

SOUTHERN CALIFORNIA REGIONAL OCCUPATIONAL CENTER
BOARD OF EDUCATION

MEETING

2300 Crenshaw Boulevard, Torrance, CA 90501
Board Room

December 15, 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 _____

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 December 15, 2011 agenda.

Move: ___ Second: ___ Vote: ___

HA ___ BF ___ AG ___ DG ___ BL ___ MM ___ AM ___ WW ___ TW ___

Individuals who require disability-related accommodations or modifications, including auxiliary aids and services in order to participate in the Board Meeting should contact the Superintendent or designee in writing at 2300 Crenshaw Boulevard, Torrance, CA 90501

ORGANIZATIONAL MEETING

Election of Board Officers for 2011/2012

pp. 10
Action

• **Election of Officers**

A. President

C. Hoffman

Move: ___ Second: ___ Vote: ___

HA ___ BF ___ AG ___ DG ___ BL ___ MM ___ AM ___ WW ___ TW ___

B. Vice President

C. Hoffman

Move: ___ Second: ___ Vote: ___

HA ___ BF ___ AG ___ DG ___ BL ___ MM ___ AM ___ WW ___ TW ___

C. Clerk

C. Hoffman

Move: ___ Second: ___ Vote: ___

HA ___ BF ___ AG ___ DG ___ BL ___ MM ___ AM ___ WW ___ TW ___

Establish Meeting Schedule, Time and Place of Board Meetings

pp. 11
Action

Meetings of the SoCal ROC Board of Education are scheduled for the third Thursday of each month, (with the exception of the February Board Meeting) beginning at 6:00 p.m., and are held in the SoCal ROC Board Room located at 2300 Crenshaw Blvd., Torrance, CA.

Calendar for 2012

January	19,	2012	July	19,	2012
February	23,	2012	August	16,	2012
March	15,	2012	September	20,	2012
April	19,	2012	October	18,	2012
May	17,	2012	November	15,	2012
June	21,	2012	*December	20,	2012

*Board organizational meeting

Move: ___ Second: ___ Vote: ___

HA ___ BF ___ AG ___ DG ___ BL ___ MM ___ AM ___ WW ___ TW ___

PROGRAM HIGHLIGHT:

None

COMMENDATIONS/RECOGNITION:

Tom Neblett, Maintenance/Operations

L. St. Gean

STUDENT VOICES:

Yadira Garcia, Adult Student
Cosmetology

A. Helaire

Gabriela Macedo, Adult Student
Cosmetology

Anabel Santiago, Adult Student
Cosmetology

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.

Adjourn to Closed Session

Move:___ Second:___ Vote:___

HA ___ BF ___ AG ___ DG ___ BL ___ MM ___ AM ___ WW ___ TW ___

CLOSED SESSION

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

1. Existing Litigation:
Los Angeles Superior Court – CVUHSD vs. SoCal ROC
Eric Bathen, Legal Counsel

Reconvene to Open Session

Move:___ Second:___ Vote:___

HA ___ BF ___ AG ___ DG ___ BL ___ MM ___ AM ___ WW ___ TW ___

ACKNOWLEDGEMENT OF CORRESPONDENCE TO THE BOARD

EMPLOYEE GROUP REPRESENTATIVES

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

STAFF REPORTS

None

CONSENT CALENDAR:

pp. 12

ITEM NO.

- | | | |
|---|--|-----------|
| 1 | APPROVE BOARD MINUTES OF NOVEMBER 17, 2011

Approve the minutes of the November 17, 2011 Board Meeting. | pp. 13-20 |
| 2 | APPROVE PAYROLL A WARRANT REPORT – NOVEMBER, 2011

Approve A Warrants issued for the month of November 1, 2011 through November 30, 2011 drawn in payment of salaries. | pp. 21 |
| 3 | APPROVE B-WARRANT REPORT – NOVEMBER, 2011

Approve B Warrant Registers #1101 - #1130 issued during the month of November 1, 2011 through November 30, 2011. | pp. 22 |

- 4 APPROVE B-WARRANTS ISSUED WITHOUT PURCHASE ORDERS FOR NOVEMBER, 2011 pp. 23-26

Approve the B-Warrants from Doc #073537 through #073581 for the period of November 1, 2011 through November 30, 2011 totaling \$39,701.69 for items not issued on purchase orders since the last Board meeting of November 17, 2011.

- 5 APPROVE PERSONNEL ASSIGNMENT ORDERS pp. 27-28

Approve and ratify Personnel Assignment Orders #7603-7614 that were assigned since the last Board of Education meeting of November 17, 2011.

- 6 APPROVE PURCHASE ORDER REPORT – NOVEMBER, 2011 pp. 29-31

Ratify purchase orders 11120247 through 11120280 for a total of \$65,686.89 that have been issued since the last Board meeting of November 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.

- 7 APPROVE REVOLVING CASH FUND – NOVEMBER, 2011 pp. 32-34

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

- 8 APPROVE SOCAL ROC RECOGNITION ACCOUNT – NOVEMBER, 2011 pp. 35-36

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

- 9 APPROVE AFFILIATION AGREEMENTS pp. 37-38

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

AFFILIATE	STATUS	PROGRAM
Torrance-South Bay YMCA	New	Development Psychology of Children
Angell's Canine Spa & Salon	Renewal	Pet Health & Grooming
Bubbles Pet Spa – Torrance	Renewal	Pet Heal & Grooming
Grooming Wonders	Renewal	Pet Heal & Grooming
Howie's Doggie Day Care	Renewal	Pet Heal & Grooming
Kool Dog Cuts	Renewal	Pet Heal & Grooming
Sunny Dog Place	Renewal	Pet Heal & Grooming
Whiskers "N" Tails, Inc.	Renewal	Pet Heal & Grooming

- 10 APPROVAL OF COURSE OUTLINES pp. 39
(Submitted under separate cover)

Approve the following Course Outlines:

New

Business Law

The Exciting World of Engineering

- 11 NOTIFICATION OF E-WASTE DISPOSAL pp. 40-41

Approve disposal of inventory no longer suitable for the Center.

- MOTION TO APPROVE CONSENT CALENDAR NUMBERS 1 THROUGH 11 Action

Move:___ Second:___ Vote:___

HA ___ BF ___ AG ___ DG ___ BL ___ MM ___ AM ___ WW ___ TW ___

PERSONNEL

None

BUSINESS SERVICES

1. Presentation/Approval First Interim Budget Report-Fiscal Year 2010/2011 L. St. Gean pp. 42-107
Action

Approve the First Interim Budget Report for Fiscal Year 2010/2011
For Submission to the Los Angeles County of Education

Move:___ Second:___ Vote:___

HA ___ BF ___ AG ___ DG ___ BL ___ MM ___ AM ___ WW ___ TW ___

2. Adopt Resolution 12-2011-01 – Certification of Signatures Action

Move:___ Second:___ Vote:___

HA ___ BF ___ AG ___ DG ___ BL ___ MM ___ AM ___ WW ___ TW ___

GENERAL

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

C. Hoffman

pp. 108-110
 Information

Delete	Update or Review	Replace With or Adopt	Title
	SoCal ROC BP 3000		Concepts and Roles
	SoCal ROC BP 3111		Deferred Maintenance Funds
	SoCal ROC BP 3220.1		Lottery Funds
SoCal ROC BP 3250			Transportation Fees
	SoCal ROC BP 3260 AR 3260		Fees and Charges
	SoCal ROC BP 3260.1		Fee Waivers
	SoCal ROC BP 3265		Fee for Abatement of Expenses
SoCal ROC BP 3270 AR 3270		CSBA BP 3270 AR 3270	Sale and Disposal of Books, Equipment and Supplies
	SoCal ROC E 3290 (Reviewed)		Gifts, Grants and Requests
	SoCal ROC BP 3300		Expenditures and Purchases
SoCal ROC BP 3311		CSBA BP 3311	Bids
	SoCal ROC AR 3311 (Reviewed)		Bids
		CSBA BP 3312.2 AR 3312.2 (Adopt)	Educational Travel Program Contracts
	SoCal ROC BP 3314 AR 3314		Payment for Goods and Services
	SoCal ROC BP 3314.2		Revolving Funds
	SoCal ROC BP 3350		Travel Expenses
	SoCal ROC BP 3400		Management of District Assets/Accounts

Delete		Update or Review		Replace With or Adopt		Title
SoCal ROC AR	3400			CSBA AR	3400	Management of District Assets/Accounts
SoCal ROC AR	3440			CSBA AR	3440	Inventories
		SoCal ROC AR	3451			Petty Cash Funds
		SoCal ROC BP (Review)	3460			Financial Reports and Accountability
		SoCal ROC AR	3460			Financial Reports and Accountability
SoCal ROC BP	3511			CSBA BP	3511	Energy and Water Management
		SoCal ROC AR	3511			Energy and Water Management
		SoCal ROC AR	3512			Equipment
SoCal ROC E	3512					Equipment
		SoCal ROC BP E	3512.1 3512.1			Use of Center Owned Vehicles
		SoCal ROC BP	3512.2			Campus Security
SoCal ROC BP AR	3514 3514			CSBA BP AR	3514 3514	Environmental Safety
		SoCal ROC BP AR	3514.1 3514.1			Hazardous Substances
		SoCal ROC AR	3514.2			Integrated Pest Management
				CSBA BP (Adopt)	3515	Campus Security
SoCal ROC AR	3515.1					Crime Data Reporting
SoCal ROC BP AR	3515.2 3515.2			CSBA BP AR	3515.2 3515.2	Disruptions
SoCal ROC AR	3515.3					Center Security Department
SoCal ROC E	9323.2			CSBA E	9323.2	Actions by the Board

Delete	Update or Review	Replace With or Adopt	Title
SoCal ROC BB 9324		CSBA BB 9324	Minutes and Recordings

BOARD MEMBERS' REMARKS

SUPERINTENDENT'S REMARKS

Adjourn Meeting

Move:___ Second:___ Vote:___

HA ___ BF ___ AG ___ DG ___ BL ___ MM ___ AM ___ WW ___ TW ___