



SOUTHERN CALIFORNIA

REGIONAL
OCCUPATIONAL
CENTER

Board of Education - Jan 20 2022 Minutes

Thursday, January 20, 2022 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 Cobb lead the pledge of allegiance.

2. Approval Agenda

2.1. Approve the January 20, 2022 agenda.

Move: ___ Second: ___ Vote: ___

MB ___ NC ___ JC ___ BF ___ JH ___ CM ___ RS ___ MW ___

Moved by: Bill Fournell

Seconded by: Jennifer Cochran

Carried

3. Commendations / Recognition:

None

4. Student Voices:

None

5. Program Highlight:

None

6. Public Comment

- 6.1. Board Agenda Items: Any member of the audience may speak to any agenda item by submitting a request on socalroc.communitybydligent.com. This link can be accessed on the SoCal ROC website at the top right hand corner. Requests may also be made by emailing info@scroc.k12.ca.us.
- 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.
- Assemblymember Al Muratsuchi expressed his concerns for SoCal ROC's future. He stated that he was able to secure \$10 million dollars in state funding for the Center a couple years ago, giving SoCal ROC time to explore a new model of funding. He commented that he has been in communication with Superintendent Helaire and El Camino President, Brenda Thames in hopes of forming a partnership. He stated that dual enrollment can benefit the Center. Assemblymember Muratsuchi stated that he would like to see this topic as a future agenda item and continue the discussion beyond public comments. He expressed hopes for the Center to continue to be part of the South Bay community.

7. Acknowledgement of Correspondence to the Board

Superintendent Helaire stated the he received a revised letter from the Los Angeles County Office of Education concurring with SoCal ROC's positive budget certification of the First Interim Report. SoCal ROC will meet financial obligations for the current fiscal year and two subsequent years. In addition, LACOE stated that the 2020/2021 Unaudited Actuals Review Letter mistakenly noted that some audit adjustments were not recorded. The letter stated that no adjustments are needed and no further action is necessary.

8. Superintendent's Remarks

Superintendent Helaire shared that, upon return from the winter break, the Center has been hit very hard with COVID-19 cases. Over 40 cases were reported. Thankfully, all cases occurred off campus. Superintendent Helaire

commented that a negative PCR test must be submitted for an individual to return to campus. At this time, cases are being monitored and all CDC guidelines and protocols are being followed.

Superintendent Helaire commented that the RFP for bus transportation was due January 6th. The Center received one response from Durham. Durham indicated that there is a shortage of drivers and that they will not be responding to the notice. Superintendent Helaire stated that we will be reaching out to districts that provide transportation to try to work out a possible agreement. This will have an impact on the spring enrollment. Students can still register for the spring semester providing they have their own transportation.

Superintendent Helaire shared that the fall semester will end next week with the spring semester beginning February 7th. There will be a one week break in between semesters for Advisory on February 1st. The Advisory meeting will be held virtually.

Superintendent Helaire commented that SoCal ROC held a remote control car competition with Maxine Waters Employment Preparation Center this past Saturday. Unfortunately, SoCal ROC did not win.

Superintendent Helaire shared that CVUHSD reached out inviting us to give a presentation to high school seniors interested in furthering their education.

9. Staff Reports

None

10. Consent Calendar

Consent Action

10.1. APPROVE BOARD MINUTES OF DECEMBER 2021






[December Board Minutes .pdf](#) 

10.2. APPROVE PAYROLL A WARRANT REPORT - DECEMBER 2021

[PAYROLL REPORT DEC. 2021.pdf](#) 

10.3. APPROVE B WARRANT REPORT - DECEMBER 2021

[B WARRANT REPORT DEC 2021.pdf](#) 

- 10.4. APPROVE B WARRANT REPORT ISSUED WITHOUT PURCHASE ORDER - DECEMBER 2021
B WARRANTS WITHOUT PO REPORT DEC 2021.pdf 
- 10.5. APPROVE PURCHASE ORDER REPORT - DECEMBER 2021
Purchase Oorder Report DEC. 2021.pdf 
- 10.6. APPROVE REVOLVING CASH FUND - DECEMBER 2021
REVOLVING CASH REPORT DEC. 2021.pdf 
- 10.7. APPROVE SOCIAL ROC RECOGNITION ACCT
RECOGNITION REPORT DEC 2021.pdf 
- 10.8. APPROVE INCREASE TO MILEAGE REIMBURSEMENT
MILEAGE REIMBURSEMENT.pdf 

MOTION TO APPROVE CONSENT CALENDAR NUMBERS 1 THROUGH 8

Move: ___ Second: ___ Vote: ___

MB ___ NC ___ JC ___ BF ___ JH ___ CM ___ RS ___ MW ___

Moved by: Michael Wagner

Seconded by: Jennifer Cochran

Carried

11. Personnel

- 11.1. Discuss Public Information Officer Position - A. Helaire
Superintendent Helaire commented that we have been having a discussion about a Public Information Officer (PIO). The job description for this position has been revised. This person will be in charge of all social media, literature, and community outreach. Superintendent Helaire commented that he has had conversation with a possible candidate from a private company. This might be a solution for which we can get the PIO duties accomplished without hiring another staff member. Superintendent shared that he is waiting on a quote and will forward that to Board Members when received.

Member Fournell stated that he is hesitant with hiring someone from a firm because they will be more of a PR organization. This should be more geared towards the marketing and less on media relations. Member Fournell stated that the job description is fine, but this person should be out more in the community having face to face communication.

Member Cobb commented that, at the last meeting, several Board Members expressed that there is a need for revising our approach for promoting programs to high school students. The current presentation needs to be more enthusiastic and have more of an appeal to prospective students.

Member Strutzenberg asked if this position would be full time or part-time.

Superintendent Helaire stated that it was initially presented as part-time, but the figure presented to the Board could cover a full time position.

President Han asked if we would be hiring a firm to help look for a PIO.

Superintendent Helaire remarked that a firm will not be used for hiring the position, but the PIO individual could possibly come from a firm.

12. Business Services

12.1. Approve Budget Adjustment BA022 - A. Helaire

Superintendent Helaire commented that while creating the 2021-2022 budget, \$749,300 was mistakenly budgeted for the CTEIG expenditures. It should have been \$750,000. This budget adjustment will balance the CTEIG revenue and expenditures.

President Han asked if that was a mistake made on our part or by LACOE.

Superintendent Helaire stated the oversight was made by the Center.

Move: ___ Second: ___ Vote: ___

MB ___ NC ___ JC ___ BF ___ JH ___ CM ___ RS ___ MW ___

Moved by: Bill Fournell

Seconded by: Rolf Strutzenberg

Carried

12.2. Approve Budget Adjustment BA023 - A. Helaire

Superintendent Helaire stated that this was a mistake made when preparing the First Interim report. Monies were set aside for an employee that was retiring, but an entry for the 8000 object code was not completed.

Member Brach commented that its a little concerning when two budget adjustment are made in one month and asked that staff be more careful.

President Han remarked that this is all the more reason to bring in a consultant to help Superintendent Helaire in the Business Office.

Move:___ Second:___ Vote:___

MB ___ NC___ JC___ BF ___ JH ___ CM___ RS___ MW___

Moved by: Bill Fournell

Seconded by: Rolf Strutzenberg

Carried

13. General Services

13.1. Discuss Adult Enrollment - A. Helaire

Superintendent Helaire gave a PowerPoint presentation on adult enrollment. In years past, adult enrollment has always been lower due to legislation passed in early 2000's that stated the focus had to be high school enrollment. When the LCFF took effect, the Center changed the focus to increase adult enrollment. Enrollment has typically been 60% high school and 40% adult. Superintendent Helaire noted that once the LCFF passed, enrollment began to shift and the numbers where closer to 50/50. In 2019-2020, enrollment was impacted by COVID-19 and the adult enrollment percentage increased significantly.

Superintendent Helaire commented that adult enrollment is a significant stream of revenue. The Center annually budgets about \$900,000 strictly for adult enrollment.

Superintendent Helaire shared that adult students register for advanced level courses that lead directly to industry employment. Adults are not interested in pathway courses or lengthy programs. Adult enrollment is higher in the Medical, Cosmetology, and Engineering and Industrial Trades programs.

Superintendent Helaire commented that programs with declining enrollment are being phased out regardless of high

school or adult enrollment. New courses are being developed to increase employment opportunities. Additionally, the Center is looking at higher cost programs to generate more revenue.

13.2. Idea Parking Lot - President Han

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

1. BP 6178
2. Board Sub Committees
3. El Camino Partnership
4. Enrollment fees

14. Board Members' Remarks

Member Strutzenberg stated the the recent walk out at RBUSD was a minimal incident and it was made out to be more than what it was. Member Strutzenberg shared that Covid-19 testing is available at RBUSD.

Member Cochran stated that the continuous changes in LA County regarding Covid-19 protocols is exhausting for everyone.

Member Brach commented that every student and staff member at PVPUSD were given a two pack Covid-19 home test.

Member Wagner wished everyone health and safety during this bad stretch.

Member Fournell shared he brings greeting and well wishes from former SoCal ROC administrator, John Giovati. Member Fournell commented that after retirement both he and John Giovati now coach football and baseball together.

Member Cobb shared that she has been in contacted with districts outside of California regarding Covid-19 protocols and vaccine status. States like Kentucky and Central Illinois have very high absentee rates and low percentage of vaccinated staff and students. Member Cobb thanked the Board Members for their hard work during this time.

President Han stated that at TUSD everything seems to be peaceful. Enrollment is picking up and this week's absences has been the lowest since the return. President Han shared that he is working on financial partnership and would like to expand that to SoCal ROC.

15. Adjournment

Meeting was adjourned at 7:58 p.m.

15.1. Adjourn Meeting

Move: ___ Second: ___ Vote: ___
MB ___ NC ___ JC ___ BF ___ JH ___ CM ___ RS ___ MW ___

Moved by: Jennifer Cochran
Seconded by: Rolf Strutzenberg

Carried

President

Date

2/17/2002