

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

**September 16, 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 September 16, 2010 agenda.

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

HA\_\_\_ BF\_\_\_ AG\_\_\_ BL\_\_\_ AM\_\_\_ AS\_\_\_ SS\_\_\_ 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**

**EMPLOYEE GROUP REPRESENTATIVES**

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

**STAFF REPORTS**

- |                                      |             |             |
|--------------------------------------|-------------|-------------|
| • Update on Building A Modernization | C. Hoffman  | Information |
| • Update on State Budget             | L. St. Gean | Information |
| • Opening Day Updates                | A. Helaire  | Information |

**CONSENT CALENDAR:**

pp. 8

**ITEM NO.**

- 1 APPROVE BOARD MINUTES OF AUGUST 19, 2010 pp. 9-19  
Approve the minutes of the August 19, 2010 Board Meeting.
- 2 APPROVE ACCEPTANCE OF GIFTS pp. 20-21  
Approve Acceptance of gifts donated to the Center.
- 3 APPROVE PAYROLL A WARRANT REPORT – AUGUST, 2010 pp. 22  
Approve A Warrants issued for the month of August 1, 2010 through August 31, 2010 drawn in payment of salaries.
- 4 APPROVE B-WARRANT REPORT – AUGUST, 2010 pp. 23  
Approve B Warrant Registers #0801 - #0831 issued during the month of August 1, 2010 through August 31, 2010.
- 5 APPROVE B-WARRANTS ISSUED WITHOUT PURCHASE ORDERS FOR AUGUST, 2010 pp. 24-26  
Approve the B-Warrants from Doc #072861 through #072894 for the period of August 1, 2010 August 31, 2010 totaling \$41,378.60 for items not issued on purchase orders since the last Board meeting of August 19, 2010.
- 6 APPROVE PERSONNEL ASSIGNMENT ORDERS pp. 27-29  
Approve and ratify Personnel Assignment Orders #7172 - #7211 that were assigned since the last Board of Education meeting of August 19, 2010.
- 7 APPROVE PURCHASE ORDER REPORT – AUGUST, 2010 pp. 30-32  
Ratify purchase orders 10110047 through 10110100 for a total of \$454,973.82 for the period of August 1, 2010 through August 31, 2010 have been issued since the last Board meeting of August 19, 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 – AUGUST, 2010 pp. 33-35  
Approve the Revolving Cash Fund checks written for the month of August 2010.

9 APPROVE SOCAL ROC RECOGNITION ACCOUNT – AUGUST, 2010 pp. 36-37  
Approve the SoCal ROC Recognition Account for the month of August 2010.

10 APPROVE AFFILIATION AGREEMENTS pp. 38-39  
Approve On-the Job training site Affiliation Agreements for the SoCal ROC programs listed:

<u>AFFILIATE</u>	<u>STATUS</u>	<u>Program</u>
Torrance Dental Arts	NEW	Dental Assisting
Torrance Memorial Medical Center	NEW	Pharmacy Technician

11 APPROVE COURSE OUTLINE pp. 40  
(Submitted under separate cover)  
Approve the following Course Outline:

New  
3 D Character Design and Animation

12 NOTIFICATION OF OBSOLETE EQUIPMENT DISPOSAL pp. 41

13 APPROVE BUDGET ADJUSTMENT pp. 42-44  
Approve Budget Adjustment Summary documents BA001

14 APPROVE BUDGET ADJUSTMENT pp. 45-47  
Approve Budget Adjustment Summary documents BA002

MOTION TO APPROVE CONSENT CALENDAR NUMBERS 1 THROUGH 14 Action

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

HA\_\_\_ BF\_\_\_ AG\_\_\_ BL\_\_\_ AM\_\_\_ AS\_\_\_ SS\_\_\_ WW\_\_\_ TW\_\_\_

**PERSONNEL**

No Items

**BUSINESS SERVICES**

1. Approve Unaudited Actuals

pp. 48-110  
Action

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

HA\_\_\_ BF\_\_\_ AG\_\_\_ BL\_\_\_ AM\_\_\_ AS\_\_\_ SS\_\_\_ WW\_\_\_ TW\_\_\_

**GENERAL**

1. Approve Board Policies / Administrative Regulations

C. Hoffman

pp. 111-112  
Action

<b><u>Delete</u></b>	<b><u>Replace With</u></b>	<b><u>Update</u></b>	<b><u>Title</u></b>
		SoCal ROC BP 0200	Goals For The Center
E 0300	E 0200		Goals for the Center
		SoCal ROC BP 4111.2	Legal Status Requirement
AR 4111.2			Legal Status Requirement
AR 4116			Probationary/Permanent Status
SoCal ROC BP 4119.21	CSBA BP 4119.21		Professional Standards
4219.21	4219.21		
4319.21	4319.21		
SoCal ROC BP 4157	CSBA BP 4157		Employee Safety
4257	4257		
4357	4357		
SoCal ROC AR 4157	CSBA AR 4157		Employee Safety
4257	4257		
4357	4357		
SoCal ROC AR 4161.8	CSBA AR 4161.8		Family Care and Medical Leave
4261.8	4261.8		
4361.8	4361.8		

<u>Delete</u>	<u>Replace With</u>	<u>Update</u>	<u>Title</u>
SoCal ROC BP 5131.7	CSBA BP 5131.7		Weapons and Dangerous Instruments
SoCal ROC AR 5131.7	CSBA AR 5131.7		Weapons and Dangerous Instruments
SoCal ROC BP 5141.4	CSBA BP 5141.4		Child Abuse Reporting Procedures
SoCal ROC AR 5141.4	CSBA AR 5141.4		Child Abuse Reporting Procedures
SoCal ROC BP 5145.3	CSBA BP 5145.3		Nondiscrimination/Harassment

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

HA\_\_\_ BF\_\_\_ AG\_\_\_ BL\_\_\_ AM\_\_\_ AS\_\_\_ SS\_\_\_ WW\_\_\_ TW\_\_\_

2. First Reading of Board Policies/Administrative Regulations C. Hoffman pp. 113 Information

<u>Delete</u>	<u>Replace With</u>	<u>Update</u>	<u>Title</u>
SoCal ROC BP 1150	CSBA BP 1150		Commendations and Awards
<i>* No Change to SoCal ROC AR 1150</i>			Commendations and Awards
SoCal ROC BP 1240	CSBA BP 1240		Volunteer Assistance
SoCal ROC BP 1250	CSBA BP 1250		Visitors/Outsiders
SoCal ROC AR 1250	CSBA AR 1250		Visitors/Outsiders
SoCal ROC BP 3100	CSBA BP 3100		Budget
<i>* No Change to SoCal ROC AR 3100</i>			Budget
SoCal ROC BP 3220.1	CSBA BP 3220.1		Lottery Funds
SoCal ROC BP 3314.2	CSBA BP 3314.2		Revolving Funds

3. Annual Report Results for 2009-2010 C. Hoffman pp. 114 Information

**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 Evaluation

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\_\_\_