



## **Board of Education Minutes**

Thursday, June 17, 2021 at 6:30 PM

2300 Crenshaw Boulevard, Torrance, CA 90501

### **1. Call Meeting to Order:**

Meeting was called to order at 6:30 p.m.

#### 1.1. Roll Call

Member Wagner was absent.

#### 1.2. Pledge of Allegiance

Member Han lead the pledge of allegiance.

### **2. Approval Agenda**

#### 2.1. Approve the June 17, 2021 agenda.

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

MB \_\_\_ NC \_\_\_ JC \_\_\_ BF \_\_\_ JH \_\_\_ CM \_\_\_ RS \_\_\_ MW \_\_\_

*Moved by:* James Han

*Seconded by:* Bill Fournell

**Carried**

### **3. Commendations / Recognition:**

#### **Teresa Farquhar, 25 years - A. Helaire**

Superintendent Helaire recognized Classified Employee Teresa Farquhar, Director of Technology and Operations for her 25 years of service to SoCal ROC. Dr. Helaire stated that Teresa started working for the Center in 1995. During the years, Teresa had six job titles. She is a dedicated employee who gives a 100% at all times.

#### **4. Student Voices:**

##### **Eduardo Martinez, Adult Student - H. Smith**

##### **HVAC**

Mr. Smith, Director of Secondary Education/Principal introduced Eduardo Martinez, HVAC Student.

Eduardo Martinez mentioned that the HVAC course has been beneficial to him. He works as a maintenance supervisor at Hotel Erwin. The class helps him to understand how A/C and refrigeration works. This allows him to do repairs in-house. Eduardo believes this will open doors for other opportunities.

#### **5. Program Highlight:**

##### **HVAC I/II - H. Smith**

##### **Stan Goldstein**

Mr. Smith, Director of Secondary Education/Principal introduced Stan Goldstein, HVAC Instructor.

Mr Goldstein commented that the HVAC program is designed to provide students with instructions and hands-on training in the installation maintenance, repair, troubleshooting and basic design of refrigeration heating and air conditioning systems along with a focus on service operations.

#### **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 request on [socalroc.communitybydligent.com](http://socalroc.communitybydligent.com). This link can be accessed on the SoCal ROC website at the top right hand corner. Requests may also be made by emailing [info@scroc.k12.ca.us](mailto:info@scroc.k12.ca.us).
- 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.

#### **7. Acknowledgement of Correspondence to the Board**

None

**8. Superintendent's Remarks**

Superintendent Helaire shared that he recently had the opportunity to speak at the El Segundo Rotary Club. He spoke on the history of the Center and current programs being offered. Superintendent Helaire commented that WestCal Academy held a resume writing workshop for SoCal ROC students and are also planning a career/orientation day in August. He stated the he and Mr. Smith held an orientation for the students in the General Electrician program. Lastly, Superintendent Helaire mentioned that SoCal ROC is working with LACOE's BEST team to transition to the new financial system that starts July 1, 2021.

**9. Staff Reports**


None

**None**


**10. Consent Calendar**

No items were pulled.

10.1. APPROVE BOARD MINUTES OF MAY 20, 2021

[Board Minutes - May 2021.pdf](#) 

10.2. APPROVE PAYROLL A WARRANTS REPORT - MAY 2021

[Payroll May 2021.pdf](#) 


10.3. APPROVE B WARRANTS REPORT - MAY 2021

[B WARRANT REPORT \\_MAY 2021.pdf](#) 

10.4. APPROVE B WARRANTS ISSUED WITHOUT PURCHASE ORDER - MAY 2021

[B WARRANTS WITHOUT PO MAY 2021.pdf](#) 


10.5. APPROVE PERSONNEL ASSIGNMENT ORDERS

[Personnel Assignment Order.pdf](#) 

10.6. APPROVE PURCHASE ORDER REPORT - MAY 2021

Purchase Order Report - May 2021.pdf 


10.7. APPROVE REVOLVING CASH - MAY 2021

Revolving Cash -May 2021.pdf 

10.8. APPROVE SOCAL ROC RECOGNITION ACCOUNT - MAY 2021

SoCal ROC Recognition Account.pdf 

10.9. APPROVE AFFILIATION AGREEMENTS

AA Board Item June 2021.pdf 


10.10. APPROVE COURSE OUTLINES

Course Outline Transmittal.pdf 

Intro to Pharm Tech Rev April 2021.pdf 

Pharmacy Technician Course Outline 6-7-21.pdf 

10.11. APPROVE AGREEMENT WITH SAM SPENCE WEB DESIGN AND PHOTOGRAPHY

Consultant Agreement - Sam Spence 2021.pdf 

**MOTION TO APPROVE CONSENT CALENDAR  
NUMBERS 1 THROUGH 11**

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

MB \_\_\_ NC \_\_\_ JC \_\_\_ BF \_\_\_ JH \_\_\_ CM \_\_\_ RS \_\_\_ MW \_\_\_

*Moved by:* Jennifer Cochran

*Seconded by:* Carliss McGhee

**Carried**

**11. Personnel**

None

**12. Business Services**

12.1. ADOPT RESOLUTION 06-2021-01 - CUPCCAA - A.

HELAIRE

Superintendent Helaire commented that a CUPCCA resolution allows the Center to use an alternative bidding process for construction projects. Public projects of \$50,000 or less may be performed by negotiated contract or by purchase order. Public projects of \$175,000 or less may be let to contract by informal bidding procedures. Public projects of more than \$175,000 shall be let to contract by formal bidding procedures.

Move: \_\_\_ Second: \_\_\_ Vote: \_\_\_  
MB \_\_\_ NC \_\_\_ JC \_\_\_ BF \_\_\_ JH \_\_\_ CM \_\_\_ RS \_\_\_ MW \_\_\_

*Moved by:* Nancy Cobb  
*Seconded by:* James Han

**Carried**

12.2. APPROVAL TO SEEK BIDS TO REPLACE MARQUEES -  
A. HELAIRE

Superintendent Helaire stated that the marquee is no longer functioning. The marquee is one the Center's biggest source of advertising.

Member Han asked if there was a budget for the replacement or repair of the current marquee.

Superintendent Helaire remarked that there was. However, some modification might be needed depending on the scope of work.

Member Cochran asked if it was possible to advertise or partner with other businesses.

Superintendent Helaire remarked that Teresa has been looking into that possibility.

Member Strutzenberg asked if the new marquee would be similar to the current one or larger.

Teresa Farquhar replied that it would be larger and IT would be able to replace and fix lighting in-house.

Move: \_\_\_ Second: \_\_\_ Vote: \_\_\_  
MB \_\_\_ NC \_\_\_ JC \_\_\_ BF \_\_\_ JH \_\_\_ CM \_\_\_ RS \_\_\_ MW \_\_\_

*Moved by:* Jennifer Cochran  
*Seconded by:* Nancy Cobb

**Carried**

12.3. APPROVE ACCEPTANCE OF GIFTS DONATED TO THE CENTER - J. PESAVENTO

Dr. Pesavento acknowledged the non-medical masks she donated to the Center and commented that the donation will be used for staff and customers in the Registration Department.

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

MB \_\_\_ NC \_\_\_ JC \_\_\_ BF \_\_\_ JH \_\_\_ CM \_\_\_ RS \_\_\_ MW \_\_\_

**Carried**

**13. General Services**

13.1. MARKETING UPDATE - A. HELAIRE/C. LEE

Mr. Lee provided detailed information of the progress the marketing campaign has made. He explained the results including how internet traffic has increased to our website.

13.2. DISCUSS THE FUTURE OF SOCIAL ROC - A. HELAIRE

Superintendent Helaire shared a chart with the Board to show the break even point for each class. The chart also provided a comparison for instructor costs between all courses. Superintendent Helaire stated that the administrators are requiring each course to meet the minimum enrollment requirement so that the Center makes a profit. The Center will offer short-term workshop classes to generate revenue and more interest in the standard classes. Superintendent Helaire stated that the Center will need to charge indirect fees for services such as providing satellite instructors to the JPA districts.

President Brach stated that there needs to be a solid plan moving forward. He suggested meeting in July to ensure that the Center is moving in the right direction and that the staff has the necessary support. He mentioned that Dr. Helaire can reach out to the Board to request additional staff if that is necessary to get the job done.

13.3. FUTURE BOARD MEETINGS - A. HELAIRE

Members of the Board expressed their interest in returning to in-person meetings. They have returned to in-person Board meetings with their perspective districts and are willing to do the same for the Center. Board Members agreed that they will resume in-person meetings beginning August 2021. In addition,

they agreed to hold a meeting in July to discuss the future of SoCal ROC.

13.4. IDEA PARKING LOT - A. HELAIRE

No ideas were suggested.

**14. Board Members' Remarks**

Member Cobb had no comment.

Member Cochran stated that MBUSD hopes to have a new Superintendent by July 1st.

Member Fournell stated that he is excited to see normalcy back in the community.

Member Strutzenberg commented that RBUSD graduations were very well received. The 2021-2022 school year will begin on August 18, 2021. Member Strutzenberg stated the RBUSD remains committed to SoCal ROC.

President Brach stated that everyone will be more appreciative of the small things that were put on hold during the pandemic.

**15. Adjournment**

Meeting adjourned at 8:58 p.m.

15.1. Adjourn Meeting

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

MB \_\_\_ NC \_\_\_ JC \_\_\_ BF \_\_\_ JH \_\_\_ CM \_\_\_ RS \_\_\_ MW \_\_\_

*Moved by:* Jennifer Cochran

*Seconded by:* Bill Fournell

**Carried**

  
\_\_\_\_\_  
President

8/18/21  
\_\_\_\_\_  
Date