

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

**Minutes of the Joint Powers Board Meeting
May 19, 2016
5:30 p.m.**

APPROVED MEETING MINUTES

BOARD MEMBERS

Present: Alice Grigsby, Barbara Lucky; Terry Ragins; Ellen Rosenberg; Ida VanderPoorte (arrived at 5:37 p.m.) and Brad Waller

Absent: William Watkins

ADMINISTRATORS

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

STAFF PRESENT

Miguel Figueroa, Deloris Johnson, Linda Larson, Sara Leon and Wayne Smith

GUESTS PRESENT

Eric Bathen, Esq., and Christine Hoffman, Ed.D.

CALL TO ORDER

President Waller called the meeting to order at 5:32 p.m. President Waller asked Member Ragins to lead the Pledge of Allegiance.

APPROVAL OF AGENDA

Motion: A motion was made by Member Ragins to approve the May 19, 2016 agenda. Member Lucky seconded the motion.

Vote: Grigsby – Yes; Lucky – Yes; Ragins – Yes; Rosenberg – Yes; Waller – Yes;

Result: Motion carried 5 - Yes; 0 - No; 0 – Abstain

PROGRAM HIGHLIGHT

Dr. Atlas Helaire, Executive Director introduced Peter Freeland and Rosa Fontana, Aerospace Engineering Instructors.

Mr. Freeland shared that the Aerospace Engineering class is part of Project Lead the Way, a comprehensive approach to STEM Education. Mr. Freeland emphasized that students have been working on a drone project for the last couple of weeks. Students are learning teamwork, how to follow instructions by reading, interpreting, and implementing plans. Students also learn about weight and balance when flying the drone. Upon completion of the drone project, each aircraft is tested and flown.

Ms. Fontana shared that students really enjoy this project because it emphasizes critical thinking skills with the end result being an actual product that students have built.

President Waller presented both Peter Freeland and Rosa Fontana with a Board *Certificate of Excellence*.

COMMENDATIONS/RECOGNITION

NONE

STUDENT VOICES

Dr. Atlas Helaire, Executive Director introduced Alejandro Iniguez and Khalid Ayoubi.

Alejandro Iniguez from City Honors shared that he has enjoyed the drone project, especially the different stages of development.

Khalid Ayoubi from Torrance High stated that it's very interesting to explore a topic that is so new and debated plus the hands on experience have enhanced his career outlook of becoming an airline captain.

President Waller presented Alejandro Iniguez and Khalid Ayoubi with a Board *Certificate of Excellence*.

COMMENTS FROM THE PUBLIC

NONE

ACKNOWLEDGEMENT OF CORRESPONDENCE TO THE BOARD

NONE

SoCal ROC EMPLOYEE GROUP REPRESENTATIVES

Deloris Johnson, Employee Representative, commented on a very positive school year. Ms. Johnson stated that the Action Research Plan staff development workshop was a huge success with a number of instructors participating. Ms. Johnson shared that the HOSA group hosted its annual Blood Drive in conjunction with Cedar Sinai on May 17th with over 96 donors. On Wednesday, May 25th, SoCal ROC will hold its last Career Day of the 2015/2016 school year. On behalf of the SoCal ROC Employee Rep Group, Ms. Johnson thanked Superintendent St. Gean for her hard work, dedication and leadership contributing to another outstanding school year.

STAFF REPORTS

Budget Update – Superintendent St. Gean presented a detail PowerPoint presentation on the proposed budget for 2016-2017. Dr. St. Gean began by providing an historical review of how ROC/Ps have been funded. Superintendent St. Gean explained the process and timelines for developing SoCal ROC budget. The budget development process begins in early January with all staff members participating in a mandatory “Program Based Budgeting” workshop and concludes in June when it is presented to the Board for approval. Over the past 8 years, SoCal ROC's state funds have decreased significantly and as of June 30, 2015, state funding for ROC/P's ended. Despite the decrease in funding, SoCal ROC continues to provide quality and relevant programs to high school students and adults throughout the South Bay. SoCal ROC is currently working with state legislators in hopes of securing on-going, direct funding. Superintendent St. Gean stated that SoCal ROC's “General Fund” revenue is comprised of the following: 1) JPA participating districts' “pay for play” funds; 2) CTEIG grant; 3) Carl Perkins; 4) adults fees; 5) interest; 6) CalWorks; 7) lease payments; and 8) other. Superintendent St. Gean also reviewed the revenue projections for 2016-2017. Superintendent St. Gean remarked that SoCal ROC's 2016-2019 proposed budget is comprised of “soft money”.

Dr. Christine Hoffman, former SoCal ROC Superintendent, was introduced and asked to provide an overview of the work that she has been doing over the last six months to bring in new revenues to SoCal ROC. Dr. Hoffman commented that attempting to run a district such as SoCal ROC on all “soft funds” is an almost impossible task. However, Dr. Hoffman commented that Dr. St. Gean and the Board really must be highly commended on the work they have done over the last year in putting together a plan to generate funds that can keep SoCal ROC's doors open for the next three years. Dr. Hoffman spoke about an agreement that she was able to negotiate with the Torrance Chamber of Commerce. If approved by the SoCal ROC Board and the Chamber Board, the Chamber will lease space from SoCal ROC and relocate their offices on the SoCal ROC site for the next three years. Expected revenue from the lease over the three year period will be approximately \$216,000. Additionally, the presence of the Chamber and its member businesses may prove to be invaluable to SoCal ROC in the form of new partnerships and alliances with the business community. Dr. Hoffman also stated that she has visited other non-profits and charter schools to discuss partnerships and opportunities for students at SoCal ROC.

CONSENT CALENDAR

ITEM NO.

- 1 APPROVE BOARD MINUTES OF APRIL 21, 2016
- 2 APPROVE PAYROLL A WARRANT REPORT – APRIL 2016
- 3 APPROVE B-WARRANT REPORT – APRIL 2016
- 4 APPROVE B-WARRANTS ISSUED WITHOUT PURCHASE ORDERS FOR APRIL 2016
- 5 APPROVE PERSONNEL ASSIGNMENT ORDERS
- 6 APPROVE PURCHASE ORDER REPORT – APRIL 2016
- 7 APPROVE REVOLVING CASH FUND – APRIL 2016
- 8 APPROVE SOCIAL ROC RECOGNITION ACCOUNT – APRIL 2016
- 9 APPROVE AFFILIATION AGREEMENTS
- 10 APPROVE COURSE OUTLINES

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

Motion: A motion was made by Member VanderPoorte to approve Items 2-10. Member Grigsby seconded the motion.

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

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

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

Member Grigsby and Member Lucky both stated that they were not present at the April meeting so they would be abstaining on Item #1, the minutes of April 21, 2016.

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

Result: Motion carried **4** - Yes; 0 - No; **2** – Abstain

PERSONNEL

1. Approve revised Job Description for Classified Staff Positions

Motion: A motion was made by Member VanderPoorte to approve the revised job description for classified staff positions. Member Grigsby seconded the motion.

Superintendent St. Gean commented that the following job descriptions have been revised to reflect current job responsibilities: Accounting/Purchasing Coordinator; Accounts Payable/Payroll Technician; and Human Resources and Benefits Specialist.

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

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

2. Approve revised Salary Schedule

Motion: A motion was made by Member Grigsby to approve the revised salary schedule. Member Lucky seconded the motion.

Superintendent St. Gean commented that the revised job descriptions for classified staff require a revision to the Classified Salary Schedule. In addition, Superintendent St. Gean shared that the salaries were reviewed and are comparable to other school districts in the area.

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

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

BUSINESS SERVICES

1. Approve a one-time 3% salary increase (July 1, 2016 – June 30, 2017) for all SoCal ROC employees.

Motion: A motion was made by Member VanderPoorte to approve a one-time 3% salary increase (July 1, 2016 – June 30, 2017) for all SoCal ROC employees. Member Rosenberg seconded the motion.

Superintendent St. Gean recommended a one-time 3% salary increase for the 2016-2017 school year. The salary increase will be for one year only and will end June 30, 2017. If approved, the new salary schedule reflecting the increase will be brought to the June Board meeting for approval.

Member Ragins shared that she was surprised to see the increase on the agenda considering SoCal ROC has no dedicated funding stream and that it was an increase to the 16/17 year's budget that SoCal ROC really does not have.

President Waller remarked he supports the increase and the increase is only for one year given that SoCal ROC has no dedicated funding stream at this time.

Member Grigsby asked approximately how many staff members receive the 2% increase due to professional growth hours. Might it be possible to "freeze" the professional growth increase for one year and instead give all employees the 3% increase?

Superintendent St. Gean remarked that about 50% of the staff each year are eligible each

year to receive the 2% professional growth.

Member Rosenberg commented that professional growth is based on merit and those employees eligible should be rewarded for their work as well as receiving the one-time 3% that all employees will receive.

Member VanderPoorte and Member Lucky stated that they are in favor of both the one-time 3% and the professional growth increase for eligible employees. Employees should be rewarded for the staying with SoCal ROC through the financial difficulties.

Superintendent St. Gean remarked that she is requesting the one-time 3% salary increase given that it has been some time since employees have received any raise.

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

Result: Motion carried **5** - Yes; **1** - No; 0 – Abstain

2. Approve the 2015-2016 Year-End Appropriation Transfer

Motion: A motion was made by Member Lucky to approve the 2015-2016 year-end appropriations. Member Ragins seconded the motion.

Superintendent St. Gean stated that this allows LACOE to make transfers as needed to meet payment obligations.

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

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

Member VanderPoorte left the meeting at 6:45 p.m.

3. Approve Lease Agreement between SoCal ROC and Torrance Chambers of Commerce.

Motion: A motion was made by Member Lucky to approve the lease agreement between SoCal ROC and Torrance Chambers of Commerce. Member Ragins seconded the motion.

Dr. Hoffman stated that the three year lease agreement with Torrance Chamber of Commerce will generate an additional \$72,000 in revenue each year for SoCal ROC. The Torrance Chamber of Commerce will have access to the first floor of building B. Dr. Hoffman commented on the possibility of fostering additional partnerships with other businesses in the South Bay.

Member Rosenberg commented that she would like to see escalation fees going out in the future.

Eric Bathen, district legal counsel, stated that Torrance Chamber of Commerce will also be paying a portion of utility bills, janitorial fees for set-ups and tear-downs, and will providing their own sign on Crenshaw Bl..

Member Grigsby asked if SoCal ROC has the right to approve or dis-approve any proposed changes of the property.

Mr. Bathen stated that the Torrance Chamber of Commerce have no rights to make changes but in the event that a change is needed they would have to request it and have it approved by SoCal ROC.

Member Rosenberg asked if they were able to use the Board room for special events and if there would be an additional fee.

Mr. Bathen commented that they can use the Board room as long as it does not interfere with SoCal ROC event. If the Chamber requests the use of the Board Room, a \$25.00 per hour janitorial fee will be assessed to cover set-up and tear-down.

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

Result: Motion carried **5** - Yes; 0 - No; 0 – Abstain

GENERAL

1. Approve Board Goals and “Target for Success”

Motion: A motion was made by Member Rosenberg to approve the Board Goals and “Target for Success”. Member Lucky seconded the motion.

Superintendent St. Gean shared that the Board Goals and “Target for Success” reflect the revisions discussed at the April 2016 Board meeting.

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

Result: Motion carried **5** - Yes; 0 - No; 0 – Abstain

2. Approve the timeline for payment in accordance with the “New Funding Model” included in the Board approved JPA agreement.

Motion: A motion was made by Member Watkins to approve the timeline for payment in accordance with the “New Funding Model” included in the Board approved JPA agreement. Member Ragins seconded the motion.

Superintendent St. Gean commented that this item was on the April Board agenda for discussion. The revision to the timeline includes validation of JPA enrollment and a revision to the payment options.

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

Result: Motion carried 5 - Yes; 0 - No; 0 – Abstain

BOARD MEMBERS' COMMENTS

Member Ragins commented that TUSD Deputy Superintendent, Dr. Donald Stabler, will be retiring at the end of this year. TUSD is preparing for the end of the school year.

Member Grigsby thanked SoCal ROC staff and Dr. Helaire for the wonderful student presentations.

Member Lucky commented that she also likes to see and hear SoCal ROC Student Voices at the Board meetings. Member Lucky commented that PVPUSD is gearing up for the end of the year activities with graduation ceremonies being conducted early June. Member Lucky wished everyone a wonderful summer.

Member Rosenberg commented that Mira Costa High School has joined the South Bay Families Connected Organization. This organization offers parents and teens the resources for coping with alcohol and substance abuse. Member Rosenberg shared that she would like to engage all communities in the South Bay and invited all Board Members to visit the South Bay Families Connected web site.

President Waller shared the RBUSD's state-mandated standardized testing was interrupted by an internet outage. RBUSD is reviewing the policy on bathrooms and gender identity. President Waller commented that Redondo Union High School Principal Wesley will be moving to the District Office.

SUPERINTENDENT'S REMARKS

Superintendent St. Gean informed Board Members of upcoming events: 1) June 1, 2016 – Fashion Show at 7:00 p.m.; 2) June 7, 2016, year-end staff luncheon - 11:45 a.m. and 5:30 p.m. for evening employees. All events will be held in the SoCal ROC Board room. Superintendent St. Gean remarked that SoCal ROC is wrapping up another successful school year.

ADJOURN MEETING

Motion: A motion was made by Member Lucky to adjourn the meeting at 7:41 p.m. Member Ragins seconded the motion.

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

Result: Motion carried **5** - Yes; 0 - No; 0 – Abstain



President

JUNE 13, 2016

Date