

**SOUTHERN CALIFORNIA REGIONAL OCCUPATIONAL CENTER
BOARD OF EDUCATION
MEETING
2300 Crenshaw Boulevard, Torrance, CA 90501
Board Room**

**November 29, 2010
6:00 p.m. - Open Session**

CALL MEETING TO ORDER:

Time: _____

BOARD MEMBERS:

Ms. Arlene Staich, President, Redondo Beach Unified School District _____

Mr. Al Muratsuchi, Vice-President, Torrance Unified School District _____

Mr. Bill Fournell, Clerk, Manhattan Beach Unified School District _____

Ms. Heidi Ashcraft, Board Member-at-Large _____

Ms. Alice Grigsby, Board Member-at-Large _____

Ms. Barbara Lucky, Palos Verdes Peninsula Unified School District _____

Ms. Sandra Suarez, Centinela Valley Union High School District _____

Dr. William Watkins, El Segundo Unified School District _____

Ms. Trina Williams, Inglewood Unified School District _____

SUPERINTENDENT:
Christine A. Hoffman, Ed.D. _____

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

Approve the November 29, 2010 agenda.

Move:___ Second:___ Vote:___

HA___ BF___ AG___ BL___ AM___ AS___ SS___ WW___ TW___

PROGRAM HIGHLIGHT:

Floral Design

Helaire/Rivello

COMMENDATIONS/RECOGNITION:

Brooke McIntyre-Tuley, Director of Outreach and Volunteers
South Bay Family Healthcare Center

A. Helaire

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

EMPLOYEE GROUP REPRESENTATIVES

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

STAFF REPORTS

- | | | |
|--------------------------------------|------------|-------------|
| • Update on Building A Modernization | C. Hoffman | Information |
| • Report on Advisory Day Event | J. Giovati | Information |

CONSENT CALENDAR:

pp. 8

ITEM NO.

- 1 APPROVE BOARD MINUTES OF OCTOBER 21, 2010 pp. 9-18

Approve the minutes of the October 21, 2010 Board Meeting.

- 2 APPROVE ACCEPTANCE OF GIFTS pp. 19-20

Approve Acceptance of gifts donated to the Center.

- 3 APPROVE PAYROLL A WARRANT REPORT – OCTOBER, 2010 pp. 21

Approve A Warrants issued for the month of October 1, 2010 through October 31, 2010 drawn in payment of salaries.

- 4 APPROVE B-WARRANT REPORT – OCTOBER, 2010 pp. 22

Approve B Warrant Registers #1001 - #1031 issued during the month of October 1, 2010 through October 31, 2010.

- 5 APPROVE B-WARRANTS ISSUED WITHOUT PURCHASE ORDERS FOR OCTOBER, 2010 pp. 23-26

Approve the B-Warrants from Doc #072933 through #072986 for the period of October 1, 2010 through October 31, 2010 totaling \$68,717.61 for items not issued on purchase orders since the last Board meeting of October 21, 2010.

- 6 APPROVE PERSONNEL ASSIGNMENT ORDERS pp. 27-28

Approve and ratify Personnel Assignment Orders #7242 - #7274 that were assigned since the last Board of Education meeting of October 21, 2010.

- 7 APPROVE PURCHASE ORDER REPORT – OCTOBER, 2010 pp. 29-31

Ratify purchase orders 10110126 through 10110166 for a total of \$79,523.29 for the period of October 1, 2010 through October 31, 2010 have been issued since the last Board meeting of October 21, 2010 for miscellaneous supplies, services, and equipment. Copies of the issued purchase orders are available for your information and review at the Board table.

- 8 APPROVE REVOLVING CASH FUND – OCTOBER, 2010 pp. 32-36

Approve the Revolving Cash Fund checks written for the month of October 2010.

- 9 APPROVE SOCAL ROC RECOGNITION ACCOUNT – OCTOBER, 2010 pp. 37-38

Approve the SoCal ROC Recognition Account for the month of October 2010.

- 10 APPROVE AFFILIATION AGREEMENTS pp. 39-40

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

<u>AFFILIATE</u>	<u>STATUS</u>	<u>PROGRAM</u>
Long Beach Dental Center	NEW	Dental Assisting/Registered Dental Assisting
Achieve Medical Group	NEW	Certified Medical Assisting/Medical Assisting
Last Minute Florist	NEW	Floral Design I/II
Jenuine (Del Amo Fashion Mall)	NEW	Retail Occupations
Gerber Ambulance Company	NEW	Emergency Medical Technician

- 11 APPROVE COURSE OUTLINE (Submitted under separate cover) pp. 41

Approve the following Course Outline:

New

Advanced Medical Coding

- MOTION TO APPROVE CONSENT CALENDAR NUMBERS 1 THROUGH 11 Action

Move: ___ Second: ___ Vote: ___

HA___ BF___ AG___ BL___ AM___ AS___ SS___ WW___ TW___

PERSONNEL

No Items

BUSINESS SERVICES

1. Approve the changes to the Fund 01, Fund 14, Fund 35, and Fund 40 of the 2010-2011 Fund Balance L. St. Gean pp. 42-50
Action

Move: ___ Second: ___ Vote: ___

HA___ BF___ AG___ BL___ AM___ AS___ SS___ WW___ TW___

2. Approve Resolution 11-2010-01 Reissuance of Stale Dated Warrants

pp. 51-52
Action

Move: ___ Second: ___ Vote: ___

HA___ BF___ AG___ BL___ AM___ AS___ SS___ WW___ TW___

GENERAL

1. Second Reading/Approval of Board Policies/Administrative Regulations
(Submitted under separate cover)

C. Hoffman

pp. 53-54
Action

<u>Delete</u>	<u>Replace With</u>	<u>Update</u>	<u>Title</u>
SoCal ROC BP/AR 3460	CSBA BP/AR 3460		Financial Reports and Accountability
SoCal ROC AR 3516.2	CSBA AR 3516.2		Bomb Threats
SoCal ROC BP 3516.5	CSBA BP 3516.5		Emergency Schedules
SoCal ROC BP 4020	CSBA BP 4020		Drug and Alcohol-Free Workplace
SoCal ROC E 4020			Drug and Alcohol-Free Workplace
SoCal ROC AR 4032	CSBA AR 4032		Reasonable Accommodation
SoCal ROC AR 4112.62 4212.62 4312.62	CSBA AR 4112.62 4212.62 4312.62		Maintenance of Criminal Offender Records
SoCal ROC E 4112.62 4212.62 4312.62	CSBA E 4112.62 4212.62 4312.62		Maintenance of Criminal Offender Records
		SoCal ROC BP 4156.2 4256.2 4356.2	Longevity Plan
SoCal ROC AR 4161.1 4361.1	CSBA AR 4161.1 4361.1		Personal Illness/Injury Leave
SoCal ROC BP 6162.5	CSBA BP 6162.5		Student Assessment

Move: ___ Second: ___ Vote: ___

HA___ BF___ AG___ BL___ AM___ AS___ SS___ WW___ TW___

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

C. Hoffman

pp. 55-56
Information

<u>Delete</u>		<u>Replace With</u>		<u>Adopt</u>	<u>Title</u>
SoCal ROC BP	4030	CSBA BP	4030		Nondiscrimination In Employment
SoCal ROC AR	4030				Nondiscrimination In Employment
SoCal ROC AR	4031	CSBA AR	4031		Complaints Concerning Discrimination in Employment
				CSBA BP 4112.2	Certification
SoCal ROC AR	4112.2	CSBA AR	4112.2		Certification
SoCal ROC AR	4112.4	CSBA AR	4112.4		Health Examinations
SoCal ROC BP	4112.8	CSBA BP	4112.8		Employment of Relatives
SoCal ROC BP	4113	CSBA BP	4113		Assignment
SoCal ROC BP	4113.5				Course Enrollment/ Retention Guidelines
SoCal ROC AR	4117.6				Decision Not To Rehire
SoCal ROC AR	4117.11	CSBA AR	4117.11 4317.11		Preretirement Part-Time Employment
SoCal ROC BP	5021	CSBA BP	5021		Noncustodial Parents
SoCal ROC BP/AR	6162.6	CSBA BP/AR	6162.6		Use Of Copyrighted Materials
SoCal ROC BB	9270	CSBA BB	9270		Conflict of Interest
				CSBA E 9270	Conflict of Interest

BOARD MEMBERS' REMARKS

SUPERINTENDENT'S REMARKS

CLOSED SESSION

Adjourn to Closed Session

Move: ___ Second: ___ Vote: ___

HA___ BF___ AG___ BL___ AM___ AS___ SS___ WW___ TW___

1. Superintendent's Contract
2. Deputy Superintendent's Contract
3. "Conference with Legal Counsel – Anticipated Litigation.
Significant exposure to litigation pursuant to Government Code Section
54956.9 (b) (One Case)."
4. Personnel Matters

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

Adjourn to Open Session

Move: ___ Second: ___ Vote: ___

HA___ BF___ AG___ BL___ AM___ AS___ SS___ WW___ TW___

Adjourn Meeting

Move: ___ Second: ___ Vote: ___

HA___ BF___ AG___ BL___ AM___ AS___ SS___ WW___ TW___