

**SOUTHERN CALIFORNIA REGIONAL OCCUPATIONAL CENTER  
BOARD OF EDUCATION  
MEETING**

**2300 Crenshaw Boulevard, Torrance, CA 90501  
Board Room**

**June 16, 2011**

**6:00 p.m. – Open Session**

**CALL MEETING TO ORDER:**

Time: \_\_\_\_\_

**BOARD MEMBERS:**

Ms. Barbara Lucky, Esq., President, Palos Verdes Peninsula Unified School District \_\_\_\_\_

Ms. Heidi Ashcraft, Vice-President, Board Member-at-Large \_\_\_\_\_

Dr. William Watkins, Clerk, El Segundo Unified School District \_\_\_\_\_

Mr. Bill Fournell, Manhattan Beach Unified School District \_\_\_\_\_

Mr. Drew Gamet, Redondo Beach Unified School District \_\_\_\_\_

Ms. Alice Grigsby, Board Member-at-Large \_\_\_\_\_

Ms. Maritza Molina, Centinela Valley Union High School District \_\_\_\_\_

Mr. Al Muratsuchi, Esq., Torrance Unified School District \_\_\_\_\_

Ms. Trina Williams, Inglewood Unified School District \_\_\_\_\_

**SUPERINTENDENT:**

Christine A. Hoffman, Ed.D. \_\_\_\_\_

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF AGENDA**

Approve the June 16, 2011 agenda.

Move:\_\_\_ Second:\_\_\_ Vote:\_\_\_

HA\_\_\_ BF\_\_\_ AG\_\_\_ DG\_\_\_ BL\_\_\_ MM\_\_\_ AM\_\_\_ WW\_\_\_ TW\_\_\_

**PROGRAM HIGHLIGHT:**

None

**COMMENDATIONS/RECOGNITION:**

None

**STUDENT VOICES:**

None

**COMMENTS FROM THE PUBLIC**

Individual speakers shall be allowed three (3) minutes to address the Board on each agenda or non-agenda item. The Board shall limit the total time for public input on each item to 20 minutes.

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.
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.

**ACKNOWLEDGEMENT OF CORRESPONDENCE TO THE BOARD**

**ADJOURN TO CLOSED SESSION**

Move:\_\_\_ Second:\_\_\_ Vote:\_\_\_ Time:\_\_\_

HA\_\_\_ BF\_\_\_ AG\_\_\_ DG\_\_\_ BL\_\_\_ MM\_\_\_ AM\_\_\_ WW\_\_\_ TW\_\_\_

1. Potential Litigation.  
“Significant exposure to litigation pursuant to Government Code Section 54956.9 (b) (One Case)  
- Legal Counsel, Eric Bathen

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

**RECONVENE TO OPEN SESSION**

Move:\_\_\_ Second:\_\_\_ Vote:\_\_\_ Time:\_\_\_

HA\_\_\_ BF\_\_\_ AG\_\_\_ DG\_\_\_ BL\_\_\_ MM\_\_\_ AM\_\_\_ WW\_\_\_ TW\_\_\_

**EMPLOYEE GROUP REPRESENTATIVES**

- Certificated Representative – No report
- Classified Representative – No report

**STAFF REPORTS**

- Update Modernization Project Building A C. Hoffman
- Partnership with El Camino College to develop a Career L. St. Gean  
Technical Education Preparation Program for Teacher  
Credentialing

**CONSENT CALENDAR:**

pp. 12

**ITEM NO.**

- |   |  |           |
|---|--|-----------|
| 1 | APPROVE BOARD MINUTES OF MARCH 31, 2011<br><br>Approve the minutes of the March 31, 2011 Board Meeting.  | pp. 13-24 |
| 2 | APPROVE BOARD MINUTES OF APRIL 21, 2011<br><br>Approve the minutes of the April 21, 2011 Board Meeting.  | pp. 25-33 |
| 3 | APPROVE ACCEPTANCE OF GIFTS<br><br>Approve Acceptance of gifts donated to the Center   | pp. 34-35 |
| 4 | APPROVE PAYROLL A WARRANT REPORT – APRIL & MAY, 2011<br><br>Approve A Warrants issued for the month of April 1, 2011 through April 30, 2011 drawn in payment of salaries.<br><br>Approve A Warrants issued for the month of May 1, 2011 through May 31, 2011 drawn in payment of salaries. | pp. 36-37 |
| 5 | APPROVE B-WARRANT REPORT – APRIL & MAY, 2011<br><br>Approve B Warrant Registers #0401 - #0430 issued during the month of April 1, 2011 through April 30, 2011.<br><br>Approve B Warrant Registers #0501 - #0531 issued during the month of May 1, 2011 through May 31, 2011.               | pp. 38-39 |

- 6 APPROVE B-WARRANTS ISSUED WITHOUT PURCHASE ORDERS FOR APRIL & MAY, 2011 pp. 40-45

Approve the B-Warrants from Doc #073237 through #073277 for the period of April 1, 2011 through April 30, 2011 totaling \$41,352.87 for items not issued on purchase orders since the last Board meeting of April 21, 2011.

Approve the B-Warrants from Doc #073278 through #073325 for the period of May 1, 2011 through May 31, 2011 totaling \$29,070.01 for items not issued on purchase orders since the last Board meeting of April 21, 2011.

- 7 APPROVE PERSONNEL ASSIGNMENT ORDERS pp. 46-47

Approve and ratify Personnel Assignment Orders #7347-7366 that were assigned since the last Board of Education meeting of April 21, 2011.

- 8 APPROVE PURCHASE ORDER REPORT – APRIL & MAY, 2011 pp. 48-52

Ratify purchase orders 10110312 through 10110343 for a total of \$363,052.88 for the period of April 1, 2011 through April 30, 2011 and purchase order 10110344 through 10110360 for a total of \$214,974.47 for the period of May 1, 2011 through May 31, 2011 that have been issued since the last Board meeting of April 21, 2011 for miscellaneous supplies, services, and equipment. Copies of the issued purchase orders are available for your information and review at the Board table.

- 9 APPROVE REVOLVING CASH FUND – APRIL & MAY, 2011 pp. 53-57

Approve the Revolving Cash Fund checks written for the months of April and May 2011.

- 10 APPROVE SOCAL ROC RECOGNITION ACCOUNT – APRIL & MAY, 2011 pp. 58-61

Approve the SoCal ROC Recognition Account for the months of April and May 2011.

11 APPROVE AFFILIATION AGREEMENTS

pp. 62-64

Approve On-the Job training site Affiliation Agreements for the SoCal ROC programs listed:

<b>AFFILIATE</b>	<b>STATUS</b>	<b>PROGRAM</b>
Complete Care Family Medical	New	Certified Medical Assisting/Medical Assisting Programs
Pariwash Mohammadi, M.D.	New	Certified Medical Assisting/Medical Assisting Programs
Albertson/Sav-on	New	Pharmacy Technician
All Friends Dental Center	New	Registered Dental Assisting/Dental Assisting
Atef R. Awad, DDS	New	Registered Dental Assisting/Dental Assisting
Carmen Ramos, D.M.D	New	Registered Dental Assisting/Dental Assisting
Comfort Dental	New	Registered Dental Assisting/Dental Assisting
David Suh, DDS	New	Registered Dental Assisting/Dental Assisting
David Taylor, DDS	New	Registered Dental Assisting/Dental Assisting
Judina Morales, DDS	New	Registered Dental Assisting/Dental Assisting
Nguyen Dental	New	Registered Dental Assisting/Dental Assisting
Peninsula Oral Surgery and Implants - Redondo Beach and San Pedro	New	Registered Dental Assisting/Dental Assisting
Prairie Family Dentistry	New	Registered Dental Assisting/Dental Assisting
South Bay Dental Center	New	Registered Dental Assisting/Dental Assisting
Dentistry for Children	New	Registered Dental Assisting/Dental Assisting
South Bay Dental Esthetics	New	Registered Dental Assisting/Dental Assisting
Avalon Dental Care	Renewal	Registered Dental Assisting/Dental Assisting
Bank of America	Renewal	Banking and Financial Services
Airport Cities Animal Hospital	Renewal	Veterinary Assistant/Veterinary Science

12 APPROVE AMENDMENT NO. 1 TO CONTRACT WITH LOS ANGELES COUNTY OFFICE OF EDUCATION

pp. 65-67

Approve Amendment No. 1 to contract with Los Angeles County Office of Education for the purpose of providing the administrative services for Medi-Cal Reimbursement process.

13 APPROVE AGREEMENT WITH VAN LANCASTER

pp. 68-70

Approve Agreement with Van Lancaster to provide telephone support to Southern California Regional Occupational Center

14 APPROVE AGREEMENT WITH MARK T. ALCANTAR

pp. 71-72

Approve Agreement with Mark T. Alcantar for oversight of Phlebotomy Program and authorized signatory for all Certificates of Competency

15 APPROVE AGREEMENT WITH MC CONSULTING

pp. 73-78

Approve professional services agreement with MC Consulting from July 1, 2011 through June 30, 2012

- 16      APPROVE CONTRACT WITH QWEST pp. 79-87  
  
Approve contract with Qwest to provide on-going technical support for SoCal ROC technology infrastructure
- 17      APPROVE AGREEMENT WITH SPENCE AND SONS pp.88-91  
  
Approve Agreement with Spence and Sons for SoCal ROC website on-going development and maintenance
- 18      APPROVE AGREEMENT FOR PROFESSIONAL SERVICES WITH DANNIS WOLIVER KELLEY ATTORNEY pp. 92-94  
  
Approve agreement for professional services with Dannis Woliver Kelley attorney from July 1, 2011 through June 30, 2012
- 19      APPROVE AMENDMENT TO LEGAL SERVICES CONTRACT WITH THE LAW OFFICES OF ERIC BATHEN pp. 95-97  
  
Approve Amendment Agreement for Legal Services effective beginning July 1, 2011 and remaining in effect until June 30, 2013
- 20      APPROVE CONTRACT WITH GAGGLE.NET, INC. pp. 98-106  
  
Approve contract with Gaggle.Net, Inc. internet email archiving services
- 21      APPROVE CONSULTANT AGREEMENT WITH CHARLES BANDA pp. 107-108
- 22      APPROVE CONSULTANT AGREEMENT WITH DIANNE SPEEGLE pp.109-110  
  
Approve Consultant Agreement with Dianne Speegle for application and development of Licensed Vocational Nurse Program (LVN)
- 23      APPROVE CONTRACT WITH LOS ANGELES COUNTY OFFICE OF EDUCATION FOR PEOPLESOFT FINANCIAL SYSTEM FOR FISCAL YEAR 2011-2012 pp. 111-128  
  
Approve contract with Los Angeles County Office of Education for PeopleSoft Financial System for Fiscal Year 2011-2012
- 24      ADULT FEE SCHEDULE REVISION pp. 129

MOTION TO APPROVE CONSENT CALENDAR NUMBERS 1 THROUGH 24

Action

Move:\_\_\_ Second:\_\_\_ Vote:\_\_\_

HA\_\_\_ BF\_\_\_ AG\_\_\_ DG\_\_\_ BL\_\_\_ MM\_\_\_ AM\_\_\_ WW\_\_\_ TW\_\_\_

**PERSONNEL**

1. Approve Revised Salary Schedules (2011/2012) for:

pp. 130-132  
Action

- a. Certificated Schedule A
- b. Certificated Schedule B

Move:\_\_\_ Second:\_\_\_ Vote:\_\_\_

HA\_\_\_ BF\_\_\_ AG\_\_\_ DG\_\_\_ BL\_\_\_ MM\_\_\_ AM\_\_\_ WW\_\_\_ TW\_\_\_

**BUSINESS SERVICES**

1. CONVENE PUBLIC HEARING ON THE USE OF 2011-2012 TIER III FUNDS

pp. 133  
Action

Move:\_\_\_ Second:\_\_\_ Vote:\_\_\_ Time:\_\_\_

HA\_\_\_ BF\_\_\_ AG\_\_\_ DG\_\_\_ BL\_\_\_ MM\_\_\_ AM\_\_\_ WW\_\_\_ TW\_\_\_

- Conduct Public Hearing
- Adjourn Public Hearing

Move:\_\_\_ Second:\_\_\_ Vote:\_\_\_ Time:\_\_\_

HA\_\_\_ BF\_\_\_ AG\_\_\_ DG\_\_\_ BL\_\_\_ MM\_\_\_ AM\_\_\_ WW\_\_\_ TW\_\_\_

2. ADOPT RESOLUTION 06-2011-01 ACCEPTANCE OF TIER III FUNDS

pp. 134-135  
Action

Move:\_\_\_ Second:\_\_\_ Vote:\_\_\_

HA\_\_\_ BF\_\_\_ AG\_\_\_ DG\_\_\_ BL\_\_\_ MM\_\_\_ AM\_\_\_ WW\_\_\_ TW\_\_\_

3. CONVENE PUBLIC HEARING ON SOCIAL ROC FOR 2011-2012“ ALL FUNDS BUDGET” pp. 136  
Action

Move:\_\_\_ Second:\_\_\_ Vote:\_\_\_ Time:\_\_\_

HA\_\_\_ BF\_\_\_ AG\_\_\_ DG\_\_\_ BL\_\_\_ MM\_\_\_ AM\_\_\_ WW\_\_\_ TW\_\_\_

- Conduct Public Hearing on “All Funds Budget” for 2011-2012
- Adjourn Public Hearing

Action

Move:\_\_\_ Second:\_\_\_ Vote:\_\_\_ Time:\_\_\_

HA\_\_\_ BF\_\_\_ AG\_\_\_ DG\_\_\_ BL\_\_\_ MM\_\_\_ AM\_\_\_ WW\_\_\_ TW\_\_\_

4. ADOPT SOCIAL ROC “ALL FUNDS BUDGET” FOR 2011-2012 pp. 137  
Action

Move:\_\_\_ Second:\_\_\_ Vote:\_\_\_

HA\_\_\_ BF\_\_\_ AG\_\_\_ DG\_\_\_ BL\_\_\_ MM\_\_\_ AM\_\_\_ WW\_\_\_ TW\_\_\_

5. APPROVE 2010-2011 YEAR-END APPROPRIATION TRANSFERS pp. 138-139  
Action

Move:\_\_\_ Second:\_\_\_ Vote:\_\_\_

HA\_\_\_ BF\_\_\_ AG\_\_\_ DG\_\_\_ BL\_\_\_ MM\_\_\_ AM\_\_\_ WW\_\_\_ TW\_\_\_

**GENERAL**

1. Approve the 2011-2012 Carl D. Perkins Vocational Education Application pp. 140-163  
(Submitted under separate cover) Action

Move:\_\_\_ Second:\_\_\_ Vote:\_\_\_

HA\_\_\_ BF\_\_\_ AG\_\_\_ DG\_\_\_ BL\_\_\_ MM\_\_\_ AM\_\_\_ WW\_\_\_ TW\_\_\_

2. First Reading of Board Policies/Administrative Regulations  
(Submitted under separate cover)

C. Hoffman

pp. 164-166  
Information

Delete		Update		Replaces With		Title
SoCal ROC BP	1100			CSBA BP	1100	Communication with the Public
SoCal ROC BP	1160			CSBA	1160	Community Relations
SoCal ROC BP	2140			CSBA	2140	Administration
		SoCal ROC E	2123			Evaluation of the Superintendent
SoCal ROC BP	3513.3			CSBA BP	3513.3	Tobacco Free School
AR	3513.3			AR	3513.3	
SoCal ROC AR	3516.3			CSBA AR	3516.3	Earthquake Emergency Procedure System
		SoCal ROC BP	4111 4211 4311			Recruitment and Selection
SoCal ROC BP	4158			CSBA BP	4158	Employee Security
AR	4258			AR	4258	
	4358				4358	
SoCal ROC BP	4211.2			CSBA BP	4211.2	Legal Status Requirements
AR	4211.2					
		SoCal ROC BP	4231			Staff Development
SoCal ROC	AR 4231			CSBA AR	4231	Staff Development
SoCal ROC BP	4232			CSBA BP	4232	Publication or Creation of
	4132				4132	Materials
	4333				4333	
SoCal ROC BP	4312.1			CSBA BP	4312.1	Contracts
SoCal ROC BP	4313.2			CSBA BP	4312.2	Demotion/
AR	4312.2			AR	4312.2	Reassignment
SoCal ROC BP	4312.8			CSBA BP	4312.8	Employment of Relatives
	4112.8				4118.8	
	4212.8				4212.8	
SoCal ROC BP	4314			CSBA BP	4314	Transfers

Delete	Update	Replaces With	Title
SoCal ROC BP 4313.4 4113.4 4213.4		CSBA BP 4313.4 4113.4 4213.4	Temporary Modified/ Light-Duty Assignment
SoCal ROC AR 4313.4			Temporary Modified/ Light-Duty Assignment
SoCal ROC BP 5022 AR 5022		CSBA BP 5022 AR 5022	Student and Family Privacy Rights
	SoCal ROC BP 5131.62		Tobacco
SoCal ROC AR 5131.62			Tobacco
	SoCal ROC BP 5144 AR 5144		Discipline
	SoCal ROC BP 6163.2 AR 6163.2		Animals at School
	SoCal ROC BB 9123		Clerk
SoCal ROC BB 9140		CSBA BB 9140	Board Representative
SoCal ROC BB 9323.2		CSBA BB 9323.2	Actions by the Board

3. Approve process and timeline for the appointment of Board Member-at-Large Position (Seat Number Two) (Current appointment expires June 30, 2011.) C. Hoffman pp. 167-172 Action

Move:\_\_\_ Second:\_\_\_ Vote:\_\_\_

HA\_\_\_ BF\_\_\_ AG\_\_\_ DG\_\_\_ BL\_\_\_ MM\_\_\_ AM\_\_\_ WW\_\_\_ TW\_\_\_

4. Approve the withdrawal of Centinela Valley Union High School District (CVUHSD) from JPA with the Southern California Regional Occupational Center (SoCal ROC) effective July 1, 2011, subject to payment of its share of long-term debt of \$783,500.60 by CVUHSD to SoCal ROC by June 30, 2011 and CVUHSD shall pass-through to SoCal ROC monies for 2010/11 that have been deferred by the State of California and will be received for the Apportionment Periods of July, 2011 (\$140,102.05), August, 2011 (\$193,679.53), and September, 2011 (\$112,235.60) totaling \$446,017.18. These monies shall be passed-through to SoCal ROC concurrently when received by CVUHSD. Additionally, CVUHSD shall pay SoCal ROC lottery monies owed to SoCal ROC in the amount of \$63,246.30 for the 2010/11 school year, payable on or before September 30, 2011. pp. 173-174 Action

Move:\_\_\_ Second:\_\_\_ Vote:\_\_\_

HA\_\_\_ BF\_\_\_ AG\_\_\_ DG\_\_\_ BL\_\_\_ MM\_\_\_ AM\_\_\_ WW\_\_\_ TW\_\_\_

5. Approve Revision to the Board Meeting Calendar eliminating the July Board meeting for 2011. pp. 175  
Action

Move:\_\_\_ Second:\_\_\_ Vote:\_\_\_

HA\_\_\_ BF\_\_\_ AG\_\_\_ DG\_\_\_ BL\_\_\_ MM\_\_\_ AM\_\_\_ WW\_\_\_ TW\_\_\_

**BOARD MEMBERS' REMARKS**

**SUPERINTENDENT'S REMARKS**

**Adjourn Meeting**

Move:\_\_\_ Second:\_\_\_ Vote:\_\_\_

HA\_\_\_ BF\_\_\_ AG\_\_\_ DG\_\_\_ BL\_\_\_ MM\_\_\_ AM\_\_\_ WW\_\_\_ TW\_\_\_