



SOUTHERN CALIFORNIA
REGIONAL
OCCUPATIONAL
CENTER

Board of Education - Jan 09 2023 Minutes

Monday, January 9, 2023 at 6:30 PM

2300 Crenshaw Boulevard, Torrance, CA 90501

1. Call Meeting to Order:

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

1.1. Roll Call

Member McGhee was absent.

1.2. Pledge of Allegiance

Member Fenton Lead the pledge of allegiance.

2. Approval Agenda

2.1. Approve the January 9, 2023 agenda.

Moved by: James Han

Seconded by: Meredith Beachly

Carried

3. Public Comment

None

- 3.1. 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.

- 3.2. 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.

4. Adjourn to Closed Session

Meeting adjourned to closed session at 6:32 p.m.

Moved by: Nancy Cobb

Seconded by: James Han

Carried

- 4.1. Public Employment - Superintendent/Assistant Superintendent
Government Code 54957

Any action taken in Closed Session will be reported out in Open Session

5. Adjourn to Open Session

Adjourn to Open Session at 7:01 p.m.

No Board action taken.

Moved by: Bill Fournell

Seconded by: Meredith Beachly

Carried

6. Commendations / Recognition:

None

7. Student Voices:

None

8. Program Highlight:

None

9. Acknowledgement of Correspondence to the Board

None

10. Superintendent's Remarks

Superintendent Helaire commented that the CTEIG application is due this Friday. Most districts have provided their Attachment 1. The Department of Finance stated that they will be able to get IUSD's from the application they submitted. Superintendent Helaire stated that the Advisory Day is scheduled for January 31, 2023. He shared that the spring semester will begin February 1, 2023. Superintendent Helaire shared that the Education Foundation finally has enough members and will soon begin to meet. Once a date has been finalized, it will be shared and added to the calendar of events.

Superintendent Helaire stated that he was recently contacted by Cars for Schools, an organization that donates cars for schools to use in the automotive programs. Lastly, Superintendent Helaire asked newly elected Board members to submit a headshot for the school website.

11. Staff Reports

11.1. WestCal Academy Update - A. Helaire/B. Montoya

Superintendent Helaire commented that WestCal Academy approached the Center stating that there were grants for which the Center had potential to earn through partnership with WestCal Academy. Partnership with WestCal Academy began in April of 2021. In the partnership, WestCal Academy would be the principle investigator for the grants on which the two organizations would collaborate. WestCal would also offer workshops and professional development for staff and students. As part of the agreement, SoCal ROC would provide office space with utilities and photocopying. Superintendent Helaire commented that SoCal ROC was taken out of the state budget at the beginning of the 2015-2016 fiscal year and saw this partnership as a way to secure additional funds. To date, the Center has earned \$7,140.00 in revenue through the partnership.

Dr. Montoya provided the Board with a detailed presentation on the MOU with WestCal Academy, WestCal Programs and Structure, Grants, and Finances. She expressed that the Center staff has concerns with liability and clearly defining what the MOU requires from SoCal ROC.

The Board has authorized Dr. Montoya to contact legal counsel for clarification on amending the existing MOU and/or terminating the MOU.

12. Consent Calendar

Member Cobb pulled item #1.

Member Kurt pulled item # 2, 5 and 7.

Memnbe Han pulled item.

12.1. APPROVE BOARD MINUTES OF NOVEMBER 2022 AND DECEMBER 2022

Member Cobb made a correction to the November minutes. In section 13.2 revising the Board Bylaws minutes which read "alternate members would have a voting rights." The correct wording should read the alternate members have an advisory vote. Revision was noted and will be corrected.

Moved by: Nancy Cobb

Seconded by: Meredith Beachly

12.2. APPROVE PAYROLL A WARRANT REPORT DECEMBER 2022

Member Kurt asked why the salaries for December 2022 were one sixth of the entire year expenses.

Superintendent Helaire stated that staff expenses are not evenly distributed throughout the year due to the fact that there are times during the school year when there are less staff than other times. For example, July and August have significantly fewer staff and classes running. The expenses decrease during those times.

12.3. APPROVE B WARRANT REPORT DECEMBER 2022

B WARRANT REPORT DEC 22.pdf 

12.4. APPROVE B WARRANT REPORT WITHOUT PURCHASE ORDER FOR DECEMBER 2022

B WARRANTS WITHOUT PO DEC 22.pdf 

12.5. APPROVE PURCHASE ORDER REPORT DECEMBER 2022

Member Kurt questioned the December 2022 transportation cost for \$46,000 asking where the buses are taking students and who is paying the transportation cost.

Superintendent Helaire commented that the buses pick up students at each of the JPA participating high schools where students need rides. The students are brought to the Center and

taken back to their home schools. SoCal ROC pays for transportation from the general fund.

12.6. APPROVE REVOLVING CASH FUND DECEMBER 2022

[REVOLVING CASH DEC 22.pdf](#) 

12.7. APPROVE SOCAL ROC RECOGNITION ACCOUNT DECEMBER 2022

Member Kurt asked what the plan was for the \$17,000 in the recognition account.

Superintendent stated that these funds were used for staff events and to support the annual scholarship event, Night of All Stars.

12.8. APPROVE INCREASE TO THE MILEAGE REIMBURSEMENT RATE

[Mileage Reimbursement Rate Transmittal 2023.pdf](#) 

12.9. APPROVE ACCEPTANCE OF RESIGNATION OF SUPERINTENDENT WITH CONDITION OF REASSIGNMENT AS ASSISTANT SUPERINTENDENT

Member Han thanked Superintendent Helaire for his dedication. He stated that Dr. Helaire is a man of character and integrity.

Member Han commented that he appreciates what Superintendent Helaire has done for the Center.

MOTION TO APPROVE CONSENT CALENDAR NUMBERS 3-4, 6, and 9

Moved by: Bill Fournell

Seconded by: Jen Fenton

Carried

13. Personnel

13.1. Vacation Pay Out - A. Helaire

Superintendent Helaire commented that a classified staff member who was promoted to an administrative position had not been paid their accrued vacation. During the transition, the staff member's earned vacation hours were eliminated and not paid out. Legally, the earned vacation has to be paid out or kept on the books.

Moved by: Bill Fournell

Seconded by: Meredith Beachly

Carried

- 13.2. Process of Selection of Superintendent - President Strutzenberg
- President Strutzenberg commented that the Board of Education has accepted the resignation of Dr. Helaire as Superintendent and are now in the position to seek a new superintendent effective July 1, 2023. President Strutzenberg stated that he received a proposal from an outside search firm that can assist. President Strutzenberg asked for a motion to receive and file the proposal.
- Member Fenton made a motion to receive and file the proposal.
- Member Han seconded the motion.
- An electronic copy will be forwarded to all Board Members.
- President Strutzenberg introduced Dr. Rutherford, Managing Consultant from Education Support Services Group (ESS).
- Dr. Rutherford stated that ESS is a subdivision of the law firm Atkinson, Andelson, Loya, Ruud & Romo Consulting Group and was established in 2006. ESS's focus is to provide non-legal solutions for TK-14 school systems. Over the past five years, ESS has facilitated several high-profile superintendent searches in districts, SELPAs, and ROC/Ps of varying size and need; most recently with MBUSD. Dr. Rutherford provided a brief time line of the process: approval of ESS agreement in February 2023, recruitment, review of applicants, interviews, background checks, and action to hire new superintendent by July 1st or earlier if consent is mutual. Dr. Rutherford concluded by saying that ESS will also provide assistance after the transition.
- Member Fenton commented that she was President of the MBUSD during their search for a new Superintendent and worked with Dr. Rutherford. She stated that they ESS stayed true to all of the services they promised.
- Member Beachly also stated that she recommends this firm.
- President Strutzenberg asked if it was a nationwide search.
- Dr. Rutherford stated that most candidates would be from California, but a handful might be from out of state looking to relocate.
- Dr. Rutherford commented that, if approved, the first order of business is to set up a separate meeting to focus on the search.

He stated that the Board could also form a subcommittee to assist with the process.

President Strutzenberg stated that the Board can proceed with this agreement or look at RFP's. He also stated that his preference is to agendaize this agreement for approval next month.

President Strutzenberg made a motion to move forward with the ESS agreement approval on the February agenda and to approve the subcommittee formed by Member Cobb, Member Fournell, Member Han, and President Strutzenberg.

Member Beachly seconded the motion.

Carried

14. Business Services

None

15. General Services

15.1. Review First Reading of Board Policies/Administrative Regulations

Superintendent Helaire stated that we are in the process of updating the Center Board Policies. Superintendent Helaire commented that BP 3280 - Sale or Lease of District Owned Property language states that a subcommittee had to be formed before the lease or sale. Ambassador High School currently leases from the SoCal ROC. Superintendent Helaire remarked that we need to make sure we didn't do anything in violation of the policy and legal counsel will be contacted. All other policies were brought forward for review.

15.2. Board Member Training - A. Helaire

Superintendent Helaire stated that a suggestion was made at the previous Board meeting to provide Board Training Workshops. This will help new members get acclimated with how the Center runs. He also suggested providing members with tours so that new members get to learn about the Center.

15.3. Idea Parking Lot - President Strutzenberg

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

1. Attorney Selection
2. Amendment to JPA
3. Enrollment numbers

16. Board Members' Remarks

Board Member Kurt asked for enrollment numbers and information on classes that were full or closed. President Strutzenberg suggested a meeting/tour with Superintendent Helaire.

17. Adjournment

Meeting adjourned at 9:15 p.m.

Moved by: James Han

Seconded by: Bill Fournell

17.1. Adjourn Meeting

Carried



President



Date