

**SOUTHERN CALIFORNIA REGIONAL OCCUPATIONAL CENTER
2300 Crenshaw Boulevard
Torrance, CA 90501**

**Minutes of the Joint Powers Board Meeting
Thursday, December 16, 2010
6:00 p.m.**

APPROVED MEETING MINUTES

BOARD MEMBERS

Present: Heidi Ashcraft; Bill Fournell; Barbara Lucky; Al Muratsuchi (Member Muratsuchi arrived at 6:21pm); Arlene Staich; William Watkins, Ed.D; Trina Williams

Absent: Alice Grigsby; No representative from CVUHSD

ADMINISTRATORS PRESENT

Christine Hoffman, Ed.D, Laurie St. Gean, Ed.D, Teresa Farquhar, John Giovati, Atlas Helaire, and Steve Rabas

STAFF PRESENT

Miguel Figueroa, Lucy Gutierrez, Zoila Herrera, Sara Leon, Elba Nieves, Aysha Roberts, Terri Arlick, Deloris Johnson, Pat Morrow, Alvin Sumler, Terry Castillo, Jack Regan and Eddy Broqueza.

Eric Bathen, Esq., District legal counsel, was also in attendance

CALL TO ORDER

Board President Staich called the meeting to order at 6:05 p.m. President Staich asked William Watkins, Board Member, to lead the Pledge of Allegiance.

APPROVAL OF AGENDA

Motion: A motion was made by Member Lucky to approve the December 16, 2010 agenda; Clerk Fournell seconded the motion.

Vote: Ashcraft – Yes; Fournell – Yes; Lucky – Yes; Staich – Yes; Watkins – Yes; Williams - Yes

Result: Motion carried 6– Yes; 0– No; 0- Abstain

ORGANIZATIONAL MEETING

President:

Motion: Board Member Ashcraft nominated Member Lucky for the position of President; Member Watkins seconded the motion.

Vote: Ashcraft – Yes; Fournell – Yes; Lucky – Yes; Staich – Yes; Watkins – Yes; Williams - Yes

Result: Motion carried 6– Yes; 0– No; 0- Abstain

Vice-President:

Motion: Board Member Bill Fournell nominated Member Ashcraft for the position of Vice President; Member Trina Williams seconded the motion.

Vote: Ashcraft – Yes; Fournell – Yes; Lucky – Yes; Staich – Yes; Watkins – Yes; Williams - Yes

Result: Motion carried 6– Yes; 0– No; 0- Abstain

Clerk:

Motion: Board Member Ashcraft nominated Member Watkins for the position of Clerk; Member Lucky seconded the motion.

Vote: Ashcraft – Yes; Fournell – Yes; Lucky – Yes; Staich – Yes; Watkins – Yes; Williams - Yes

Result: Motion carried 6– Yes; 0– No; 0- Abstain

Establish Meeting Schedule, Time and Place of Board Meetings

President Lucky asked if there was any discussion on the meeting schedule set for next year. Hearing none, President Lucky asked for the vote:

Vote: Ashcraft – Yes; Fournell – Yes; Lucky – Yes; Staich – Yes; Watkins – Yes; Williams - Yes

Result: Motion carried 6– Yes; 0– No; 0- Abstain

PROGRAM HIGHLIGHT

None

COMMENDATIONS / RECOGNITION

Board President Lucky presented out-going President Staich with a plaque and stated that it was pleasure to have worked with her this past year. President Lucky stated that she appreciated Member Staich's dedication to Career Technical Education. Member Staich thank everyone for the opportunity to serve as President this past year. Member Staich

mentioned that she learned a lot from this Board.

STUDENT VOICES

Pat Morrow introduced Lauren Howard, Redondo Beach Unified School District.

Lauren Howard stated that she is a senior at Redondo Union High School and presently a member of the senior class council and the athlete commission. Lauren stated that she is currently enrolled in the Personal Fitness Trainer Program offered at SoCal ROC. Lauren decided to take the class to help further her career as a personal fitness trainer. Lauren commented that her instructor, Mr. Cooper, has taught her the business and health aspect of becoming a fitness trainer. Lauren stated this class has furthered her interest in kinesiology and her plans to become a physical therapist. As a student at SoCal ROC, Lauren has been given the opportunity to broaden her career options with the help of a specific career pathway.

COMMENTS FROM THE PUBLIC

None

ACKNOWLEDGEMENT OF CORRESPONDENCE TO THE BOARD

None

EMPLOYEE GROUP REPRESENTATIVES

Classified Rep Patricia Morrow reported that the Certificated and Classified meetings have been very successful. Patricia Morrow mentioned that the Certificated and Classified staff will be having their Representative meetings with Dr. Hoffman separately. Patricia Morrow stated that in this way both the Certificated and Classified can accomplish and pin point specific issues more effectively. Patricia Morrow stated that with the second nacho sale of the year, there is now enough funds for one scholarship to be presented by the Employees' groups. Patricia Morrow also mentioned that this is the third year that SoCal ROC employees are contributing to the Los Angeles Food Bank and that we are very close to matching last year's contributions. Ms. Morrow also mentioned that the Counselor's Luncheon will be held on January 13th and invited each Board Member to attend.

STAFF REPORTS

Topic: Update on Building A Modernization

Superintendent Hoffman reported on the progress of Building A modernization. Dr. Hoffman reported that the entire front part of building A has been demolished, making way for the new registration area. Dr. Hoffman reported that this was possible by Administration and Human Resources moving to the second floor.

Topic: So Cal ROC Budget Preparation Process/Budget Committee

Superintendent Hoffman mentioned that last year a Budget Committee was convened. It was comprised of Certificated and Classified staff along with Dr. St. Gean and herself. Dr. Hoffman stated that the committee began meeting in January, shortly after Governor Schwarzenegger presented the state budget. Dr. Hoffman mentioned that the first meeting consisted of information and history on school funding. Subsequent meetings consisted of information pertaining to how the ROC generates its monies from the State, with the final meeting consisting of a list of recommendations to Dr. Hoffman regarding where reductions might take place in the ROC's budget.

Dr. Hoffman stated that if there were no objections from the Board, she would like to continue with the Budget Committee again this year.

Board President Lucky commented that based on the information given on how well the Budget Committee worked, President Lucky could see no reason why the committee should not continue.

Topic: Consent Calendar

ITEM NO.

- 1 APPROVE BOARD MINUTES OF NOVEMBER 29, 2010
- 2 APPROVE PAYROLL A WARRANT REPORT – NOVEMBER, 2010
- 3 APPROVE B-WARRANT REPORT – NOVEMBER, 2010
- 4 APPROVE B-WARRANTS ISSUED WITHOUT PURCHASE ORDERS FOR NOVEMBER, 2010
- 5 APPROVE PERSONNEL ASSIGNMENT ORDERS
- 6 APPROVE PURCHASE ORDER REPORT – NOVEMBER, 2010
- 7 APPROVE REVOLVING CASH FUND – NOVEMBER, 2010
- 8 APPROVE SOCAL ROC RECOGNITION ACCOUNT – NOVEMBER, 2010
- 9 APPROVE AFFILIATION AGREEMENTS

<u>AFFILIATE</u>	<u>STATUS</u>	<u>PROGRAM</u>
All Care Dental	New	Dental Assisting/Registered Dental Assisting
Marina Medical Billing Services	New	Medical Insurance Billing
Center for Healthier Living	New	Certified Medical Assisting/Medical Assisting
Union Bank of California	New	Banking and Financial Services
Flowers by Laurel	New	Floral Design I/II
Dr. John Ducar & Dr. Wayne Shephard	Renewal	Dental Assisting/Registered Dental Assisting
Dr. Sachi Fujita	Renewal	Dental Assisting/Registered Dental Assisting
Dr. Abdoulaye Diop	Renewal	Certified Medical Assisting/Medical Assisting

Dr. Larry Rubin	Renewal	Certified Medical Assisting/Medical Assisting
Dr. Leonard Scuderi	Renewal	Certified Medical Assisting/Medical Assisting
Dr. Charles Spenler	Renewal	Certified Medical Assisting/Medical Assisting
Dr. David Wong	Renewal	Certified Medical Assisting/Medical Assisting
Dr. Marcos Yang	Renewal	Certified Medical Assisting/Medical Assisting
Ocean Medical Group	Renewal	Certified Medical Assisting/Medical Assisting
Westchester Dermatology	Renewal	Certified Medical Assisting/Medical Assisting

President Lucky asked if any Members of the Board had any items to be pulled from the Consent portion of the Agenda. Member Fournell asked for Item # 1 to be pulled. Vice-President Ashcraft asked for Item #4 to be pulled.

Motion: Member Muratsuchi made a motion to approve Consent Item #'s 2-3 and 5-9. Member Fournell seconded the motion.

Vote: Ashcraft – Yes; Fournell – Yes; Lucky – Yes; Muratsuchi – Yes; Staich – Yes; Watkins – Yes; Williams - Yes

Result: Motion carried 7 – Yes; 0 – No; 0- Abstain.

Motion: Member Watkins made a motion to approve Item #1. Member Staich seconded the motion.

Member Fournell stated that he was not present at the November meeting so he would be abstaining on Item #1, the minutes of November 29, 2010.

Vote: Ashcraft – Yes; Fournell – Abstain; Lucky – Yes; Muratsuchi – Yes; Staich –Yes; Watkins – Yes; Williams - Yes

Result: Motion carried 6 – Yes; 0 – No; 1 – Abstain.

Motion: Vice President Ashcraft made a motion to approve Item #4. Member Staich seconded the motion.

Vice President Ashcraft asked why the discrepancy between two reimbursements for required TB testing.

Dr. St. Gean responded that per Board Policy we do reimburse employees for tuberculosis tests. Dr. St. Gean mentioned that in the process of communicating with employees as to where they could go to have the test performed at the lowest cost to the District, one employee had the test performed by a personal physician. Dr. St. Gean stated that now SoCal ROC has a clearly stated process in writing that all employees are required to follow if SoCal ROC is to reimburse for this test.

Vote: Ashcraft – Yes; Fournell – Abstain; Lucky – Yes; Muratsuchi – Yes; Staich –Yes; Watkins – Yes; Williams - Yes

Result: Motion carried 7 – Yes; 0 – No; 0- Abstain.

PERSONNEL

None

BUISNESS SERVICES

1. Presentation/Approval First Interim Budget Report – Fiscal Year 2010-2011

Motion: Member Staich made a motion to approve the First Interim Budget Report – Fiscal Year 2010-201. Member Muratsuchi seconded the motion.

All board members where given a hard copy of the First Interim Budget Report.

Dr. St. Gean stated that this report represents the four funds – fund 1, fund 14, fund 35 and fund 40 and represents all transactions through October 31, 2010. Dr. St. Gean mentioned that SoCal ROC will meet its financial obligations for the next two years.

Dr. St. Gean pointed out that on page 46 of the board agenda there is an increase in the Perkins budget.

Member Muratsuchi asked for clarification on the Expenditures section on page 46.

Dr. St. Gean pointed out that the difference between the original budget and the Board approved operating budget occurred with the Carl Perkins adjustment of approximately 16,000.00 two months ago.

Member Fournell complimented staff on the clear and complete presentation of this budget report.

Vote: Ashcraft – Yes; Fournell – Yes; Lucky – Yes; Muratsuchi – Yes; Staich – Yes; Watkins – Yes; Williams - Yes

Result: Motion carried 7 – Yes; 0 – No; 0- Abstain.

GENERAL

1. Second Reading/Approval of Board Policies/Administrative Regulations

<u>Delete</u>		<u>Replace With</u>	<u>Adopt</u>	<u>Title</u>
SoCal ROC BP	4030	CSBA BP	4030	Nondiscrimination In Employment
SoCal ROC AR	4030			Nondiscrimination In Employment
SoCal ROC AR	4031	CSBA AR	4031	Complaints Concerning Discrimination in Employment
			CSBA BP 4112.2	Certification
SoCal ROC AR	4112.2	CSBA AR	4112.2	Certification
SoCal ROC AR	4112.4	CSBA AR	4112.4	Health Examinations

<u>Delete</u>	<u>Replace With</u>	<u>Adopt</u>	<u>Title</u>
SoCal ROC BP 4112.8	CSBA BP 4112.8		Employment of Relatives
SoCal ROC BP 4113	CSBA BP 4113		Assignment
SoCal ROC BP 4113.5			Course Enrollment/Retention Guidelines
SoCal ROC AR 4117.6			Decision Not To Rehire
SoCal ROC AR 4117.11	CSBA AR4117.11 4317.11		Preretirement Part-Time Employment
SoCal ROC BP 5021	CSBA BP 5021		Noncustodial Parents
SoCal ROC BP/AR 6162.6	CSBA BP/AR 6162.6		Use Of Copyrighted Materials
SoCal ROC BB 9270	CSBA BB 9270		Conflict of Interest
		CSBA E 9270	Conflict of Interest

Motion: Member Staich made a motion to approve all board policies with the exception of AR 4112.4, 4117.11 and 4317.11. Vice President Ashcraft seconded the motion.

Member Staich reported that she would like to keep policy, AR 4030 (Nondiscrimination in Employment) as a reminder to employees as to what may constitute harassment. Dr. Hoffman responded that the current AR was not complete enough and we would need to review current law in order to have a more accurate list. Member Staich commented that she would like that and would also like to see an updated AR 4030

Dr. Hoffman reported that there are two board policies that we would like the Board to withdrawal at this point, AR 4112.4 (Health Examinations), AR 4117.11 and 4317.11, (Preretirement Part-Time Employment), due to the fact that CSBA has come out with more current updates on both. These policies will be brought back to the Board at a later date once they have been reviewed by the Board sub-committee.

Vote: Ashcraft – Yes; Fournell – Yes; Lucky – Yes; Muratsuchi – Yes; Staich – Yes; Watkins – Yes; Williams - Yes

Result: Motion carried 7 – Yes; 0 – No; 0- Abstain.

2. Adopt Resolution 12-2010-01 – Adopting a Conflict of Interest Code

Motion: Member Muratcuchi made a motion to approve Adopt Resolution 12-2010-01 – Adopting a Conflict of Interest Code. Member Fournell seconded the motion.

Dr. Hoffman commented that the category of Director and Deputy Superintendent was added.

Vote: Ashcraft – Yes; Fournell – Yes; Lucky – Yes; Muratsuchi – Yes; Staich – Yes; Watkins – Yes; Williams - Yes

Result: Motion carried 7 – Yes; 0 – No; 0- Abstain.

BOARD MEMBERS' REMARKS

Member Williams wished everyone Happy Holidays. Member Williams commended both Dr. Hoffman and Dr. St. Gean on the budget; it is clear and easy to understand. Mrs. Williams also congratulated Lauren Howard on her career in Kinesiology. Mrs. Williams stated that she is looking forward to the Counselors' Luncheon and plans to attend.

Clerk Watkins mentioned that he attended the Governor-Elect Brown's presentation on the State budget. Clerk Watkins presented a summary of Governor Brown's budget including handouts of the Powerpoints used. Clerk Watkins congratulated Dr. Hoffman on how SoCal ROC employees come together to talk about budget and stated that all districts should do the same. Clerk Watkins finished by wishing everyone Happy Holidays.

Member Staich commented that she predicts that the State budget problems will not go away until 2015. This means; continued hard times for public education funding and that all must realize that further reductions are inevitable. Member Staich remarked that all employees must work together to get through these hard times. Member Staich wished everyone Happy Holidays.

Member Muratsuchi joined his fellow Board members in wishing everyone Happy Holiday. Member Muratsuchi commented that he volunteered for another year on the SoCal ROC Board and that he is a true believer in the value of Career Technical Education.

Vice President Ashcraft thanked Member Staich for her year as Board President and also commented that in the spring she will no longer be part of the SoCal ROC Board. Vice President Ashcraft commented that it has been a pleasure working with her and that she will truly be missed.

Member Fournell commented on the local parcel taxes that were on the November ballots. Unfortunately, of the 17 presented, only 2 passed. These dollars could have greatly helped financially strapped districts. Member Fournell also noted that Manhattan Beach Unified has joined CSBA in a lawsuit to restore mental health funding for districts.

President Lucky thanked Member Staich for her fine leadership this past year. President Lucky also thanked the members of the audience for their support. President wished everyone warm wishes for the holidays.

SUPERINTENDENT'S REMARKS

Dr. Hoffman also thanked Member Staich for her service as president along with her knowledge and history of SoCal ROC. Dr. Hoffman stated that she had been blessed to have quality individuals sitting on this Board. Dr. Hoffman commented that this is the third

year that SoCal ROC employees and Board Members have raised funds for the Los Angeles County Food Bank and that tonight would be the last night for donations. Dr. Hoffman reported that SoCal ROC is actively engaged in spring enrollment. Career Guidance Specialists are busy with career plans. Dr. Hoffman thanked the staff for providing the very best in CTE and wished everyone Happy Holidays.

CLOSED SESSION

Member Staich made a motion to adjourn to close session. Member Fournell seconded the motion.

Vote: Ashcraft – Yes; Fournell – Yes; Lucky – Yes; Muratsuchi – Yes; Staich – Yes; Watkins – Yes; Williams - Yes

Result: Motion carried 7 – Yes; 0 – No; 0- Abstain.

1. Superintendent's Evaluation
2. Deputy Superintendent's Contract
3. Conference with Legal Counsel, Eric Bathen

ADJOURN TO OPEN SESSION

Action taken in Closed Session: None

President Lucky stated that the Board provided direction to District Legal Counsel.

Motion: A Motion was made by Member Staich to adjourn to open session at 8:27 p.m. Member Fournell seconded the motion.

Vote: Vote: Ashcraft – Yes; Fournell – Yes; Lucky – Yes; Muratsuchi – Yes; Staich – Yes; Watkins – Yes; Williams - Yes

Result: Motion carried 7 – Yes; 0 – No; 0 – Abstain.

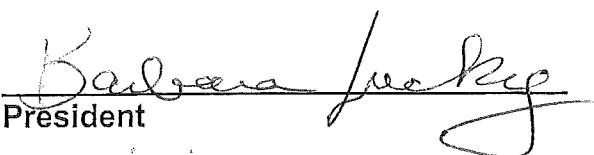
ADJOURN MEETING

Motion: A Motion was made by Member Fournell to adjourn the meeting at 8:39 p.m. Member Staich seconded the motion.

Vote: Vote: Vote: Ashcraft – Yes; Fournell – Yes; Lucky – Yes; Muratsuchi – Yes; Staich – Yes; Watkins – Yes; Williams - Yes

Result: Motion carried 7 – Yes; 0 – No; 0 – Abstain.

1-20-11
Date


President