

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

**Minutes of the Joint Powers Board Meeting  
December 12, 2019  
5:30 p.m.**

**APPROVED MEETING MINUTES**

**BOARD MEMBERS**

**Present:** Michael Christensen, Nancy Cobb, Bill Fournell, Carliss McGhee, Ph.D. (arrived at 5:40 p.m.), Terry Ragins, Suzanne Seymour, and Ida VanderPoorte

**ADMINISTRATORS**

**Present:** Atlas Helaire, Ed.D., Teresa Farquhar, Linda Larson, Jennifer Pesavento, Ed.D., and Hillard Smith

**STAFF PRESENT**

Rebecca Clements, Miguel Figueroa, and Sara Leon

**CALL TO ORDER**

President Christensen called the meeting to order at 5:30 p.m. President Christensen asked Member Ragins to lead the Pledge of Allegiance.

**APPROVAL OF AGENDA**

**Motion:** A motion was made by Member Fournell to approve the December 12, 2019 agenda. Member VanderPoorte seconded the motion.

**Vote:** Christensen – Yes; Cobb – Yes; Fournell – Yes; Ragins – Yes; Seymour – Yes; VanderPoorte – Yes

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

## **ORGANIZATIONAL MEETING**

*President Christensen asked for nominations for **Board President**.*

**Motion:** Member VanderPoorte nominated Member Cobb for the position of President. President Christensen seconded the motion.

**Vote:** Christensen – Yes; Cobb – Yes; Fournell – Yes; Ragins – Yes; Seymour – Yes; VanderPoorte – Yes

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

*President Cobb asked for nominations for the **Board Vice-President***

**Motion:** Board Member VanderPoorte nominated Member Fournell for the position of Vice-President. Member Ragins seconded the motion.

**Vote:** Christensen – Yes; Cobb – Yes; Fournell – Yes; Ragins – Yes; Seymour – Yes; VanderPoorte – Yes

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

*President Cobb asked for nominations for the **Board Clerk***

**Motion:** Board Member Fournell nominated Member VanderPoorte for the position of Clerk. Member Christensen seconded the motion.

**Vote:** Christensen – Yes; Cobb – Yes; Fournell – Yes; Ragins – Yes; Seymour – Yes; VanderPoorte – Yes

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

## **Establish Meeting Schedule, Time, and Place of Board Meetings**

President Cobb asked if there was any discussion on the meeting schedule set for next year. President Cobb asked the Board to adopt the Board meeting calendar for 2020 as presented, third Thursday of each month at 5:30 p.m. with the understanding that the June and December are subject to change.

**Motion:** A motion was made by Member Christensen to approve the SoCal ROC Board Meeting Schedule. Member Fournell seconded the motion.

**Vote:** Christensen – Yes; Cobb – Yes; Fournell – Yes; Ragins – Yes; Seymour – Yes; VanderPoorte – Yes

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

## **COMMENDATIONS/RECOGNITION**

Superintendent Helaire recognized outgoing Board Member Suzanne Seymour from Palos Verdes Peninsula Unified School District. Superintendent Helaire thanked Ms. Seymour for her dedication and commitment to Career Technical Education and her support of SoCal ROC during the past year.

Superintendent Helaire presented Ms. Seymour with a recognition award.

## **STUDENT VOICES**

Dr. Pesavento, Director of Programs and Student Support Services, introduced First Irving, a senior from Mira Costa High School.

First Irving remarked that he is currently enrolled in the Intro to Pharmacy Technician class. He expressed that his career interest is in the medical field. While at SoCal ROC, First has taken seven courses within the medical sector. Upon graduating high school, he plans to attend Santa Monica Community College where he will further his education. First's career goal is to become a Registered Nurse.

President Cobb presented First Irving with a *Board Certificate of Excellence*.

## **PROGRAM HIGHLIGHT**

Dr. Pesavento, Director of Programs & Student Support Services, introduced Rebecca Clements, Health Unit Coordinator Instructor.

Ms. Clements stated that the Health Unit Coordinator students will learn EKG monitoring techniques. Course content includes cardiac rhythms, EKG machine preparation, electrodes, the cardiovascular system, and heart rates. Students will also learn various medical electronic record keeping programs and recording routine quality assurances on charts. Ms. Clements commented that she also teaches the Intro to Pharmacy and Pharmacy Technician courses where students learn how medication affects the body once it is swallowed as well as the tracking and movement of medication through the body.

President Cobb presented Rebecca Clements with a *Board Certificate of Excellence*.

## **COMMENTS FROM THE PUBLIC**

NONE

## **ACKNOWLEDGEMENT OF CORRESPONDENCE TO THE BOARD**

NONE

## **STAFF REPORT**

**Budget Development** - Superintendent Helaire gave a PowerPoint presentation on "*Budget Development.*" Superintendent Helaire explained the process and timelines that SoCal ROC utilizes in developing the annual budget as well as the necessary steps to purchase supplies or equipment. The budget development process begins in early January with all staff members participating in the "Program-Based Budgeting" and concludes in June when it is presented to the Board for approval.

## **CONSENT CALENDAR**

### **ITEM NO.**

- 1 APPROVE BOARD MINUTES OF NOVEMBER 2019
- 2 APPROVE PAYROLL A WARRANT REPORT NOVEMBER 2019
- 3 APPROVE B WARRANT REPORT NOVEMBER 2019
- 4 APPROVE B WARRANTS ISSUED WITHOUT PURCHASE ORDERS NOVEMBER 2019
- 5 APPROVE PERSONNEL ASSIGNMENT ORDERS
- 6 APPROVE PURCHASE ORDER REPORT NOVEMBER 2019
- 7 APPROVE REVOLVING CASH FUND NOVEMBER 2019
- 8 APPROVE SOCAL ROC RECOGNITION ACCOUNT NOVEMBER 2019

President Cobb asked if any Members of the Board had any items to be pulled from the Consent portion of the Agenda. Member Christensen pulled Item #1.

**Motion:** A motion was made by Member Fournell to approve Items 2-8. Member Christensen seconded the motion.

**Vote:** Christensen – Yes; Cobb – Yes; Fournell – Yes; McGhee – Yes; Ragins – Yes; Seymour – Yes; VanderPoorte – Yes

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

**Motion:** A motion was made by Member VanderPoorte to approve item #1. Member Seymour seconded the motion.

Member Christensen commented that he was not present at the last Board meeting (November 21, 2019) and needed to abstain.

**Vote:** Christensen – Abstain; Cobb – Yes; Fournell – Yes; McGhee – Yes; Ragins – Yes; Seymour – Yes; VanderPoorte – Yes

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

## PERSONNEL

NONE

## BUSINESS SERVICES

1. Adopt Resolution 12-2019-01 – Certification of Signatures

**Motion:** A motion was made by Member Ragins to adopt Resolution 12-2019-01. Member Seymour seconded the motion.

Superintendent Helaire remarked that the Certification of Signatures is an annual requirement per Education Code that allows authorized individuals to sign official SoCal ROC documents.

**Vote:** Christensen – Yes; Cobb – Yes; Fournell – Yes; McGhee – Yes; Ragins – Yes; Seymour – Yes; VanderPoorte – Yes

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

## GENERAL

1. Approve Affiliation Agreements

**Motion:** A motion was made by Member Christensen to approve the Affiliation Agreements. Member Ragins seconded the motion.

Superintendent Helaire stated the Affiliation Agreements are community partnerships used for student externships.

Member Ragins stated that the externship site located in Alhambra is far from the Center.

Superintendent Helaire remarked that we have students from all over the South Bay, as well as other counties, who take courses with externship. The Center tries to accommodate all of the students by placing them at externship sites closest to their homes. The Alhambra location will be for adult students who provide their own transportation.

**Vote:** Christensen – Yes; Cobb – Yes; Fournell – Yes; McGhee – Yes; Ragins – Yes; Seymour – Yes; VanderPoorte

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

2. Approve Agreement Extension with School Services of California

**Motion:** A motion was made by Member Christensen to approve the Agreement Extension with School Services of California. Member Ragins seconded the motion.

Superintendent Helaire stated that the initial financial report was to be completed and presented by December 2019. The staff was unable to get all the requested information submitted on time. Superintendent Helaire remarked that the report will now be presented at the February 2020 Board Meeting. Board Members will receive a copy of the report prior to the February Board Meeting. After the report has been presented, the report will then be shared with JPA Superintendents.

Member Seymour shared that she is very disappointed with how slow School Services conducted the study.

Member Ragins shared that she is unclear as to why there was a delay. Member Ragins asked if SoCal ROC did not provided the requested information or was School Services just slow.

Superintendent Helaire replied that the delay was due to reports that JPA districts were requesting. SoCal ROC staff had to compile the information. This was difficult at times because some of the reports had to be created.

Member Christensen commented that he is concerned that School Services of California will not be able to deliver an extension of the term with no additional cost.

Member VanderPoorte commented that she is fine extending the contract at no additional cost.

Member Christensen suggested rejecting the additional "not to exceed \$15,000" and letting SSC justify why we need to add additional funds to the contract.

**Motion:** Member Christensen made a motion to strike the compensation wording and approve the agreement as amended. Member Seymour seconded the motion.

**Vote:** Christensen – Yes; Cobb – Yes; Fournell – Yes; McGhee – Yes; Ragins – Yes; Seymour – Yes; Vander

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

### 3. Approve Lease Agreement with Ambassador High School

**Motion:** Member McGhee to approve the Agreement with Ambassador High School. Member Christensen seconded the motion.

Superintendent Helaire commented that he was contacted by Dr. Barker, founder of Ambassador High School, about the possibility of leasing space at the Center beginning July 2020. At this time, they are looking to lease 8 classrooms and a couple of office spaces. This potential lease will allow for additional revenue for the utilization of empty classrooms.

Dr. Barker commented that Ambassador High School is a Christian school that was founded in 2013 and currently in its seventh year of operation. Dr. Barker stated that Ambassador High School currently serves 79 students and hopes to grow to 140 students by 2021-2022 with the addition of a junior high school. Ambassador High School will pay

SoCal ROC one-hundred sixty thousand eight hundred dollars (\$160,800) for the first year and will increase by 3% annually.

Dr. Barker presented a brief PowerPoint that outlined the possible benefits to SoCal ROC: 1) increase in enrollment, 2) more efficient use of space, and 3) model of a private/public partnership.

Member Ragins asked if Ambassador High School calendar was compatible with SoCal ROC's.

Dr. Barker remarked that they are on a traditional calendar.

Member Christensen asked about the space that will be utilized by Ambassador High School and the demands on existing programs.

Superintendent Helaire replied that, at the moment, the space that will be provided to Ambassador is not in use until the 03 session which starts at 3:45 p.m. Any shared spaces will be cleaned up before the start of the 03 session.

Member VanderPoorte stated that SoCal ROC's goal is to have more adult students in the near future. She asked will that have an impact on the space.

Superintendent Helaire replied that it will not. Management is looking into adding more sessions of the courses that are in high demand. These additional courses will be held in the same classrooms where they are currently operating.

Member McGhee asked if there were any state restrictions that would prohibit a religious school from operating on a public school campus.

Superintendent Helaire remarked that he consulted with legal counsel. There are no prohibitions. Ambassador High School cannot impose any religious doctrine on our students.

President Cobb asked if Ambassador High will also follow suit on the 8:30 a.m. start time.

Dr. Barker commented that they are a private school and the new start time does not affect the private sector.

President Cobb inquired on the insurance liability and if extra security will be added.

Dr. Barker remarked that Ambassador High School will be responsible for contracting security if needed.

Member Christensen inquired on the rate that Ambassador will pay if students attended one of the Center's programs.

Superintendent Helaire stated that, for the moment, they will pay the same as JPA districts. This amount will be readjusted, if needed, once the report from School Services of California is presented.

Member McGhee asked if Ambassador High School offered any vocational programs.

Dr. Barker remarked that they do not.

President Cobb inquired about the \$1.81 per square foot rate.

Superintendent Helaire stated that the figure included in the proposal is Ambassador High School's recommendation. Superintendent Helaire added that he checked with several real estate agents and found the range for leasing property was between \$1.30 and \$2.00 per square foot.

Member Seymour asked what building Ambassador would use.

Superintendent Helaire stated that they will try and keep all of their classes close to one another. At the moment, most classes and offices will be in building A and B.

Member Christensen questioned the parking and traffic.

Superintendent Helaire commented that Ambassador High will use the east and south parking lots. Traffic will not be an issue. The bulk of SoCal ROC's students attend during the 03 session. Ambassador High will have ended class by then.

President Cobb shared that she feels that Ambassador High School could be a little more generous with the amount of the contract. President Cobb added that Ambassador High is actually getting more indoor and outdoor space.

Member VanderPoorte stressed that this will be income that SoCal ROC didn't have before.

Member Christensen stated that the agreement is encouraging, but a handful of issues need to be worked out.

Member Seymour stated that she is in favor of the agreement and suggested that the item be approved in consent with amendments approved in January.

President Cobb made a motion to approve the contract in concept and bring the amendments back in January for final approval. Items to be amended: insurance language, security language, and additional classroom space if available. Member Christensen seconded the motion.

**Vote:** Christensen – Yes; Cobb – Yes; Fournell – Yes; McGhee – Yes; Ragins – Yes; Seymour – Yes; Vander

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

#### 4. Discuss PV.Net Partnership

Superintendent Helaire stated that PV.Net contacted SoCal ROC for a possible partnership. This partnership will allow SoCal ROC to bring in additional revenue. PV.Net students pay an enrollment fee to attend and SoCal ROC would receive 25% of the enrollment fee. Any courses offered in partnership with SoCal ROC and PV.Net would have to be brought to the Board for approval. Superintendent Helaire commented that the



earliest any courses could be offered would be when the start of the spring modules starts in April.

Member Fournell asked how many students and classes PV.Net had.

Ted Vegvari replied that, in the course of a year, they have over 600 students. Summer school is when they have the most students.

Member VanderPoorte asked how many high school students they had.

Mr. Vegvari commented that 60% of the enrollment is high school students.

Member Seymour asked if the students would take the program at SoCal ROC or at PV.Net.

Mr. Vegvari remarked that programs are offered at PV.Net.

Member Christensen asked if the classes were on-line.

Mr. Vegvari remarked that all of the courses are in person for hands-on instruction.

Member Ragins asked if there would be a conflict with summer hours.

Mr. Vegvari commented that their summer hours were restructured last year to accommodate local high schools.

President Cobb asked about credentialed instructors.

Superintendent Helaire stated that SoCal ROC will work with PV.Net and assist with recruiting credentialed instructors.

President Cobb asked what the next step would be.

Superintendent Helaire mentioned that the next step will be to bring it back as an action item.

## **BOARD MEMBERS' REMARKS**

Member Seymour expressed her gratitude to the Board members for their guidance during her first year on the SoCal ROC Board. She shared that it's been a joy to be part of the SoCal ROC Board.

Member Christensen wished Member Seymour the best on her new role as President for the PVPUSD school board.

Member McGhee wished all a joyous holiday season.

Member Fournell shared that MBUSD held its re-organizational meeting the night before. He stated that one of the main topics was the second interim report. MBUSD is looking into

potential staff reduction in March. Member Fournell wished everyone a happy holiday season.

Member VanderPoorte wished everyone happy holidays.

Member Ragins commented that TUSD is conducting a communication statistic planning in an effort to build up the communication with the community. TUSD is also looking into rebranding and logo revamping.

President Cobb commented that the outlook for SoCal ROC looks very positive. President Cobb wished everyone a great holiday season.

### **SUPERINTENDENTS REMARKS**

Superintendent Helaire shared that SoCal ROC will be holding its annual Advisory Employer Committee event on Tuesday, January 28, 2020. Participants include industry representatives, instructors, and administrators. The purpose of the Advisory Committee is to ensure that all programs offered at SoCal ROC remain industry current and relevant to the workforce. He commented that the staff will be working on the WASC report the same week as Advisory.

Superintendent Helaire stated that he was contacted by Dr. Darin Brawley, Superintendent of Compton Unified School District, about possibly joining the JPA. Dr. Brawley and staff will be on campus next week to tour the Center.

Lastly, Superintendent Helaire wished everyone a great holiday season.

### **ADJOURN MEETING**

**Motion:** A motion was made by Member VanderPoorte to adjourn the meeting at 8:25 p.m. Member Fournell seconded the motion.

**Vote:** Christensen – Yes; Cobb – Yes; Fournell – Yes; McGhee – Yes; Seymour – Yes; Ragins – Yes; VanderPoorte – Yes

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

Manny Cobb  
President

1/16/2020  
Date