

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

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

January 19, 2012

**5:45 p.m. – Administer Oath of Office to New Board Member
6:00 p.m. - Open Session**

ADMINISTER OATH OF OFFICE TO NEW BOARD MEMBER

Ida VanderPoorte

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. 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. Ida VanderPoorte, Manhattan 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 January 19, 2012 agenda.

Move:___ Second:___ Vote:___

HA ___ AG ___ DG ___ BL ___ MM ___ AM ___ IV ___ 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

PROGRAM HIGHLIGHT:

None

COMMENDATIONS/RECOGNITION:

Bill Fournell, - SoCal ROC Board Member

C. Hoffman

Stephen Lemmon, SoCal ROC Instructor

C. Hoffman

STUDENT VOICES:

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 ___ AG___ DG___BL___ MM___ AM___ IV___ 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

2. Superintendent's Contract
3. Deputy Superintendent's Contract

Reconvene to Open Session

Move:___ Second:___ Vote:___

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

ACKNOWLEDGEMENT OF CORRESPONDENCE TO THE BOARD

EMPLOYEE GROUP REPRESENTATIVES

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

STAFF REPORTS

Presentation of SoCal ROC Audit ending June 30, 2011

St. Gean/
Auditor – Wilkinson Hadley King & Co., LLP

CONSENT CALENDAR:

pp. 9

ITEM NO.

- | | | |
|---|--|-----------|
| 1 | APPROVE BOARD MINUTES OF December 15, 2011

Approve the minutes of the December 15, 2011 Board Meeting. | pp. 10-20 |
| 2 | APPROVE PAYROLL A WARRANT REPORT – DECEMBER, 2011

Approve A Warrants issued for the month of December 1, 2011 through December 31, 2011 drawn in payment of salaries. | pp. 21 |
| 3 | APPROVE B-WARRANT REPORT – DECEMBER, 2011

Approve B Warrant Registers #1201 - #1231 issued during the month of December 1, 2011 through December 31, 2011. | pp. 22 |

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

Approve the B-Warrants from Doc #073582 through #073640 for the period of December 1, 2011 through December 31, 2011 totaling \$33,965.11 for items not issued on purchase orders since the last Board meeting of December 15, 2011.

- 5 APPROVE PERSONNEL ASSIGNMENT ORDERS pp. 27-28

Approve and ratify Personnel Assignment Orders #7615-7628 that were assigned since the last Board of Education meeting of December 15, 2011.

- 6 APPROVE PURCHASE ORDER REPORT – DECEMBER, 2011 pp. 29-30

Ratify purchase orders 11120281 through 11120309 for a total of \$17,630.54 that have been issued since the last Board meeting of December 15, 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 – DECEMBER, 2011 pp. 31-33

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

- 8 APPROVE SOCAL ROC RECOGNITION ACCOUNT – DECEMBER, 2011 pp. 34-35

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

- 9 APPROVE AFFILIATION AGREEMENTS pp. 36-37

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

AFFILIATE	STATUS	PROGRAM
Universal Family Dentistry	New	Dental Assisting/Registered Dental Assistanrt
Health Care Partners – Long Beach	New	Medical Assistant/Certificated Medical Assisting
Quest Diagnostic Inc.	Renewal	Phlebotomy

- 10 NOTIFICATION OF E-WASTE DISPOSAL pp. 38-39

Approve disposal of inventory no longer suitable for the Center.

MOTION TO APPROVE CONSENT CALENDAR NUMBERS 1 THROUGH 10

Action

Move:___ Second:___ Vote:___

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

PERSONNEL

None

BUSINESS SERVICES

- | | | |
|---|-------------|------------------|
| 1. Acceptance of SoCal ROC Audit Report – June 30, 2011
(Submitted under separate cover) | L. St. Gean | pp. 40
Action |
|---|-------------|------------------|

Move:___ Second:___ Vote:___

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

GENERAL

- | | | |
|--|------------|---------------------|
| 1. Approve Second Reading of Board Policies/Administrative Regulations
(Submitted under separate cover) | C. Hoffman | pp. 41-43
Action |
|--|------------|---------------------|

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

Delete		Update or Review		Replace With or Adopt		Title
SoCal ROC BP	3270			CSBA BP	3270	Sale and Disposal of Books, Equipment and Supplies
AR	3270			AR	3270	
		SoCal ROC E	3290			Gifts, Grants and Requests
		(Reviewed)				
		SoCal ROC BP	3300			Expenditures and Purchases
SoCal ROC BP	3311			CSBA BP	3311	Bids
		SoCal ROC AR	3311			Bids
		(Reviewed)				
				CSBA BP	3312.2	Educational Travel Program Contracts
				AR	3312.2	
				(Adopt)		
		SoCal ROC BP	3314			Payment for Goods and Services
		AR	3314			
		SoCal ROC BP	3314.2			Revolving Funds
		SoCal ROC BP	3350			Travel Expenses
		SoCal ROC BP	3400			Management of District Assets/Accounts
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	3460			Financial Reports and Accountability
		(Review)				
		SoCal ROC AR	3460			Financial Reports and Accountability

Delete		Update or Review	Replace With or Adopt	Title
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 3512.1 E 3512.1		Use of Center Owned Vehicles
		SoCal ROC BP 3512.2		Campus Security
SoCal ROC BP	3514		CSBA BP 3514	Environmental Safety
AR	3514		AR 3514	
		SoCal ROC BP 3514.1 AR 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	3515.2		CSBA BP 3515.2	Disruptions
AR	3515.2		AR 3515.2	
SoCal ROC AR	3515.3			Center Security Department
SoCal ROC E	9323.2		CSBA E 9323.2	Actions by the Board
SoCal ROC BB	9324		CSBA BB 9324	Minutes and Recordings

Move:___ Second:___ Vote:___

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

BOARD MEMBERS' REMARKS

SUPERINTENDENT'S REMARKS

Adjourn Meeting

Move:___ Second:___ Vote:___

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