



SOUTHERN CALIFORNIA
REGIONAL
OCCUPATIONAL
CENTER

Board of Education - Apr 21 2022 Minutes

Thursday, April 21, 2022 at 6:30 PM

2300 Crenshaw Boulevard, Torrance, CA 90501

1. Call Meeting to Order:

Meeting called to order at 6:40 p.m.

1.1. Roll Call

Member McGhee and Member Wagner were absent.

President Han arrived at 7:15 p.m.

1.2. Pledge of Allegiance

Member Strutzenberg lead the pledge of allegiance.

2. Approval Agenda

Moved by: Jennifer Cochran

Seconded by: Matthew Brach

2.1. Approve the April 21, 2022 agenda.

Move: ___ Second: ___ Vote: ___

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

Carried

3. Commendations / Recognition:

None

4. Student Voices:

**Julianna Hart, Mira Costa High School - H. Smith
Cosmetology Module III - V**

Mr. Smith, Director of Secondary Education/Principal, introduced Julianna Hart, a senior from Mira Costa High School.

Julianna commented that she is currently enrolled in Cosmetology Modules III- VIII. She shared that she has learned all aspects of the trade including hair, make-up, facial, and nails. Julianna stated that skills and techniques she's learned in the class have prepared her for the State Board Exam. Julianna shared that her future plans are to become an esthetician, open her own spa and create a skin line. Upon graduating, Julianna's goal is to attend college a earn a business degree.

5. Program Highlight:

Cosmetology Modules I-VIII - H. Smith

S. Demoss

Ms. DeMoss commented that the Cosmetology program is currently being re-structured to reflect the states recommendation of becoming a 1000 hours course, resulting in cutting out 600 hours of instruction. Course outlines, lesson plans as well as the syllabi will be revised and broken up into modules. Each module will contain the requirements from the State Board of Cosmetology.

Ms. DeMoss stated that students receive instruction in both theoretical and practical applications in cutting, straightening, tinting and bleaching of hair, wigs, and hairpieces as well as manicuring and facials. After completing all modules, students are well prepared to take the State Board Exam

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

None

8. Superintendent's Remarks

Superintendent Helaire commented that he will be following up with TUSD regarding collaborating to gain more access to students. He shared that he will be speaking at MBUSD's May 4th board meeting. Superintendent Helaire remarked that Dr. Pesavento and Rebecca Clements, SPDT Instructor, went to the Annual Healthcare Sterile Processing Association Conference in San Antonio, Texas to give a presentation on the Center's Sterile Processing Distribution Technician program. He mentioned that Building A was repainted during the spring break and Building C will be repainted after July 1st.

Superintendent Helaire stated that the Center hired two new maintenance workers. The Center had been without any maintenance staff for six weeks. Superintendent Helaire shared that he was approached by Ford seeking a potential partnership. He also stated that Chevron approached him regarding a grant for the Center. The application is due May 9th. Superintendent Helaire stated that the Night of All Stars Scholarship event is May 18, 2022.

9. Staff Reports

None

10. Consent Calendar

Member Cobb pulled item # 10.9 and 10.10. Member Strutzenberg pulled item # 10.11.

Member Cobb asked President Han if items numbers 10.9 and 10.10 could be approved as one, the affiliation with Harbor UCLA Medical Center and course outline for Sterile Processing Distribution Technician.













Member Cobb commented that she was excited to see a big name such as Harbor UCLA as a SoCal ROC affiliation site. This is a great attraction and marketing source.

A motion was made by Member Brach to approve items 10.9 and 10.10. Member Strutzenberg seconded the motion.

Member Strutzenberg asked if student aides had been used before.

Superintendent Helaire stated not since he has been here.

A motion was made by Member Strutzenberg to approve item 10.11. Member Cochran seconded the motion.

- 10.1. APPROVE BOARD MINUTES OF MARCH 17, 2022
[Board Minutes Transmittal.doc](#) 
[Board Minutes - Mar 17 2022 .pdf](#) 
- 10.2. APPROVE PAYROLL A WARRANT REPORT - MARCH 2022
[PAYROLL MAR 22.pdf](#) 
- 10.3. APPROVE B WARRANT REPORT - MARCH 2022
[B WARRANT REPORT MAR 22.pdf](#) 
- 10.4. APPROVE B WARRANTS ISSUED WITHOUT PURCHASE ORDERS - MARCH 2022
[B WARRANTS WITHOUT PO REPORT MAR 22.pdf](#) 
- 10.5. APPROVE PERSONNEL ASSIGNMENT ORDERS
[Personnel Assignment Order.pdf](#) 
- 10.6. APPROVE PURCHASE ORDER REPORT - MARCH 2022
[PURCHASE ORDER REPORT MAR 22.pdf](#) 
- 10.7. APPROVE REVOLVING CASH FUND - MARCH 2022
[REVOLVING CASH MAR 22.pdf](#) 
- 10.8. APPROVE SOCAL ROC RECOGNITION ACCOUNT - MARCH 2022
[Recognition Acct..pdf](#) 
- 10.9. APPROVE AFFILIATION AGREEMENTS
[AA Board Item April 2022.pdf](#) 
- 10.10. APPROVE COURSE OUTILINE
[Course Outline Transmittal.pdf](#) 
[Sterile Processing Distribution Tech 3-30-2022.pdf](#) 

10.11. ADOPT SECOND READING OF BOARD POLICIES AND REVIEW ADMINISTRATIVE REGULATIONS

[Second Reading Board Policies Transmittal 4-2022.pdf](#) 

[2nd Reading Board Policies.pdf](#) 

MOTION TO APPROVE CONSENT CALENDAR NUMBERS 1 THROUGH 11

Move: ___ Second: ___ Vote: ___

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

Moved by: Jennifer Cochran

Seconded by: Matthew Brach

Carried

11. Personnel

11.1. Discuss Career Pathway Coordinator Position - A. Helaire

Member Han stated that this position would be best suited for a retired administrator who knows curriculum.

Member Fournell stated the title should be changed to better fit what the job will entail.

Member Brach mentioned that the position will be temporary until we establish the pathways that will benefit SoCal ROC and the JPA districts.

12. Business Services

12.1. Approve Purchase of Capital Outlay Equipment - Dental Assisting - A. Helaire

Superintendent Helaire stated that the Panoramic Digital PAN/CEPH x-ray machine will be purchased for the Dental Assisting program. This will allow students to train on high tech equipment and capture optimal quality x-ray. Superintendent Helaire commented that CTEIG funds will be used for this purchase.

Move: ___ Second: ___ Vote: ___

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

Moved by: Jennifer Cochran
Seconded by: Matthew Brach

Carried

12.2. Approve Purchase of Capital Outlay Equipment - Welding - A. Helaire

Superintendent Helaire stated that two machines and a metal cutting machine in the welding class were not functioning properly and needed to be replaced. Superintendent Helaire commented that CTEIG funds will be used for this purchase.

Member Strutzenberg asked if there was a checks and balance on these purchases.

Superintendent Helaire remarked that instructors and industry advisors provide input for choosing the equipment.

Member Strutzenberg asked what was done with the old equipment.

Superintendent Helaire stated that the equipment is surplus and recycled for metal.

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

Moved by: Matthew Brach
Seconded by: Jennifer Cochran

Carried

12.3. Approve to Seek Bids for Bus Transportation - A. Helaire

Superintendent Helaire commented that the Center is planning on resuming bus transportation for high school students for the Fall 2022. Also, the Center will be seeking other avenues such as bus shuttles since there is a shortage of drivers. He stated that board approval is needed to advertise the RFP.

Member Strutzenberg suggested that Superintendent Helaire reach out to the JPA districts and ask if the Center could possibly piggy back from their busing contracts.

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

Carried

- 12.4. Approve Grant Funding Research Contract - A. Helaire
Superintendent Helaire stated that the Center is looking for a grant writer that will help with researching and securing grant opportunities to support programs at the Center.

Member Cochran commented that this was a great idea.

Member Strutzenberg asked if and how the Board would receive updates.

Superintendent Helaire remarked that, as work is being done, he would update the Board either by e-mail and/or during the regularly scheduled board meetings.

Member Brach commented that the not to exceed \$2,000 is important and should be stressed.

Move: ___ Second: ___ Vote: ___

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

Moved by: Matthew Brach

Seconded by: Rolf Strutzenberg

Carried

- 12.5. Approve the 2021-2022 Year-End Appropriation Transfers - A. Helaire

Superintendent Helaire stated that this is a process that allows LACOE to make transfers as needed to meet payment obligations at the end of the fiscal year. It ensures that all payments from the Center clear.

Move: ___ Second: ___ Vote: ___

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

Moved by: Jennifer Cochran

Seconded by: Rolf Strutzenberg

Carried

13. General Services

- 13.1. Approve Long Beach Job Corps MOU - A. Helaire

Superintendent Helaire stated that MOU will continue the agreement with Long Beach Job Corps allowing students to attend the C.N.A. program. The Long Beach Job Corp will pay for the students enrollment fee.

Member Strutzenberg asked if it was a guaranteed 10 students per semester.

Superintendent Helaire commented that it is up to 10 students per semester.

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

Moved by: Matthew Brach

Seconded by: Jennifer Cochran

Carried

13.2. First Reading of Board Policies/Administrative Regulations - A.
Helaire

Member Strutzenberg expressed concern on BP 5119, he asked if the word "shall" could be changed and that he did not think so. Member Strutzenberg suggested that we check with CSBA or legal counsel.

Superintendent Helaire noted that he would check with CSBA.

13.3. Discuss Pursuing Partnership with El Camino College - A.
Helaire

President Han stated that he and Member Fournell met with El Camino's president to discuss a possible partnership with El Camino. He stated that next steps include giving President Thames a tour of the Center. He also said the committee will be taking a tour of a similar facility in Orange County with President Thames.

Member Fournell mentioned that he believes there is an opportunity to partner. This might be in the form of dual enrollment or offering courses that fill the gap for what El Camino is not able to accommodate.

Member Cobb asked if this would be a partnership or an assumption.

President Han stated that the committee is pursuing a partnership.

Member Brach stated that he wanted to be clear that he does not want to relinquish the Center. As long as we are able to survive, he would like to continue seeking ways to fix our funding problem. He stated that an assumption should be the last resort.

- 13.4. Discuss Revising JPA Agreement - A. Helaire
A motion was made to have this item tabled for a future Board meeting.

Moved by: Matthew Brach

Seconded by: Bill Fournell

- 13.5. Approve Resolution 04-2022-01- Ratifying the Proclamation of a State of Emergency by Governor Newsom Dated March 4, 2020, and Authorizing Remote Teleconference Meetings for the Period of May 1, 2022 through May 31, 2022 - A. Helaire
Superintendent Helaire stated that this resolution has been extended to January 2021. and will allow SoCal ROC to have teleconference meetings due to the COVID-19 pandemic in case there was an outbreak.

MB - NO; NC - YES; JC - YES; BF - YES; JH - YES;

RS - YES

Moved by: Jennifer Cochran

Seconded by: Rolf Strutzenberg

Carried

- 13.6. Idea Parking Lot - President Han
The following are items that were suggested by Board members for future Board discussion:

1. Alternative transportation
2. Mobile trade show at JPA High School campuses

14. Board Members' Remarks

No comments

15. Adjournment

- 15.1. Adjourn Meeting

Meeting adjourned at 8:57 p.m.

Move: ___ Second: ___ Vote: ___

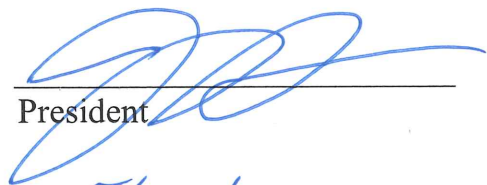
MB ___ NC ___ JC ___ BF ___ JH ___ CM ___ RS ___ MW ___

Moved by: Matthew Brach

Seconded by: Rolf Strutzenberg

Carried

President



Date

5/19/2022