

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

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

**May 19, 2011**

**5:45 p.m. – Administer Oath of Office to New Board Member  
6:00 p.m. – Open Session**

**ADMINISTER OATH OF OFFICE TO NEW BOARD MEMBER**

Drew Gamet                      Redondo Beach Unified School District

**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 May 19, 2011 agenda.

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

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

**PROGRAM HIGHLIGHT:**

Medical Assisting – Health Fair

T. Castillo

**COMMENDATIONS/RECOGNITION:**

Chris A. Spry, Northrop Grumman Carson Facilities Manager  
Pete Freeland, Instructor, SoCal ROC Aerospace Engineering

J. Giovati

**STUDENT VOICES:**

David Aitchison, Adult Student, Medical Insurance Billing  
Claire Aitchison, Adult Student, Medical Insurance Billing  
Rachel Aitchison, Student, Medical Insurance Billing – Arena High School

**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**

**EMPLOYEE GROUP REPRESENTATIVES**

- Certificated Representative – Sylvia Owens
- Classified Representative – Patricia Morrow

**STAFF REPORTS**

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

**CONSENT CALENDAR:**

pp. 7

**ITEM NO.**

- 1 APPROVE BOARD MINUTES OF MARCH 31, 2011 pp. 8-19  
Approve the minutes of the March 31, 2011 Board Meeting.
- 2 APPROVE BOARD MINUTES OF APRIL 21, 2011 pp. 20-28  
Approve the minutes of the April 21, 2011 Board Meeting.
- 3 APPROVE ACCEPTANCE OF GIFTS pp. 29-30  
Approve Acceptance of gifts donated to the Center
- 4 APPROVE PAYROLL A WARRANT REPORT – APRIL, 2011 pp. 31  
Approve A Warrants issued for the month of April 1, 2011 through April 30, 2011 drawn in payment of salaries.
- 5 APPROVE B-WARRANT REPORT – APRIL, 2011 pp. 32  
Approve B Warrant Registers #0401 - #0430 issued during the month of April 1, 2011 through April 30, 2011.
- 6 APPROVE B-WARRANTS ISSUED WITHOUT PURCHASE ORDERS FOR APRIL, 2011 pp. 33-35  
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.
- 7 APPROVE PERSONNEL ASSIGNMENT ORDERS pp. 36-37  
Approve and ratify Personnel Assignment Order #7347 that was assigned since the last Board of Education meeting of April 21, 2011.
- 8 APPROVE PURCHASE ORDER REPORT – APRIL, 2011 pp. 38-40  
Ratify purchase orders 10110312 through 10110343 for a total of \$363,052.88 for the period of April 1, 2011 through April 30, 2011 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, 2011 pp. 41-43

Approve the Revolving Cash Fund checks written for the month of April 2011.

- 10 APPROVE SOCAL ROC RECOGNITION ACCOUNT – APRIL, 2011 pp. 44-45

Approve the SoCal ROC Recognition Account for the month of April 2011.

- 11 APPROVE AFFILIATION AGREEMENTS pp. 46-48

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 |
| Parivash 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  | 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. 49-51

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. 52-54

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

MOTION TO APPROVE CONSENT CALENDAR NUMBERS 1 THROUGH 13

Action

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

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

**PERSONNEL**

No Items

**BUSINESS SERVICES**

No Items

**GENERAL**

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

pp. 55  
 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. 56-57  
 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<br>AR 3513.3 |                  | CSBA BP 3513.3<br>AR 3513.3 | Tobacco Free School              |

| Delete                               | Update | Replaces With                   | Title                                 |
|--------------------------------------|--------|---------------------------------|---------------------------------------|
| SoCal ROC AR 3516.3                  |        | CSBA AR 3516.3                  | Earthquake Emergency Procedure System |
| SoCal ROC BP 4158<br>AR 4258<br>4358 |        | CSBA BP 4158<br>AR 4258<br>4358 | Employee Security                     |
| SoCal ROC BP 5022<br>AR 5022         |        | CSBA BP 5022<br>AR 5022         | Student and Family Privacy Rights     |

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. 58-63  
Action

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

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

**BOARD MEMBERS' REMARKS**

**SUPERINTENDENT'S REMARKS**

**CLOSED SESSION**

**Adjourn to Closed Session**

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

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

**Adjourn to Open Session**

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

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

**Adjourn Meeting**

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

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