



SOUTHERN CALIFORNIA  
REGIONAL  
OCCUPATIONAL  
CENTER

## Board of Education Minutes

Thursday, September 16, 2021 at 6:30 PM  
2300 Crenshaw Boulevard, Torrance, CA 90501

Page

### 1. Call Meeting to Order:

Meeting was called to order at 6:31 p.m.

#### 1.1. Roll Call

Member McGhee and Member Fournell were absent.

Member Wagner arrived at 6:42 p.m.

#### 1.2. Pledge of Allegiance

Member Strutzenberg led the pledge of allegiance.

### 2. Approval Agenda

#### 2.1. Approve the September 16, 2021 agenda.

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

MB \_\_\_ NC\_\_\_ JC\_\_\_ BF \_\_\_ JH \_\_\_ CM\_\_\_RS\_\_\_MW\_\_\_

*Moved by:* Jennifer Cochran

*Seconded by:* James Han

**Carried**

### 3. Commendations / Recognition:

Director of Secondary Education/Principal, Hillard Smith, recognized SoCal ROC instructor, Henry Milburn, for his service and dedication to Career Technical Education. Mr. Smith acknowledged Mr. Milburn's tireless work in making sure the electrical program runs smoothly.

### 4. Student Voices:

Mr. Smith introduced Gerald Langston, adult student in the General

Electrician program.

Gerald stated that he is currently enrolled in Module 4 of the General Electrician program. He stated that he enjoys the hands-on experience and the opportunity to learn the proper techniques of wiring and electrical safety.

## **5. Program Highlight:**

Mr. Smith introduced Mr. Milburn, General Electrician instructor.

Mr. Milburn commented that students will be prepared for various areas of the electrical industry upon completion of the six modules. The program currently has students ranging from age 18 to 68 years and with a wide range of knowledge. At the moment, the General Electrician program has a waiting list for the up-coming modules.

Member Strutzenberg asked if the program was a semester long.

Mr. Milburn stated that the program was divided into 6 modules 8 weeks each. Mr. Milburn stated that the program runs just under a year.

Member Cobb asked if there is room to expand the program.

Mr. Milburn commented that there was and could offer specialized training in Programmable Logic Controller (PLC ). They can perhaps be offered twice a year as a short term program.

## **6. Public Comment**

Community Member, Karen Ford Cole, addressed the Board on the passage of SB639 (Minimum wages: persons with disabilities) by the California Assembly. This bill establishes a minimum wage for all industries and makes it a crime to pay an employee less than the minimum wage. This bill would also include related legislative findings about the need to afford equal pay and equal treatment in the workplace to all Californians, including those with disabilities. Until this bill is signed, agencies can continue to pay below minimum wage. Ms. Ford commented that, as a mother a special needs child, she is worried that the education systems is not doing enough to prepare them for the work industry. This is where SoCal ROC can help. SoCal ROC has these programs, and the districts are not utilizing them.

President Brach asked Superintendent Helaire to email the Board a list of programs that services the special education population.

- 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).

Superintendent Helaire acknowledged that Dr. Barker from Ambassador High School requested to speak on the FIN Prep Resolution agenda item.

- 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**

Superintendent Helaire commented there was no correspondence.

**8. Superintendent's Remarks**

Superintendent Helaire commented that the Fall semester is well under way with 473 students enrolled at the Center with 174 being high school students. Superintendent Helaire stated that Donna Dupperon from Torrance Chambers is going to interview him for an article in "Out and About" spotlighting SoCal ROC. In addition, Superintendent Helaire remarked that RBUSD has invited him to speak at their September 28th Board Meeting.

**9. Staff Reports**

None

**10. Consent Calendar**

No Items were pulled.

- |       |  |       |
|-------|--|-------|
| 10.1. | APPROVE BOARD MINUTES OF AUGUST 2021   | # - # |
|       | <a href="#">August Board Minutes.pdf</a>              |       |
| 10.2. | APPROVE PAYROLL A WARRANT REPORT AUGUST 2021   | # - # |
|       | <a href="#">Payroll Board Report August 2021.pdf</a>  |       |
| 10.3. | APPROVE B WARRANT REPORT AUGUST 2021   | # - # |
|       | <a href="#">B WARRANT REPORT AUG 2021.pdf</a>        |       |

- 10.4. APPROVE B WARRANTS ISSUED WITHOUT PURCHASE ORDER # - #  
[B WARRANTS WITHOUT PO AUG 2021.pdf](#)
- 10.5. APPROVE PERSONNEL ASSIGNMENT ORDER AUGUST 2021 # - #  
[Personnel Order Transmittal September.pdf](#)
- 10.6. APPROVE PURCHASE ORDER REPORT AUGUST 2021 # - #  
[PO Report August 2021.pdf](#)
- 10.7. APPROVE REVOLVING CASH FUND AUGUST 2021 # - #  
[Revolving Cash August 2021.pdf](#)
- 10.8. APPROVE SOCAL ROC RECOGNITION ACCOUNT AUGUST 2021 # - #  
[SoCal ROC Recognition Account August.pdf](#)

**MOTION TO APPROVE CONSENT CALENDAR NUMBERS 1 THROUGH 8**

# - #

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

MB \_\_\_ NC\_\_\_ JC\_\_\_ BF \_\_\_ JH \_\_\_ CM\_\_\_RS\_\_\_MW\_\_\_

*Moved by:* James Han

*Seconded by:* Jennifer Cochran

**Carried**

**11. Personnel**

- 11.1. APPROVE REVISED SALARY SCHEDULE FOR CLASSIFIED EMPLOYEES - A. HELAIRE  
 Superintendent Helaire commented that a few staff members have been with the Center for over 20 years and have reached the top of the salary schedule for their respective positions. These employees have not had a raise since 2014.  
 Member Cochran stated that she appreciates this item being brought forward.  
 Member Strutzenberg asked what was revised or added.  
 Superintendent Helaire stated that the original salary schedule

stopped at step 13. Steps 14 - 18 were added.

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

MB \_\_\_ NC\_\_\_ JC\_\_\_ BF \_\_\_ JH \_\_\_ CM\_\_\_RS\_\_\_MW\_\_\_

*Moved by:* Jennifer Cochran

*Seconded by:* Nancy Cobb

**Carried**

11.2. APPROVE MOVEMENT ON THE SALARY SCHEDULE FOR ELIGIBLE EMPLOYEES FOR EARNED PROFESSIONAL GROWTH HOURS - A. HELAIRE

Superintendent Helarie commented that these employees have reached the top of their salary schedules and are banking their professional growth hours. If approved, these employees will move to step 14.

Member Han remarked that is was a wonderful way to lift morale for these employees. He stated that he is grateful for such great staff.

Member Cochran added that this will also encourage professional development.

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

MB \_\_\_ NC\_\_\_ JC\_\_\_ BF \_\_\_ JH \_\_\_ CM\_\_\_RS\_\_\_MW\_\_\_

*Moved by:* Jennifer Cochran

*Seconded by:* Nancy Cobb

**Carried**

11.3. DISCUSS ADDITIONAL STAFF SUPPORT

Superintendent Helaire commented that Board Members requested salary information for adding various positions to the staff to help get the work completed at the Center. The positions included Deputy Superintendent, Career Guidance Specialist, and a part time Business Office person. Superintendent Helaire stated that a Deputy Superintendent would cost about \$180,000 - \$190,000. A Career Guidance Specialist would cost approximately \$84,000. A part-time Business Office person would cost approximately \$70,000. Each of these figures include benefits.

Member Cochran asked what position be most helpful.

Superintendent Helaire remarked that a Career Guidance

Specialist is needed to help promote programs at the Center and someone in the Business Office would help alleviate the workload. Superintendent Helaire noted that bringing someone into the Business Office would allow him more time to be out in the community.

Member Strutzenberg asked to see job descriptions for the three positions noted above.

Member Cobb asked what would a Deputy Superintendent's duties include.

Superintendent Helaire commented they would be in charge of day to day functions including overseeing the directors.

President Brach asked Superintendent what he would like.

Superintendent Helaire stated that he would like someone to help in the Business Office.

Member Cochran mention that a Director of Development is another possibility.

President Brach suggested that a workshop be scheduled in the near future to brainstorm on this topic.

## **12. Business Services**

### **12.1. DISCUSS MARQUEE REPLACEMENT - T. Farquhar**

Ms. Farquhar stated that only one company responded to the Request For Proposal (RFP) posting. The proposal will be brought to the Board at the next Board Meeting for approval.

Vice-President Han asked for clarification about only one response to the RFP.

Ms. Farquhar remarked that one other company declined after learning all of the details for completing the job. They stated that they could not do all parts of the job.

## **13. General Services**

### **13.1. DISCUSS COVID-19 MANDATE - A. HEALIRE**

Superintendent Helaire stated that the Center and Ambassador High School are following all CDC guidelines. Superintendent Helaire commented that he is still in talks with the Superintendents from the participating JPA to see if SoCal ROC employees could possibly use their facility to test weekly. In

addition, Superintendent Helaire was given information about testing grants from LACOE, but he was told that the Center did not qualify.

President Brach asked how many staff members would need to be tested.

Superintendent Helaire stated that there would be no more than 20 staff members needing tests.

Dr. Keith Butler from TUSD offered to let SoCal ROC staff members use their testing resources.

Vice President Han thanked Dr. Butler for offering this service to SoCal ROC.

13.2. APPROVE MOMENTUM CHRISTIAN FELLOWSHIP LICENSE AGREEMENT - A. HELAIRE

Superintendent Helaire shared that he had revised the revenue figure for the license agreement with Momentum Christian Fellowship. The agreement will be \$1,600.00 per month. He also included a deposit fee for keys that will be refunded at the end of the license agreement if the keys are all returned.

Member Strutzenberg asked if it was a one day per week, one year renewable agreement.

Superintendent stated that it was a two year agreement.

Member Strutzenberg inquired on the cleaning fees for the use of the Board Room.

Superintendent Helaire remarked that cleaning fees have been incorporated into the monthly payment and cleaning would be done by a third party.

Member Strutzenberg asked if staff would be present to open the facility.

Superintendent Helaire stated that no staff needed to be present. The janitorial company is the same one used for cleaning the floors. They already have access to the Center. This company has the appropriate insurance as well.

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

MB \_\_\_ NC\_\_\_ JC\_\_\_ BF \_\_\_ JH \_\_\_CM\_\_\_RS\_\_\_MW\_\_\_

*Moved by:* Jennifer Cochran

*Seconded by:* Nancy Cobb

**Carried**

13.3. DISCUSS FIN PREP CLASSROOM LEASE INQUIRY - A.  
HEALIRE/S. BARR/K. BUTLER

Superintendent Helaire stated that this item was brought forward by Member Fournell. FIN Prep expressed interest in leasing space at SoCal ROC. After initial discussions, LACOE voted to pull FIN Prep's charter. He stated that he was directed by the Board to write a resolution in support of FIN Prep getting their charter reinstated. Multiple organizations have expressed some concerns with FIN Prep leasing space from SoCal ROC.

Steve Barr stated that he was able to speak with each of the SoCal ROC Board members except Vice-President Han. He stated that he was grateful for the resolution. He stated that he was hopeful that FIN Prep and SoCal ROC could work together especially since CTE is getting a lot of attention. He stated that FIN Prep is looking at some creative solutions to work with SoCal ROC.

Member Cobb asked if FIN Prep was still willing to do a short-term lease if SoCal ROC and FIN Prep would be able to work together in the future.

Steve Barr agreed.

Member Cobb asked if FIN Prep was still looking at doing a non-traditional schedule including not being on campus on Fridays.

Mr. Barr confirmed. He explained that some projects would allow students to work remotely. Their model would encourage problem solving and teamwork. FIN Prep would be flexible to accommodate its partners.

Member Cobb asked if FIN Prep is still looking to establish a residential school. She also asked if FIN Prep would encourage students to take courses at SoCal ROC.

Mr. Barr confirmed that FIN Prep's long-term goal is to create a residential school to keep students from moving because kids lose seven months of education every time they move. He also stated that FIN Prep students would be encouraged to take SoCal ROC courses.

President Brach stated that flexibility is important because people expressed concern about having multiple high schools on campus with the possibility of conflicts with schedules.

Dr. Keith Butler stated that he is TUSD's CBO. He has extensive experience in this area including running a district



sponsored charter. He asked what the lease terms are that would total \$250,000 a year.

Superintendent Helaire stated that no official lease has been drafted. Those terms were projections based on fair market value and for discussion only.

Dr. Butler asked if there was a projected start date.

Mr. Barr stated that FIN Prep is looking to start in the summer of 2022.

Dr. Butler asked if there was a plan to use the vacant space in the meantime. He asked if FIN Prep planning to offer programs for serving foster and homeless students without a valid charter.

Mr. Barr stated that there was no plan to occupy space without a charter. He also stated that he hoped Dr. Butler was not going to go on with a lot of questions because he found Dr. Butler's testimony to LACOE's Board troublesome and inaccurate.

Dr. Butler stated that this was supposed to be a professional presentation. He said he would not ask any more questions about where FIN Prep would be securing funding, but continue with a statement from the California Department of Education regarding TUSD's service of homeless and foster youth. Dr. Butler read the statement which included "Torrance Unified one of only two local education agencies in the state to receive a green indicator on the dashboard" for English Language Acquisition and math.

President Brach stated that TUSD seems to be doing very well with educating homeless and foster youth. Since TUSD is not able to accept students from across the county, FIN Prep would be filling that gap.

Dr. Butler responded that FIN Prep would not be able to do so because they lost their charter. He stated that LACOE has deemed FIN Prep not fit to run a charter. He concluded with four points:

1. FIN Prep has no authorization to operate a charter and no recourse to have the charter reestablished
2. Approving the resolution for FIN Prep is detrimental to Ambassador High School
3. This resolution is detrimental to several members of the JPA
4. Approval of this resolution changes SoCal ROC to a facilities manager rather than providing relevant, exceptional Career Technical Education

Member Wagner asked Dr. Butler how many foster and homeless students are TUSD serving.

Dr. Butler stated he does not have that number. He can get that information and send it to SoCal ROC's Board.

Dr. Michael Barker stated that Ambassador High School is not against the mission of FIN Prep. Ambassador's concern is having another day school on campus would cause space issues. Ambassador's enrollment is growing, and FIN Prep's charter petition looks to have 825 students by year 4. FIN Prep's bell schedule is very similar to Ambassador's. He asked where would FIN Prep's offices be located. The lease agreement with SoCal ROC and Ambassador is only a year old and SoCal ROC is already looking to add another school on campus.

Mr. Barr commented that the enrollment numbers in the petition were projections. He stated that what he meant by flexibility is that they are using another facility in the Antelope Valley. All of their students would not be on SoCal ROC's campus at one time.

Member Cochran stated that she was on the campus today. She asked Superintendent Helaire how he envisioned housing all of these students.

Superintendent Helaire stated that Ambassador mentioned that they were looking to expand when they approached us for leasing space. He commented that his vision is to build our programs. He stated that he does not want to look to leasing space to survive. He would like to see SoCal ROC courses grow to occupy the space on campus.

#### 13.4 APPROVE FIN PREP RESOLUTION - A. HELAIRE

Member Strutzenberg proposed revising the resolution to state that SoCal ROC supports the core mission and values of FIN Prep. He recommended revising the wording so that we remove wording that suggested LACOE reinstate the charter. He stated that he is reluctant to give the impression that SoCal ROC is going against LACOE.

Vice-President Han stated that he agreed with Member Strutzenberg in that he did not want to give the impression that SoCal ROC is in opposition to LACOE. He commented that this resolution would then have no purpose. Vice-President Han stated that it is not necessary.

Member Cochran stated that the majority of the Board sees this as a benefit to SoCal ROC. The purpose of this resolution was to show support for FIN Prep in case their charter was reinstated.

Member Strutzenberg stated that the intent of this conversation has changed since the

last meeting. The resolution does not state that SoCal ROC supports FIN Prep to provide classroom space.

Vice-President Han stated that the role of the JPA is not to make the Center survive. SoCal ROC exists to provide students with CTE courses that the districts could not necessarily afford to run independently. To bring forth decisions that are harmful to our JPA districts is irresponsible. I will do whatever I can to help SoCal ROC survive. However, I will not do anything that is detrimental to our districts. This resolution harms my district.

Member Cochran stated that any school sitting on SoCal ROC's campus is competing with our districts. She stated that we already have Ambassador High School on our campus.

Vice-President Han stated we cannot make that comparison. Ambassador is a private school. FIN Prep is a publicly funded school.

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

MB \_\_\_ NC\_\_\_ JC\_\_\_ BF \_\_\_ JH \_\_\_ CM\_\_\_RS\_\_\_MW\_\_\_

*Moved by:* Jennifer Cochran

*Seconded by:* Nancy Cobb

**Ayes:** Jennifer Cochran, Matthew Brach, Michael Wagner, and Nancy Cobb

**Nays:** Rolf Strutzenberg and James Han

**Carried 4-2**

### 13.5. DISCUSS SHORT TERM COURSES - A. HELAIRE

Superintendent Helaire commented that staff is working on developing short-term courses in order to generate additional revenue. The administrative team worked with instructors to determine which courses would be feasible to put on the schedule. We are looking at running the first round of courses this fall.

Member Strutzenberg asked about the requirements instructors needed in order to teach the programs. He also asked how these courses would work with high school student schedules.

Superintendent Helaire replied that the short-term programs will be offered as workshops so no credentialed instructors are needed. However, SoCal ROC instructors would be offered the opportunity to lead the workshops. The courses would only be one or two days on a Friday or Saturday.

Member Strutzenberg stated that he would like to see offerings that would keep high school students engaged over a longer

period of time.

Member Cochran stated that her only concern was that these types of courses are common at parks and other community resources. Maybe this is an avenue to partner with some of the parks and recs. to get enough participation. We would need to make sure we are able to advertise to get enough interest to make this effort profitable.

Member Cobb stated that we should look into asking the districts to assist with getting this information directly to the high school students.

President Brach stated that we need to have some cost analysis to see what the break even point is.

Vice-President stated that he agreed that we definitely need to do some cost analysis.

#### 13.6. IDEA PARKING LOT - PRESIDENT BRACH

The following are items that were suggested by Board Members for future Board discussion:

1. Update on building C roof
2. New course offerings
3. Small Business "Micheal's Place"
4. SoCal ROC attendance at college and career fairs

#### 14. Board Members' Remarks

Member Wagner thanked everyone for tonight's discussion. Member Wagner shared that the 2021-2022 school year is well underway.

Member Strutzenberg stated that RBUSD has also agendazized FINN Prep for the RBUSD Board Meeting. Member Strutzenberg shared that Superintendent Helaire was invited to speak at the next RBUSD Board meeting.

Vice-President Han shared that students are back to in person learning at TUSD. He commented that TUSD will also be inviting Superintendent Helaire to speak at an upcoming Board meeting.

Member Cochran stated that she appreciates everyone's professionalism during hard topics. She shared that she had a chance to tour SoCal ROC earlier in the day.

President Brach shared that PV Chambers will be promoting SoCal ROC.

#### 15. ADJOURN TO CLOSED SESSION

Move:\_\_\_ Second:\_\_\_ Vote:\_\_\_  
MB \_\_\_ NC\_\_\_ JC\_\_\_ BF \_\_\_ JH \_\_\_ CM\_\_\_RS\_\_\_MW\_\_\_

**Carried**

***1. SUPERINTENDENT'S EVALUATION***

**ANY ACTION TAKEN IN CLOSED SESSION WILL BE  
REPORTED OUT IN OPEN SESSION**

**16. ADJOURN TO OPEN SESSION**

Move:\_\_\_ Second:\_\_\_ Vote:\_\_\_  
MB \_\_\_ NC\_\_\_ JC\_\_\_ BF \_\_\_ JH \_\_\_ CM\_\_\_RS\_\_\_MW\_\_\_

*Moved by:* Rolf Strutzenberg  
*Seconded by:* Nancy Cobb

**Carried**

**17. ADJOURNMENT**

17.1. Adjourn Meeting

President Brach asked to adjourn the meeting in honor of his grandfather who recently passed away. He was an auto mechanic who instilled in President Brach that CTE is a viable option to make a living.

Move:\_\_\_ Second:\_\_\_ Vote:\_\_\_  
MB \_\_\_ NC\_\_\_ JC\_\_\_ BF \_\_\_ JH \_\_\_ CM\_\_\_RS\_\_\_MW\_\_\_

*Moved by:* Michael Wagner  
*Seconded by:* James Han

**Carried**

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President

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Date