



Board of Education Minutes

Thursday, January 21, 2021 at 6:30 PM

2300 Crenshaw Boulevard, Torrance, CA 90501

**1. Call Meeting to Order:**

President Brach called the meeting to order at 6:30 p.m.

1.1. Roll Call

Member McGhee was not present.

1.2. Pledge of Allegiance

Superintendent Helaire lead the Pledge of Allegiance

**2. Approval Agenda**

2.1. Approve the January 21, 2021 agenda.

Moved By: James Han

Seconded By: Ida VanderPoorte

Motion carried

**3. Commendations / Recognition:**

**SoCal ROC Staff**

Superintendent Helaire recognized the staff for their hard work and dedication during these difficult times. He stated that the staff has had to adjust to many changes due to the COVID-19 pandemic. Superintendent Helaire mentioned that the staff members have maintained positive attitudes throughout this entire time.

**4. Student Voices:**

None

**5. Program Highlight:**

None

## 6. Public Comment

Individual speakers shall be allowed three (3) minutes to address the Board on each agenda or non-agenda item. The Board shall limit the total time for public input on each item to 20 minutes.

6.1. Board Agenda Items: Any member of the audience may speak to any agenda item by submitting a yellow card (located on back table). Please hand the completed card to the administrative assistant at the Board table. When the item is considered by the Board, individuals submitting yellow cards will be called upon prior to Board action.

6.2. Topics Not on Agenda: Anyone in attendance may address any issue by following the same procedure process listed above. Since the Board cannot take action on items which are not on the agenda, such items may be referred to the Superintendent for handling. Individuals interested in speaking to items which are not on the agenda will be called upon at this time.

Ms. Cobb submitted a requested to speak on item 13.1.

## 7. Acknowledgement of Correspondence to the Board

Superintendent Helaire stated that he received a letter from the Los Angeles County Office of Education concurring with SoCal ROC's positive certification for the First Interim Report.

7.1. [First Interim Review Letter.pdf](#) 

## 8. Superintendent's Remarks

Superintendent Helaire shared that the Center has received the final allocation of \$1 million from AB99.

Superintendent commented that SoCal ROC was awarded a worker's compensation rebate of \$116,000. The Center received such a sizeable rebate amount by keeping claims and injuries to a minimum.

Superintendent Helaire stated that SoCal ROC will be holding its annual Employer Advisory Committee Meeting event on February 4, 2021 via Zoom. The purpose of Advisory is to ensure that all programs offered at SoCal ROC remain industry current and relevant to the workforce. Participants include industry representatives, instructors, and administrators.

Superintendent Helaire commented that he has had several meetings with Ideation for the marketing campaign. Ideation has created drafts for revising the logo. They have also interviewed students and staff members to help determine the Center's core values. Superintendent Helaire stated that an ad could possibly be ready to run by the end of February. Lastly, the spring semester will begin February 4, 2021.

## 9. Staff Reports


### Budget Update

Superintendent Helaire presented a detailed PowerPoint presentation on the following five funds: 1) General Fund, 2) Adult Education/CalWORKS, 3) Deferred Maintenance, 4) Post Retirement and 5) Capital Outlay. He presented the expenditures and revenue to date from the General Fund. He also described the potential cost savings resulting from layoffs and courses that did not run due to COVID-19.

## 10. Consent Calendar

No items were pulled.

### 10.1. APPROVE BOARD MINUTES OF DECEMBER 2020

[Dec 2020 Board Minutes.pdf](#) 


### 10.2. APPROVE PAYROLL A WARRANT REPORT FOR DECEMBER 2020

[Payroll Report.pdf](#) 

### 10.3. APPROVE B WARRANT REPORT DECEMBER 2020

[B Warrant Report DEC 2020 Transmittal.pdf](#) 


### 10.4. APPROVE B WARRANTS ISSUED WITHOUT PURCHASE ORDER FOR DECEMBER 2020

[B Warrants without PO.pdf](#) 

### 10.5. APPROVE PERSONNEL ASSIGNMENT ORDERS

[Personnel Assignment Order.pdf](#) 

### 10.6. APPROVE PURCHASE ORDER REPORT

[12 Dec 2020 PO Report Board Item.pdf](#) 

### 10.7. APPROVE AFFILIATION AGREEMENTS

**MOTION TO APPROVE CONSENT CALENDAR  
NUMBERS 1 THROUGH 7**

Moved By: James Han

Seconded By: Ida VanderPoorte

Motion Carried

**11. Personnel**

11.1. None

**12. Business Services**

12.1. Approve BA020

Superintendent Helaire explained that the Center purchased Capital Outlay equipment under the wrong object code. The expense needs to be transferred to the appropriate object code. This transfer needs Board approval to move the expenses between object codes. This transfer will not impact the budget.

Move: \_\_\_ Second: \_\_\_ Vote: \_\_\_

MB \_\_\_ MC \_\_\_ JC \_\_\_ JH \_\_\_ CM \_\_\_ IV \_\_\_ MW \_\_\_ BMAL

Moved By: Ida VanderPoorte

Seconded By: Michael Christensen

Motioned Carried

12.2. Approve Replacement of Stale Dated Checks

Superintendent Helaire commented that a check for \$560.00 from 2016 was found in the Business Office safe. This check was issued by LACOE via the STRS office, but it was never given to the employee. In order for a new check to be reissued, LACOE requires Board approval since the check is over four years old.

Move: \_\_\_ Second: \_\_\_ Vote: \_\_\_

MB \_\_\_ MC \_\_\_ JC \_\_\_ JH \_\_\_ CM \_\_\_ IV \_\_\_ MW \_\_\_ BMAL

Moved By: Ida VanderPoorte

Seconded By: James Han

Motion Carried

12.3. Approve acceptance of gifts donated to the Center

Dr. Pesavento shared that she received a call from a community member indicating that she is cancer free and wanted to donate hospital supplies that have never been used. These items will be used for the Certified Nurse Assistant program.

Move: \_\_\_ Second: \_\_\_ Vote: \_\_\_

MB \_\_\_ MC \_\_\_ JC \_\_\_ JH \_\_\_ CM \_\_\_ IV \_\_\_ MW \_\_\_ BMAL

Moved By: Ida VanderPoorte

Seconded By: Michael Christensen

Motion Carried

**13. General Services**

13.1. Discuss Community Outreach

Former Board member Nancy Cobb stated that she had a conversation with an ESUSD counselor regarding improving community outreach. The counselor stated that ESUSD enrollment increased after SoCal ROC hosted a field trip for their high school. The counselor also suggested pursuing partnerships with local businesses. She also recommended working closer with the South Bay Workforce Investment Board and rotary clubs. Ms. Cobb mentioned that it was very successful when Superintendent Helaire presented a few years ago when he presented at an El Segundo Rotary Club meeting a few years ago.

Member Wagner asked for Superintendent Helaire to provide the Board members with a list of the Affiliates for networking.

President Brach mentioned that it would be beneficial for Board members to speak with people and organizations with whom they have influence and access.

13.2. Discuss Making Changes to the Employee Retirement Benefits Policy

Superintendent Helaire stated that the Center continues to explore all avenues to save money. Currently, the Board policy on health benefits states that all full time employees receive an \$8000 stipend over the course of ten months. Superintendent Helaire shared that out of 23 employees only 6 take either full or partial benefits. Superintendent Helaire stated that this was an area that could be considered to reduce cost

Member VanderPoorte commented that this could have a negative impact on the moral of staff.

- 13.3. Discuss Outdoor Basketball Court for Ambassador High School  
Superintendent Helaire commented that the Board wanted to know if ASCIP recommended that Ambassador have additional insurance for creating an outdoor basketball. He stated that the insurance Ambassador has is sufficient according to ASCIP.

Member Wagner expressed his concern that Ambassador would take the fixture if they decided to leave. He stated that the site needs to be intact when their lease ends.

Member Cochran stated that language should be included to state that Ambassador will leave the site in its original or better condition when they leave.

- 13.4. Discuss Church Plant Inquiry

Superintendent Helaire commented that he received a phone call from Bryan Jung representing the Evangelical Free Church of America indicating that they were looking for a place to hold Sunday service for 30-50 people.

Member Han asked what space would they use.

Superintendent Helaire stated that they were looking to use the Board Room with some storage space for their equipment.

Vice President Han stated that he was familiar with the Evangelical Free Church of America.

- 13.5. Discuss Board Member at Large Position

Superintendent Helaire stated that he received three applications for the Board Member-at-Large positions. He stated that he recommended filling both positions that are open.

President Brach asked if any Member of the Board had an apposition to filling both positions. If not, the Board would move forward with the intention of filling both positions.

- 13.6. Discuss Idea Parking Lot

President Brach commented that he requested this item be added to each agenda. This space will allow Board Members to suggests topics for future Board meetings. Items will then be agendized when appropriate.

#### **14. Board Members' Remarks**

Member Han stated that TUSD had to suspend the TK-1. However, the district is hopeful to be able to bring it back February 1, 2021.

Member Cochran commented that everyone is looking forward to February 1st. She stated that MBUSD is seeking help from Beach Cities Health District and the City of Manhattan Beach. Both of these partners may be able to help MBUSD provide vaccines to all of their employees.

Member Christensen remarked that RBUSD is also anxiously waiting for February 1st.

Member Wagner stated that ESUSD is also to bringing back the Tk-2 in early February.

Member VanderPoorte stated the she believes teachers should be getting the vaccine so students can return to school.

President Brach commented that some of the PVPUSD staff members are comfortable returning to campus while others or not quite ready.

**15. Adjourn to Close Session**

Move: \_\_\_ Second: \_\_\_ Vote: \_\_\_

MB \_\_\_ MC \_\_\_ JC \_\_\_ JH \_\_\_ CM \_\_\_ IV \_\_\_ MW \_\_\_ BMAL \_\_\_

Moved By: Ida VanderPoorte

Seconded By: James Han

Motion Carried

15.1. Personnel - Anticipated Litigation

No action was taken

**16. Reconvene to Open Session**

Move: \_\_\_ Second: \_\_\_ Vote: \_\_\_

MB \_\_\_ MC \_\_\_ JC \_\_\_ JH \_\_\_ CM \_\_\_ IV \_\_\_ MW \_\_\_ BMAL \_\_\_

Moved By: Michael Christensen


Seconded By: James Han

Motion Carried

**17. Adjournment**

17.1. Adjourn Meeting

Meeting adjourned at 8:35 p.m.

  
\_\_\_\_\_  
President

18 Aug 51  
\_\_\_\_\_  
Date