



SOUTHERN CALIFORNIA
REGIONAL
OCCUPATIONAL
CENTER

Board of Education - Aug 18 2022 Minutes

Thursday, August 18, 2022 at 6:30 PM

2300 Crenshaw Boulevard, Torrance, CA 90501

1. Call Meeting to Order:

Meeting was called to order at 6:36 p.m.

1.1. Roll Call

President Han arrived at 7:04 p.m.

Members McGhee and Wagner were absent.

1.2. Pledge of Allegiance

Vice President Cochran lead the pledge of allegiance.

2. Approval Agenda

2.1. Approve the August 18, 2022 agenda.

Move:___ Second:___ Vote:___

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

Moved by: Matthew Brach

Seconded by: Rolf Strutzenberg

Carried

3. Commendations / Recognition:

3.1. Jose Pacheco - A. Helaire

Security Officer

Superintendent Helaire recognized Security Officer, Jose Pacheco. Superintendent Helaire stated that Jose was first hired through a temp. agency in early 2018 and became a permanent SoCal ROC employee in late 2018. Jose is always willing to

help where needed. He is always proactive. Superintendent Helaire shared that, during the summer months, Jose doubles on his duties by helping in maintenance department.

Jose thanked the Board for the recognition.

4. Student Voices:

None

5. Program Highlight:

None

6. Public Comment

Joseph Lopez, State Ambassador for WestCal Academy, provided the Board with updates. Joseph commented that the Dorothy Kirby Pilot and SoCal ROC's Medical Assisting Class provided basic health screening to residents on August 6th. On August 20th, SoCal ROC instructor, Marias Macias, will speak on Dental Assisting Career Pathways and demonstrate proper brushing techniques. Joseph stated that WestCal is in talks to expand the pilot to expand through grants. Joseph shared that Dr. Thames, President of El Camino College, will be touring Alta Sea in San Pedro to speak on a collaboration agreement to increase FTES (Full Time Equivalent Student) funding. Lastly, Joseph stated that he received a call from Rob Bonta, Attorney General Office, stating that he is interested in learning more about the juvenile justice program through the services WestCal provides. A tour of WestCal and SoCal ROC is being planned.

David and Alyssa from Reef Point Studios stated that they are excited about the partnership with WestCal Academy and SoCal ROC. David commented that the collaboration will give students the opportunity to learn about marketing and communication through merchandising. Students will learn aspects of digital printing, screen printing, and embroidery. The students will experience everything from clothing and apparel to stickers, banners, and all types of promo & marketing products.

- 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

None

8. Superintendent's Remarks

Superintendent Helaire commented that fall registration is well underway with numbers slightly higher than last year. About one third of the enrollment is high school students. Also, transpiration will be offered this year. He stated that he hopes this will increase enrollment. Superintendent Helaire shared that this past Tuesday, LACOE and Janice Hahn participated in a tour of the Center in conjunction with WestCal Academy. Also SoCal ROC hosted a job fair earlier today with industrial trades via WestCal Academy. SoCal ROC students and community members attended. Superintendent Helaire shared that he received feedback from the grant research and was told to pursue forming an Education Foundation. Many grants require a 501(c)(3) to access the grants.

9. Staff Reports

Summer School Update - J. Pesavento

Dr. Pesavento shared that SoCal ROC's summer session was held for six weeks from July 5, 2022 – August 25, 2022. A total of 145 students (36 adults and 9 high school students) registered in one of the 17 sections offered. She explained that although there were technically 17 sections, the number of classes was approximately 13 because some of the classes were offered in modules. For example, Automotive had four sections in one class.

10. Consent Calendar

Member Cobb pulled items 10.6 and 10.10

Member Brach pulled items 10.12 and 10.13

A motion to approve items 1-5, 7-9, 11 and 14-15

Moved by: Jennifer Cochran

Seconded by: Matthew Brach

- 10.1. APPROVE BOARD MINUTES OF MAY 2022
- 10.2. APPROVE PAYROLL A WARRANT REPORT MAY - JULY 2022
- 10.3. APPROVE B WARRANT REPORT MAY - JULY 2022
- 10.4. APPROVE B WARRANTS ISSUED WITHOUT PURCHASE ORDERS FOR MAY - JULY 2022
- 10.5. APPROVE PERSONNEL ASSIGNMENT ORDERS
- 10.6. APPROVE PURCHASE ORDER REPORT MAY - JULY 2022
10.6 Member Cobb inquired about the \$160,000 SoCal Edison payment. She asked if there were any grants for solar panels available to the Center.
Superintendent Helaire stated that there he has not been able to find any.
Member Cobb asked if member districts would information to Superintendent Helaire.
Moved by: Nancy Cobb
Seconded by: Matthew Brach
MB - Yes, NC - Yes, JC - Yes, BF - Yes, JH- Yes, RS - Yes
Motion Carried
- 10.7. APPROVE REVOLVING CASH FUND MAY - JULY 2022
- 10.8. APPROVE SOCAL ROC RECOGNITION ACCOUNT MAY - JULY 2022
- 10.9. APPROVE AFFILIATION AGREEMENTS MAY - JUNE 2022
- 10.10. APPROVE COURSE OUTLINE
10.10 Member Cobb asked if the course outlines were new or revised. She also asked if any were A-G approved.
Dr. Pesavento remarked that all were revisions and resequencing to match career pathways.
Moved by: Nancy Cobb
Seconded by: Matthew Brach
MB - Yes, NC - Yes, JC - Yes, BF - Yes, JH- Yes, RS - Yes
Motion Carried

10.11. ADOPT SECOND READING OF BOARD POLICIES AND REVIEW ADMINISTRATIVE REGULATIONS

10.12. APPROVE AGREEMENT WITH SCHOOL SERVICES OF CALIFORNIA, INC.

10.12 Member Brach stated that he was not happy with the service from School Services of California during the financial study. For that, he decided to vote no.

Moved by: Jennifer Cochran

Seconded by: Rolf Strutzenberg

MB - No, NC - Yes, JC - Yes, BF - Yes, JH- Yes, RS - Yes

Motion Carried

10.13. APPROVE AGREEMENT WITH SAM SPENCE WEB DESIGN AND PHOTOGRAPHY

10.13 Member Brach asked what exactly does Sam Spence do for the Center's website. The amount of \$10,000 seems a lot for maintenance.

Superintendent Helaire commented that Sam takes care of everything that has to do with the website which includes uploading information such as class schedule, job posting, and general maintenance.

Moved by: Matthew Brach

Seconded by: Bill Fournell

MB - Yes, NC - Yes, JC - Yes, BF - Yes, JH- Yes, RS - Yes

Motion Carried

10.14. NOTIFICATION OF E-WASTE AND SCRAP DISPOSAL

10.15. APPROVE INCREASE TO MILEAGE REIMBURSEMENT RATE

11. Personnel

11.1. Approve Director of Technology/Business Office Position - A. Helaire

Superintendent Helaire commented that no one has applied for the Business Office consultant position. Since the Center is short staffed in the Business office, he is recommending that Teresa Farquhar's position be revised to include overseeing the

Business Office and removing the Operations from her responsibilities. Teresa currently works in the Business Office and has been trained in the BEST system. She also possesses a CBO certification.

Member Brach asked what component will be taken from her responsibilities.

Superintendent Helaire remarked that that Maintenance and Operations would be removed. He also stated that this would be contingent upon hiring an Maintenance and Operations Manager.

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

Moved by: Bill Fournell

Seconded by: Matthew Brach

Carried

11.2. Approve Maintenance Operations Manager Position - A.
Helaire

President Han stated that this position is now open with Ms. Farquhar moving into the Business Office.

Member Fournell asked if this money was money that was originally reserved for a different role.

Superintendent Helaire confirmed. He stated that these funds were originally dedicated to finding a Business Office Consultant.

Member Cochran asked if this position will be easier to fill.

Superintendent Helaire stated that it would. The Business Office consultant applicants did not fulfill the requirements needed.

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

Moved by: Bill Fournell

Seconded by: Rolf Strutzenberg

Carried

- 11.3. Approve Security/Maintenance Lead Position - A. Helaire
Superintendent Helaire stated the Mr. Pacheco will be promoted to help with the daily operations in the maintenance department. Member Fournell asked if this was a net increase of \$3,000. Superintendent Helaire confirmed.
Member Brach asked if there would be an additional 5% on top of that. Superintendent Helaire confirmed.
Move: ___ Second: ___ Vote: ___
MB ___ NC ___ JC ___ BF ___ JH ___ CM ___ RS ___ MW ___
Moved by: Matthew Brach
Seconded by: Rolf Strutzenberg

Carried

- 11.4. Approve movement on the Salary Schedule for Eligible Employees for earned Professional Growth Hours - A. Helaire
Superintendent Helaire stated that employees receive a 2% salary increase when they accumulate 160 hours of approved professional growth. Superintendent Helaire remarked that the only way for employees to move on the salary schedule is through professional growth. In addition, employees can earn hours by participating in approved staff development activities. On average, it takes an employee roughly two years to accumulate the required 160 hours. All documented hours are due by July 1st of each year. Superintendent Helaire commented that the 2% salary increase has been included in the 2022-2023 budget.
Move: ___ Second: ___ Vote: ___
MB ___ NC ___ JC ___ BF ___ JH ___ CM ___ RS ___ MW ___
Moved by: Jennifer Cochran
Seconded by: Rolf Strutzenberg

Carried

- 11.5. Discuss and Approve Salary Increase for all SoCal ROC Employees - A. Helaire
Superintendent Helaire stated that staff members have not had a salary increase since 2016. In 2017 staff received a onetime 3%

increase for one year. Superintendent Helaire stated that the Board approved keeping the increase for staff. However, there has been no increases since then. Superintendent Helaire stated that he is requesting a 5% salary increase for all staff effective September 1, 2022.

Member Brach commented that he cannot believe that an increase has not been given to staff members in the last five years. As we know, cost of living has gone up and it is no different for staff.

Member Cochran shared that all districts are looking at salaries. It is hard to find good people. Member Cochran stated that she supports the increase.

Member Cobb stated that it is also hard to keep them. ESUSD is welcoming 23 new teachers this coming year.

Member Strutzenberg commented that he would support making it more than 5%.

Member Brach said that he agrees with Member Strutzenberg, but would like for Superintendent Helaire to look into the numbers. Member Brach said he is comfortable with the 5% tonight.

Member Cobb stated that she is also comfortable with the 5% as well, but would also like see what the Center can afford.

Several Members were in agreement to have this item be agendaized for further discussion.

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

Moved by: Matthew Brach

Seconded by: Jennifer Cochran

Carried

12. Business Services

- 12.1. Discuss and Approve Bus Transportation Contract with Cardinal Transportation for the 2022-2023 fiscal year - A. Helaire

Superintendent Helaire stated that the two companies responded to the RFP for bus transportation. Cardinal Transportation was the only company to submit a proposal. Superintendent Helaire commented that Cardinal is able to accommodate all the needs

of the Center. The Center has been without bus transportation since the pandemic in early 2020.

Member Strutzenberg asked if bus schedule aligned with the JPA's bell schedule for pick up and drop off.

Superintendent Helaire remarked that the bus service is only for the 02 (1:15 pm - 4:15 pm) and 03 sessions (4:15 pm -7:15 pm). Typically, the 02 sessions has fewer enrollments than the 03. Enrollment numbers will be monitored for the 02 to determine if the service will be provided during that time slot. The five-hour time frame begins from the initial pickup to drop off.

Member Strutzenberg asked if there is a minimum of students needed for buses to pick up.

Superintendent Helaire stated that the schools on the south side usually have fewer students than schools on the north or west. However, all students are picked up.

Member Brach asked how this compared to previous bus cost.

Superintendent Helaire remarked that it was very similar.

Member Cochran asked to see if the busing increases enrollment. If not, this can be a huge expense.

Member Brach asked that the we monitor the use of the bus service this year to determine if this is viable.

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

Moved by: Matthew Brach

Seconded by: Bill Fournell

Carried

- 12.2. Approve the Revised School Calendar for 2022-2023 - A.
Helaire

Superintendent Helaire stated that the calendar was revised to reflect three changes: 1) February's Board meeting was scheduled during a holiday, 2) added Juneteenth holiday, and 3) moved the last day for instructors to June 1st.

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

Moved by: Matthew Brach

Seconded by: Rolf Strutzenberg

Carried

- 12.3. Approve acceptance of gifts donated to the Center - J. Pesavento
Dr. Pesavento acknowledged the donated gifts to the Center from both staff and community members. The State of the Art water filter/ionizer will be located in the staff lounge to be used by all staff members. The other donated items will be used in the Health Science programs.

Move: ___ Second: ___ Vote: ___

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

Moved by: Jennifer Cochran

Seconded by: Bill Fournell

Carried

13. General Services

- 13.1. Discuss Board Member Representation When A Member Cannot Attend Board Meetings - A. Helaire
Member Cobb stated that she would like to see consistency. When member miss meetings, it is difficult to transfer all the information accurately. She stated that she would like to see an alternate from the districts in case a member is not able to attend a meeting.

Member Brach stated that he liked the idea. However, the alternate would not be able to vote.

Member Cobb stated that the alternate could comment during the public comment section of the agenda.

- 13.2. Discuss IUSD Board Seat - A. Helaire
Member Brach stated that he would like to see Dr. McGhee attend the meetings because he appreciates her perspective. He stated that IUSD is a part of the JPA, but does not have representation when their member does not attend. He asked if there was a board policy that talks about removing a Board member who does not attend consecutive meetings.
President Han stated directed Superintendent Helaire to contact Dr. McGhee to see if she would be returning to the Board.

Member Brach stated that if she decides not to return, we should reach out to the district to see if there would be a replacement. He reiterated that he would like to see Dr. McGhee return.

13.3. Idea Parking Lot - President Han

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

1. Salary Increase - long-term
2. Increase the \$1234 enrollment fee
3. Ed Foundation - 501(c)(3)

14. Board Members' Remarks

Member Brach commented that he is happy that the Board was able to give staff a salary increase. He shared that he attended the WestCal Academy job fair for the industry sector and thanked them for all their work.

Member Cobb shared that she contacted her water district in hopes of getting water bottle refilling stations for SoCal ROC. All districts fall under the West Basin with the exception of Torrance so they are not eligible for this service. Member Cobb will share the contact information for anyone interested.

Member Cochran had no comment.

Member Strutzenberg stated that RBUSD began classes on August 17th.

Member Fournell had no comment.

President Han shared that TUSD will begin classes on August 25th.

15. Adjourn to Close Session

Adjourn to close session at 8:14 p.m.

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

Moved by: Matthew Brach

Seconded by: Rolf Strutzenberg

Carried

1. Public Employee:

Discipline/Dismissal/Release/Reclassification/Reassignment/Resignation

President Han reported that the Board has approved the reclassification of Dr. Pesavento to Assistant Superintendent with a salary of \$140,000.

16. Adjourn to Open Session

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

Carried

17. Adjournment

17.1. Adjourn Meeting

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

Carried



President

Sept. 15, 2012

Date