



SOUTHERN CALIFORNIA
REGIONAL
OCCUPATIONAL
CENTER

Board of Education Minutes

Thursday, December 16, 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 Wagner lead the pledge of allegiance.

2. Approval Agenda

2.1. Approve the December 16, 2021 agenda.

Moved by: James Han

Seconded by: Rolf Strutzenberg

Carried

3. Election of Board Officers 2021-2022

[Election of Board Officers Transmittal 2021.pdf](#)

3.1. Nomination for Board President - President Brach

Member Strutzenberg nominated Member Han for Board President.

Move: ___ Second: ___ Vote: ___

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

Moved by: Rolf Strutzenberg

Seconded by: Bill Fournell

Carried

3.2. Nomination for Board Vice-President - President

Member Strutzenberg nominated Member Cochran for Board Vice-President.

Move:___ Second:___ Vote:___

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

Moved by: Rolf Strutzenberg

Seconded by: Bill Fournell

Carried

3.3. Nomination for Board Clerk - President

Member Strutzenberg nominated Member Wagner for Board Clerk.

Member Wagner respectfully declined the nomination stating his schedule would not allow him to commit one hundred percent. Member Wagner asked if a Board Member At-Large would be able to serve in that capacity.

Member Brach stated that Board Members At-Large have served previously in all three positions

President Han then nominated Member Strutzenberg for Board Clerk.

Move:___ Second:___ Vote:___

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

Moved by: James Han

Seconded by: Jennifer Cochran

Carried

4. Establish Meeting Schedule, Time and Place for SoCal ROC Board Meetings

President Han asked if there was any discussion on the meeting schedule set for next year. President Han asked the Board to adopt the Board meeting calendar for 2022 as presented, third Thursday of each month at 6:30 p.m. with the understanding that the June and December are subject to change.

Move:___ Second:___ Vote:___

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

Moved by: Michael Wagner

Seconded by: Rolf Strutzenberg

Carried

5. Commendations / Recognition:

None

6. Student Voices:

None

7. Program Highlight:

None

8. Public Comment

None

8.1. 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.

8.2. 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.

9. Superintendent's Remarks

Superintendent Helaire reported on the outcome of the short-term courses that were scheduled to begin on Saturday, December 4, 2021. There was not enough enrollment to run any of the courses, but we will try again 2022. Superintendent Helaire noted that a CPR class will be offered in January to student that need certification for their spring enrollment.

Superintendent Helaire commented that Member Strutzenberg inquired on BP 6178. There are a few requirements to meet with in that policy: 1) meet every three years to compare the districts course curriculum and content and sequence of CTE, 2) CTE advisory meeting consisting of one student, one teacher, and one industry representative. Superintendent Helaire commented that this will be looked at in early 2022 to make sure the Center is in compliance.

Superintendent Helaire remarked that Member Cobb gave him information on a trucking program. He stated that it is feasible, but several steps are needed before it can be offered.

Superintendent Helaire wished everyone Happy Holidays and a safe winter break.

10. Acknowledgement of Correspondence to the Board

None

11. Staff Reports

President Han asked to be excused from the meeting for about 30 minutes and asked if Vice-President Cochran could conduct the meeting in his absence. President Han left the meeting at 6:58 p.m.

Superintendent Helaire presented that Board with a detailed PowerPoint Presentation on the organizational structure of the Center. He stated that SoCal ROC was created to provide vocational training for high school and adult students. It was intended to be a Joint Powers Authority (JPA) where multiple districts came together to create one facility and serve JPA students and anyone in the region. Superintendent Helaire illustrated how the financial status of the Center has been affected by the state removing SoCal ROC from direct funding. The staff has been reduced drastically to compensate for the lack of funding. The numbers went from over 150 employees in 2008 to 46 in 2021. Superintendent Helaire also reviewed the major responsibilities of the Center despite the employee shortage. SoCal ROC is still required to follow all California Ed Codes that K-12 districts follow.







SoCal ROC's Organizational Structure - A. Helaire

12. Consent Calendar

President Han asked Members of the Board if they had any items to pull. Member Strutzenberg pulled item #1 and Member Cobb pulled item #8.

Moved by: Bill Fournell

Seconded by: Rolf Strutzenberg

- 12.1. APPROVE BOARD MINUTES OF NOVEMBER 2021
Item #1 - Member Strutzenberg commented on a typo regarding his comment regarding the Meritize Agreement. The correction was noted and will be revised.
- 12.2. APPROVE PAYROLL A WARRANT REPORT - NOVEMBER 2021
[Payroll Report November 2021.pdf](#) 
- 12.3. APPROVE B WARRANT REPORT - NOVEMBER 2021
[B WARRANT REPORT NOV 2021.pdf](#) 
- 12.4. APPROVE B WARRANT REPORT ISSUED WITHOUT PURCHASE ORDER - NOVEMBER 2021
[B Warrant Report without PO - Nov 2021.pdf](#) 
- 12.5. APPROVE PURCHASE ORDER REPORT - NOVEMBER 2021
[Purchase Order Report - Nov 2021.pdf](#) 
- 12.6. APPROVE REVOLVING CASH FUND - NOVEMBER 2021
[Revolving Cash-November2021.pdf](#) 
- 12.7. APPROVE SOCAL ROC RECOGNITION ACCOUNT - NOVEMBER 2021
[Recognition Acct Nov.pdf](#) 
- 12.8. APPROVE AFFILIATION AGREEMENTS
Member Cobb asked why the Dental affiliation agreement was located in Cudahy. She wanted to know if this would cause a hardship for the students.

Superintendent Helaire remarked that we have students from all over the South Bay, as well as other counties, who take courses with externship. The Center tries to accommodate all of the students by placing them at externship sites closest to their homes. In addition, SoCal ROC is piloting a new dental

program in collaboration with the South Bay Workforce Investment Board. That site is necessary for the program.

Dr. Pesavento added that the Cudahy location can possibly be a central office location or site for students in the area who can provide their own transportation.

13. Personnel

13.1. Approve Additional Staff Support - A. Helaire

Superintendent Helaire recommended approval of a part time consultant in the Business Office to assist with day-to-day operations. In addition, the consultant would be responsible for all financial reports, submitting reports to the state, helping with future budget planning, and seeking and securing grants. By approving this, Superintendent Helaire stated that this would free up a lot of time and allow him to focus on broader responsibilities.

Member Fournell stated that he is glad to see the grant language in the job description especially after missing two grant opportunities.

Member Wagner stated that the consultant would have the experience and expertise needed in the Business Office so no additional time is wasted in training. He stated that he would really like to see someone that will help with outreach and recommends that the outreach begins soon.

Member Brach commented that he feels that this part time consultant is just not enough. This position does not get us out into the community or reach the schools.

Member Cobb stated that this is a step in that direction, and this position would free up Superintendent Helaire to allow him to outreach and market the Center.

Member Brach replied that it also depends on how much time this person would work. He recommends that a part time Business Office Consultant and a part time Public Information Officer be hired with set a limit of \$150,000/year.

Member Cobb agreed, but thinks this an essential first step in the right direction.

Superintendent Helaire commented that he has a lead for a possible part time Public Information Officer that would cost much less than Ideation. This person will be in charge of all social media, literature, and community outreach.

Superintendent Helaire commented that it is not necessary to have a full time person to perform the duties.

Member Brach recommends approving a not to exceed budget for hiring staff. This will allow for flexibility.

Member Fournell asked if a retired CBO was being considered.

Superintendent Helaire stated that was possible, but does not believe that this position requires someone 40 hours a week.

Member Strutzenberg asked for clarification on part time.

Superintendent Helaire commented that a full time position is typically 4 days, 10 hours. This part time position can be 2 days a week for 10 hours a day or 4 days a week for 5 hours.

Superintendent Helaire shared that during crunch time, such as budget, audit, and interim reports, more time can be used.

Member Strutzenberg asked of this person would attend Board meeting.

Superintendent Helaire replied that he was unsure at the moment.

Member Strutzenberg asked about how termination would be handled if the person does not do well.

Superintendent Helaire replied that this will be at-will like all other staff positions at the Center.

President Han stated that it looked like the Board was ready to move forward with the job description presented. President Han made a motion to allow Superintendent Helaire to hire a part time Business Office consultant at \$75,000.

Move:___ Second:___ Vote:___

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

Moved by: Bill Fournell

Seconded by: Michael Wagner

Carried

14. Business Services

14.1. Adopt Resolution 12-2021-01 - Certification of Signatures - A. Helaire

Superintendent Helaire remarked that the Certification of Signatures is an annual requirement per Education Code that

allows authorized individuals to sign official SoCal ROC documents.

Move: ___ Second: ___ Vote: ___

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

Moved by: Jennifer Cochran

Seconded by: Bill Fournell

Carried

- 14.2. Approve acceptance of gifts donated to the Center - J. Pesavento
Dr. Pesavento acknowledged the donations to the Cosmetology and IT departments made by community and staff members.

Move: ___ Second: ___ Vote: ___

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

Moved by: Jennifer Cochran

Seconded by: Michael Wagner

Carried

15. General Services

- 15.1. Discuss Student Outreach - A. Helaire

Superintendent Helaire stated the he would like to get to a point where the Center is collaborating and not competing with the districts. He stated that he believes what the Center has done has been effective with 80% plus completion rate and frequent student hires. Superintendent Helaire stated that he would like to focus on targeted outreach and delving into the interest of students and districts. Superintendent Helaire stated the President Han has volunteered to help in the outreach.

President Han added that one strategy is to target the frontline, and that is the counselors. We need to properly inform them of the course offerings at the Center. The goal is to meet with counselors at every district. Presentation to the counselors is key so they can promote the programs to the students. President Han stated that outreach to counselors with TUSD will begin in January.

Member Brach suggested that Superintendent Helaire reach out to JPA Superintendents and ask if they would prefer to have a SoCal ROC member or their own Board Member to attend.

President Han commented that he wants face-to-face communication with counselors so that all information given is understood.

Member Wagner stated that this approach is a great idea and an opportunity to determine if programs are being duplicated.

Member Brach commented that lessons learned at TUSD can be applied at the other districts.

Member Cobb replied that this is a great idea. In years past, counselors at ESUSD would tour the Center to get information on class offerings.

Member Wagner stated that social media outreach is huge, and he is just not seeing that from SoCal ROC. This is the perfect way to do outreach to students.

15.2. Idea Parking Lot - President Brach

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

1. Adult Enrollment
2. Adult Pathways
3. Social Media Outreach

16. Board Members' Remarks

Member Wagner shared that ESUSD is a big advocate of SoCal ROC. They are always finding ways to promote the programs to their students. Member Wagner commented that ESUSD continues to approve major projects on their bond. ESUSD is focusing on the social-emotional wellbeing of their students, especially with the threats circulating on social media.

Member Fournell thanked Member Brach for his leadership this past year.

Member Cochran shared that MBUSD is also in the mist of construction. She commented that she is glad that staff will finally be able to enjoy some much deserved time off for winter break. Staff has been working nonstop since last summer.

Member Brach stated that PVPUSD has settled a tentative agreement with the union. He commented that the future is unknown and scary at times, but he is proud to be part of this board.

Member Strutzenberg stated that he attended a presentation given to students about the programs offered at the Center and found it a little confusing.

Member Cobb shared a story about a former student who attended the Center many years ago in high school. The former student was working in the industry and spoke highly of the training she received.

President Han shared that TUSD will be introducing eSports this spring with CIF. TUSD will be expanding the transitional kindergarten to all of their schools.

17. Adjournment

17.1. Adjourn Meeting

Meeting adjourned at 8:54 p.m.

Move: ___ Second: ___ Vote: ___

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

Moved by: Rolf Strutzenberg

Seconded by: Jennifer Cochran

Carried



President

1/20/2022

Date