

**Southern California Regional Occupational Center
2300 Crenshaw Boulevard
Torrance, CA 90501**

**Minutes of the Joint Powers Board Meeting
October 20, 2016
5:30 p.m.**

APPROVED MEETING MINUTES

BOARD MEMBERS

Present: Alice Grigsby, Terry Ragins, Ellen Rosenberg, Brad Waller and William Watkins

Absent: Barbara Lucky and Ida VanderPoorte

ADMINISTRATORS

Present: Laurie St. Gean, Ed.D., Atlas Helaire, Ed.D., and Anne-Welsh-Treglia, Ed.D.

STAFF PRESENT

Terry Castillo, Teresa Farquhar, Sheronda Gonzales, Miguel Figueroa, Aaron Le, Sara Leon, Anna Levin and Wayne Smith

Guest Present: Eric Bathen, Esq.

CALL TO ORDER

President Waller called the meeting to order at 5:31 p.m. President Waller led the Pledge of Allegiance.

APPROVAL OF AGENDA

President Waller informed the Members of the Board of the following revision to the agenda: 1) Consent Item #9 - added additional Affiliation Agreement

Motion: A motion was made by Member Rosenberg to approve the October 20, 2016 agenda as amended. Member Ragins seconded the motion.

Vote: Grigsby – Yes; Ragins – Yes; Rosenberg – Yes; Waller – Yes; Watkins - Yes

Result: Motion carried **5** - Yes; 0 - No; 0 – Abstain

COMMENDATIONS/RECOGNITION

Superintendent St. Gean recognized Terry Castillo, who teaches Certified Medical Assisting, for her 25 years of service to SoCal ROC.

PROGRAM HIGHLIGHT

Dr. Helaire, Executive Director, introduced the Automotive Technician Modules I-IV and Engine Performance Instructor, Aaron Le.

Mr. Le commented that he began working at the Center five years ago as a part-time evening instructor and two years ago he became full time, teaching all sections of the Automotive Modules and Engine Performance programs. Mr. Le shared that prior to working at SoCal ROC he worked for both Honda and BMW.

Mr. Le stated that the automotive department truly reflects an industry environment providing students with the knowledge and experiences necessary to be successful as automotive technicians. Mr. Le emphasized that in the Automotive Technician Modules I-IV students learn engine repair, brakes, steering and suspension, transmission, and electrical. In the Engine Performance class students learn the theory of operations, and the basic diagnostic procedures required to restore engine performance. Both programs are aligned with ASE (Automotive Service Excellence) and are accredited by NATEF (National Automotive Technicians Education Foundation) and AYES ((Automotive Youth Educational Systems).

President Waller presented Aaron Le with a Board *Certificate of Excellence*

STUDENT VOICES

Dr. Helaire, Executive Director introduced Joshua Wolfe, adult student and recent graduate of Redondo Union High School, 2015.

Joshua Wolfe commented that he started attending SoCal ROC during his senior year of high school. Joshua shared that his love for cars is what motivated him to attend the automotive courses at the Center. Currently, Joshua is in the fourth and final module of the automotive program. Joshua credits his success thus far to the amazing training at SoCal ROC. Joshua stated that his future plans are to become an Automotive Instructor.

President Waller presented Joshua Wolfe with a Board *Certificate of Excellence*

COMMENTS FROM THE PUBLIC

NONE

ACKNOWLEDGEMENT OF CORRESPONDENCE TO THE BOARD

President Waller reported that he received a letter from LACOE indicating that they received and reviewed the unaudited actuals for SoCal ROC fiscal year 2015-2016. LACOE staff concurred with the report and sent the information on to the Department of Education.

SoCal ROC EMPLOYEE GROUP REPRESENTATIVES

Wayne Smith, Employee Representative Co-President welcomed the Board to the 2016-2017 school year and noted that the fall semester began on September 12, 2016. Mr. Smith reported that the fall semester is well underway with both students and instructors engaged in classroom activities. Mr. Smith commented that on October 13th, SoCal ROC held its fall mock interview event for students.

STAFF REPORTS

Budget Update

Superintendent St. Gean announced that SoCal ROC received an amended CTEIG grant award notification, increasing the grant by \$321,872.00. This brings the first award of the incentive grant total to \$3,199,872. A budget adjustment will be presented to the Board in the future to reflect the increase. Superintendent St. Gean also noted that SoCal ROC is in the process of preparing the annual progress report for the grant.

Superintendent St. Gean shared that Dr. Hoffman wrote and submitted a \$25,000.00 Chevron grant and just last week SoCal ROC was notified that additional Chevron monies became available. Dr. Hoffman will be working on amending the original grant and will submit the application by the end of next week.

Superintendent St. Gean reviewed the property that SoCal ROC leases to Scott Robinson Honda located on Crenshaw Blvd, directly in front of SoCal ROC. Superintendent St. Gean commented that the lease is up for renewal and invited legal counsel, Mr. Bathen, to share the details of the lease agreement.

Mr. Bathen commented on the lease agreement and shared that it is now in its 25th year and has been very successful thus far. Mr. Bathen stated that Scott Robinson Honda has exercised its option to extend the lease for 10 years as stated in the lease agreement. The rate increase is based on the CPI rate and is expected to go up about 5-6% this year.

Mr. Bathen also addressed the concept of SoCal ROC becoming a Charter School. The topic was brought up at the last Board Study session by a few SoCal ROC Board Members. Mr. Bathen commented that becoming a Charter School is a complicated issue but given the financial issues that SoCal ROC faces, it might be a benefit for SoCal ROC to explore this option. SoCal ROC would need to include an academic component to its course offerings.

CONSENT CALENDAR

ITEM NO.

- 1 APPROVE BOARD MEETING and BOARD STUDY/SESSION MINUTES - SEPTEMBER
- 2 APPROVE PAYROLL A WARRANT REPORT - SEPTEMBER 2016
- 3 APPROVE B-WARRANT REPORT - SEPTEMBER 2016
- 4 APPROVE B-WARRANTS ISSUED WITHOUT PURCHASE
- 5 APPROVE PERSONNEL ASSIGNMENT ORDERS
- 6 APPROVE PURCHASE ORDER REPORT - SEPTEMBER 2016
- 7 APPROVE REVOLVING CASH FUND - SEPTEMBER 2016
- 8 APPROVE SOCIAL ROC RECOGNITION ACCOUNT - SEPTEMBER 2016
- 9 APPROVE AFFILIATION AGREEMENTS

President Waller asked if any Members of the Board had any items to be pulled from the Consent portion of the Agenda. No Items were pulled.

PERSONNEL

NONE

BUSINESS SERVICES

1. Approve Budget Adjustment BA011

Motion: A motion was made Member Watkins to approve Budget Adjustment BA0011. Member Ragins seconded the motion.

Dr. Helaire indicated that the transfer from Fund 20.0 to Fund 1 is to cover employee post-retirement benefits.

Vote: Grigsby – Yes; Ragins – Yes; Rosenberg – Yes; Waller – Yes; Watkins - Yes

Result: Motion carried 5 - Yes; 0 - No; 0 – Abstain

2. Approve Budget Adjustment BA0012

Motion: A motion was made Member Ragins to approve Budget Adjustment BA0012. Member Watkins seconded the motion.

Dr. Helaire noted that the funds need to be moved into the correct object code in order for the funds to be expensed.

Vote: Grigsby – Yes; Ragins – Yes; Rosenberg – Yes; Waller – Yes; Watkins - Yes

Result: Motion carried 5 - Yes; 0 - No; 0 – Abstain

3. Approve Resolution 10-2016-01 – Transfer funds to the General Fund 01.0 from Fund 20.0, Special Reserve Fund for Post-Employee Benefits

Motion: A motion was made by Member Grigsby to approve Resolution 10-2016-01 Transfer funds to the General Fund 01.0 from Fund 20.0, Special Reserve Fund for Post-Employee Benefits. Member Ragins seconded the motion.

Dr. Helaire commented that this resolution is needed in order to transfer funds from one fund to another.

Vote: Grigsby – Yes; Ragins – Yes; Rosenberg – Yes; Waller – Yes; Watkins - Yes

Result: Motion carried 5 - Yes; 0 - No; 0 – Abstain

4. Approve acceptance of gifts donated to the Center

Dr. Helaire acknowledged the items donated by Chevron Corporation and noted that the items will be used in the Automotive and Welding programs.

Vote: Grigsby – Yes; Ragins – Yes; Rosenberg – Yes; Waller – Yes; Watkins - Yes

Result: Motion carried 5 - Yes; 0 - No; 0 – Abstain

GENERAL

1. Discussion of selection process to be followed to select new Superintendent for SoCal ROC.

Board Members discussed the process of selecting a Superintendent for SoCal ROC to address the retirement of Dr. St. Gean on January 31, 2017.

President Waller suggested that rather than spending money and hiring a consultant, the new Superintendent should be someone who knows the history of the Center, possibly someone within SoCal ROC or the JPA districts.

Member Grigsby stated that it is important that the person have a strong CTE background. Maybe explore and speak to the ROC/P professional organization and see if there are other avenues.

Member Watkins asked if the search is done in house, how would SoCal ROC advertise. What would be the process? Consultants do research and identify qualified candidates. How would SoCal ROC handle this?

Mr. Bathen commented that in hiring a consultant, a range of fees and duties can be negotiated. For example, SoCal ROC might only need a consultant to help with the applications process and that can be done at a reasonable price.

President Waller asked if the process of selecting a superintendent had to be agendaized and then voted on at the next meeting.

Mr. Bathen remarked that the Board could direct the Superintendent to send out an RFP to consultants and interview them at the next Board meeting. Also, the position could be advertised in EdCal and throughout the South Bay.

The Board provided direction to Superintendent St. Gean to work with Board Member Waller and Board Member Grigsby to review the current job description and revise it to include Board Member input in preparation for the hiring of the new superintendent. Once the job description is finalized the RFP will be developed. Once the RFP is finalized then it will be sent out to Superintendent search firms.

2. Work Study Session – Future of SoCal ROC

President Waller shared that thus far the Board Members have discussed the possibility of converting to a Charter school, the SWOT analysis and enhancing the name “brand”.

Member Grigsby emphasized the importance of open enrollment for adult students Superintendent St. Gean remarked that currently SoCal ROC offers 18 classes that are open enrollment.

Member Rosenberg added that adding more sessions to the programs that are high in demand.

Superintendent St. Gean remarked that classes are reviewed often regarding demand but enrollment is always a key factor in determining whether additional sections will be added.

Member Watkins commented that it is also important to hear ideas on SoCal ROC’s future once a new superintendent is in place.

President Waller added that interview questions might include ideas on the future of SoCal ROC.

Board Members discussed the possibility of conducting a survey on the rebranding of SoCal ROC.

BOARD MEMBERS’ COMMENTS

Member Rosenberg had no comment.

Member Grigsby had no comment.

Member Watkins shared that ESUSD participated in the California Shake Out.

Member Ragins had no comment.

President Waller commented that RBUSD has developed a committee that will address air conditioning needs in RBUSD classrooms. The committee will be exploring the financial impact to the district.

SUPERINTENDENT'S REMARKS

Superintendent St. Gean complimented Dr. Helaire and the WASC Leadership team for their hard work on the action plan.

ADJOURN TO CLOSED SESSION

Motion: A motion was made by Member Watkins to adjourn to closed session at 7:10 p.m. Member Grigsby seconded the motion.

Vote: Grigsby – Yes; Ragins – Yes; Rosenberg – Yes; Waller – Yes; Watkins - Yes

Result: Motion carried 5 - Yes; 0 - No; 0 – Abstain

Topic:

1. Superintendent's Evaluation

Any action taken in Closed Session will be reported out in Open Session

RECONVENE TO OPEN SESSION

No action was taken.

Motion: A motion was made by Member Waller to reconvene to open session at 8:43 p.m. Member Rosenberg seconded the motion.

Vote: Grigsby – Yes; Ragins – Yes; Rosenberg – Yes; Waller – Yes; Watkins - Yes

Result: Motion carried 5 - Yes; 0 - No; 0 – Abstain

ADJOURN MEETING

Motion: A motion was made by Member Waller to adjourn the meeting at 8:44 p.m. Member Rosenberg seconded the motion.

Vote: Grigsby – Yes; Ragins – Yes; Rosenberg – Yes; Waller – Yes; Watkins - Yes

Result: Motion carried 5 - Yes; 0 - No; 0 – Abstain

Brod Will
President

11/17/2016
Date