

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

<b>AFFILIATE</b>	<b>STATUS</b>	<b>PROGRAM</b>
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<br>(Submitted under separate cover) | L. St. Gean | pp. 40<br>Action |
|---|-------------|------------------|

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

HA \_\_\_ AG \_\_\_ DG \_\_\_ BL \_\_\_ MM \_\_\_ AM \_\_\_ IV \_\_\_ WW \_\_\_ TW \_\_\_

**GENERAL**

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

<b>Delete</b>	<b>Update or Review</b>	<b>Replace With or Adopt</b>	<b>Title</b>
	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

<b>Delete</b>		<b>Update or Review</b>	<b>Replace With or Adopt</b>	<b>Title</b>	
SoCal ROC BP AR	3270 3270		CSBA BP AR	3270 3270	Sale and Disposal of Books, Equipment and Supplies
		SoCal ROC E (Reviewed)		3290	Gifts, Grants and Requests
		SoCal ROC BP		3300	Expenditures and Purchases
SoCal ROC BP	3311		CSBA BP	3311	Bids
		SoCal ROC AR (Reviewed)		3311	Bids
			CSBA BP AR (Adopt)	3312.2 3312.2	Educational Travel Program Contracts
		SoCal ROC BP AR		3314 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
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

<b>Delete</b>		<b>Update or Review</b>	<b>Replace With or Adopt</b>	<b>Title</b>
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 \_\_\_