

NORTH KERN VOCATIONAL TRAINING CENTER

BOARD OF DIRECTORS

Joe Roman, President
Patricia Sanchez, Vice-President
Craig Fulwyler, Clerk
Art Armendariz
Wayne Montgomery



PARTNERING DISTRICTS

Delano Joint Union High School District
Wasco Union High School District

EXECUTIVE DIRECTOR

Amy Bean

BOARD OF DIRECTOR'S ORGANIZATIONAL AND REGULAR MEETING

Thursday, December 15, 2016 - 5:00 p.m.

Location: NK Wasco – Room 1

ADOPTED MINUTES

Board Members Present: Art Armendariz, Patricia Sanchez, Craig Fulwyler and Wayne Montgomery

Board Members Absent: Joe Roman

I. Call To Order of Organizational Meeting

The Organizational Meeting was called to order at 5:03 p.m. by Vice-President Patricia Sanchez

II. Pledge of Allegiance

III. Organization

It was moved by Mr. Armendariz and seconded by Mr. Fulwyler to nominate Mrs. Sanchez as President.

Motion carried: 3-0-1

The gavel was handed over to the newly elected President.

It was moved by Mr. Armendariz and seconded by Mrs. Sanchez to nominate Mr. Fulwyler as Vice-President.

Motion carried: 3-0-1

It was moved by Mr. Fulwyler and seconded by Mrs. Sanchez to nominate Mr. Mr. Armendariz as Clerk.

Motion carried: 3-0-1

It was moved by Mr. Fulwyler and seconded by Mrs. Sanchez to nominate Mr. Armendariz as the Trustee Representative for the Annual Fall Trustees Meeting of the Kern County Committee on School District Organization.

Motion carried: 3-0-1

It was moved by Mr. Armendariz and seconded by Mr. Fulwyler to nominate Mrs. Sanchez as the Alternate Trustee Representative for the Annual Fall Trustees Meeting of the Kern County Committee on School District Organization.

Motion carried: 3-0-1

Board Member Wayne Montgomery arrived @ 5:06 pm

It was moved by Mr. Armendariz and seconded by Mr. Fulwyler to appoint Amy Bean as Secretary to the Board of Directors.

Motion carried: 4-0-1

IV. Adjournment of Organizational Meeting

It was moved by Mrs. Bean to adjourn the organizational meeting.

Motion carried: 4-0-1

V. Call to Order of Regular Meeting

Mrs. Sanchez called to order the regular meeting.

Motion carried: 4-0-1

VI. Approval to Adopt Agenda

It was moved by Mr. Armendariz and seconded by Mr. Fulwyler to adopt the agenda of the December 15, 2016, Board Meeting.

Motion carried: 4-0-1

VII. Approval of Minutes

It was moved by Mr. Armendariz and seconded by Mr. Montgomery to approve the minutes of the October 20, 2016, Board Meeting

Motion carried: 4-0-1

VIII. Public Comments – No public comments to report

IX. Old Business – No old business to report

X. Reports

A. Board Members' Report

- Mr. Armendariz wished everyone a Merry Christmas and Happy New Year.
- Mr. Montgomery also expressed the above sentiment.
- Mrs. Sanchez wished everyone a Merry Christmas and safe holidays.

B. Executive Director's Report

- Mrs. Bean reported that the account at Citizen's Bank will open soon pending additional pieces of information requested by the bank; no fees will be charged for this account. Mrs. Bean requested the addition of Michelle Briseno and a designated Board Member to be added as authorized signers on this account. Board Members were in agreement to designate Mr. Armendariz as an authorized signer.
- Articulation Agreements were confirmed between SJVC and our Medical Assistant and Retailing and E-tailing Programs. An Articulation Agreement was also confirmed with Bakersfield College and our Security and Law Enforcement Program. The establishment of these Agreements ensure our students are eligible to receive college credit for their participation in our programs.
- The Nursing Assistant Program was approved by the State of California after more than a year of work to meet the changes and different requirements requested by the State.
- Pending no objection from the Board, Mrs. Bean requested potential vacation days out of the country prior to and after Easter break 2017.
- Mrs. Bean reported that a Medical Assistant course is being offered for adults beginning January 10, 2017. Classes will be held Tuesday through Thursday between the hours of 4:00 – 7:00 p.m. The course will run from January through July. The fee for the course is \$750 dollars. Through a grant, the Wasco Adult School will pay for a portion of the tuition for those adults who register through the adult school. Once enrolled, students will be required to purchase their textbooks and uniforms. An updated Adult Student Handbook was distributed to the Board Members for review.
- We have received positive feedback on the programs we offer at NKVTC. We will request approval to fly some positions and test our ability to serve the community in the future.
- Mrs. Bean expressed her appreciation for the Board and offered an open ended invitation to her home for a holiday dinner.

XI. Consent Agenda

- A. It was moved by Mr. Armendariz and seconded by Mr. Montgomery to approve the Warrants for November and December 2016.

Motion carried: 4-0-1

- B. It was moved by Mr. Montgomery and seconded by Mr. Armendariz to approve of the Monthly Budget Reports for November and December 2016.

Motion carried: 4-0-1

XII. Action Items

- A. It was moved by Mr. Armendariz and seconded by Mr. Fulwyler to approve of the First Period Interim Report for Fiscal Year 2016-17.

Motion carried: 4-0-1

- B. It was moved by Mr. Montgomery and seconded by Mr. Fulwyler to approve of the Articulation Agreement between SJVC and NKVTC's Medical Assistant Program.

Motion carried: 4-0-1

- C. It was moved by Mr. Armendariz and seconded by Mr. Montgomery to approve of the Articulation Agreement between SJVC and NKVTC's Retailing and E-tailing Program.

Motion carried: 4-0-1

- D. It was moved by Mr. Armendariz and seconded by Mr. Fulwyler to approve of the Articulation Agreement between Bakersfield College and NKVTC's Security and Law Enforcement Program.

Motion carried: 4-0-1

- E. It was moved by Mr. Fulwyler and seconded by Mr. Montgomery to approve of the M.A. Adult Evening Course Handbook.

Motion carried: 4-0-1

- F. It was moved by Mr. Montgomery and seconded by Mr. Fulwyler to approve of the M.O.U. between NKVTC and WUHSD for Medical Assistant Training.

Motion carried: 4-0-1

- G. It was moved by Mr. Fulwyler and seconded by Mr. Armendariz to approve of NKVTC's updated CSBA Sexual Harassment Policy as suggested by Schools Legal Services.

Motion carried: 4-0-1

- H. It was moved by Mr. Armendariz and seconded by Mr. Fulwyler to approve of the 2017 Board Meeting Schedule.

Motion carried: 4-0-1

- I. It was moved by Mr. Fulwyler and seconded by Mr. Montgomery to approve of adding Michelle Briseno, Administrative Assistant and a designated Board Member (Mr. Armendariz) as authorized signers on the Citizen's Bank Account.

Motion carried: 4-0-1

Mr. Fulwyler expressed a clear desire to be certain that internal controls were in place for safety of our public funds. Mrs. Bean assured the board that all monies are overseen by the Director and all transactions are approved and double checked by both the Director and the Administrative Assistant. In addition, funds are put on the board agenda for oversight on a regular basis and annually audited by an outside accountant.

- J. It was moved by Mr. Armendariz and seconded by Mr. Montgomery to approve of a \$125 stipend to Mentor Teachers outside of the District including a retroactive stipend for Mr. Hunter (WUHSD employee and mentor to Mrs. Neufeld and Mrs. Aydelotte) during the 2015 school year.

Motion carried: 4-0-1

XIII. Discussion and Information Only

- A. Monthly Enrollment Reports for November and December 2016
- B. Letter dated September 15, 2016, from KCSOS Administration and Finance Division, Regarding Approval of NKVTC's Adopted Budget
- C. Report dated October 17, 2016, from NNAAP, Regarding State of California Nurse Aide Competency Evaluation Results
- D. Notice (Form 280B 06/16) from the State of California Health and Human Services Agency granting renewal of NKVTC Nursing Assistant Training Program
- E. Informational dated November 2016, from SLS, Regarding Gift Limitations for Public Officials
- F. Letter dated November 15, 2016, from Scott Erwin, CPA, (formerly Roberts and James, CPAs)
- G. NKVTC Holiday Closure Schedule

XIV. Adjournment

It was moved by Mr. Armendariz and seconded by Mr. Fulwyler to adjourn the regular meeting at 5:45 p.m.

