

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

**Minutes of the Joint Powers Board Meeting
January 16, 2020
5:30 p.m.**

APPROVED MEETING MINUTES

OATH OF OFFICE ADMINISTERED - 5:25 p.m.

Prior to the start of the Board Meeting, Superintendent Helaire administered the Oath of Office to new Board Members **Matthew Brach**, Palos Verdes Peninsula Unified School District, and **James Han**, Torrance Unified School District

BOARD MEMBERS

Present: Matthew Brach, Nancy Cobb, Bill Fournell, James Han, and Ida VanderPoorte

Absent: Michael Christensen and Carliss McGhee, Ph.D.

ADMINISTRATORS

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

STAFF PRESENT

Martha Arredondo, Miguel Figueroa, Twilla Green, Sara Leon, Anthony MaGee, Javohn Oddie, and Wayne Smith

CALL TO ORDER

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

APPROVAL OF AGENDA

Motion: A motion was made by Member VanderPoorte to approve the January 16, 2020 agenda. Member Fournell seconded the motion.

Vote: Brach – Yes; Cobb – Yes; Fournell – Yes; Han – Yes; VanderPoorte – Yes

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

COMMENDATIONS/RECOGNITION

Superintendent Helaire recognized Martha Arredondo, RDA Instructor (30 years), Twilla Green, Data Processing Technician (30 years), and Wayne Smith, IT Technician (20 years), for their service to SoCal ROC.

STUDENT VOICES

Dr. Pesavento, Director of Programs and Student Support Services, introduced Anthony Magee, adult student and SoCal ROC satellite instructor at Morningside High School.

Mr. Magee commented that he has been with SoCal ROC for the past 4 years. He stated that he is grateful for the opportunity SoCal ROC has given him to continue to expand his skills and interest in various Art/Media Design classes. Mr. Magee shared that he is excited to be able to incorporate the skills he is learning into his own program.

President Cobb presented Anthony Magee with a *Board Certificate of Excellence*.

PROGRAM HIGHLIGHT

Dr. Pesavento, Director of Programs & Student Support Services, introduced Javohn Oddie, Adobe Suites Instructor.

Mr. Oddie stated that he has been in the Arts/Media Design industry since 2003. He commented that he teaches several programs in the Adobe Suites class which include Adobe Animate, After Effects, Photoshop, Illustrator, and InDesign. Mr. Oddie stated that the Adobe Suites program lets you explore your creative side using multiple editing tools and layouts. Students will also develop the four key skill areas: design, project management, research, and communication. Upon completion of this program, students will have a professional portfolio that can be used to gain a successful career in the industry.

President Cobb asked if the class was a mixture of high school students and adults.

Mr. Oddie remarked that he has both high school students and adults and they all benefit from each other.

President Cobb presented Javohn Oddie with a *Board Certificate of Excellence*.

COMMENTS FROM THE PUBLIC

NONE

ACKNOWLEDGEMENT OF CORRESPONDENCE TO THE BOARD

President Cobb stated she received a letter from the Los Angeles County Office of Education concurring with SoCal ROC's positive budget certification of the First Interim Report.

STAFF REPORT

Presentation of SoCal ROC Audit Report 2018/2019 - Superintendent Helaire commented that Wilkinson Hadley King & Co., LLP was unable to attend tonight's meeting due to illness. Superintendent Helaire stated the he will contacted Mr. Hadley and to coordinate a future date for the Board presentation.

CONSENT CALENDAR

ITEM NO.

- 1 APPROVE BOARD MINUTES OF DECEMBER 2019
- 2 APPROVE PAYROLL A WARRANT REPORT DECEMBER 2019
- 3 APPROVE B WARRANT REPORT DECEMBER 2019
- 4 APPROVE B WARRANTS ISSUED WITHOUT PURCHASE ORDERS DECEMBER 2019
- 5 APPROVE PERSONNEL ASSIGNMENT ORDERS
- 6 APPROVE PURCHASE ORDER REPORT DECEMBER 2019
- 7 APPROVE SOCAL ROC RECOGNITION ACCOUNT DECEMBER 2019
- 8 APPROVE AFFILIATION AGREEMENTS
- 9 APPROVE COURSE OUTLINES
- 10 APPROVE DECREASE TO MILEAGE REIMBURSEMENT RATE

President Cobb asked if any Members of the Board had any items to be pulled from the Consent portion of the Agenda. President Cobb pulled Item #9.

Motion: A motion was made by Member Brach to approve Items 1-8 and 10. Member VanderPoorte seconded the motion.

Vote: Brach – Yes; Cobb – Yes; Fournell – Yes; Han – Yes; VanderPoorte – Yes

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

Motion: A motion was made by Member VanderPoorte to approve Item #9. Member Fournell seconded the motion.

President Cobb inquired on both the Veterinary Science and Veterinary Assistant programs, particularly the sections with blood work. She asked if high students under the age of 18 can take the program.

Dr. Pesavento remarked that in both of these programs, high school students are allowed to take the program with no limitations.

Member Fournell shared that students must be over the age of 18 in the medical field for the venipuncture and injections procedures.

Vote: Brach – Yes; Cobb – Yes; Fournell – Yes; Han – Yes; VanderPoorte – Yes

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

PERSONNEL

1. Approve Director of Dental Assisting Position

Motion: A motion was made by Member Fournell to approve the Director of Dental Assisting Position. Member VanderPoorte seconded the motion.

Superintendent Helaire commented that the Center recently went through the recertification process for the Dental Assisting program. During the process, we learned that SoCal ROC needs to have a Director for the program. The Director will be responsible for all administrative duties and also assist with some of the clinical practices in the RDA program allowing for additional enrollment.

Member Fournell asked if this was a new law since the last accreditation.

Superintendent remarked that the last accreditation visit was over 10 years ago. During this accreditation process, some issues came to light and need to be resolved before an on-site visit occurred.

Member Fournell asked if there was ever a Director for the Dental program.

Superintendent Helaire replied that he believes there was one many years ago, but will need to research.

Vote: Brach – Yes; Cobb – Yes; Fournell – Yes; Han – Yes; VanderPoorte – Yes

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

BUSINESS SERVICES

1. Approve Agreement Extension with School Services of California

Motion: A motion was made by Member Fournell to approve agreement extension with School Services of California. Member VanderPoorte seconded the motion.

Superintendent Helaire commented that he provided incorrect information at the January Board meeting. He indicated that the financial analysis would be completed within the funding of the current contract. Since it took longer than expected to complete the data collection, the funds under the current contract was exhausted as of December 2019. The Center would need to extend the contract to cover the completion of the analysis. Based on information from SSC, the additional \$15,000.00 (a not to exceed amount) would be enough for SSC to finish the report and assist with the implementing a new funding formula.

Member Fournell asked if additional fees would be incurred after the presentation on February 27, 2020.

Superintendent Helaire replied that there may be some additional charges.

Member Fournell asked if the additional \$15,000.00 would be utilized if the Center wanted SSC to provide assistance beyond February 27, 2020.

Superintendent remarked that that was correct. He stated that the entire \$15,000 would not necessarily be used.

Vote: Brach – Yes; Cobb – Yes; Fournell – Yes; Han – Yes; VanderPoorte – Yes

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

2. Acceptance of SoCal ROC Audit Report – June 30, 2019

Motion: A motion was made by Member Brach to table the June 30th Audit Report as prepared by the firm of Wilkinson Hadley King & Co., LLP. Member Han seconded the motion.

Vote: Brach – Yes; Cobb – Yes; Fournell – Yes; Han – Yes; VanderPoorte – Yes

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

3. Adopt Revised Resolution 01-2020-01 – Certification of Signatures

Motion: A motion was made by Member Fournell to adopt revised Resolution 01-2020-01. Member Han seconded the motion.

Superintendent Helaire stated that this is a revision reflecting the addition of the two new Board Members as of January 16, 2020.

Vote: Brach – Yes; Cobb – Yes; Fournell – Yes; Han – Yes; VanderPoorte – Yes

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

4. Approve Purchase of Dexter Mannequin

Motion: A motion was made by Member VanderPoorte to approve the purchase of Dexter Mannequin. Member Fournell seconded the motion.

Superintendent Helaire commented that the Center must indicate how the Perkins funds will be spent every year. This year, two Dexter mannequins will be purchased for training in the Dental program. Board approval is needed for any capital outlay equipment.

Vote: Brach – Yes; Cobb – Yes; Fournell – Yes; Han – Yes; VanderPoorte – Yes

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

GENERAL

1. Approve Lease Agreement with Ambassador High School.

Motion: A motion was made by Member Han to approve lease agreement with Ambassador High School. Member Fournell seconded the motion.

Superintendent Helaire remarked that the Board requested some revisions to the lease agreement after the December Board Meeting. After the Board agenda was printed, legal counsel also had additional recommendations for the agreement. The recommendation from legal counsel was to add language that states Ambassador High School would indemnify SoCal ROC from any possible litigation for entanglement regarding religion. The Board requested language stating that any need for additional security would be Ambassador High School's responsibility. Also, Ambassador High School can only add additional classroom space only if SoCal ROC has the space and desire.

President Cobb stated that she was pleased to see the areas that Ambassador High School can access including parking lots.

Member Brach addressed his concern that the agreement did not specifically state that Ambassador would have to pay whatever the current rate is if they were to get additional classroom space.

Vote: Brach – Yes; Cobb – Yes; Fournell – Yes; Han – Yes; VanderPoorte – Yes

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

2. Approve MOU with PV.Net

Motion: A motion was made by Member VanderPoorte to approve the MOU with PV.Net. Member Fournell seconded the motion.

Superintendent Helaire shared that, over the past two months, SoCal ROC has had several conversations with PV.Net regarding a partnership and the opportunity to offer students STEM courses. This will also generate additional revenue for the Center. Any courses offered in partnership with SoCal ROC and PV.Net would have to be brought to the Board for approval.

President Cobb asked if this MOU has been approved by legal counsel.

Superintendent stated that he spoke to legal counsel during the summer to review the MOU.

Member Han commented that TUSD has concerns with the MOU with PV.Net.

Superintendent Helaire stated that SoCal ROC will work with PV.Net with recruiting credentialed instructors and any courses offered in partnership with SoCal ROC. All actions between SoCal ROC and PV.net would have to be brought to the Board for approval before any courses would be offered.

Member Brach commented that PV.Net offers amazing programs and would be a great asset to SoCal ROC.

Superintendent Helaire noted that this partnership will help SoCal ROC with applying for additional funding such as the CTEIG.

Vote: Brach – Yes; Cobb – Yes; Fournell – Yes; Han – Yes; VanderPoorte – Yes

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

3. Discuss and Approve Possible Time Change for Future Board Meetings

Motion: A motion was made by Member Fournell to approve the new start time for future SoCal ROC Board Meetings. Member Brach seconded the motion.

Superintendent Helaire remarked that several Board Members have voiced their concern about not being able to make the 5:30 p.m. meeting start time.

After discussion among the Board Members, it was agreed that the best time going forward would be 6:00 p.m.

Vote: Brach – Yes; Cobb – Yes; Fournell – Yes; Han – Yes; VanderPoorte – Yes

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

BOARD MEMBERS' REMARKS

Member Brach thanked everyone for the welcome and the opportunity to serve on the SoCal ROC Board.

Member Fournell shared that MBUSD held a workshop the night before and discussed the possibilities of giving staff member pink slips in March.

Member VanderPoorte welcomed Matthew Brach and James Han to the Board. She commented that she would like more emphasizes on lobbying in Sacramento.

Member Han commented that he is excited to be on the SoCal ROC Board and expressed the importance of Regional Occupational Centers. He shared that he is excited about the partnership with Ambassador High.

President Cobb commented that ESUSD would like to see a report on spring enrollment and student interest along with historical enrollment data. She thanked SoCal ROC Career Guidance Specialists for helping students during the enrollment process.

SUPERINTENDENTS REMARKS

Superintendent Helaire commented that SoCal ROC has been unsuccessful in partnering with local community colleges in order to be able to apply for the K-12 Strong Workforce

Grant. He shared that SoCal ROC will be able to apply for another round of CTEIG funding in April 2020 using the JPA districts' ADA numbers. All of the JPA superintendents were on board. Superintendent Helaire stated that he is in the process of seeking retired CBO's to help in the Business Office on a part time basis. He also remarked that Compton Unified School District is considering joining the JPA or possibly enrolling students each semester.

ADJOURN MEETING

Motion: A motion was made by Member VanderPoorte to adjourn the meeting at 6:59 p.m. Member Fournell seconded the motion.

Vote: Brach – Yes; Cobb – Yes; Fournell – Yes; Han – Yes; VanderPoorte – Yes

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

Nancy Cobb
President

2/27/2020
Date