **Oral Communications:**

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

- Wished all a Happy International Women's Day.
- Received notification that the CTEIG second year renewal would be presented to the state board for approval on March 8-9, 2017. Funds should be received in April or May.
- We will be receiving \$150,000 a year from the Adult Education Consortium block grant.
- Thanked Mrs. Orozco for informing us of the Smiles for Schools program through Western Dental and Orthodontics. We have applied and received a \$500 sponsorship which will be used to create a scholarship for RDA students.
- Dr. DeRenzo and she will be attending the CAROCP Legislative Forum in Sacramento next week to meet with our legislators.

B. **Cabinet's Comments:**

Educational Services: Dr. DeRenzo shared the following items:

- Staff has begun preparing for the WASC mid-year review which will occur next year.
- A review by the Federal Financial Aid Oversight representative was conducted today.
- COE conducted their unannounced visit recently.
- The Counselor Luncheon was recently held and was a success. Representatives from all districts were in attendance. He congratulated Roseanne Redfearn and Estela Viernez on a successful event.
- Distributed the revised fall master schedule.

Business Services: Mrs. Roberts shared the following items:

- Business department staff assisted with food delivery and guided classroom tours at the recent Open House.
- Department and teacher budgets have been received and staff is working on development of the 2017-18 budget.

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

- Presented a Certificate of Recognition received from Assembly Member Freddie Rodriguez for the recent ROP Open House.
- Shared a compilation video of events from the Open House and thanked all those involved in making the Open house a successful event.

- C. **Commission Comments:** Mr. Uhalley shared CJUHSD held their board meeting last night at Etiwanda High School. They held a groundbreaking for the new Etiwanda High School Auditorium and Classroom building. The new building will include an 800 seat auditorium and 49 teaching classrooms. They also recognized the following CIF Champions: Alta Loma High School Girls' Water Polo, Colony High School Boys' Basketball, and Los Osos High School Girls Basketball.

Mr. Nemer reported on his and fellow board member Nancy Treser Osgood's attendance at the ROP Open House. He stated the event was a total success and a great way to introduce the community to all the programs ROP provides. He thanked the staff for their hard work in putting together this event.

Mrs. Orozco commended the staff for the continued professional look of everything produced and associated with Baldy View ROP.

Mr. Lenz echoed the comments of his fellow commission members.

IX. **Written Communications:**

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

X. **Approval of Consent Calendar:** It was moved by Mr. Nemer and seconded by Mrs. Orozco to approve the Consent Calendar as presented. The motion carried unanimously.

- A. Approved the warrant register, Batch #0642-0718 for the period of January 25, 2017, through February 21, 2017.
- B. Certified the Notice of Governing Board's Intention to Provide for Audit, for the fiscal year ending June 30, 2017.
- C. Approved the use of San Bernardino County Superintendent of Schools' contract with Office and Ergonomic Solutions, Inc., for the purchase of furniture for the Clinical Lab project from grant funds.
- D. Approved the Memorandum of Understanding between Baldy View ROP and Beola's Southern Cuisine for the 2016-17 academic year and continue on a year-to-year basis until terminated by either party.
- E. Approved the following certificated personnel actions:

APPROVAL OF RESIGNATION:

CERTIFICATED:

Name: Duane Schmaltz
Position: Warehouse Occupations Instructor
Division: Educational Services
Effective: February 27, 2017

Name: Carolina Vazquez
Position: Registered Dental Assistant Instructor
Division: Educational Services
Effective: June 10, 2017

Name: Carlos Hinostroza
Position: Hotel and Lodging Services Instructor
Division: Educational Services
Effective: May 20, 2017

Name: Jose Ferriera
Position: Law Enforcement Occupations Instructor
Division: Educational Services
Effective: February 25, 2017

XI. **Business:**

- A. It was moved by Mrs. Orozco and seconded by Mr. Nemer that the Commission approve the 2016-17 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 2016-17 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. Orozco and seconded by Mr. Uhalley to approve for Shelley Adams, Superintendent to enter into a Permanent Placement Agreement between Baldy View ROP and Soliant Health for the Vocational Nursing Director position. The motion carried unanimously.
- C. It was moved by Mr. Uhalley and seconded by Mr. Nemer to approve the request to add Fund 11 to Baldy View ROP's set of accounts. The motion carried unanimously.

XII. **Administration:**

- A. First reading of revised Board Policy 4213 entitled *Assignment*.
- B. Received for information revised Administrative Regulation 4215 entitled *Evaluation/Supervision*.
- C. First reading of revised Board Policy 4216 entitled *Probationary/Permanent Status*.

XIII. **Personnel:**

- A. It was moved by Mr. Uhalley and seconded by Mrs. Orozco to approve the Director of Personnel Services position, effective July 1, 2019, to Baldy View ROP organizational structure. The motion carried unanimously.
- B. It was moved by Mr. Uhalley and seconded by Mr. Nemer to approve the Director of Personnel Services job description. The motion carried unanimously.
- C. It was moved by Mr. Nemer and seconded by Mr. Uhalley to approve the Health and Medical Instructor job description. The motion carried unanimously.

XIV. **Closed Session:** The meeting adjourned into Closed Session at 6:46 p.m. to discuss and take possible action on:

- A. Public Employee Reassignment/Discipline/Dismissal/Release (Government Code §54957)

XV. **Reconvene to Open Session:** Mr. Lenz reconvened the meeting at 7:03 p.m. and announced that discussion occurred and the following action was taken.

In closed session, by a vote of 4 Ayes and 0 Nays, the Commission took action to non-reelect probationary certificated employee #164 at the end of the 2016-17 school year and directed administration to serve appropriate notice no later than March 15, 2017.

In closed session, by a vote of 4 Ayes and 0 Nays, the Commission took action to terminate probationary classified employee #552 effective March 3, 2017.

XVI. **Adjournment:** The meeting adjourned at 7:04 p.m. The next meeting of the Baldy View Regional Occupational Program Commission will be held on Wednesday, April 12, 2017, 6:00 p.m., Baldy View ROP, 2890 Inland Empire Blvd., Ontario, California.