

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

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

August 18, 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 _____

Board Member-at-Large, Open _____

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 August 18, 2011 agenda.

Move:___ Second:___ Vote:___

BM-at-L (Seat No. 2) ___ BF___AG___ DG___BL___ MM___ AM___ WW___ TW___

APPOINTMENT BOARD MEMBER-AT-LARGE

- 1. Conduct Interview for SoCal ROC Board Member-at-Large Position C. Hoffman pp.10
- 2. Approve Candidate for SoCal ROC Board Member-at-Large Position C. Hoffman pp. 11 Action

Move:___ Second:___ Vote:___

BM-at-L (Seat No. 2) ___ BF___AG___ DG___BL___ MM___ AM___ WW___ TW___

- 3. Administer Oath of Office to SoCal ROC Board Member-at-Large C. Hoffman pp. 12

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 – No report
- Classified Representative – No report

STAFF REPORTS

- Annual Report – Results for 2010/11 and Priorities for 2011/12 C. Hoffman pp. 13
Information

CONSENT CALENDAR:

pp. 14

ITEM NO.

- | | | |
|---|---|-----------|
| 1 | APPROVE BOARD MINUTES OF JUNE 16, 2011

Approve the minutes of the June 16, 2011 Board Meeting. | pp. 15-29 |
| 2 | APPROVE ACCEPTANCE OF GIFTS
Approve Acceptance of gifts donated to the Center | pp. 30-31 |
| 3 | APPROVE PAYROLL A WARRANT REPORT – JUNE & JULY, 2011

Approve A Warrants issued for the month of June 1, 2011 through June 30, 2011 drawn in payment of salaries.

Approve A Warrants issued for the month of July 1, 2011 through July 31, 2011 drawn in payment of salaries. | pp. 32-33 |
| 4 | APPROVE B-WARRANT REPORT – JUNE & JULY, 2011

Approve B Warrant Registers #0601 - #0630 issued during the month of June 1, 2011 through June 30, 2011.

Approve B Warrant Registers #0701 - #0731 issued during the month of July 1, 2011 through July 31, 2011. | pp. 34-35 |
| 5 | APPROVE B-WARRANTS ISSUED WITHOUT PURCHASE ORDERS FOR JUNE & JULY, 2011

Approve the B-Warrants from Doc #073326 through #073370 for the period of June 1, 2011 through June 30, 2011 totaling \$28,741.54 for items not issued on purchase orders since the last Board meeting of June 16, 2011. | pp. 36-41 |

Approve the B-Warrants from Doc #073371 through #073407 for the period of July 1, 2011 through July 31, 2011 totaling \$40,355.84 for items not issued on purchase orders since the last Board meeting of June 16, 2011.

6 APPROVE PERSONNEL ASSIGNMENT ORDERS pp. 42-47

Approve and ratify Personnel Assignment Orders #7367- 7495 that were assigned since the last Board of Education meeting of June 16, 2011.

7 APPROVE PURCHASE ORDER REPORT – JUNE & JULY, 2011 pp. 48-54

Ratify purchase orders 10110361 through 10110371 for a total of \$17,459.49 for the period of June 1, 2011 through June 30, 2011 and purchase order 11120001 through 11120067 for a total of \$1,226,351.15 for the period of July 1, 2011 through July 31, 2011 that have been issued since the last Board meeting of June 16, 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 – JUNE & JULY, 2011 pp. 55-59

Approve the Revolving Cash Fund checks written for the months of June and July 2011.

9 APPROVE SOCAL ROC RECOGNITION ACCOUNT – JUNE & JULY, 2011 pp. 60-63

Approve the SoCal ROC Recognition Account for the months of June and July 2011.

10 APPROVE COURSE OUTLINES (Submitted under separate cover) pp. 64

Approve the following Course Outlines:

New

3 D Architectural Modeling for Games and Industry
Engine Performance
Financial Planning

Revisions

Automotive Systems I
Automotive Systems II
Automotive Technician I
Automotive Technician II

- 11 NOTIFICATION OF OBSOLETE EQUIPMENT DISPOSAL pp. 65-66
Approve disposal of equipment that is no longer needed or inoperative at the Center
- 12 APPROVE MEMORANDUM OF UNDERSTANDING WITH THE SAN DIEGO COUNTY SUPERINTENDENT OF SCHOOLS FOR THE 2011/2012 SCHOOL YEAR pp. 67-70
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
- 13 APPROVE AGREEMENT WITH DURHAM SCHOOL SERVICES FOR THE 2011/2012 SCHOOL YEAR pp. 71-73
Approve agreement with Durham School Services for the 2011/2012 school year
- 14 APPROVE CONSULTANT AGREEMENT WITH ELIZABETH QUINTANA pp. 74-75
Approve Consultant Agreement with Elizabeth Quintana to provide instruction for the Phlebotomy program for the 2011/2012 school year.
- 15 APPROVE AMENDMENT TO THE CONSULTANT AGREEMENT WITH CHARLES BANDA pp. 76-77

MOTION TO APPROVE CONSENT CALENDAR NUMBERS 1 THROUGH 15 Action

Move:___ Second:___ Vote:___

BM-at-L (Seat No. 2) ___ BF___AG___ DG___BL___ MM___ AM___ WW___ TW___

PERSONNEL

1. Approve the revised Southern California Regional Occupational Center Professional Growth Plan. C. Hoffman pp. 78-83
Action

Move:___ Second:___ Vote:___

BM-at-L (Seat No. 2) ___ BF___AG___ DG___BL___ MM___ AM___ WW___ TW___

BUSINESS SERVICES

1. Approve Resolution 08-2011-01 Temporary Borrowing of Funds for 2011/12 L. St. Gean pp. 84-85
Action

Move:___ Second:___ Vote:___

BM-at-L (Seat No. 2) ___ BF___AG___ DG___BL___ MM___ AM___ WW___ TW___

2. Approve Resolution 08-2011-02 to transfer funds to Deferred Maintenance Fund L. St. Gean pp. 86-87
Action

Move:___ Second:___ Vote:___

BM-at-L (Seat No. 2) ___ BF___AG___ DG___BL___ MM___ AM___ WW___ TW___

3. Approve Budget Adjustment BA001 L. St. Gean pp. 88-90
Action

Move:___ Second:___ Vote:___

BM-at-L (Seat No. 2) ___ BF___AG___ DG___BL___ MM___ AM___ WW___ TW___

4. Approve participation in the early “de minimis cash-out” settlement with Marine Shale Processors Site (AI No. 5414) L. St. Gean pp. 91-100
Action

Move:___ Second:___ Vote:___

BM-at-L (Seat No. 2) ___ BF___AG___ DG___BL___ MM___ AM___ WW___ TW___

GENERAL

1. Second Reading/Approval of Board Policies/Administrative (Submitted under separate cover) C. Hoffman pp. 101-103
Action

Delete	Update	Replaces With	Title
SoCal ROC BP 1100		CSBA BP 1100	Communication with the Public
SoCal ROC BP 1160		CSBA 1160	Community Relations

Delete	Update	Replaces With	Title
SoCal ROC BP 2140		CSBA 2140	Administration
	SoCal ROC E 2123		Evaluation of the Superintendent
SoCal ROC BP 3513.3 AR 3513.3		CSBA BP 3513.3 AR 3513.3	Tobacco Free School
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 AR 4258 4358		CSBA BP 4158 AR 4258 4358	Employee Security
SoCal ROC BP 4211.2 AR 4211.2		CSBA BP 4211.2 AR 4211.2	Legal Status Requirements
	SoCal ROC BP 4231		Staff Development
SoCal ROC AR 4231		CSBA AR 4231	Staff Development
SoCal ROC BP 4232 4132 4332		CSBA BP 4232 4132 4332	Publication or Creation of Materials
SoCal ROC BP 4312.1		CSBA BP 4312.1	Contracts
SoCal ROC BP 4313.2 AR 4313.2		CSBA BP 4313.2 AR 4313.2	Demotion/ Reassignment
SoCal ROC BP 4312.8 4112.8 4212.8		CSBA BP 4312.8 4112.8 4212.8	Employment of Relatives
SoCal ROC BP 4314		CSBA BP 4314	Transfers
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

Delete	Update	Replaces With	Title
	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

Move:___ Second:___ Vote:___

BM-at-L (Seat No. 2) ___ BF___AG___ DG___BL___ MM___ AM___ WW___ TW___

2. First Reading of Board Policies/Administrative Regulations (Submitted under separate cover) C. Hoffman pp. 104 Information

Delete	Update	Replaces With	Title
SoCal ROC AR 4112.5 4312.5		CSBA AR 4112.5 4312.5	Criminal Record Check
SoCal ROC BP 4118 AR 4118		CSBA BP 4118 AR 4118	Suspension/ Disciplinary Action
	SoCal ROC BP 4140		Employee Association
SoCal ROC BP 4200 AR 4200		CSBA BP 4200 AR 4200	Classified Personnel
	SoCal ROC BP 4313.1		Load/Scheduling/ Hours of Employment
SoCal ROC AR 4314		CSBA AR 4314	Transfers
SoCal ROC BP 4315		CSBA BP 4315	Evaluation/ Suspension

3. Approve Conflict of Interest and Disclosure Code for Southern
California Regional Occupational Center

L. St. Gean

pp. 105-108
Action

Move:___ Second:___ Vote:___

BM-at-L (Seat No. 2) ___ BF___AG___ DG___BL___ MM___ AM___ WW___ TW___

BOARD MEMBERS' REMARKS

SUPERINTENDENT'S REMARKS

CLOSED SESSION

Adjourn to Closed Session

Move:___ Second:___ Vote:___

BM-at-L (Seat No. 2) ___ BF___AG___ DG___BL___ MM___ AM___ WW___ TW___

1. Existing Litigation:
LASC – CVUHSD vs. SoCal ROC
2. Superintendent's Evaluation

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

Adjourn to Open Session

Move:___ Second:___ Vote:___

BM-at-L (Seat No. 2) ___ BF___AG___ DG___BL___ MM___ AM___ WW___ TW___

Adjourn Meeting

Move:___ Second:___ Vote:___

BM-at-L (Seat No. 2) ___ BF___AG___ DG___BL___ MM___ AM___ WW___ TW___