

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

**March 31, 2011
6:00 p.m. - Open Session**

CALL MEETING TO ORDER:

Time: _____

BOARD MEMBERS:

Ms. Barbara Lucky, 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 _____

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

Ms. Maritza Molina, Centinela Valley Union High School District _____

Mr. Al Muratsuchi, Torrance Unified School District _____

Ms. Arlene Staich, Redondo Beach Unified School District _____

Ms. Trina Williams, Inglewood Unified School District _____

SUPERINTENDENT:

Christine A. Hoffman, Ed.D. _____

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

Approve the March 31, 2011 agenda.

Move:___ Second:___ Vote:___

HA___ BF___ AG___ BL___ MM___ AM___ AS___ WW___ TW___

PROGRAM HIGHLIGHT:

Personal Fitness Trainer Program

A. Helaire/M. Cooper

COMMENDATIONS/RECOGNITION:

Visions of Unity Winners C. Hoffman

STUDENT VOICES:

Maceo Dabney, Student, Palos Verdes High School A. Helaire
Palos Verdes 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

- *Pathways to Prosperity Project* Report C. Hoffman Information
Harvard University Graduate School of Education
- Update on Building A Modernization C. Hoffman Information

CONSENT CALENDAR:

pp. 9

ITEM NO.

- 1 APPROVE BOARD MINUTES OF FEBRUARY 17, 2011 pp. 10-20
Approve the minutes of the February 17, 2011 Board Meeting.
- 2 APPROVE ACCEPTANCE OF GIFTS pp. 21-22
Approve Acceptance of gifts donated to the Center.
- 3 APPROVE PAYROLL A WARRANT REPORT – FEBRUARY, 2011 pp. 23
Approve A Warrants issued for the month of February 1, 2011 through February 28, 2011 drawn in payment of salaries.
- 4 APPROVE B-WARRANT REPORT – FEBRUARY, 2011 pp. 24
Approve B Warrant Registers #0201 - #0228 issued during the month of February 1, 2011 through February 28, 2011.
- 5 APPROVE B-WARRANTS ISSUED WITHOUT PURCHASE ORDERS FOR FEBRUARY, 2011 pp. 25-27
Approve the B-Warrants from Doc #073155 through #073188 for the period of February 1, 2011 through February 28, 2011 totaling \$33,004.05 for items not issued on purchase orders since the last Board meeting of February 17, 2011.
- 6 APPROVE PERSONNEL ASSIGNMENT ORDERS pp. 28-29
Approve and ratify Personnel Assignment Orders #7326 - #7335 that were assigned since the last Board of Education meeting of February 17, 2011.
- 7 APPROVE PURCHASE ORDER REPORT – FEBRUARY, 2011 pp. 30-32
Ratify purchase orders 10110265 through 10110293 for a total of \$274,832.31 for the period of February 1, 2011 through February 28, 2011 have been issued since the last Board meeting of February 17, 2011 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 – FEBRUARY, 2011 pp. 33-36

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

9 APPROVE SOCAL ROC RECOGNITION ACCOUNT – FEBRUARY, 2011 pp. 37-38

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

10 APPROVE AFFILIATION AGREEMENTS pp. 39-41

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

AFFILIATE	STATUS	PROGRAM
Amana Merchant Solutions	New	Administrative Office Assistant
Behavioral Health Services, Inc.	New	Administrative Office Assistant
Mobile Consulting	New	Administrative office Assistant
Medical Clinical Laboratory, Inc.	New	Phlebotomy
Providence Little Company of Mary	New	Phlebotomy
Target Pharmacy	New	Pharmacy Technician
Wisetooth Dentistry	New	Dental Assisting/Registered Dental Assisting
Woman First Medical Center	New	Medical Assisting
Dr. Khalid B. Khan	New	Medical Assisting
The Pet Wash	New	Pet Grooming & Boarding
State Farm Insurance	Renewal	Administrative Office Assistant
Keenan & Associates	Renewal	Administrative Office Assistant
MA-COM Technology Solutions	Renewal	Administrative Office Assistant
Double Tree Torrance-South Bay	Renewal	Hotel/Restaurant Occupations
Los Angeles Airport Crowne Plaza Hotel	Renewal	Hotel/Restaurant Occupations
Los Angeles Airport Marriott Hotel	Renewal	Hotel/Restaurant Occupations
Torrance Marriott	Renewal	Hotel/Restaurant Occupations
Marcos Yang, M.D.	Renewal	Phlebotomy
Torrance Memorial Medical Center	Renewal	Phlebotomy
CVS/Pharmacy	Renewal	Pharmacy Technician
CVS/Pharmacy	Renewal	Pharmacy Technician
Pavilions Vons	Renewal	Pharmacy Technician
Walgreens Company	Renewal	Pharmacy Technician
Walgreens Company	Renewal	Pharmacy Technician
Gerald Bottomley, DDS & Jeff Goodman, DDS	Renewal	Dental Assisting/Registered Dental Assisting
Komatsu & Sims, DDS	Renewal	Dental Assisting/Registered Dental Assisting
Triple A Dental Studio	Renewal	Dental Assisting/Registered Dental Assisting
Gerber Ambulance Service	Renewal	Medical Insurance Billing
Bank of America	Renewal	Banking & Financial Services
California Credit Union	Renewal	Banking & Financial Services

- 11 APPROVE MEMORANDUM OF UNDERSTANDING WITH THE SAN DIEGO COUNTY SUPERINTENDENT OF SCHOOLS pp. 42-45

Approve Memorandum of Understanding with the San Diego County Superintendent of Schools to provide credential services for the review of applications for the Adult and Career Technical Education Designated Subject Credentials

- 12 APPROVE MEMORANDUM OF UNDERSTANDING WITH THE LOS ANGELES COUNTY OFFICE OF EDUCATION CAREER WORKFORCE DEVELOPMENT/ REGIONAL OCCUPATIONAL PROGRAM (ROP) DESIGNATED SUBJECTS CREDENTIAL PROGRAM pp. 46-52

Approve Memorandum of Understanding with the Los Angeles County Office of Education Career Workforce Development/Regional Occupational Program (ROP) Designated Subjects Credential Program to provide credential services for Designated Subjects Career Technical Education Credentials

- 13 APPROVE AGREEMENT WITH SCHOOL SERVICES OF CALIFORNIA INC. pp. 53-56

Approve Agreement with School Services of California Inc. to provide assistance to SoCal ROC regarding issues of school finance, legislation, school budgeting, and general fiscal services

- 14 APPROVE THE 2011/2012 ADULT FEE SCHEDULE pp. 57-60

Approve the 2011/2012 Adult Fee Schedule

- 15 APPROVE REVISED ADULT "FEE WAIVER PROGRAM" pp. 61-62

Approve revised Adult "Fee Waiver Program" – Revision to the current fee waiver policy

MOTION TO APPROVE CONSENT CALENDAR NUMBERS 1 THROUGH 15 Action

Move: ___ Second: ___ Vote: ___

HA___ BF___ AG___ BL___ MM___ AM___ AS___ WW___ TW___

PERSONNEL

No Items

BUSINESS SERVICES

- | | | |
|---|---------------------------|---------------------|
| 1. Approve the proposed SoCal ROC Budget Reductions for the 2011-2012 school year | L. St. Gean
C. Hoffman | pp. 63-64
Action |
|---|---------------------------|---------------------|

Move: ___ Second: ___ Vote: ___

HA___ BF___ AG___ BL___ MM___ AM___ AS___ WW___ TW___

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| 2. Approve the Southern California Regional Occupational Center 2011-2012 Calendar | L. St. Gean | pp. 65-66
Action |
|--|-------------|---------------------|

Move: ___ Second: ___ Vote: ___

HA___ BF___ AG___ BL___ MM___ AM___ AS___ WW___ TW___

GENERAL

- | | | |
|---|------------|---------------------|
| 1. Second Reading/Approval of Board Policies/Administrative Regulations
(Submitted under separate cover) | C. Hoffman | pp. 67-68
Action |
|---|------------|---------------------|

Delete	Update	Adopt	Title
		CSBA AR 4121	Temporary/Substitute Personnel
		CSBA AR 4131	Staff Development
		CSBA BP 4131	Staff Development
SoCal ROC BP 4143			Negotiations/Consultation
	SoCal ROC BP 4143.1		Public Notice – Personnel Negotiations
		CSBA BP 4136 4236 4336	Non-School Employment
		CSBA AR 4144 4244 4344	Complaints

Delete	Update	Adopt	Title
		CSBA BP 4144 4244 4344	Complaints
		CSBA BP 4151 4251	Employee Compensation
		CSBA AR 4217.3	Layoff/Rehire
SoCal ROC E 4217.3			Layoff/Rehire
		CSBA BP 4222	Teacher Aides/ Paraprofessionals
		CSBA BP 5131	Conduct

Move: ___ Second: ___ Vote: ___

HA___ BF___ AG___ BL___ MM___ AM___ AS___ WW___ TW___

2. First Reading of Board Policies/Administrative Regulations (Submitted under separate cover) C. Hoffman pp. 69-70 Information

Delete	Update	Replaces With	Title
SoCal ROC AR 4113.4 4213.4 4313.4			Temporary Modified/ Light Duty Assignment
	SoCal ROC AR 4115		Evaluation/Supervision
	SoCal ROC BP 4115		Evaluation/Supervision
SoCal ROC AR 4119.11 4219.11 4319.11		CSBA AR 4119.11 4219.11 4319.11	Sexual Harassment: Classified/Certificated/Man agement
	SoCal ROC BP 4119.11 4219.11 4319.11		Sexual Harassment: Classified/Certificated/Man agement
	SoCal ROC AR 4157.1 4257.1 4357.1		Work-Related Injuries: Classified/Certificated/Man agement
SoCal ROC 4157.1 4257.1 4357.1		CSBA BP 4157.1 4257.1 4357.1	Work-Related Injuries: Classified/Certificated/Man agement

Delete	Update	Replaces With	Title
	SoCal ROC AR 4161 4261 4361		Leaves: Classified/Certificated/Man agement
SoCal ROC BP 4161 4261 4361		CSBA BP 4161 4261 4361	Leaves: Classified/Certificated/Man agement

BOARD MEMBERS' REMARKS

SUPERINTENDENT'S REMARKS

CLOSED SESSION

Adjourn to Closed Session

Move: ___ Second: ___ Vote: ___

HA___ BF___ AG___ BL___ MM___ AM___ AS___ 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___ BL___ MM___ AM___ AS___ WW___ TW___

Adjourn Meeting

Move: ___ Second: ___ Vote: ___

HA___ BF___ AG___ BL___ MM___ AM___ AS___ WW___ TW___