



SOUTHERN CALIFORNIA
REGIONAL
OCCUPATIONAL
CENTER

Board of Education - Sep 15 2022 Minutes

Thursday, September 15, 2022 at 6:30 PM

2300 Crenshaw Boulevard, Torrance, CA 90501

Page

1. Call Meeting to Order:

Meeting was called to order at 6:40 p.m.

1.1. Roll Call

Member McGhee and Member Wagner were absent.

1.2. Pledge of Allegiance

Member Brach lead the pledge of allegiance.

2. Approval Agenda

2.1. Approve the September 15, 2022 agenda.

Move:___ Second:___ Vote:___

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

Moved by: Rolf Strutzenberg

Seconded by: Matthew Brach

Carried

3. Commendations / Recognition:

None

4. Student Voices:

None

5. Program Highlight:

None

6. Public Comment

Danielle Radl commented that she would be addressing the Board on agenda item 10.10 Yoga Teacher Training Course Outline. Danielle stated that she helped Dr. Pesavento create the course outline and would be more than happy to answer questions when the item comes. Danielle commented that she has been employed with MBUSD as an instructor for the past 30 years and a Yoga instructor for 20 plus years.

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

President Han commented that he received a letter from LACOE indicating the receipt and approval of SoCal ROC's 2021/2022 budget.

8. Superintendent's Remarks

Superintendent Helaire commented that over the weekend, the Center was vandalized. The culprits were caught and arrested on Honda's property. Nothing was taken, but there was damage to a fence.

Superintendent Helaire shared that instructors participated in two successful days of Staff In-Service that included various workshops prior to the start of school. Dr. Helaire stated that the first day of the 2022-2023 school year ran smoothly and contributes that success to Dr. Pesavento. Dr. Pesavento worked very hard up until her last day.

Superintendent Helaire stated that bus transportation service finally began on the first day of school, September 12. All four busses are currently running for both the 02 and 03 session. Ridership is being monitored on a daily basis. During the 02 session there is possibility of two buses being eliminated.

Superintendent Helaire shared that he received a letter from the South Bay WIB indicating that SoCal ROC has been nominated as one of the top performing training providers for the Dental Program. The ceremony will be held November 3, 2022 at the Torrance Marriott.

Lastly, Superintendent Helaire commented that a new Director of Program and Student Services has been hired. Dr. Montoya will begin on Monday, September 19th. Interviews for the Maintenance and Operation Manager will begin next week.

9. Staff Reports

9.1. Fall Update - A. Helaire

Superintendent Helaire reported on the opening of the fall semester and indicated that a total of 640 high school and adult students are registered at the Center. High school enrollment is up by 59% from last fall. Superintendent Helaire stated that enrollment numbers are expected to increase slightly when the 9-week module classes begin in November. He remarked that final enrollment numbers will be provided to the participating JPA districts after all classes, including the 9 week modules, have started.

Member Cochran asked if Ambassador students are considered out of district.

Superintendent Helaire stated that they were and also paid the out of district enrollment fee of \$1,500.

Member Strutzenberg asked if there were any cancellations.

Superintendent Helaire commented that, as of now, three classes have been canceled do to low enrollment. Students in those classes where given the option to transfer to other programs.

Member Cobb asked if there was a pattern or trend in popular classes verses previous years.

Superintendent Helaire stated that automotive, welding, cosmetology, and medical courses continue to be in demand.

Member Cobb asked of the Fashion Design program was able to run this year.

Superintendent Helaire remarked that it was, and the instructor is a former SoCal ROC student.

9.2. WestCal Academy Update - J. Tabakian

Dr. Tabakian stated that the WestCal/SoCal ROC partnership is expanding the CTE to a greater audience. He stated that the funding is "scale-able," meaning the funding started small, but will gradually increase.

Dr. Tabakian commented that there is an opportunity to work with DYD to serve at-risk youth. This would be a diversionary program to serve youth in order for them to avoid serving prison time. He stated that these programs are preventive in nature. Dr. Tabakian stated that there is \$24M dollars in funding to support this program.

Dr. Tabakian stated that GAIN is interested in participating in the buffet program. He stated that Supervisor Hahn is vested in this program. She will possibly visit the campus during the next excursion. California Attorney General, Rob Bonta will also be visiting the campus. Bonta is interested in WestCal because there is a settlement forcing LA County to provide better educational opportunities. The buffet program is a possible way to satisfy the settlement.

Dr. Tabakian stated that El Camino is very excited about a strategic relationship that would be beneficial to SoCal ROC. Students would receive four units for cooperative education from El Camino when their students are enrolled in the career pathway program whether the students are taking the course on SoCal ROC's campus or anywhere else in LA County.

Dr. Tabakian stated that WestCal is working on a press release discussing the partnership with Providence. WestCal has been providing personal branding workshops to give students guidance in soft skills such as resume writing and interviewing skills. He also shared clips from WestCal Academy's social media posts at the Dorothy Kirby Center (DKC). He stated that this is the first time DKC has ever sent students to another campus.

10. Consent Calendar

Member Strutzenberg pulled item 10.4.

Member Strutzenberg questioned the expense for WestCal and asked for clarification.

Superintendent Helaire remarked that the expenses were for materials that instructors need to teach at the Kirby Center. WestCal will then reimburse SoCal ROC fully.

Member Strutzenberg made a motion to approve item 10.4. Member Brach seconded the motion.

Member Cobb and President Han pulled item 10.10.

Member Cobb asked if the Yoga Instructor course outline was the only new one. She also asked if there are significant changes when courses are approved.


Superintendent Helaire stated that the Yoga Instructor is a new program and the others are revisions. Course outlines are brought to the Board for review typically every other year. There are not usually significant changes unless there are significant changes recommended by industry.


Member Cobb asked who would be able to take the Yoga course.

Superintendent Helaire stated that it is intended for both high school and adult students.

Member Cobb made a motion to approve item 10.10. Member Strutzenberg seconded the motion.

10.1. APPROVE BOARD MINUTES OF AUGUST 2022

[Board Minutes Transmittal.pdf](#) 

[Board of Education-Aug 18 2022-Minutes .pdf](#) 

10.2. APPROVE PAYROLL A WARRANT REPORT - AUGUST 2022

[PAYROLL AUG 22.pdf](#) 

10.3. APPROVE B WARRANT REPORT - AUGUST 2022

[B WARRANT REPORT AUG 22.pdf](#) 

10.4. APPROVE B WARRANTS ISSUED WITHOUT PURCHASE ORDER - AUGUST 2022


[B WARRANTS WITHOUT PO AUG 22.pdf](#) 

10.5. APPROVE PERSONNEL ASSIGNMENT ORDERS

[PERSONNEL ASSIGNMENT ORDERS-AUGUST 2022.pdf](#)



10.6. APPROVE PURCHASE ORDER REPORT - AUGUST 2022

[PO REPORT AUG 22.pdf](#) 

10.7. APPROVE REVOLVING CASH FUND - AUGUST 2022

[REVOLVING CASH_AUG 22.pdf](#) 

10.8. APPROVE SOCAL ROC RECOGNITION ACCOUNT
AUGUST 2022

[Recognition Acct_Aug 22.pdf](#) 

10.9. APPROVE AFFILIATION AGREEMENTS

[AA Board Item Sept_2022.pdf](#) 

10.10. APPROVE COURSE OUTLINES


[Course Outline Transmittal.pdf](#) 


[Engine Performance I Course Outline.pdf](#)  Engine

[Performance II Course Outline .pdf](#)  HVAC I COURSE

[OUTLINE .pdf](#)  HVAC II Course Outline .pdf 

[Media Design I \(Photoshop\) Course Outline.pdf](#)  Media

[Design II \(Illustrator\) Course Outline.pdf](#) 

[Advanced Media Design \(InDesign\) Course Outline.pdf](#) 

[Yoga Teacher Training Level I Course Outline.pdf](#)  Yoga

[Teacher Training Level II Course Outline.pdf](#) 

**MOTION TO APPROVE CONSENT CALENDAR
NUMBERS 1-3 and 5-9**

Move: ___ Second: ___ Vote: ___

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

Moved by: Matthew Brach

Seconded by: Rolf Strutzenberg

Carried

11. Personnel

11.1. Discuss Assistant Superintendent Position - A. Helaire
Superintendent Helarie stated that at the last meeting there was an approval to promote Dr. Pesavento to Assistant

Superintendent, but she declined. Superintendent Helaire commented that a new Director will begin on Monday. He stated that he believes an Assistant Superintendent is not necessary. Bringing in another Director will be the best solution. Two Directors can split the responsibility of supervising the programs and ensure course certifications and licenses stay current.

Member Strutzenberg stated that there needs to be a clear definition of responsibilities between the two Director positions.

Superintendent Helaire stated that he would bring forward a revised organizational work chart with clear indication of what each position is overseeing.

Member Brach stated that he appreciated Superintendent Helaire exploring all options. He stated that the Assistant Superintendent position might not be needed. The important thing is that we survived. Member Brach commented that there is more time now to make sure the Center is well structured.

11.2. Approve Five Percent Increase on Superintendent's Salary Schedule - A. HELAIRE

Superintendent Helaire stated that the Board approved a five percent increase for all staff at the last board meeting. The Superintendent's salary schedule was not included and only being brought forward to be transparent.

Member Brach commented that it was intended to include the Superintendent's salary by five percent along with the other staff.

Member Strutzenberg asked if this was also in the same situation with no increase since 2016. Member Strutzenberg said he struggles approving this increase right before an evaluation.

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. Approve Unaudited Actuals for 2021-2022 Fiscal Year - A. Helaire

Superintendent Helaire presented the board with an overview of SoCal ROC's Unaudited Actuals for 2021-2022. Superintendent Helaire stated that the Unaudited Actuals represent revenue and expenditures for Funds 1, 11, 14, 20, and 40. Superintendent Helaire also reviewed the beginning and ending balance in all Funds.

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

Moved by: Jennifer Cochran

Seconded by: Rolf Strutzenberg

Carried

- 12.2. Approve acceptance of gifts donated to the Center - A. Helaire
Superintendent Helaire acknowledged the donated gifts from Bella Rose Studios and noted that the items will be used in the Cosmetology program.

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

Moved by: Rolf Strutzenberg

Seconded by: Bill Fournell

Carried

13. General Services

- 13.1. Review First Reading of Board Policies/Administrative Regulations - A. Helaire

Superintendent Helaire presented the BP/AR listed for first reading and indicated that there were no changes to any of the policies.

- 13.2. Discuss Increasing the JPA Fee - A. Helaire

Superintendent Helaire stated that the current "play for pay" enrollment fee of \$1234 has been in place since the 2015/2016 school year. The only revision was made in 2018 when the \$25 drop fee was incorporated. Superintendent Helaire remarked

that there has been conversation about possibly increasing the enrollment fee.

Member Strutzenberg stated that he would like to see a base amount for the fee. This would be based on a percentage of total enrollment based on each district.

President Han stated TUSD would not be in favor of an increase.

Member Brach stated that it would not be in inordinate amount of money.

Member Fournell stated that this would have to be a collaborative effort including all the JPA district superintendents and business personnel. He also stated that this might not be a good time to have this

President Han stated he would bring the topic up to the TUSD board.

Member Brach stated that we need to start increasing the cost gradually.

Member Strutzenberg asked what the approval process is for revising the JPA Agreement.

Superintendent stated that there needs to be a majority vote by the JPA districts.

Member Strutzenberg stated that an increase in the JPA fees could possibly be approved without TUSD's vote.

- 13.3. Discuss Long-Term Impact of Salary Increases - A. Helaire
Superintendent Helaire stated that the Center will be able to sustain the five percent salary increase approved by the Board at the August 2022 meeting. He stated that, in past couple years, the Center has always closed the year with less expenses than budgeted. Every year there is approximately \$15,000 annual cost in professional growth increases. Superintendent Helaire noted that the total impact will be \$150,000 this year. This figure can fluctuate depending on staff who actually end up having assignments as well as canceled classes. There is an anticipated \$100,000 in added cost annually, but the program based budgeting will balance out the cost to avoid excessive deficit spending.

Member Fournell asked if the \$150,000 included the \$15,000 for professional growth or is the total really \$165,000

Superintendent Helaire noted that the total is \$165,000. The \$150,000 cost is for the five percent salary increase and \$15,000 for professional growth.

Member Cochran thanked Superintendent Helaire for the numbers and stressed that this is something that needed to be done. If not the Center stands to lose more employees.

Member Strutzenberg agreed. He stated that he believes it is the right thing to do. The numbers demonstrate that it will not sink the ship.

Member Brach noted that the impact was expected, but is doable.

13.4. Discuss Forming an Education Foundation - A. Helaire

Teresa Farquhar commented that having a 501C3 foundation brought back to SoCal ROC provides numerous opportunities for grants. SoCal ROC once had a foundation, it was established in 1994 and closed in 2008. Ms. Farquhar stated that she had applied and the center was approved to use the name, SCROC Education Foundation. The next step is to create articles of incorporation, which has already begun. Ms. Farquhar commented that an email will be going out to all advisory members asking them to participate in a meeting to establish board members. Once Board Members have been established, the articles of incorporation can be finished.

Member Strutzenberg asked if this was a good path for corporate donations as well.

Teresa remarked that it was.

Member Cochran asked who she be reaching out to be on the Board.

Ms. Farquhar stated that former foundation members will be contacted.

Member Strutzenberg asked how many were needed.

Ms. Farquhar stated that a minimum of three Board Member are needed, in addition there are other members with no voting share. They will be able to participate in gathering information, gather donation and grants.

Member Brach said he would like to see former students be part of the advisory board as well as former Board Members.

Member Strutzenberg suggested that they contact former students, Terry Gasparovic. He really believes in the mission of the Center.

Board Members also suggested former Board Members such as, Ellen Rosenberg, Ida VanderPoorte, and Michael Christensen.

Member Brach stated that the next step will be to reach out to potential advisory and executive members.

Member Strutzenberg commented that in the future SoCal ROC can participate in Sketchers Walk.

13.5. Idea Parking Lot - A. Helaire

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

1. Education Code 52304.1
2. JPA Agreement - Inglewood Representation
3. Controversy on loan forgiveness

14. Board Members' Remarks

None

15. Adjourn to Close Session

Meeting was adjourned to close session at 9:41 p.m.

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

Moved by: Bill Fournell

Seconded by: Nancy Cobb

Carried

15.1. 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: Matthew Brach

Seconded by: Jennifer Cochran

Carried

17. Adjournment

17.1. Adjourn Meeting at 10:05 p.m.

Move:___ Second:___ Vote:___

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

Moved by: Bill Fournell

Seconded by: Rolf Strutzenberg

Carried



President

NOV. 2, 2022

Date