

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

**Minutes of the Joint Powers Board Meeting
August 18, 2016
5:30 p.m.**

APPROVED MEETING MINUTES

BOARD MEMBERS

Present: Alice Grigsby, Barbara Lucky, Terry Ragins, Brad Waller and William Watkins

Absent: Ellen Rosenberg and Ida VanderPoorte

ADMINISTRATORS

Present: Laurie St. Gean, Ed.D., Atlas Helaire, Ed.D., and Anne Welsh-Treglia, Ed.D.

STAFF PRESENT

Dee Cotton, Teresa Farquhar, Miguel Figueroa, Sara Leon and Wayne Smith

CALL TO ORDER

President Waller called the meeting to order at 5:30 p.m. President Waller asked Member Watkins to lead the Pledge of Allegiance.

APPROVAL OF AGENDA

Motion: A motion was made by Member Watkins to approve the August 18, 2016 agenda. Member Lucky seconded the motion.

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

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

PROGRAM HIGHLIGHT

NONE

COMMENDATIONS/RECOGNITION

NONE

STUDENT VOICES

Dr. Helaire, Executive Director, introduced adult student Stephanie Nunez.

EMT

Stephanie Nunez shared that she is a recent graduate of Redondo Shores High School and is currently registered in the Emergency Medical Technician (EMT) course. Stephanie commented that her passion for the medical field has grown since her enrollment at SoCal ROC and praised her instructor. Stephanie stated that her future plans are to become an ER Trauma Nurse.

Ms. Dee Cotton, Dental Assisting Career Preparation Instructor, introduced the following Dental Assisting Career Preparation students:

Paola Mendoza remarked that she is a recent graduate of Inglewood High School. Paola commented that she began to work immediately following the completion of the program and the two weeks of externship. She credits her success to her valuable and amazing training at SoCal ROC. Paola remarked that her future goal is to become a registered dental assistant.

Kristen Espinoza stated that she graduated from El Segundo High School June 2016 and was a Night of All Stars Scholarship recipient. Kristen also credits her skills and accomplishments to SoCal ROC and her instructor. Kristen stated that she was hired immediately after completing the externship and plans to pursue her dream of becoming an orthodontist.

Shavon Love is a recent graduate of Morningside High School and just completed the Dental Assisting Career Preparation class at SoCal ROC. Shavon stated that her decision to attend SoCal ROC has helped her identify her career interests. Shavon credits her success to the amazing hands on experience that she received during the externship. Shavon plans on continuing her education at El Camino College to pursue her goal of becoming an orthodontist.

President Waller presented each student with a *Board Certificate of Excellence*.

COMMENTS FROM THE PUBLIC

NONE

ACKNOWLEDGEMENT OF CORRESPONDENCE TO THE BOARD

President Waller commented that he received a letter from LACOE indicating the receipt and approval by LACOE of the SoCal ROC budget for the 2016/2017 school year.

SoCal ROC EMPLOYEE GROUP REPRESENTATIVES

No Report

STAFF REPORTS

Summer Session 2016

Dr. Treglia shared that for the first time since 2008, a summer session was offered at SoCal ROC. A total of eighty-nine (89) students registered in one of the five intensive adult classes offered: HVAC I & II, Welding I-IV, Certified Nurses Assistant, Emergency Medical Technician and Medical Front Office.

Member Ragins asked for clarification on intensive.

Dr. Treglia remarked that the five summer courses were held four days a week for 8 or 9 hours per day for six weeks. During the regular semester, the same class is spread out over a 20 week period.

Member Ragins asked regarding the overhead cost during the summer session.

Superintendent St. Gean remarked that the overhead cost of running the summer session this year would be approximately the same as last summer due to the fact that the Center is open for on-going registration, business operations, preparations for the subsequent school year, and maintenance and cleaning.

Member Ragins asked if it was possible to get a comparison in overhead cost with classes being offered during the summer as compared with previous years when no classes were offered.

Dr. St. Gean stated that the information could be provided.

Fall Semester

Dr. Helaire reported that pre-registration for high school students for the fall semester began in late spring and continued over the summer. Career Guidance Specialists continue to register students on the JPA high school campuses. All high school applications must now require a high school counselor signature. Dr. Helaire commented that the first day of the fall semester is September 12, 2016.

CONSENT CALENDAR
ITEM NO.

- 1 APPROVE BOARD MINUTES OF JUNE 13, 2016
- 2 APPROVE PAYROLL A WARRANT REPORT – JUNE & JULY, 2016
- 3 APPROVE B-WARRANT REPORT – JUNE & JULY 2016
- 4 APPROVE B-WARRANTS ISSUED WITHOUT PURCHASE ORDERS FOR JUNE & JULY 2016
- 5 APPROVE PERSONNEL ASSIGNMENT ORDERS
- 6 APPROVE PURCHASE ORDER REPORT - JUNE & JULY 2016
- 7 APPROVE REVOLVING CASH FUND – JUNE & JULY, 2016
- 8 APPROVE SOCAL ROC RECOGNITION ACCOUNT – JUNE & JULY 2016
- 9 APPROVE ADDENDUM TO THE AGREEMENT WITH DURHAM SCHOOL SERVICES FOR THE 2016-2017 SCHOOL YEAR

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 Watkins pulled item #1 and Member Ragins pulled item #9.

Motion: A motion was made by Member Watkins to approve Items 2-8. Member Lucky seconded the motion.

Vote: Grigsby - Yes; Lucky - Yes; Ragins - Yes; Waller - Yes; Watkins - Yes

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

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

Both Member Lucky and Member Watkins stated that they were not present at the June meeting so she would be abstaining on Item #1, the minutes of June 13, 2016.

Vote: Grigsby - Yes; Lucky - Abstain; Ragins - Yes; Waller - Yes; Watkins - Abstain

Result: Motion carried **3** - Yes; 0 - No; **2** – Abstain

Motion: A motion was made by Member Ragins to approve Item #9. Member Watkins seconded the motion.

Member Ragins inquired as to the cost of the transportation contract and how buses are allocated to high schools.

Dr. Helaire stated that the item on the Board agenda is the open PO for Durham that allows SoCal ROC to make monthly payments to Durham during the year. Bus transportation is provided to high school students for the 02 (12:45 - 3:45 pm) and 03 (3:45 - 6:45 pm) sessions. Buses are allocated based on ridership from each of the participating JPA high school campuses.

Vote: Grigsby - Yes; Lucky - Yes; Ragins - Yes; Waller - Yes; Watkins - Yes

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

PERSONNEL

1. Approve movement on the salary schedule for eligible employees for earned Professional Growth Hours

Motion: A motion was made by Member Lucky to approve movement on the salary schedule for eligible employees for earned Professional Growth Hours. Member Watkins seconded the motion.

Superintendent St. Gean stated that employees receive a 2% salary increase when 160 hours of approved professional growth hours have been accrued. The requirements for what constitutes acceptable staff development activities and the timeline by when the hours must be earned and submitted are stated in the Board approved Professional Growth document. After 160 hours are accrued, employees are eligible to move one step on the salary schedule. One step is equivalent to 2%. On the average, it takes an employee roughly 2 years to accumulate the required 160 hours. All documented hours are due by June 1st of each year.

Member Ragins shared that professional growth was a great way to honor salary increases.

President Waller asked if at any time the professional growth increase was retroactive. Superintendent St. Gean remarked that the 2% salary increase is effective July 1, 2016 only after the SoCal ROC Board approves the increase.

Vote: Grigsby - Yes; Lucky - Yes; Ragins - Yes; Waller - Yes; Watkins - Yes

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

BUSINESS SERVICES

1. Approve Resolution 08-2016-01 – Temporary Borrowing of Funds 2016-2017

Motion: A motion was made Member Watkins to approve Resolution 08-2016-01 – Temporary Borrowing of Funds 2016-2017. Member Rosenberg seconded the motion.

Vote: Grigsby - Yes; Lucky - Yes; Ragins - Yes; Waller - Yes; Watkins - Yes

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

GENERAL

1. Establish a calendar for Board Study sessions to discuss the Future of SoCal ROC

President Waller remarked that due to the strong interest among SoCal ROC Board Members to participate in discussions regarding the future of SoCal ROC, it was suggested that a Board Study Session format would be beneficial. President Waller recommended that Board Study Sessions be held twice a month.

Superintendent St. Gean suggested that one of the meetings could be held directly following the regularly scheduled monthly SoCal ROC Board meeting.

After further analysis and discussion among Board Members, it was agreed that the first Board Study Session would be held on September 8, 2016 at 5:30 p.m. and the second Study Session on September 15, 2016 immediately following the regular agenda for September 15, 20156.

BOARD MEMBERS' COMMENTS

Member Ragins commented that summer construction has been in full force at North High and two other Torrance schools. Member Ragins shared that the ground breaking for the new Torrance Aquatic Center will take place within the next two weeks.

Member Lucky brought up the topic regarding elections being held on even years. PVPUSD starts schools on August 29, 2016.

Member Grigsby remarked that she read article in the Daily Breeze that mentioned SoCal ROC courses offered for 2016/17.

Member Watkins shared that he attended a LACOE meeting on the topic of moving Board elections to even years. El Segundo's next Board election is scheduled for November 2017. The El Segundo Board has currently not taken any action to move the election to November 2018. Member Watkins commented that he is looking forward to the start of the 2016/2017 school year at ESUSD.

President Waller commented that he attended the South Bay Workforce meeting on technology. President Waller shared that RBUSD will welcome back staff on August 29th and students return on August 31st.

SUPERINTENDENT'S REMARKS

Superintendent St. Gean shared that the main electrical project was completed and the generators have been disconnected. Superintendent St Gean provided the Board with dates for upcoming events: 1) New Teacher Orientation - August 29th and 30th 2) WASC Development Days - August 30th, 31st and September 1st and 6th 3) Staff Development Days September 7th & 8th and 4) classes begin at the Center on September 12th. Finally, Superintendent St. Gean shared that the Torrance Chamber of Commerce moved in on August 5th.

ADJOURN MEETING


Motion: A motion was made by Member Watkins to adjourn the meeting at 7:03 p.m.
Member Ragins seconded the motion.

Vote: Grigsby - Yes; Lucky - Yes; Ragins - Yes; Waller - Yes; Watkins - Yes

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



President



Date