

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

**Minutes of the Joint Powers Board Meeting
June 5, 2017
8:00 a.m.**

APPROVED MEETING MINUTES

BOARD MEMBERS

Present: Michael Christensen, Alice Grigsby (arrived at 8:04 a.m.), Barbara Lucky, Ellen Rosenberg, Ida VanderPoorte, William Watkins, and Michael Wermers

ADMINISTRATORS

Present: Atlas Helaire, Ed.D., Teresa Farquhar, and Linda Larson

STAFF PRESENT

Miguel Figueroa, Sara Leon, and Wayne Smith

CALL TO ORDER

President VanderPoorte called the meeting to order at 8:01 a.m. President VanderPoorte asked Member Watkins to lead the Pledge of Allegiance.

APPROVAL OF AGENDA

Motion: A motion was made by Member Rosenberg to approve the June 5, 2017 agenda as amended. Member Christensen seconded the motion.

Member Rosenberg suggested that consent item #1 (minutes of April and May) be categorized as item 1a (April) and 1b (May) in order to differentiate.

Vote: Christensen – Yes; Lucky – Yes; Rosenberg – Yes; VanderPoorte – Yes; Watkins – Yes; Wermers - Yes

Result: Motion carried **6** - Yes; 0 - No; 0 – Abstain

APPOINTMENT BOARD MEMBER-AT-LARGE

1. Conduct interview for SoCal ROC Board Member-at-Large position
2. Approve candidate for SoCal ROC Board Member-at-Large position
3. Administer oath of office to SoCal ROC Board Member-at-Large

Appointment of Board Member-at-Large will be tabled for the September 21, 2017 Board Meeting. Incorrect seat and years of term were advertised. Therefor the Board Member-at-Large position will need to be re-tracked and re-announced.

Motion: A motion was made by Members Wermers to extend Members Grigsby's seat for the next two months (September 2017) in order to be able to re-announce the position. President VanderPoorte seconded the motion.

Vote: Christensen – Yes; Grigsby – Yes; Lucky – Yes; Rosenberg – Yes; VanderPoorte – Yes; Watkins – Yes; Wermers - Yes

Result: Motion carried 7 - Yes; 0 - No; 0 – Abstain

COMMENDATIONS/RECOGNITION

NONE

STUDENT VOICES

NONE

PROGRAM HIGHLIGHT

NONE

COMMENTS FROM THE PUBLIC

NONE

ACKNOWLEDGEMENT OF CORRESPONDENCE TO THE BOARD

NONE

SoCal ROC EMPLOYEE GROUP REPRESENTATIVES

No Report

STAFF REPORTS

NONE

CONSENT CALENDAR

ITEM NO.

- 1 APPROVE BOARD MINUTES OF APRIL & MAY 2017
- 2 APPROVE B-WARRANT REPORT - MAY 2017
- 3 APPROVE B-WARRANTS ISSUED WITHOUT PURCHASE
- 4 APPROVE PERSONNEL ASSIGNMENT ORDERS
- 5 APPROVE PURCHASE ORDER REPORT - MAY 2017
- 6 APPROVE REVOLVING CASH FUND – MAY 2017
- 7 APPROVE SOCAL ROC RECOGNITION ACCOUNT - MAY 2017
- 8 APPROVE CONSULTANT AGREEMENT WITH LENORA THOMPKINS
- 9 APPROVE AGREEMENT WITH VAN LANCASTER
- 10 APPROVE CONSULTANT AGREEMENT WITH PETER FREELAND
- 11 APPROVE CONSULTANT AGREEMENT WITH LUCRECIA GUTIERREZ
- 12 APPROVE CONSULTANT AGREEMENT WITH PATRICIA MORROW
- 13 APPROVE AGREEMENT WITH SAM SPENCE WEB DESIGN AND PHOTOGRAPHY
- 14 APPROVE AGREEMENT WITH EMMETT KEITH-JONES

President VanderPoorte asked if any Members of the Board had any items to be pulled from the Consent portion of the Agenda. Member Christensen pulled item #1a and 1b, Member Wermers pulled items #8, 11, 12, 13 and 14, and Member Rosenberg pulled item #14.

Motion: A motion was made by Member Wermers to approve Items 2-7 and 9-10. Member Lucky seconded the motion.

Vote: Christensen – Yes; Grigsby – Yes; Lucky – Yes; Rosenberg – Yes; VanderPoorte – Yes; Watkins – Yes; Wermers - Yes

Result: Motion carried 7 - Yes; 0 - No; 0 – Abstain

Motion: A motion was made by Member Watkins to approve **Item 1a** (minutes of April Board meeting). President VanderPoorte seconded the motion.

Member Christen, Member Grigsby and Member Rosenberg all stated that they were not present at the April Board meeting and would be abstaining on Item #1a, the minutes of April 10, 2017.

Vote: Christensen – Abstain; Grigsby – Abstain; Lucky – Yes; Rosenberg – Abstain; VanderPoorte – Yes; Watkins – Yes; Wermers - Yes

Result: Motion carried **4** - Yes; 0 - No; **3** – Abstain

Motion: A motion was made by Member Watkins to approve **Item 1b** (minutes of May Board meeting). President VanderPoorte seconded the motion.

Member Lucky stated that she was not present at the May Board meeting so she would be abstaining on Item #1b, the minutes of May 16, 2017. Member Wermers stated that his Board Member remarks should reflect one week drop window, not two. The correction was noted and will be corrected.

Vote: Christensen – Yes; Grigsby – Yes; Lucky – Abstain; VanderPoorte – Yes; Waller – Yes; Watkins – Yes; Wermers - Yes

Result: Motion carried **6** - Yes; 0 - No; **1** – Abstain

Motion: A motion was made by Member Grigsby to approve **Item 8** (consulting agreement with Lenora Thompkins). Member Christensen seconded the motion.

Member Rosenberg asked if Lenora Thompkins was a counselor out at the JPA campuses.

Superintendent Helaire remarked that Ms. Thompkins will serve as a liaison between SoCal ROC and the JPA districts' designees. In addition, Ms. Thompkins will supervise instructors out on the JPA campuses as well as provide administrative support assigned by the Superintendent.

Member Watkins asked if consultant received benefits.

Superintendent Helaire stated that no consultant receives benefits and are paid a flat fee.

Vote: Christensen – Yes; Grigsby – Yes; Lucky – Yes; VanderPoorte – Yes; Waller – Yes; Watkins – Yes; Wermers - Yes

Result: Motion carried **7** - Yes; 0 - No; 0 – Abstain

Motion: A motion was made by Member Wermers to approve **Items 11 & 12** (consulting agreement with Lucrecia Gutierrez and Patricia Morrow). Member Watkins seconded the motion.

Member Wermers asked if Lucrecia Gutierrez and Patricia Morrow were retired staff members.

Superintendent Helaire stated that both Lucrecia and Patricia were former Career Guidance Specialists and are brought back to assist the two Career Guidance Specialist during peak times.

Vote: Christensen – Yes; Grigsby – Yes; Lucky – Yes; VanderPoorte – Yes; Waller – Yes; Watkins – Yes; Wermers - Yes

Result: Motion carried 7 - Yes; 0 - No; 0 – Abstain

Motion: A motion was made by Member Lucky to approve **Item 13** (consulting agreement with Sam Spence). Member Christensen seconded the motion.

Member Wermers asked for the total cost per year for this consultant agreement.

Superintendent remarked that Mr. Spence provides website development and maintenance on a month to month basis and usually within a twenty–four hour turn around period. Mr. Spence also photographs various special events for the center such as Night of All Stars and Fashion Show. Superintendent Helaire stated that Mr. Spence’s contract is spread out over the school year and will need to research previous year for the total cost.

Vote: Christensen – Yes; Grigsby – Yes; Lucky – Yes; VanderPoorte – Yes; Waller – Yes; Watkins – Yes; Wermers - Yes

Result: Motion carried 7 - Yes; 0 - No; 0 – Abstain

Motion: A motion was made by Member Rosenberg to approve **Item 14** (consulting agreement with Emmett-Keith-Jones). Member Wermers seconded the motion.

Member Rosenberg asked if this was a new consultant agreement.

Superintendent Helaire replied that it was a new agreement and that Mr. Keith-Jones will be assisting with securing new business partnerships, grants and externship and employment for SoCal ROC students. Mr. Keith-Jones works with the American Aerospace Technical Academy (AATA) a Los Angeles-based 501c3 nonprofit organization that presented at the May Board meeting.

Member Wermers asked if the payment would be made to the firm or directly to him.

Superintendent remarked that payments would be made directly to Mr. Keith-Jones.

Member Grigsby stated that there is not enough information and requested to see a resume for Mr. Keith-Jones. Members Wermers added that in addition to the resume, a brochure illustrating his work and experiences.

Member Rosenberg asked if Mr. Keith-Jones worked for Mr. Stewart's non-profit organization and is interested in learning about his collaboration on business partnerships.

Member Christensen asked for a report to the Board on a quarterly basis on the progress of this agreement.

It was agreed by all Board Members that additional informational was needed in order to approve and requested that this item be tabled for the August Board meeting.

Motion: A motion was made by Members Watkins to have Item 14 tabled for the August Board meeting. Member Christensen seconded the motion.

Vote: Christensen – Yes; Grigsby – Yes; Lucky – Yes; VanderPoorte – Yes; Waller – Yes; Watkins – Yes; Wermers - Yes

Result: Motion carried 7 - Yes; 0 - No; 0 – Abstain

PERSONNEL

1. Approve Revised Job Description for Classified Staff Position

Motion: A motion was made by Member Wermers to approve the revised job description for classified staff position. Member Lucky seconded the motion.

Superintendent Helaire commented that the Director of Technology and Operations is an expansion and incorporates the responsibilities of two positions. Previously a consultant was hired for the Director of Maintenance and Operation but will not be brought back for the 2017/2018 year in on order to save money.

Member Rosenberg asked the amount of the previous consulting agreement.

Superintendent Helaire remarked that the previous consulting agreement was forty thousand dollars (\$40,000).

Member Wermers suggested that revisions/additions be written in red or underlined when revised job description are presented.

Vote: Christensen – Yes; Grigsby – Yes; Lucky – Yes; VanderPoorte – Yes; Waller – Yes; Watkins – Yes; Wermers - Yes

Result: Motion carried 7 - Yes; 0 - No; 0 – Abstain

2. Approve Salary Schedule for Director of Technology and Operation

Motion: A motion was made by Member Wermers to approve the salary for Director of Technology and Operation. Member Lucky seconded the motion.

Superintendent Helaire commented that the addition of the Director of Operations position requires a revision in the Classified Management Salary Schedule.

President Vanderpoorte pointed out the overall cost of twenty one thousand (\$21,000) to the center.

Vote: Christensen – Yes; Grigsby – Yes; Lucky – Yes; VanderPoorte – Yes; Waller – Yes; Watkins – Yes; Wermers - Yes

Result: Motion carried 7 - Yes; 0 - No; 0 – Abstain

BUSINESS SERVICES

1. Convene public hearing on SoCal ROC for 2017-2018 "All Funds Budget"

Open Public Hearing

Motion: A motion was made Member Lucky to open the public hearing at 8:39 a.m. Member Christensen seconded the motion.

There were no speakers on this item.

Vote: Christensen – Yes; Grigsby – Yes; Lucky – Yes; VanderPoorte – Yes; Waller – Yes; Watkins – Yes; Wermers - Yes

Result: Motion carried 7 - Yes; 0 - No; 0 – Abstain

Adjourn Public Hearing

Motion: A motion was made Member Lucky to adjourn the public hearing at 8:39 a.m. Member Christensen seconded the motion.

Vote: Christensen – Yes; Grigsby – Yes; Lucky – Yes; VanderPoorte – Yes; Waller – Yes; Watkins – Yes; Wermers - Yes

Result: Motion carried 7 - Yes; 0 - No; 0 – Abstain

2. Adopt SoCal ROC "ALL FUNDS BUDGET" for 2017-2018

Motion: A motion was made by Member Rosenberg to adopt SoCal ROC "All Funds Budget" for 2017-2018. Member Watkins seconded the motion.

Superintendent Helaire provided a comprehensive overview of the All Funds Budget for SoCal ROC which includes Funds 1, 14, 35 and 40 as well as cash flow and multiyear projections. Revenues for the 2017-2018 school year consists of Carl D. Perkins, adults fees, CTE Incentive grant and JPA contribution for "Play for Pay." Included in the local revenue are the adult fees, CalWorks, lease payments and interest. Superintendent Helaire stated that cash flow is monitored on a daily basis. Superintendent Helaire stated that the reserve for the next year meets the state requirement of 3% and the Board requirement of 5%.

Vote: Christensen – Yes; Grigsby – Yes; Lucky – Yes; VanderPoorte – Yes; Waller – Yes; Watkins – Yes; Wermers - Yes

Result: Motion carried 7 - Yes; 0 - No; 0 – Abstain

3. Approve Revised JPA Agreement Language

Motion: A motion was made by Member Watkins to approve the revised JPA agreement language. Member Christensen seconded the motion.

Superintendent Helaire stated that the JPA language agreement is to be reviewed on an annual basis. Therefore, Superintendent Helaire is recommending a one week drop window and a \$100.00 service fee for students who drop after the first week of class.

Member Wermers commented that TUSD is hesitant on paying the \$100.00 one week drop fee. Member Wermers suggested that the \$100.00 be adjusted to \$25.00.

President VanderPoorte stated that the loss to SoCal ROC for adjusting the \$100.00 service fee to \$25.00 is \$11,000.

Member Lucky shared that the two weeks drop window is too long and would prefer a one week window.

Member Christensen asked if the two week window would be a hardship to the student and Center.

Superintendent Helaire replied that it would. SoCal ROC classes meet for 3 hours per day, 12 hours per week. Two weeks would mean students have attended for 24 hours of instruction. There would be no way of adding additional students afterward.

Member Wermers would like to see an amendment to the JPA that includes a fee schedule for future annual modifications.

Superintendent Helaire commented that the \$1234 would be discussed annually. If other modifications or recommendation are needed, it would considered more discussion, time and legal counsel advisement.

Board Members agreed on the one week drop window with a \$25.00 drop fee modification to the JPA language.

Vote: Christensen – Yes; Grigsby – Yes; Lucky – Yes; VanderPoorte – Yes; Waller – Yes; Watkins – Yes; Wermers - Yes

Result: Motion carried 7 - Yes; 0 - No; 0 – Abstain

4. Approve the 2016-2017 Year-End Appropriation Transfer

Motion: A motion was made by Member Watkins to approve the 2016-2017 year-end appropriation transfer. Member Grigsby seconded the motion.

Superintendent Helaire stated that the year-end appropriation transfers allows a transfer, if needed, to cover any negative charges within object codes.

Vote: Christensen – Yes; Grigsby – Yes; Lucky – Yes; VanderPoorte – Yes; Waller – Yes; Watkins – Yes; Wermers - Yes

Result: Motion carried 7 - Yes; 0 - No; 0 – Abstain

5. Approve maintaining the 3% increase to the Salary Schedule for all SoCal ROC employees

Motion: A motion was made by Member Watkins to approve maintaining the 3% increase to the Salary Schedule for all SoCal ROC employees. Member Grigsby seconded the motion.

Superintendent Helaire is recommending that all SoCal ROC employees maintain the 3% salary increase received in 2016-2017.

President VanerPoorte reiterated that the 3% was included in the 2017-2018 budget.

Member Wermers asked if this was going to be an ongoing 3% increase.

Member Lucky clarified that the increase was given in 2016-2017 and was supposed to revert back to the 2015-2016 salary.

Superintendent Helaire stated that a onetime increase of 3% was given for the 2016-2017 school year only and is now recommending that the staff be allowed to keep the increase from here on forward.

Member Wermers asked for an explanation on the cost saving. Budget projections show a cost saving of \$600,000.

Superintendent Helaire remarked that even with maintaining the 3% increase given in 2016-2017, staff cost is still less due to positions not being filled.

Vote: Christensen – Yes; Grigsby – Yes; Lucky – Yes; VanderPoorte – Yes; Waller – Yes; Watkins – Yes; Wermers - Yes

Result: Motion carried 7 - Yes; 0 - No; 0 – Abstain

GENERAL

1. Board Study Session and Open Forum to discuss SoCal ROC future funding

Superintendent commented that having a Board study session in order to effectively plan for the Center's future.

Member Lucky shared the legislation that Assembly member Al Muratsuchi is proposing for the Center is not a dedicated revenue source. The funding is for one year and not for

years as he had indicated. It reads that they are appropriating 4 million dollars for one year and intend to fund for future years. Member Lucky commented that a school district cannot build a budget on intent. In addition, Assembly member Al Muratsuchi's office is requesting requirements in order to receive funding.

President VanderPoorte stated that the Center cannot function on a one time funding. The idea is that SoCal ROC follow in the footsteps of Metropolitan Education in San Jose.

President VanderPoorte shared that she sees resistance from the JPA's in sending student to the Center. If JPA's monies stay at about 2 million dollars, SoCal ROC needs to make up 3 million dollars. The only way feasible is if SoCal ROC receives ADA by the way of Charter School or Independent Study. President VanderPoorte stated that she and Member Rosenberg met with Dr. Dena Maloney, President of El Camino College, and discussed the possibilities for renting out some portion of the Center.

Member Wermers inquired on the legality of becoming a Charter School. Member Wermers shared that as a parent why would he send his student here when there are excellent districts in the South Bay.

Board Members expressed their concern of losing students to a Charter Schools. In order to receive ADA, SoCal ROC will need to become a comprehensive high school.

President VanderPoorte stated that the 4 million dollars gives SoCal ROC time to research and determine the direction of the center.

2. Approve a Board Committee to address SoCal ROC future funding

Motion: A motion was made by Member Christensen to approve a Board committee. Member Grigsby seconded the motion.

Superintendent Helaire asked to form a subcommittee with SoCal ROC Board Members to discuss to future of SoCal ROC. It was recommended that Member Rosenberg, Member Wermers and President VanderPoorte be part of the committee.

Vote: Christensen – Yes; Grigsby – Yes; Lucky – Yes; VanderPoorte – Yes; Waller – Yes; Watkins – Yes; Wermers - Yes

Result: Motion carried 7 - Yes; 0 - No; 0 – Abstain

3. Approve Memorandum of Understanding between Southern California Regional Occupational Center and the American Aerospace Technical Academy

Member Lucky asked who generated the MOU agreement. Superintendent Helaire replied that he did along with the Academy.

Member Lucky expressed her concern on workers' compensation, insurance and verification of 50% of revenue generated. Member Lucky stated that this MOU needs to be reviewed by an attorney.

Superintendent Helaire stated that he will forward to legal counsel for further review.

Board Members asked for this item to be tabled for the August Board meeting.

BOARD MEMBERS' COMMENTS

Member Christensen asked to be excused at 10:17 a.m.

Member Rosenberg had no comment.

Member Grigsby had no comment.

Member Watkins commented that ESUSD is conducting graduation this week. Member Watkins shared that former El Segundo and SoCal ROC student, Austin Figueroa, has partnered with a company that is developing a hydration helmet for auto racers.

Member Lucky shared the PVPUSD is also conducting graduation this week.

Member Wermers shared that TUSD is still in session and will conduct graduation late in June.

President VanderPoorte had no comment.

SUPERINTENDENT'S REMARKS

Superintendent Helaire commented that it has been a challenging year, but a very successful one. Superintendent Helaire shared that the spring semester ends on June 8th and SoCal ROC will have its annual Staff Appreciation luncheon for employees on June 6th. On June 9th, Assembly member Al Muratsuchi will be touring the center. Superintendent Helaire shared the Napa Auto Parts is interested in partnering with SoCal ROC.

ADJOURN TO CLOSED SESSION

Motion: A motion was made by Member Wermers to adjourn to closed session at 10:25 a.m. Member Lucky seconded the motion.

Vote: Grigsby – Yes; Lucky – Yes; VanderPoorte – Yes; Waller – Yes; Watkins – Yes; Wermers - Yes

Result: Motion carried 6 - Yes; 0 - No; 0 – Abstain

Topic:

1. Public Employment Discipline/Dismissal/Release

RECONVENE TO OPEN SESSION

Board President VanderPoorte announced that the Board accepted the settlement agreement.

Motion: A motion was made by Member Watkins to reconvene to open session at 10:34 a.m. Member Wermers seconded the motion.

Vote: Grigsby – Yes; Lucky – Yes; VanderPoorte – Yes; Waller – Yes; Watkins – Yes; Wermers - Yes

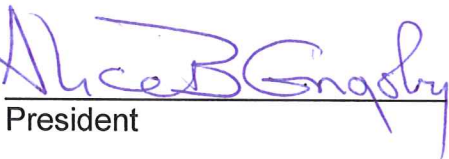
Result: Motion carried 6 - Yes; 0 - No; 0 – Abstain

ADJOURN MEETING

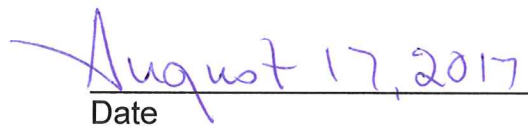
Motion: A motion was made by Member Wermers to adjourn the meeting at 10:35 a.m. Member Rosenberg seconded the motion.

Vote: Grigsby – Yes; Lucky – Yes; VanderPoorte – Yes; Waller – Yes; Watkins – Yes; Wermers - Yes

Result: Motion carried 6 - Yes; 0 - No; 0 – Abstain



President



Date