

# NORTH KERN VOCATIONAL TRAINING CENTER

## BOARD OF DIRECTORS

Joel Ackerknecht, President  
Joe Roman, Vice-President  
Jesus Cardenas, Clerk  
Patricia Sanchez, Member  
Wayne Montgomery, Member



## PARTNERING DISTRICTS

Delano Joint Union High School District  
Wasco Union High School District

## EXECUTIVE DIRECTOR

Amy Bean

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## BOARD OF DIRECTOR'S REGULAR MEETING

Thursday, August 23, 2018 - 5:00 p.m.

Location: NK-Wasco – Room 3906

### ADOPTED MINUTES

Board Members Present: Wayne Montgomery, Patricia Sanchez, and Joe Roman

Board Members Absent: Jesus Cardenas and Joel Ackerknecht

- I. Call to Order  
The Regular Meeting was called to order at 5:04 p.m. by Joe Roman, Board Vice President.  
  
A. The flag was saluted.
- II. Adopt the Agenda  
It was moved by Mr. Montgomery and seconded by Mrs. Sanchez to Adopt the Agenda of the Regular Meeting on August 23, 2018. Motion Carried 3-0-2
- III. Approval of Minutes  
It was moved by Mr. Montgomery and seconded by Mrs. Sanchez to Approve the Minutes of the Regular Meeting of June 21, 2018. Motion Carried 3-0-2
- IV. Public Comments  
None.
- V. Board Members' Reports  
Mrs. Sanchez – Nothing to report.  
Mr. Montgomery – Nothing to report.  
Mr. Roman – Nothing to report.
- VI. Executive Director's Report
  - Brightwood College – a student took our M.A. class and received 9 months of credit, basically cutting her requirements in half to pursue an A.S. degree.
  - Staff had three really good sessions at our back-to-school professional learning day – Professionalism for Educators put on by Schools Legal Services, and thank

you to Wasco for including us in their two trainings: Active Shooters and Suicide Prevention.

- Staff have expressed concerns over the fact that their classroom doors do not lock from the inside. This is a quick fix at Wasco as they already have the capability to lock from the inside with an Allen Wrench. The locks on our Delano site need to be replaced. The current estimate we have is approximately 3K. A staff member had her keys stolen from her vehicle, so we also need to re-key.
- The implementation of the new M.A. class at NK-D through Cerro Coso is in place! Our instructor was approved as an adjunct instructor, and Mr. Chavez and Mrs. Bean worked collaboratively to create the pacing guide. Due to the intense nature of the class, students who enroll in this class will be expected to perform 19 hours of added on-the-job training; it does not fit into the regular year. All of the pieces will be put into place to be sure that all students are successful with this however the regular, and many assembly schedules, present a unique challenge. DJUHSD also requested, over the summer, that we provide “medical office front office” as an alternate offering for the second year for students in the CC program, and a traditional M.A. class (all year format) for students who had not taken the first class. It was not an easy decision, but due to the unilateral decrease in funding to NK several years ago, NK cannot justify adding programs without a return to full funding. Mr. Chavez notified Mrs. Bean in the beginning of August that there was no enrollment or interest in the Retailing and E-tailing class, and wanted to know if we would cut that class to add the Medical components. It was explained that the ROP can absolutely be responsive to the needs of the district, but that our staff is honored with due process and this decision would need to be clearly communicated prior to the March 15 deadline.
- Mrs. Bean is struggling with the hit or miss symptoms of Valley Fever. She is working through unpaid contractual workdays since those days would have to be paid out if unused at the end of her contract. Mrs. Bean stated she has been able to work 4-6 hours, and full days, but it is random. She is very appreciative of the support of the staff as well as the Board.

VII. Discussion and Action

- A. It was moved by Mr. Montgomery and seconded by Mrs. Sanchez to Consider Accepting the Letter of Resignation from Mrs. James as Nursing Assistant Instructor.  
Motion Carried 3-0-2

*Mr. Montgomery stated to send a Letter of Appreciation to Mrs. James for her years of service to North Kern. Mrs. Bean stated that Mrs. James did not want a letter from the Board, however on the Board's behalf; she (Mrs. Bean) would send a letter to Mrs. James accepting her resignation.*

- B. It was moved by Mr. Montgomery and seconded by Mrs. Sanchez to Consider Approval of Mrs. James' Retirement Benefits.  
Motion Carried 3-0-2
- C. It was moved by Mrs. Sanchez and seconded by Mr. Montgomery to Consider Approval of a \$1700.00 Tuition Fee for the Adult Medical Assistant Class beginning on September 4, 2018.  
Motion Carried 3-0-2

- D. It was moved by Mrs. Sanchez and seconded by Mr. Montgomery to Consider Approval of the Revised H.S.M.T. Handbooks for Students and Adults.  
Motion Carried 3-0-2
- E. It was moved by Mrs. Sanchez and seconded by Mr. Montgomery to Consider Approval of Hiring Mrs. Juny Fernandez as the Full-time Nursing Assistant Instructor for the 2018-2019 School Year for the Delano-based N.A. Classes.  
Motion Carried 3-0-2
- F. It was moved by Mr. Montgomery and seconded by Mrs. Sanchez to Consider Approval of Hiring Mrs. Diana Alvarez-Torres as the Medical Assistant Instructor for the 2018-2019 School Year for the Delano-based Cerro Coso Medical Assistant Classes.  
Motion Carried 3-0-2
- G. It was moved by Mrs. Sanchez and seconded by Mr. Montgomery to Consider Approval of Hiring Mrs. Rhonda Gale as the Nursing Assistant Instructor for the 2018-2019 School Year as a Roving Teacher in both Wasco and Delano.  
Motion Carried 3-0-2
- H. It was moved by Mrs. Sanchez and seconded by Mr. Montgomery to Consider Approval of Staff Attending the 29<sup>th</sup> Annual CTE Fall Conference on November 14-16, 2018, in Rancho Mirage, CA.  
Motion Carried 3-0-2
- I. It was moved by Mrs. Sanchez and seconded by Mr. Montgomery to Consider Approval of Staff Attending the 2019 Educating for Careers Conference on March 3-5, 2019, at the Sacramento Convention Center.  
Motion Carried 3-0-2
- J. It was moved by Mr. Montgomery and seconded by Mrs. Sanchez to Consider Approval of the Monthly Budget Report, B-Warrants and Registers.  
Motion Carried 3-0-2

VIII. Discussion and Information

A. Monthly Enrollment Report.

B. 2017-18 Audit Engagement Letter of Understanding dated May 1, 2018, from Scott Erwin, CPA.

IX. Adjournment

It was moved by Mr. Montgomery and seconded by Mrs. Sanchez to adjourn the meeting.  
Motion Carried 3-0-2

Meeting adjourned at 5:25 p.m.