



SOUTHERN CALIFORNIA
REGIONAL
OCCUPATIONAL
CENTER

Board of Education - Apr 18 2024 Minutes

Thursday, April 18, 2024 at 6:30 PM

2300 Crenshaw Boulevard, Torrance, CA 90501

1. Call Meeting to Order:

Meeting was called to order at 6:42 p.m.

1.1 Roll Call

Member Beachly, Han and McGhee were absent.

1.2 Pledge of Allegiance

Member Kurt led the Pledge of Allegiance.

2. Approval Agenda

2.1 Approve the April 18, 2024 agenda.

Moved by: Linda Kurt

Seconded by: Bill Fournell

Carried

3. Commendations / Recognition:

None

4. Student Voices:

4.1 Preston Plaisted, PV Peninsula High School

Automotive Module I-IV - R. Pineda-Contreras

Ms. Pineda Contreras, Career Guidance Specialist, introduced Preston Plaisted a senior at Palos Verdes Peninsula High.

Preston commented that he is currently registered in the fourth and final module of the Automotive program.

Preston shared that his love for cars is what motivated him to attend the automotive courses at the Center. He has learned engine repair, brakes, steering and suspension, transmission, and electrical. Preston credits his success thus far to the amazing training at SoCal ROC and the encouragement from his instructor, Mr. Le. Preston plans to return to SoCal ROC and enrolling in Welding or HVAC to help him prepare for his career goal of becoming an Elevator Mechanic.

President Strutzenberg presented Preston with an Award of Excellence Certificate.

5. Program Highlight:

- 5.1 Automotive Module I-IV - A. Helaire
Aaron Le
Mr. Le was unable to attend.

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 reported that he received a letter from the State Controllers Office and the County Office of Education Office both concurring with the findings on the SoCal ROC's audit report.

8. Superintendent's Remarks

Superintendent Rodriguez shared that the spring semester is buzzing with activity. This time last year, there were 389 students and today we have 557 enrolled. That's a increase of of just over 44%. Superintendent Rodriguez stated that the Career Guidance Specialist and the Registration Department are a big part of this success.

Superintendent Rodriguez shared that this morning ,SoCal ROC hosted a successful tour for 9th - 11th graders from Redondo Union High School.

Superintendent Rodriguez remarked that last week, SoCal ROC's EMT/First Responder program held its Mass Casualty Incident exercise and it was a huge success. Superintendent Rodriguez thanked Redondo Beach FD Chief May and his crew for stopping by and supporting the event. In addition, SoCal ROC participated in Redondo Beach Unified's CTE Advisory Committee and we have also been asked to participate in TUSD's Advisory Committee.

Finally, Superintendent Rodriguez stated that the Board's 7-11 committee held its second meeting and received a lot of information for discussion. An update will be provided at the May Board meeting.

9. Staff Reports

None

10. Consent Calendar

MOTION TO APPROVE CONSENT CALENDAR NUMBERS 1 THROUGH 8

Moved by: Bill Fournell

Seconded by: Jen Fenton

Carried

10.1 APPROVE BOARD MINUTES OF MARCH 21, 2024

10.2 APPROVE PAYROLL A WARRANT REPORT FOR MARCH 2024

10.3 APPROVE B WARRANT REPORT FOR MARCH 2024

10.4 APPROVE B WARRANT ISSUED WITHOUT PURCHASE ORDERS MARCH 2024

- 10.5 APPROVE PURCHASE ORDER REPORT FOR MARCH 2024
- 10.6 APPROVE REVOLVING CASH FUND FOR MARCH 2024
- 10.7 APPROVE SOCIAL ROC RECOGNITION ACCOUNT FOR MARCH 2024
- 10.8 APPROVE AFFILIATION AGREEMENTS

11. Excluded Consent Calendar Items

None

12. Personnel

- 12.1 Approve Revised Job Description for Assistant Superintendent - J. Rodriguez

Superintendent Rodriguez stated that many of the Center's job descriptions have not been revised in many years and thought this was the perfect time to revise them. All job descriptions will be revised to better align with SoCal ROC's strategic plan and be able to model the vision and mission plan.

Superintendent Rodriguez noted that a clean copy without the strikethroughs and new language was provided for their review.

President Strutzenberg asked if this job description existed before.

Superintendent remarked that it did but some items needed to be revised as well as shifting responsibilities.

Member Kurt pointed out some minor spelling and grammar mistakes. All spelling and grammar revisions had been noted and were revised in the file and receive. Member Kurt also pointed out that on the bottom of page one, controlling and evaluating assigned programs, not sure how they would do that.

Superintendent Rodriguez remarked that that there should have been a strikethrough on the word controlling.

Member Kurt asked for clarification on the 223 work days and stated that maybe it should be defined a little more. It is not clear that its a four day work week and if you divide by 4 you get 56 weeks. Member Kurt asked if the hours should be specified or would you rather wait until the person has been hired.

Superintendent Rodriguez stated that he went with a common method of cabinet level of 223 days. There is a formulated spreadsheet that shows how many actual days given our ten hour work day and four day work week. This is explained during the hiring process.

Member Kurt asked if under the physical demands it was typical because it states we are going to give reasonable accommodation to people who need them but then to list that are required and then say they really aren't required.

Superintendent Rodriguez stated that he made sure it was aligned with the requirements of ADA as well as personnel practices.

Member Kurt asked if it was done typically.

Superintendent Rodriguez stated that it was.

President Strutzenberg thanked Dr. Rodriguez for doing this. In the past several job description overlaid one another. This is a live document so it might continue to change. Definitely an improvement from before.

President Strutzenberg commented that the only change to the document would be the minor spelling and grammar and the elimination controlling.

President Strutzenberg asked for a motion to approve as amended .

Moved by: Linda Kurt

Seconded by: Bill Fournell

Carried

12.2 Approve Revised Job Description for Director of Secondary Education/Principal - J. Rodriguez

Superintendent Rodriguez stated that this is not a new position but a revived position. Superintendent Rodriguez commented that the Center is in need of a principal and not a Director of Student Support Services. Some of the responsibilities of the Director of Student Support Services will be shifted to the Assistant Superintendent such as grants and program development. The Director of Secondary Education/Principal will provide teacher support, evaluations, accreditation process and more of the high school day-to-day operations. In addition, this position needed to better align with the new Assistant Superintendent duties and the strategic plan.

Member Kurt pointed out a few spelling errors. All spelling errors will be corrected and revised.

President Strutzenberg asked who the key person would be to assist with visiting the high schools.

Superintendent Rodriguez remarked for the satellite programs that would be the Director of Secondary Education/Principal, as well as providing information and presentation to all JPA high school counselors. Superintendent Rodriguez noted that he would continue to have a relationship with all districts. All three positions would be going out to the district and each one will handle different aspect and audiences.

President Strutzenberg stated that he considers the relationship with the districts a critical aspects and maintaining that relationship is important.

Member Kurt suggested that Superintendent Rodriguez be present during the transition with the districts.

Moved by: Linda Kurt

Seconded by: Jen Fenton

Carried

- 12.3 Approve Revised Certificated Management Salary Schedule to include appropriate Salary rate for Assistant Superintendent, effective 2024-2025 Academic Year - J. Rodriguez

Superintendent Rodriguez commented that this was a correction of an oversight that occurred. In 2022 there was a recommendation for an Assistant Superintendent. When the Certificated Management salary schedule that was presented, the Executive Director schedule was mislabeled and the Assistant Superintendent was removed. SoCal ROC has not had an Assistant Superintendent since 2007 and needs to be placed back on the schedule.

President Strutzenberg asked for an explanation on the roman numerals 1-8 and how they are utilize.

Superintendent Rodriguez commented that they step and depending on experience they are placed accordingly and advance one column by completing 160 hours of professional development.

President Strutzenberg asked where the new Assistant Superintendent would be placed on the salary schedule.

Superintendent Rodriguez stated that they take experience into account and if they have no experience, they will most likely be placed on step one.

President Strutzenberg asked if there was a percentage between each step.

Superintendent Rodriguez remarked that it was a 2% increase between each step.

President Strutzenberg inquired on the mileage stipend and asked if all the positions received the stipend.

Superintendent Rodriguez stated that all certificated and classified management positions received the mileage stipend.

President Strutzenberg asked when this new schedule would become effective.

Superintendent Rodriguez remarked that it would be July 1, 2024.

President Strutzenberg stated that the Assistant Superintendent salary is about 10-15 thousand higher than what he researched.

Superintendent Rodriguez stated that he did comparable with other ROP's and districts.

Member Kurt asked what was the starting salary for a principal.

Superintendent Rodriguez remarked that JPA principals make between \$157,000 and \$165,000. There are some instances where a Director might make less than a principal.

President Strutzenberg said he would like to see the salary brought down by at least \$10,000 and bring down the mileage stipend.

Member Kurt agreed with cutting back on the mileage stipend, \$6000 a year is a lot especially since you are only driving to JPA high school campuses. Grandfather staff that already have it. Staff that work only on campus do not need it and staff that travel can be paid at the mileage rate.

President Strutzenberg stated that a good starting point would be to keep the mileage at \$200 for all positions and the starting salary rate be \$10,000 less for column one.

Superintendent Rodriguez commented that \$152,000 would keep us competitive, but someone with no experience would definitely be placed in column one.

Member Kurt said that she is ok with the \$152, 000 and grandfather the mileage for current staff. A \$200 mileage stipend if travel is needed and no mileage for no travel.

Member Cobb stated that she is comfortable with the \$152,000.

Member Fournell also stated that he feels comfortable with the starting point being \$152, 000 with a \$200.00 mileage stipend.

Member Kurt made a motion to accept the proposed certificated and classified management salary schedule with the exception of changing the Assistant Superintendent and the Director of Secondary Education to two star mileage stipend and removing all the other asterisk for mileage

Moved by: Jen Fenton

Seconded by: Bill Fournell

Carried

13. Business Services

- 13.1 Approve Adult Enrollment Fee Increase - J. Rodriguez
Superintendent Rodriguez provided the Board with a detailed presentation on the adult fee increase. Preliminary recommendation were made and Board directed the Superintendent to include all programs. Superintendent Rodriguez provided additional data on enrollment by course and also by enrollment type; high school vs. adults. A summary of the proposed increase was presented with some programs increasing by \$50 to \$400.

Member Kurt commented that she likes the recommendation and stress the importance of making this a yearly conversation.

President Strutzenberg commented that this is reasonable and in the right direction. President Strutzenberg stated that we could increase by more but this is a good starting point.

President Strutzenberg asked when the fee increase would be in effect.

Superintendent Rodriguez remarked that it would be in effective this Fall.

Moved by: Bill Fournell

Seconded by: Jen Fenton

Carried

- 13.2 Approve acceptance of gifts donated to the Center - J. Rodriguez

Superintendent Rodriguez acknowledged the donated gifts to the Center from Johnston Supply. The donated items will be used for curriculum instruction in the HVAC program.

Moved by: Bill Fournell

Seconded by: Jen Fenton

Carried

14. General Services

- 14.1 Approve Agreement between SoCal ROC and Matheson Tri-Gas Inc. - J. Rodriguez

Superintendent Rodriguez shared that this agreement has been in place for a number of years. Matheson Tri-Gas provides gas for two programs, HVAC and Welding. Superintendent Rodriguez commented that in the past there was no agreement and used as needed. An audit with Matheson Tri-Gas was conducted and it was discovered the we had extra cylinders costing the Center an additional \$900 per month. The proposed agreement will ensure that both SoCal ROC and Matheson Tri-Gas will better monitor the usage and needs of the programs. Superintendent Rodriguez shared that he did reach out to Airgas or a comparison. Airgas was comparable but a hassle to switch out equipment .

President Strutzenberg shared that he has been tracking this expense. He could not understand how we were burning through so much gas. President Strutzenberg stated that more work still needs to be done to reduce the cost of supplies.

Superintendent Rodriguez shared that there is now a new welding instructor who is also monitoring the gas usage as well as the supplies.

Moved by: Bill Fournell

Seconded by: Nancy Cobb

Carried

- 14.2 Idea Parking Lot - President

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

1. High School Summer Courses/Credits

15. Board Members' Remarks

Member Kurt wished Superintendent a Happy Anniversary, one year from his interview date.

Member Cobb had no comments.

Member Fournell had no comment.

Member Fenton had no comment.

President Strutzenberg had no comment.

16. Closed Session

16.1 Conference with real property negotiators pursuant to Government code Section 54956.8;

Property: 2300 Crenshaw Blvd., Torrance, CA 90501

Agency Negotiator: Julian A. Rodriguez, Ed.D.,
Superintendent

Any action taken in Closed Session will be reported out in Open Session

17. Adjourn to Closed Session

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

Moved by: Bill Fournell

Seconded by: Jen Fenton

Carried

18. Adjourn to Open Session

Adjourn to open session at 9:00 p.m.

Moved by: Rolf Strutzenberg

Seconded by: Linda Kurt

Carried

19. Report on Closed Session

Board received information.

20. Adjournment

Meeting was adjourned at 9:01 p.m.

20.1 Adjourn Meeting

Moved by: Bill Fournell
Seconded by: Jen Fenton

Carried

President



Date

6/10/24