



SOUTHERN CALIFORNIA

REGIONAL
OCCUPATIONAL
CENTER

Board of Education - Sep 11 2023 Minutes

Monday, September 11, 2023 at 6:30 PM

2300 Crenshaw Boulevard, Torrance, CA 90501

1. Call Meeting to Order:

Meeting was called to order 6:36 pm.

1.1. Roll Call

All Members were present. Member Han arrived at 7:02 pm

1.2. Pledge of Allegiance

President Strutzenberg led the pledge of allegiance. A moment of silence was observed in honor of the lives lost on September 11, 2001.

2. Approval Agenda

2.1. Approve the September 11, 2023 agenda.

Moved by: Meredith Beachly

Seconded by: Bill Fournell

Carried

3. Commendations / Recognition:

None

4. Student Voices:

None

5. Program Highlight:

None

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

Superintendent Rodriguez informed the Members of the Board of the following revisions to the agenda:

- 1) Personnel - revised the professional growth spreadsheet to reflect 160 hours
- 2) General Services - revised South Bay Workforce Investment Board MOU to include exhibits A & B.

President Strutzenberg asked for a motion to receive and file the two items.

Moved by: Nancy Cobb

Seconded by: Meredith Beachly

8. Superintendent's Remarks

Superintendent Rodriguez welcomed Dr. Carliss McGhee from Inglewood Unified School district back to the SoCal ROC Board.

Superintendent Rodriguez welcomed the staff to the 2023-2024 academic school year. It has been an exciting start at SoCal ROC with teachers and students very enthusiastic about the new year.

Superintendent Rodriguez stated that at the July Board meeting, Member Cobb inquired about student need for childcare. Per that request, we will be adding a question on the intake form asking if childcare is going to be a factor for taking a class here at SoCal ROC. Superintendent Rodriguez stated

that the information will be gathered and brought back to the Board at a future meeting.

Superintendent Rodriguez shared that while reviewing the Honda lease agreement , it was discovered that there never been an adjustment to the monthly rent for the roof use per the lease agreement. The adjustment should have been adjusted every five years. Superintendent Rodriguez commented that based on the Consumer Price Index rate from 2023 to present Honda owes SoCal ROC a little over \$190,000. The findings were presented to Honda and they presented a check along with the newly adjusted rate just over \$6,000 a month.

Finally, Superintendent introduced Darcy Calvillo, Director of Technology and thanked the Board for approving the appointment of Linh Whitaker, Director of Fiscal Services.

9. Staff Reports

9.1. Summer School Update - J. Rodriguez

Superintendent Rodriguez present a detailed presentation on summer enrollment numbers. Superintendent Rodriguez stated that SoCal ROC's summer session was held for six weeks. A total of 125 students (110 adults and 10 high school students and 5 out of district) registered in one of the 6 intensive classes offered; automotive modules, cosmetology, HVAC, medical front office, sterile processing distribution technician and welding modules.

Member Kurt asked if this report could be emailed to all Board Members.

Superintendent Rodriguez remarked that he would share with all members.

President Strutzenberg asked for the total tuition enrollment.

Superintendent Rodriguez remarked that the total tuition enrollment was 125.

Member Fournell asked for the comparison from the last couple of years.

Superintendent Rodriguez stated that he is currently working with staff to disaggregate the information.

Member Fournell asked if the high school enrollment was increase from previous years.

Superintendent Rodriguez commented that high school enrollment increased slightly and reminded Board Members that if a high school students wished to attend summer school, they are responsible for the fee and not the high school.

President Strutzenberg asked if high school student earned credits during the summer session.

Superintendent Rodriguez stated that SoCal ROC provides the home school with a transcript and it's up to the school to determine if they add them to the official transcript per ed code.

President Strutzenberg asked if there were any drops and if so how many.

Superintendent Rodriguez stated that he did not have the official numbers at the moment but he would provide the Board with that information at a later time.

9.2. **WASC Accreditation Presentation - B. Montoya**

Dr. Montoya provide the Board with a presentation on the WASC process which included the following; 1) WASC Process, 2) schoolwide strengths and critical areas for follow up, 3) schoolwide action plan update, 4) plan for continuous improvement and 5) A-G updates.

Dr. Montoya stated that the WASC process began October 2022 with several focus group and leadership team meetings. Staff was asked to provide input during these meetings. Staff was also informed of WASC updates. In March, staff reviewed the draft of the self study report and again was asked to provide feedback. Dr. Montoya also provided information on the 10 criterions and reported on the ranking of each one. Dr. Montoya also spoke on the four areas of growth; 1) data analysis and assessment, 2) student support services, 3) funding and 4) professional development. Dr. Montoya commented that each area had steps to address, person/s responsible, timeline for completion, resources needed and the method to monitor and report progress. Finally, Dr. Montoya provide an update on the A-G courses and stated that currently, SoCal ROC has a total of 32 course in the A-G list.

Member Cobb asked if the action plan would be posted online.

Dr. Montoya remarked that it would be.

Member Cobb asked if any members from the WASC team were from CTE.

Dr. Montoya replied that this year was very unique, all of the six members were from CTE.

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. Member Kurt pulled item #1 and President Strutzenberg pulled item #6.

A motion was made to approve 10.2 - 10.5, 10.7 and 10.8.

Moved by: James Han

Seconded by: Meredith Beachly

Carried

10.1. APPROVE BOARD MINUTES OF JULY 2023 & AUGUST 2023

Member Kurt stated that she was not present at the July meeting when the June minutes were approved and changes were made on the SpectrumVoip conversation. Member Kurt stated that she originally had voted NO but realized that if she voted NO they wouldn't have quorum and offered to changed her NO vote to a YES. President Strutzenberg then stated that it would not be necessary and her NO rested, which was how it was originally recorded. President Strutzenberg then clarified that he vote was also a NO. Member Kurt stated that she would like her NO to stand just as it was recorded and asked for the June minutes to be amended.

A motion was made by Member Kurt to approve the item 10.1. Member Beachly seconded the motion.

Carried

10.2. APPROVE PAYROLL A WARRANT REPORT FOR JULY & AUGUST 2023

10.3. APPROVE B WARRANT REPORT FOR JULY & AUGUST 2023

10.4. APPROVE B WARRANT ISSUED WITHOUT PURCHASE ORDERS FOR JULY & AUGUST 2023

10.5. APPROVE PERSONNEL ASSIGNMENT ORDERS

10.6. **APPROVE PURCHASE ORDER REPORT FOR JULY & AUGUST 2023**

President Strutzenberg mentioned that he pulled this item to be highlighted it and appreciated the items being color coded.

Superintendent Rodriguez stated that at the last meeting it was requested that there be a distinction between the funding stream used for purchases. After brainstorming, staff come up with the colors for each of the funds. Superintendent Rodriguez commented that this is a work in progress and would like feedback to better help assist in understanding each of the purchases.

A motion was made by President Strutzenberg to approve the item 10.6. Member Fournell seconded the motion.

Carried

10.7. **APPROVE REVOLVING CASH FUND FOR JULY & AUGUST 2023**

10.8. **APPROVE SOCAL ROC RECOGNITION ACCOUNT FOR JULY & AUGUST 2023**

11. Personnel

11.1. **Approve movement of the salary schedule for eligible employees for earned professional growth - J. Rodriguez**

Superintendent Rodriguez 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. All documented hours are due by June 1st of each year.

Moved by: Bill Fournell

Seconded by: James Han

Carried

12. Business Services

12.1. Approve Unaudited Actuals for 2022-2023 Fiscal Year - A. Helaire

Dr. Helaire presented the Board with an overview of SoCal ROC's Unaudited Actuals for 2022-2023. Dr. Helaire stated that the Unaudited Actuals represent revenue and expenditures for Funds 1, 11, 14, 20, and 40.

President Strutzenberg asked on the ending balance of 2021-2022 and beginning balance of 2022-2023, a difference of nearly \$1.3 million. In addition, he questioned the difference in interest rate from 2021-2022 and 2022-2023.

MB: YES; NC: YES; JF: YES; BF: YES; JH: YES; LK: YES; CM: YES; RS: NO

Moved by: Bill Fournell

Seconded by: James Han

Carried

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

Dr. Helaire acknowledged the donated gifts to the Center from a former SoCal ROC employee. The donated items are various fabrics and will be used in the Fashion Design program.

Moved by: James Han

Seconded by: Bill Fournell

Carried

13. General Services

13.1. Approve MOU between South Bay Workforce Investment Board and SoCal ROC -J. Rodriguez

Superintendent Rodriguez stated that as part of the SoCal Workforce Preparation Program Grant that was awarded to SoCal ROC, as part of the plan SoCal ROC needed to indicate a partnership with a regional workforce development. It was stated that SoCal ROC would partner with South Bay Workforce Investment Board. Superintendent Rodriguez stated that the in-person training would be facilitated by the SBWIB and would include the model curriculum, blueprint for workplace success. Students will also be trained and supported in resume writing, interviewing techniques, financial literacy

and soft skills. All analytics will be provided by SoCal ROC as part of the grant requirements. Superintendent Rodriguez shared that the workforce preparation program was budgeted for up to 500 students for five years.

President Strutzenberg asked if this was a not to exceed or a fixed fee.

Superintendent Rodriguez remarked that it was not to exceed the \$100,000.

Member Kurt asked if these were stand alone workshops.

Superintendent Rodriguez remarked that that was correct.

President Strutzenberg inquired on the reimbursements and asked if there would be delays in receiving them.

Superintendent Rodriguez stated that reimbursements will be received in a timely manner, no delays are expected.

Member Cobb asked if there are anticipated additional programs with this partnerships.

Superintendent replied that there would be and stated that SoCal ROC has also attended SBWIB board meetings and has allowed for more exposure.

Member Cobb asked if SoCal ROC was a member of the JPA Chamber of Commerce.

Superintendent Rodriguez stated that currently the Center has memberships with Torrance and Redondo Beach and will reach out to the other Chambers.

Moved by: Meredith Beachly

Seconded by: James Han

Carried

13.2. **Review and Discuss the Governance Handbook - J. Rodriguez**

Superintendent Rodriguez stated that at the Board workshop the last section of the governance handbook was not completed and asked Board Members to take a few minutes to review and provided feedback. After review, Board members made a few more revisions. Superintendent Rodriguez stated the he would make the final revision and bring the handbook back to the Board for adoption.

13.3. **Idea Parking Lot - President**

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

1. CSBA payment/reimbursement for Board Member attendance
2. Ambassador High School lease

14. **Board Members' Remarks**

Member Beachly no comment.

Member Kurt no comment.

Member Cobb no comment.

Member Fournell no comment.

Member Han shared that Ambassador High school had reached out to him inquiring about their lease renewal.

Member Fenton no comment.

Member McGhee no comment.

President Strutzenberg had no comment.

15. **Adjourn to Closed Session**

Adjourned to closed session at 8:45 p.m.

Moved by: James Han

Seconded by: Linda Kurt

Carried

16. **Adjourn to Open Session**

Adjourn to open session at 9:01 p.m.

Moved by: James Han

Seconded by: Meredith Beachly

Carried

16.1. ***Anticipated Litigation (Government Code 54956.9)***

Board received information.

16.2. ***Public Employee Appointment (Government Code 54957)
Director of Fiscal Services***

President Stutzenberg announced that the Board of Education is pleased to support Dr. Rodriguez's appointment of Linh Whitaker to Director of Fiscal Services.

17. Adjournment

Meeting adjourned at 9:02 p.m.

17.1. Adjourn Meeting

Moved by: Meredith Beachly

Seconded by: James Han

Carried



President

10/9/23

Date