



SOUTHERN CALIFORNIA
REGIONAL
OCCUPATIONAL
CENTER

Board of Education Minutes

Thursday, November 18, 2021 at 6:30 PM

2300 Crenshaw Boulevard, Torrance, CA 90501

1. Call Meeting to Order:

Meeting was called to order at 6:34 p.m.

1.1. Roll Call

Member McGhee was absent.

1.2. Pledge of Allegiance

Member Strutzenberg lead the pledge of allegiance.

2. Approval Agenda

2.1. Approve the November 18, 2021 agenda.

Move: ___ Second: ___ Vote: ___

MB ___ NC ___ JC ___ BF ___ JH ___ CM ___ RS ___ MW ___

Moved by: James Han

Seconded by: Nancy Cobb

Carried

3. Commendations / Recognition:

3.1. Nina Murata, Training Store Manager - J. Pesavento CVS

Dr. Pesavento introduced Ms. Murata from CVS.

Ms. Murata stated that she has been with CVS for the past 16 years and has enjoyed the affiliation with SoCal ROC. She also mentioned that CVS has hired a number of SoCal ROC students and hopes to continue the partnership. Ms. Murata remarked

that the Health and Medical programs at SoCal ROC enable students to serve the community as well as provide students invaluable workplace skills.

4. Student Voices:

4.1. Jessica Pham, Redondo Union High School - J. Pesavento Pharmacy Technician

Dr. Pesavento introduced Jessica Pham.

Jessica Pham commented that she is currently a senior at Redondo Beach Union High School and currently registered in the Pharmacy Technician program at SoCal ROC. Jessica shared that she has enjoyed learning all aspects of the course. She commented that her passion for the medical field has grown since her enrollment at SoCal ROC and credits her instructors with her successes. Jessica stated that she plans to work in a pharmacy while attending a four year college and pursue a masters in Pharmacology.

5. Program Highlight:

5.1. Pharmacy Technician - J. Pesavento Rebecca Clements

Dr. Pesavento introduced Ms. Clements.

Ms. Clement commented that the Pharmacy students will learn to accept prescriptions for filling, gather and process necessary information, and calculate anticipated drug usages. Students will also learn the operations of pharmaceutical machinery and how to prepare prescription labels. Students process pharmacy medical insurance claims and learn to perform all clerical tasks. Ms. Clements shared that pharmacies are now also administering the COVID-19 and flu shots. This program is also a-g approved for chemistry credit.

6. Public Comment

None

- 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.

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

Superintendent Helaire reported that he received a letter from LACOE indicating that they reviewed and approved SoCal ROC's 2020-2021 Unaudited Actuals.

8. **Superintendent's Remarks**

Superintendent Helaire shared that SoCal ROC will be hosting a competition between SoCal ROC and Maxine Waters Employment Preparation Center students on building remote control cars in January 2022. Superintendent Helaire commented that SoCal ROC applied for the CTEIG grant but did not qualify due to not having an LCAP in place. The LCAP process has now been started and will be incorporated into the WASC action plan. Superintendent stated that Centinela Valley Union School District has reached out and is interested in rejoining the JPA. Finally, Superintendent Helaire mentioned that an RFP for bus transportation was advertised, and we are awaiting responses.


9. **Staff Reports**

Fall Update - J. Pesavento

Dr. Pesavento reported on the opening of the fall semester and indicated that a total of 692 students are registered at the Center. The enrollment number includes high school and adult students. This also includes enrollment numbers from the module classes that will begin next week.












10. **Consent Calendar**

- 10.1. APPROVE BOARD MINUTES OF SEPTEMBER 2021

[Board Minutes September.pdf](#) 

- 10.2. APPROVE PAYROLL WARRANT REPORT - SEPTEMBER 2021


[Payroll Report September 2021.pdf](#) 

- 10.3. APPROVE PAYROLL WARRANT REPORT - OCTOBER 2021
[Payroll Report October 2021.pdf](#) 
- 10.4. APPROVE B WARRANT REPORT - SEPTEMBER 2021
[B WARRANT REPORT SEPT 2021.pdf](#) 
- 10.5. APPROVE B WARRANT REPORT - OCTOBER 2021
[B WARRANT REPORT OCT 2021.pdf](#) 
- 10.6. APPROVE B WARRANTS ISSUED WITHOUT PURCHASE ORDER - SEPTEMBER 2021
[B WARRANTS WITHOUT PO SEPT 2021.pdf](#) 
- 10.7. APPROVE B WARRANTS ISSUED WITHOUT PURCHASE ORDER - OCTOBER 2021
[B WARRANTS WITHOUT PO OCT 2021.pdf](#) 
- 10.8. APPROVE PERSONNEL ASSIGNMENT ORDER - SEPTEMBER 2021
[PAO September 2021.pdf](#) 
- 10.9. APPROVE PERSONNEL ASSIGNMENT ORDER - OCTOBER 2021
[PAO HR October 2021.pdf](#) 
- 10.10. APPROVE PURCHASE ORDER - SEPTEMBER 2021
[PO Report Sept 2021.pdf](#) 
- 10.11. APPROVE PURCHASE ORDER - OCTOBER 2021
[PO Report Oct 2021.pdf](#) 
- 10.12. APPROVE REVOLVING CASH FUND - SEPTEMBER 2021
[Revolving Cash Fund Sep \(1\).pdf](#) 
- 10.13. APPROVE REVOLVING CASH FUND - OCTOBER 2021
[Revolving Cash Fund Oct.pdf](#) 

- 10.14. APPROVE SOCIAL ROC RECOGNITION ACCOUNT -
SEPTEMBER 2021

[Recognition Sept.pdf](#) 


- 10.15. APPROVE SOCIAL ROC RECOGNITION ACCOUNT -
OCTOBER 2021




[Recognition Oct.pdf](#) 

- 10.16. APPROVE AFFILIATION AGREEMENTS

[AA Board Item November 2021.pdf](#) 

- 10.17. APPROVE COURSE OUTLINES

[Course Outline Transmittal.pdf](#) 

[DA Career Prep for HS - 11-18-2021.pdf](#)  [Dental Assisting
for HS - 11-18-2021.pdf](#)  [Dental Assisting Modules - 11-
18-2021.pdf](#) 

[Registered Dental Assisting 11-9-21.pdf](#) 

[WestCal Academy Pathways Course Outline - November
2021.pdf](#) 

**MOTION TO APPROVE CONSENT CALENDAR
NUMBERS 1 THROUGH 17**

Member Han pulled item #10.1 and Member Strutzenberg pulled items #10.2 and 10.3.

Member Han stated that he was absent from the September 16, 2021 meeting and stated that they would be abstaining on Item #1, the Minutes of September 16, 2021.

Member Strutzenberg asked if the two columns for expenses should add up on the payroll warrant report.

Superintendent Helaire remarked that the differences are due to adjustments that are made by LACOE. These changes are common. The totals are reconciled at the end of the year with the Unaudited Actuals report.

Moved by: Jennifer Cochran

Seconded by: Michael Wagner

Carried

11. Personnel

11.1. Discuss Additional Staff Support - A. Helaire

Superintendent Helaire provided Board Members with job description and salary information for Deputy Superintendent, Career Guidance Specialist, Business Office Consultant, and Public Relations positions. Each of these figures includes benefits. Superintendent Helaire stated that a Deputy Superintendent position would oversee daily operations. A Business Office consultant would help with financial reports. A Public Relations staff member would be help to develop marketing material and strategize on how to get information to the community effectively. A Career Guidance Specialist would help promote programs to high school students.

Member Cochran asked what position would 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 shared that he had asked to see job descriptions for the positions and was disappointed to see such out dated material.

Member Cochran requested that a more robust job descriptions be created.

President Brach believed that hiring a Public Information Specialist is the best way to go. They can assist in getting the word out in the community and also be able to pick up other duties. President Brach asked Superintendent Helaire what he would like.

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

Vice-President Han stated that the Board should provide Superintendent Helaire the help he is requesting which is to have more help in the Business Office.

12. Business Services

12.1. Presentation/Approval of First Interim Budget Report - A. Helaire

Superintendent Helaire stated that the report provides information all transactions through October 31, 2021 in SoCal ROC's 5 funds: 1, 11, 14, 20, and 40. Superintendent Helaire commented that staff anticipated deficit spending. However, the Center's expenditures and revenue were both at around \$1M. Staff is anticipating a positive certification. In addition, SoCal ROC will meet its financial obligations for the next two years.

Move: ___ Second: ___ Vote: ___

MB ___ NC ___ JC ___ BF ___ JH ___ CM ___ RS ___ MW ___

Moved by: Nancy Cobb

Seconded by: Michael Wagner

Carried

- 12.2. Approve Meritize Agreement for Students Loans - J.
Pesavento/P. O'Connell

Dr. Pesavento stated that the Center is looking to establish a partnership with Meritize to give students who are not able to pay course fees in full to get financing.

Member Strutzenberg asked how much money would SoCal ROC lose if this agreement was approved.

Superintendent Helaire referred the Board to a chart to explain how much SoCal ROC would receive upfront and how much would be dependent on students repaying their loan.

Member Strutzenberg expressed concern that Meritize is a shadow lender that could be unregulated.

Vice-President Han stated that he was not comfortable with encouraging students to start incur debt.

Member Cobb stated that SoCal ROC's staff did due diligence to research the company so she was comfortable with approving the agreement.

President Brach commented that staff assured the Board that this would be a last resort.

Dr. Pesavento stated that there are only two programs, RDA and CMA, listed in agreement. These are two of the highest fees on the schedule.

Move: ___ Second: ___ Vote: ___

MB – Yes; NC - Yes; JC - Yes; BF - Yes; JH – No; RS – No;
MW - No

Moved by: Nancy Cobb

Seconded by: Jennifer Cochran

Carried

- 12.3. Approve Daktronics Agreement to Replace Marquee - T. Farquhar

Ms. Farquhar stated that the current marquee has been up since 2015. It was under warranty when it began to malfunction in 2018. However, the company refused to honor the contract. Ms. Farquhar discovered that the company filed for bankruptcy. An RFP was advertised and only one company responded. Ms. Farquhar commented that the new marquee would be larger and better quality. In addition, IT would be able to replace and fix lighting in-house.

Member Strutzenberg asked if SoCal ROC reached out to Spesco.

Ms. Farquhar stated that Spesco was invited, but did not respond to the RFP.

Move:___ Second:___ Vote:___

MB ___ NC ___ JC ___ BF ___ JH ___ CM ___ RS ___ MW ___

Moved by: Jennifer Cochran

Seconded by: Michael Wagner

Carried

13. General Services

- 13.1. Discuss and Approve a Change in the Board Meeting Date of December 16, 2021 - A. Helaire

Superintendent Helaire commented that the December Board meeting dates tend to conflict with Board Members' year end activities. He asked if the December 16, 2021 date would cause any conflicts.

After discussion among the Board Members, it was agreed that December 16, 2021 worked for everyone.

Move:___ Second:___ Vote:___

MB ___ NC ___ JC ___ BF ___ JH ___ CM ___ RS ___ MW ___

Moved by: Bill Fournell

Seconded by: Jennifer Cochran

13.2. Discuss Short Term Classes - A. Helaire

Superintendent Helaire noted that the first session of the short-term classes are scheduled to start December 3rd and 4th depending on enrollment numbers.

13.3. Idea Parking Lot - President Brach

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

1. How to approach Superintendents
2. Google Certification
3. How Districts handle BP 6178 and Ed Code 8070
4. What jobs are generated by infrastructure
5. Advertisement of job listing at SoCal ROC

14. Board Members' Remarks

Member Wagner shared the he will continue to be part of the SoCal ROC board.

Member Fournell had no comment.

Member Han commented that he will be the new Board President for TUSD and will ask to remain on the SoCal ROC board. Also, Member Han shared that the North High girls' volleyball team won their division league.

Member Cobb shared that she was disappointed to learn that SoCal ROC's Octobers Board Meeting had been canceled after she had ended her family vacation a day early just to attend. She stated that she had received some information on job trends. She gave Superintendent Helaire the brochure to follow up to see if SoCal ROC would be able to offer programs that aligned with her research.

Member Strutzenberg had no comment.

Member Cochran shared that MBUSD honored Pennekamp Elementary for receiving the National Blue Ribbon award.

President Brach wished everyone a Happy Thanksgiving.

15. Adjournment

Meeting was adjourned at 9:57 p.m.

15.1. Adjourn Meeting

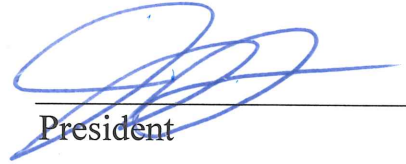
Move:___ Second:___ Vote:___

MB ___ NC ___ JC ___ BF ___ JH ___ CM ___ RS ___ MW ___

Moved by: Michael Wagner

Seconded by: Bill Fournell

Carried



President

12/16/2021

Date