

**Southern California Regional Occupational Center
2300 Crenshaw Boulevard
Torrance, CA 90501**

**Minutes of the Joint Powers Board Meeting
March 17, 2016
5:30 p.m.**

APPROVED MEETING MINUTES

BOARD MEMBERS

Present: Alice Grigsby, Barbara Lucky; Terry Ragins; Ellen Rosenberg; Ida VanderPoorte; Brad Waller; William Watkins

ADMINISTRATORS

Present: Laurie St. Gean, Ed.D. and Atlas Helaire, Ed.D.

STAFF PRESENT

Teresa Farquhar, Miguel Figueroa, Natalie Hansen, Deloris Johnson, Rocio Pineda-Contreras, and Wayne Smith

Guest Present: Lily Craig

CALL TO ORDER

President Waller called the meeting to order at 5:31 p.m. President Waller asked Member Lucky to lead the Pledge of Allegiance.

APPROVAL OF AGENDA

President Waller informed the Members of the Board of the following revision to the agenda: 1) added Business Item #5 - Information and Approval of a State approved auditing firm.

Motion: A motion was made by Member Grigsby to approve the March 17, 2016 agenda as amended. Member Lucky seconded the motion.

Vote: Grisby – Yes; Lucky – Yes; Ragins – Yes; Rosenberg – Yes; VanderPoorte - Yes; Waller – Yes; Watkins – Yes

Result: Motion carried 7 - Yes; 0 - No; 0 – Abstain

PROGRAM HIGHLIGHT

NONE

COMMENDATIONS/RECOGNITION

Superintendent St. Gean introduced Lily Craig, External Affairs Manager at Chevron Products Company. Superintendent St. Gean stated that Chevron Products Company has supported SoCal ROC's Engineering and Biomedical sectors for the past four years. This year the application focused on the incorporation of a drone project as part of the PLTW Aerospace program. Superintendent St. Gean thanked Chevron Products Company for the donation of \$50,000.

President Waller presented Lily Craig with a Board *Certificate of Excellence*.

STUDENT VOICES

Dr. Atlas Helaire, Executive Director, introduced Shavon Love from Morningside High School.

Shavon commented that she is a senior at Morningside High School and currently enrolled in the Dental Assisting Career Preparation and Human Body System program at SoCal ROC. Shavon remarked that the Health Science Career Pathway at SoCal ROC has provided her with a good foundation of the medical field. Her goal after graduation is to attend USC and become an Orthodontist.

President Waller presented Shavon Love with a Board *Certificate of Excellence*.

COMMENTS FROM THE PUBLIC

Community member Tai Morgan inquired regarding the process for submitting a course curriculum for Cosmetology.

ACKNOWLEDGEMENT OF CORRESPONDENCE TO THE BOARD

NONE

SoCal ROC EMPLOYEE GROUP REPRESENTATIVES

Wayne Smith commented that the spring semester is well under way. Mr. Smith commented that the employee representative group has reached its goal and will be awarding four scholarships at the Night of All Stars scholarship event. Mr. Smith reported that mock interviews will be held on April 18th.

STAFF REPORTS

Budget Update – Superintendent St. Gean reviewed the revenue projection for 2016-2017 through 2018-2019. Through a combination of funding sources, SoCal ROC will be able to meet its financial obligations. These are considered "soft funding" sources, meaning that they are not guaranteed from year to year. However, Superintendent St. Gean remarked that SoCal ROC needs a dedicated funding solution so that SoCal ROC can continue to provide quality and relevant programs to high school students and adults throughout the South Bay.

SoCal ROC Property History - Superintendent St. Gean provided the Board with a brief history of how the SoCal ROC property was acquired in the mid 1960's.

CONSENT CALENDAR

ITEM NO.

- 1 APPROVE BOARD MINUTES OF FEBRUARY 8, 2016
- 2 APPROVE PAYROLL A WARRANT REPORT – FEBRUARY 2016
- 3 APPROVE B-WARRANT REPORT – FEBRUARY 2016
- 4 APPROVE B-WARRANTS ISSUED WITHOUT PURCHASE ORDERS FOR FEBRUARY 2016
- 5 APPROVE PERSONNEL ASSIGNMENT ORDERS
- 6 APPROVE PURCHASE ORDER REPORT – FEBRUARY 2016
- 7 APPROVE REVOLVING CASH FUND – FEBRUARY 2016
- 8 APPROVE SOCAL ROC RECOGNITION ACCOUNT – FEBRUARY 2016
- 9 APPROVE AFFILIATION AGREEMENTS
- 10 APPROVE COURSE OUTLINE
- 11 ACCEPTANCE OF THE FINAL "UNAPPROVED" MINUTES OF THE SoCal ROC BOARD BUDGET SUB-COMMITTEE
- 12 APPROVE BUDGET WORKSHOP MINUTES

President Waller asked if any Members of the Board had any items to be pulled from the Consent portion of the Agenda. Member Grigsby pulled item #1.

Motion: A motion was made by Member Ragins to approve Items 2-12. Member Lucky seconded the motion.

Vote: Grigsby – Yes; Lucky – Yes; Ragins – Yes; Rosenberg – Yes; VanderPoorte - Yes; Waller – Yes; Watkins – Yes

Result: Motion carried 7 - Yes; 0 - No; 0 – Abstain

Motion: A motion was made by Member Waller to approve Items #1. Member Ragins seconded the motion.

Member Grigsby stated that she was not present at the February meeting so she would be abstaining on Item #1, the minutes of February 8, 2016.

Vote: Grigsby – Abstain; Lucky – Yes; Ragins – Yes; Rosenberg – Yes; VanderPoorte - Yes; Waller – Yes; Watkins – Yes

Result: Motion carried 6 - Yes; 0 - No; 1 – Abstain

PERSONNEL

NONE

BUSINESS SERVICES

1. Approve Second Interim Report Fiscal Year 2015/2016

Motion: A motion was made by Member VanderPoorte to approve the Second Interim Report Fiscal Year 2015/2016. Member Rosenberg seconded the motion.

Superintendent St. Gean reviewed the Second Interim Report with Board Members and indicated that the report reflects activity through January 31st; there are no major changes between the first and second interim reports. Superintendent St. Gean commented that the cash flow is monitored on a daily basis. Superintendent St. Gean concluded by saying that SoCal ROC will meet its financial obligations for the next two years, receiving a positive certification.

Vote: Grigsby – Yes; Lucky – Yes; Ragins – Yes; Rosenberg – Yes; VanderPoorte - Yes; Waller – Yes; Watkins – Yes

Result: Motion carried 7 - Yes; 0 - No; 0 – Abstain

2. Approve the Southern California Regional Occupational Center 2016/2017 Calendar

Motion: A motion was made by Member Lucky to approve the Southern California Regional Occupational Center 2016/2017 Calendar. Member VanderPoorte seconded the motion.

Dr. Helaire stated that in planning for the 2016/2017 school year, calendars from each of the districts in the JPA were reviewed. Consideration is given to the starting and ending dates of the districts. Dr. Helaire noted that for the 2016-2017 school year, SoCal ROC will be starting the week after Labor Day. In addition, Dr. Helaire shared that SoCal ROC is excited to be offering a summer session of classes for adults only this year.

Vote: Grigsby – Yes; Lucky – Yes; Ragins – Yes; Rosenberg – Yes; VanderPoorte - Yes; Waller – Yes; Watkins – Yes

Result: Motion carried 7 - Yes; 0 - No; 0 – Abstain

3. Approve the Adult Fee Schedule

Motion: A motion was made by Member VanderPoorte to approve the Adult Fee schedule. Member Rosenberg seconded the motion.

Superintendent St. Gean remarked that the fee schedule is revised annually in an effort to make each program cost neutral. The purpose of the fee increase is to be able to cover the cost of the instructor's salary, course materials and any additional costs.

Member Ragins asked if the fees generated covered the cost of the class.

Superintendent St. Gean replied that the target enrollment multiplied by the adult fees generated would pay for the portion of the class that adults are enrolled in.

Member Watkins asked what the class fee covered.

Superintendent St. Gean remarked that the fee is applied to the instructor salary and materials.

Member Ragins noted that in some instances, high school students were paying more under the "pay for pay" model.

Superintendent St. Gean replied that in addition to the "pay-for-play" charge for high school students, there are additional costs for high school students including Career Guidance Specialist services, transportation to externship sites, Center support staff for processing grade reports, transcripts, etc, and transportation to and from home school site.

Vote: Grigsby – Yes; Lucky – Yes; Ragins – Yes; Rosenberg – Yes; VanderPoorte - Yes; Waller – Yes; Watkins – Yes

Result: Motion carried 7 - Yes; 0 - No; 0 – Abstain

4. Approve Acceptance of Gifts Donated to the Center

Motion: A motion was made by Member Watkins to approve the gifts donated to the Center. Member Rosenberg seconded the motion.

Dr. Helaire acknowledged the medical supplies donated to the Center from staff member, Teresa Farquhar.

Vote: Grigsby – Yes; Lucky – Yes; Ragins – Yes; Rosenberg – Yes; VanderPoorte - Yes; Waller – Yes; Watkins – Yes

Result: Motion carried 7 - Yes; 0 - No; 0 – Abstain

5. Information and Approval of a State Approved Auditing Firm

Motion: A motion was made by Member VanderPoorte to approve Wilkinson Hadley King & Co. LLP auditing Firm. Member Rosenberg seconded the motion.

Superintendent St. Gean stated that on February 25th, five RFP letters were mailed out to experienced state approved auditing firms. Only two firms responded Wilkinson Hadley King & Co. LLP and Jeanette L. Garcia & Associates. Superintendent St. Gean noted that both firms have extensive experience with the ROC as well as K-12 school districts.

Member Grigsby asked how many years has Wilkinson Hadley King & Co. LLP been with SoCal ROC and if there is any rule or regulation on the time frame for one company to provide service.

Superintendent St. Gean remarked that Wilkinson Hadley King & Co. LLP has been with SoCal ROC for the past ten years. There is no time frame as to the number of years one firm can provide auditing services but it is recommended that a different auditor from the firm audits a district's financial books every year.

Vote: Grigsby – Yes; Lucky – Yes; Ragins – No; Rosenberg – Yes; VanderPoorte - Yes; Waller – Yes; Watkins – Yes

Result: Motion carried 6 - Yes; 1 - No; 0 – Abstain

GENERAL

NONE

BOARD MEMBERS' COMMENTS

Member Ragins shared that she just returned from a vacation from Europe.

Member Watkins mentioned that El Segundo is in the middle of city wide election. Member Watkins shared that he attended the Los Angeles County School Trustees Association meeting; discussion was on aligning city and school elections with national and state election in hopes of attracting more people to vote. Member Watkins remarked that ESUSD is in the process of preparing the 2016/2017 budget.

Member Grigsby commented the CSBA will be hosting a road show at Southwest Community College where CSBA experts will be discussing issues that impact education. Member Grigsby shared that CSBA is recruiting presentations at the conference and believes SoCal ROC could provide feedback on funding issues.

Member Lucky shared that PVPUSD has approved the amended JPA and MOU agreement with SoCal ROC. Member Lucky commented on that the proposed solar panel project in PVPUSD.

Member VanderPoorte had no comment.

Member Rosenberg shared that Frank Bruni, author of **Where You Go Is Not Who You'll Be** will be at Mira Costa on Saturday, March 4th.

President Waller shared that Redondo Union High School's Theatre Arts is performing the musical "Beauty and the Beast" this coming weekend. President Waller commented that the use of RBUSD field space by outside groups is an issue.

SUPERINTENDENT'S REMARKS

Superintendent St. Gean noted that the Night of All Stars event will be held on Thursday, April 28th. All Board members were given an invitation to the event.

ADJOURN MEETING

Motion: A motion was made by Member Rosenberg to adjourn the meeting at 6:54 p.m. Member Lucky seconded the motion.

Vote: Grigsby – Yes; Lucky – Yes; Ragins – Yes; Rosenberg – Yes; VanderPoorte - Yes; Waller – Yes; Watkins – Yes

Result: Motion carried 7 - Yes; 0 - No; 0 – Abstain



President

4/21/2016
Date