



SOUTHERN CALIFORNIA  
REGIONAL  
OCCUPATIONAL  
CENTER

## Board of Education - Mar 13 2023 Minutes

Monday, March 13, 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 Han was absent.

#### 1.2 Pledge of Allegiance

President Strutzenberg lead the pledge of allegiance.

### 2. Approval Agenda

#### 2.1 Approve the March 13, 2023 agenda.

After the approval of the agenda, President Strutzenberg commented that the closed session would be heard in open session per the request of the employee. A motion was made by President Strutzenberg to hear the matter in open session.

Member Fournell seconded the motion

*Moved by:* Nancy Cobb

*Seconded by:* Meredith Beachly

Carried

### 3. Commendations / Recognition:

- 3.1 South Bay Workforce Investment Board - B. Montoya  
Robert Chavez

Dr. Montoya, Director of Programs and Students Support Services, introduced Robert Chavez, Operations Manager with South Bay Workforce Investment Board.

Mr. Chavez stated that SBWIB embraces comprehensive strategies to meet the needs of businesses for a skilled workforce while creating opportunities for workers to prepare for and enter well-paid careers. He shared that the SBWIIB serves the following cities: Hawthorne, Inglewood, Gardena, Carson, Lawndale, El Segundo, Manhattan Beach, Redondo Beach, Hermosa Beach, Torrance, and Lomita. Mr. Chavez stated the SBWIIB has enjoyed its partnership the SoCal ROC and looks forward to future collaborations.

Member Kurt stated that she did not hear Palos Verdes as one of the cities the SBWIIB serves.

Mr. Chavez stated the PV is considered a county area, but SBWIB does work with Rancho Palos Verdes.

Member Cobb asked how the Board could assist the partnership.

Member Chavez replied by marketing and connecting SBWIB with local employers.

#### 4. Student Voices:

##### 4.1 Tayvn Wanke, Redondo Union High School - B. Montoya Welding Modules I- IV

Dr. Montoya, Director of Programs and Students Support Services, introduced Tayvn Wanke from Redondo Union High School.

Tayvn began by thanking the Board of Education and SoCal ROC staff for the opportunity to share his experience. He commented that he has currently registered in the fourth and final module of the Welding program. Tayvn credits his success thus far to the amazing training at SoCal ROC. He stated that his future plans are to attend Western Welding Academy in Wyoming to become a Certified Pipe Welder.

#### 5. Program Highlight:

##### 5.1 Welding Modules I -IV - B. Montoya John Pernell

Dr. Montoya, Director of Programs and Students Support Services, introduced Welding Instructor, John Pernell.

Mr. Pernell commented that he teaches the Welding course consisting of four, eight week modules offered to both high school and adult students. The program provides students with competency-based curriculum designed to prepare them for entry-level positions in welding and in other related industries. He stated that this course also prepares students to meet industry certification requirements.

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

None

8. Superintendent's Remarks

Superintendent Helaire shared that Members Beachly, Fenton, and Kurt recently toured the Center. He commented that he submitted the the CTEIG application in late January. The Center is anticipating hearing a response from the CTEIG office no later than April. Superintendent Helaire stated that he also submitted the application for the Community Funding Project Grant through Congressman Ted Luei's office. Once the application is approved, the U.S. Department of Labor Employment and Administration Office will guide him through the process for disbursing the funds and reporting requirements. Superintendent Helaire shared that Member Cobb connected him with The Harbor Area Model A Club. They will visit the Center on May 4th when they will be giving a presentation to

the class. Part of the demonstration will include displaying multiple restored Model A cars. Lastly, Superintendent Helaire provided the Board with dates of upcoming events: 1) Night of All Stars on April 27, 2023, 2) Redondo Union High School's RUTV news group on March 16, 2023, and 3) Reel Competition on March 29, 2023.

## 9. Staff Reports

### 9.1 Enrollment Update - A. Helaire

Superintendent Helaire provided a detailed enrollment report of the past five years broken down by JPA districts and adult enrollment. He reported that the total enrollment for 2022/2023 is 1273. This number will increase slightly when the 9-week module classes begin in April. Superintendent Helaire stated that the last page of the report provided a breakdown of the past five years. In 2018/2019, the total enrolment was 2004. In 2019/2020 and 2020/2021, the numbers started to decrease due to the COVID-19 pandemic. This year, the numbers started increasing. Superintendent Helaire commented that the grand total of enrollment for the past five years is 7, 435.

## 10. Consent Calendar

President Strutzenberg asked if any Members of the Board had any items to be pulled from the Consent portion of the Agenda. No items were pulled.

Member Kurt complimented the staff on the affiliation sites.

10.1 APPROVE BOARD MINUTES OF FEBRUARY 2023

10.2 APPROVE PAYROLL A WARRANT REPORT FEBRUARY 2023

10.3 APPROVE B WARRANT REPORT FEBRUARY 2023

10.4 APPROVE B WARRANT REPORT WITHOUT PURCHASE ORDER FOR FEBRUARY 2023

10.5 APPROVE PERSONNEL ASSIGNMENT ORDERS

- 10.6 APPROVE PURCHASE ORDER REPORT FEBRUARY 2023
- 10.7 APPROVE REVOLVING CASH FUND FEBRUARY 2023
- 10.8 APPROVE SOCIAL ROC RECOGNITION ACCOUNT FEBRUARY 2023
- 10.9 APPROVE AFFILIATION AGREEMENTS
- 10.1 APPROVE AGREEMENT WITH PROVIDENCE  
0 MEDICAL INSTITUTE

MOTION TO APPROVE CONSENT CALENDAR  
NUMBERS 1 THROUGH 10

*Moved by:* Linda Kurt

*Seconded by:* Meredith Beachly

Carried

## 11. Personnel

- 11.1 Discuss Superintendent Leadership Profile - President  
Dr. Gary Rutherford presented a detailed PowerPoint on the Superintendent Leadership Profile and stated that the purpose of this report is to gather as much information as possible. In the report, the following topics were discussed: 1) purpose, 2) participation, 3) data collection, and 4) findings. Dr. Rutherford stated that the search committee needed to understand the needs and challenges of the Center from a variety of perspectives. He commented that 53 surveys were collected and 20 interviews were conducted. The results of the surveys and interviews revealed that SoCal ROC's strengths are: shared moral imperative, now is the right time, place, and opportunity for innovation and invention. The challenges and issues are: a need for proactive and timely communication, fiscal impact of declining enrollments, and the need to harness resources from the JPA and community. Dr. Rutherford shared that staff believes the new hire will need to be an inventive visionary with a track record of success in CTE/ROC/ROP systems. The person will also need to be experienced in communication and marketing strategies to attract and maintain enrollment.

President Strutzenberg made a motion to receive and file the Superintendent Leadership Profile.

*Moved by:* Bill Fournell

*Seconded by:* Jen Fenton

## 12. Business Services

### 12.1 Approve the Second Interim Budget Report Fiscal Year 2022/2023

Superintendent Helaire commented that the second interim report contains the revenue and expenditures as of January 31, 2023. The report also contains information on the four funds: 1, 11, 14, and 40. Superintendent Helaire commented that the school is on pace to stay within the Board approved budget. He concluded by saying that SoCal ROC will meet its obligations for the current year and two subsequent years.

*Moved by:* Bill Fournell

*Seconded by:* Meredith Beachly

Carried

### 12.2 Discuss Forming a Committee for Leasing Space at SoCal ROC - A. Helaire

Superintendent Helaire commented that the Center needs to form a committee in order to sale or lease real property. Board Policy 3280 states that the Board needs to appoint a committee to advise the Board regarding the space that is being considered. Superintendent Helaire stated that the committee will provide guidance for the cost and rate of the space to be leased. The Board will need to adopt a resolution to start the process. He stated that both Ambassador High and Momentum Christiaan Fellowship are seeking to extend their leases.

President Strutzenberg commented that administration should prepare the resolution and present it back to the Board for approval at the May Board Meeting.

### 12.3 Discuss Ambassador High School Long Term Lease - A. Helaire/M. Barker

Superintendent Helaire commented that Ambassador High School is looking to secure a long term lease. AHS has been

with the Center since July 2020. Superintendent Helaire shared that currently, AHS is leasing 9 classrooms. This lease has helped the Center accomplish the goal of utilizing unused space on campus to generate additional funding.

Dr. Barker thanked the Board for the opportunity to lease space on campus. He that AHS has 135 enrollments and leases 9 classrooms. This campus has been a blessing for the staff, students, and parents. Dr. Barker stated that he started exploring other options, but would like to secure a long term lease for AHS with SoCal ROC.

12.4 Approve Increase to Adult Fee Schedule - A. Helarie

Superintendent Helaire stated that the last time the adult fees were increased was in 2019-2020. It has been difficult to do a comparison with other schools because other schools offer financial assistance, reducing or eliminating the out of pocket expense. Superintendent Helaire is asking for approval to increase the fees by \$100 across the board for each class. Staff would continue to increase the fees gradually until the fees are profitable. This increase will take effect for the 2023-2024 school year.

Vice President Cobb suggested that this item be in the agenda every year.

President Strutzenberg stated that it should be brought to the Board the same time the Board does the annual review of the JPA enrollment fees.

*Moved by:* Jen Fenton

*Seconded by:* Bill Fournell

Carried

12.5 Approve JPA Enrollment Fee Increase - President

President Strutzenberg stated that enrollment fee talked about in previous meeting was \$1530. President Strutzenberg asked if any Board Members had an objection to this new fee.

Member Beachly thanked the Board and especially President Strutzenberg for reaching out to ESUSD and provided additional information in this matter. ESUSD is 100% on board with the increase.

President Strutzenberg commented that per the JPA agreement this item will be reviewed annually.

President Strutzenberg asked Superintendent Helaire to send out a letter to all JPA Superintendents informing them of the fee increase to \$1530

*Moved by:* Bill Fournell

*Seconded by:* Jen Fenton

Carried

12.6 Discuss Attorney RFP - A. Helaire

Superintendent Helaire commented that the Center's current attorney is retiring so the Center will need need new representation. Superintendent Helaire shared that the Center is working in a month to month basis with BBK and has coverage through the agreement with AALRR. A new RFP is needed to secure a more permanent solution.

12.7 Approve acceptance of gifts donated to the Center - A. Helaire

Superintendent Helaire acknowledged the donated gifts were from Heather Roney, a former SoCal ROC student. The donated items will be used in the maintenance department.

*Moved by:* Jen Fenton

*Seconded by:* Meredith Beachly

Carried

13. General Services

13.1 Discuss and Possibly Select New Board Meeting Date for April 2023 - A. Helaire

Superintendent Helaire commented that the April 10, 2023 Board meeting date is during the Center's spring break. He shared that staff is ready and willing to to come in on April 10th if the meeting cannot be rescheduled.

After discussion among Board Members, it was determined that the April 10, 2023 was the best date for the majority of the Board Members.



**13.2 Approve the Southern California Regional Occupational Center 2023/2024 - B. Montoya**

Dr. Montoya stated that the JPA districts' 2023-2024 calendars were considered in creating the Center's calendar.

Consideration is given to the starting and ending dates of the districts. Dr. Montoya noted that for the 2023/2024 school year, SoCal ROC will be starting the week after Labor Day and ending the school year on June 13, 2024.

Member Kurt asked what happens if the students spring break does not align with SoCal ROC's.

Dr. Montoya commented that, although the Center tries its best to align with the school districts, it is not always possible and instructors will allow for makeup time in such cases.

*Moved by:* Bill Fournell

*Seconded by:* Linda Kurt

Carried

**13.3 Idea Parking Lot - President**

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

1. Lease committee
2. Special Session/Workshops
3. Strategic Plan

**14. Board Members' Remarks**

No comments

**15. Security Performance Evaluation**

Superintendent Helaire presented the Board with a summary of the actions for which the security officer was suspended. The summary included the security officer confronting a colleague after he was given a directive in writing not to speak with that employee. This was due to a previous incident in which the security officer was accused of harassing the other employee. The summary also included the security officer returning to the Maintenance area after being directed not to be in that area.

16. Adjournment

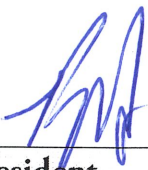
16.1 Adjourn Meeting

Meeting was adjourned at 9:15 pm.

*Moved by:* Linda Kurt

*Seconded by:* Bill Fournell

Carried

  
\_\_\_\_\_  
President

9/10/23  
\_\_\_\_\_  
Date