

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

**Minutes of the Joint Powers Board Meeting
Thursday, August 19, 2010
6:00 p.m.**

APPROVED MEETING MINUTES

BOARD MEMBERS

Present: Heidi Ashcraft; Alice Grigsby; Barbara Lucky; Al Muratsuchi; Sandra Suarez; William Watkins, Ed.D.; Trina Williams

Absent: Bill Fournell; Arlene Staich

ADMINISTRATORS PRESENT

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

STAFF PRESENT

Miguel Figueroa, Twilla Green, Lucy Gutierrez, Zoila Herrera, Robert Householder, , Patricia Morrow, Sylvia Owens, Loie Rivera, Aysha Roberts and Wayne Smith

CALL TO ORDER

Board Vice President Muratsuchi called the meeting to order at 6:02 p.m. Vice President Muratsuchi asked Member Heidi Ashcraft to lead the Pledge of Allegiance.

APPROVAL OF AGENDA

Motion: A motion was made by Member Lucky to approve the August 19, 2010 agenda; Member Ashcraft seconded the motion.

Vote: Ashcraft – Yes; Grigsby – Yes; Lucky – Yes; Muratsuchi – Yes; Suarez – Yes; Watkins – Yes; Williams – Yes

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

Vice President Muratsuchi stated that Tammy Tagami-Reeves served on the SoCal ROC Board of Education and the El Segundo Unified Board of Education from 2007-2009. Tammy was a true advocate for Career Technical Education. During her time on the SoCal ROC Board, Tammy volunteered to serve on Board sub-committees, attended special events at the Center, and participated in the annual scholarship events. Our sympathies and prayers go out to the Reeves family. Vice President Muratsuchi asked to be joined in a moment of silence.

PROGRAM HIGHLIGHT

None

COMMENDATIONS / RECOGNITION

Superintendent Hoffman introduced members of the Management Team: Teresa Farquhar, Director of Technology; John Giovati, Director Programs/Operations; Atlas Helaire, Director/Student Support Services; Steven Rabas, Director of Fiscal Services; Jack Regan, Director of Maintenance/Operations; and Dr. Laurie St. Gean, Deputy Superintendent. Superintendent Hoffman stated that each of these individuals is responsible for providing leadership, supervision and direction to their specific division(s) and that their collective effort has had a tremendous positive impact on the success of SoCal ROC.

Vice President Muratsuchi presented each member of the Management Team with a Board Certificate of Excellence and a portfolio.

STUDENT VOICES

None

COMMENTS FROM THE PUBLIC

None

ACKNOWLEDGEMENT OF CORRESPONDENCE TO THE BOARD

None

EMPLOYEE GROUP REPRESENTATIVES

Classified Rep Patricia Morrow introduced Sylvia Owens as the new Certificated Representative. Ms. Owens remarked that she feels honored and excited to have been asked to serve as the Certificated Representative and that many positive things have been happening at SoCal ROC. Ms. Owens stated that she feels positive about the upcoming year.

Ms. Morrow reported that there are many activities planned for Staff Development Day in September and that fund raisers will continue again this year for student scholarships.

STAFF REPORTS

Topic: Update on Modernization/Facilities

Superintendent Hoffman reported that the modernization of Building A is going well and provided a progress report on the construction. The classrooms that will be ready by September are: Animal Health Science; Business and Finance; Hotel Restaurant /Occupations; and Medical Billing.

Topic: Update on Budget

Dr. St. Gean reported that with no state budget, there is no new information to present to the Board.

Vice President Muratsuchi commented that TUSD is anxiously waiting to see what Sacramento will do federal dollars to rehire teachers. Mr. Muratsuchi asked if SoCal ROC will be eligible for any of those funds. Dr. Hoffman responded that ROCP's are not included in that potential funding source.

Dr. Hoffman added that Mr. Giovati has been working with all seven JPA Districts in identifying those courses out on the high school campuses that SoCal ROC will be co-sponsoring as part of the Board approved funding formula. Dr. Hoffman stated that even in these very difficult financial times, SoCal ROC is able to allocate ROC resources on the high school campuses as well as offering the programs at the Center.

Topic: Consent Calendar

ITEM NO.

- 1 APPROVE BOARD MINUTES OF JUNE 17, 2010
- 2 APPROVE ACCEPTANCE OF GIFTS
- 3 APPROVE PAYROLL A WARRANT REPORT – JUNE & JULY, 2010
- 4 APPROVE B-WARRANT REPORT – JUNE & JULY, 2010
- 5 APPROVE B-WARRANTS ISSUED WITHOUT PURCHASE ORDERS FOR JUNE & JULY, 2010
- 6 APPROVE PERSONNEL ASSIGNMENT ORDERS
- 7 APPROVE PURCHASE ORDER REPORT – JUNE & JULY, 2010
- 8 APPROVE REVOLVING CASH FUND – JUNE & JULY, 2010
- 9 APPROVE SOCAL ROC RECOGNITION ACCOUNT – JUNE & JULY, 2010
- 10 APPROVE COURSE OUTLINES

Approve the following Course Outlines:

New

Dental Assisting for High School Students
Dental Assisting Career Preparation
General Office Occupations
Hands-on Product Assembly

- 11 APPROVE CONTRACT WITH LOS ANGELES COUNTY OF EDUCATION
- 12 NOTIFICATION OF OBSOLETE EQUIPMENT DISPOSAL

Vice President Muratsuchi asked if Members of the Board had any items to be pulled from the Consent portion of the Agenda. Vice President Muratsuchi asked for Item #'s 1,3,4,5 & 12 to be pulled; Member Watkins asked for Item # 7; Member Grigsby asked for Item #10;

Motion: Board Member Ashcraft made a motion to approve Consent Item #'s 2,6,8,9, and 11. Member Watkins seconded the motion.

Vote: Ashcraft – Yes; Grigsby – Yes; Lucky – Yes; Muratsuchi – Yes; Suarez – Yes; Watkins – Yes; Williams – Yes

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

Motion: Member Grigsby made a motion to approve Item #1 with the revised wording. Member Williams seconded the motion.

Vice President Muratsuchi stated that he wanted to make it clear for the June minutes that he had seconded the motion for discussion purposes only and not that he was in favor of removing the Board Members-at-Large. Vice-President Muratsuchi stated that he wanted the minutes to reflect that revision. Dr. Hoffman stated that the minutes would reflect the change.

Vote: Ashcraft – Yes; Grigsby – Yes; Lucky – Yes; Muratsuchi – Yes; Suarez – Yes; Watkins – Yes; Williams – Yes

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

Motion: Vice President Muratsuchi made a motion to approve Item #'s 3,4,& 5. Member Lucky seconded the motion.

Vice President Muratsuchi asked if all the approval for the payroll A and B warrants are presented with the assurance that the budgetary impact has been included in the 2010/2011 budget. Dr. St. Gean stated that the warrant amounts are included within the Board approved All Funds Budget.

Member Ashcraft commented that she would like clarification on Item #5 B Warrants on page 27 on the payment for substitute teacher reimbursement to CVUHSD.

Dr. Hoffman responded that some JPA Districts send the invoice on an ongoing basis throughout the year while other Districts wait until the end of the year.

Vote: Ashcraft – Yes; Grigsby – Yes; Lucky – Yes; Muratsuchi – Yes; Suarez – Yes; Watkins – Yes; Williams – Yes

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

Motion: Member Watkins made a motion to approve Item #7. Member Ashcraft seconded the motion.

Vice President Muratsuchi asked that if there is anything in the Agenda under the consent calendar that may be of particular concern in terms of budgetary impact?

Member Lucky asked that if the Board would be notified if there is something that is not in accordance with the budget planning? Dr. St. Gean assured the Board that the expenditures are within the budget planning process.

Member Watkins asked if Wysong Construction Co. is the construction company for Building A and if SoCal ROC is on budget for the project.

Dr. Hoffman responded that Wysong Construction is the builder for the project and the Lease/leaseback process provides guaranteed pricing for each one of the Board approved phases.

Member Watkins asked if Ellison Wilson Advocacy is an attorney firm. Dr. Hoffman stated that the group works with SoCal ROC on various legislative issues. No SoCal ROC general funds are used for this purpose; instead, monies generated by adult fees are used.

Member Grigsby inquired as to the protocol of utilizing the services with Ellison Wilson Advocacy.

Dr. Hoffman responded that SoCal ROC receives timely updates regarding pending legislation that impact Career and Technical Education and ROC/Ps. Dr. Hoffman is in direct contact with the group.

Member Watkins commented that he noticed the cost leasing Ricoh copiers. Dr. Watkins shared that in terms of the Board agenda for ESUSD, the Board uses "Board Docs" to eliminate such a heavy use of paper. Dr. Watkins suggested that might be another option for SoCal ROC in reducing copier costs.

Member Lucky commented that some of the Board Members might prefer hard copies.

Dr. Hoffman stated that she will do some research on paperless agendas for Board meetings.

Vice President Muratsuchi agreed that where possible, paperless is the way to go. Board Members should let Dr. Hoffman know if they are comfortable receiving the documents online.

Member Ashcraft asked about the payment to the City of Torrance for the traffic light.

Dr. St. Gean responded that the annual payment to Torrance is to cover the traffic light in front of the entrance of SoCal ROC; that is considered a private road.

Vice President Muratsuchi asked if SoCal ROC is a member of CSBA? Dr. Hoffman responded that the membership with CSBA was approved in the June 2010 meeting.

Vote: Ashcraft – Yes; Grigsby – Yes; Lucky – Yes; Muratsuchi – Yes; Suarez – Yes; Watkins – Yes; Williams – Yes

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

Motion: Member Grigsby made a motion to approve Item #10 with revisions to the

Dental Assisting Career Preparation for High School Students course outline. Member Ashcraft seconded the motion.

Member Grigsby observed that in Item #10 the Dental Career Preparation for High School Students course outline, the wording in the first page under course description paragraph needs to be changed so that it reads- *In addition, students who are "at least 18 years old." will complete the Dental radiology certification program.*

Vote: Ashcraft – Yes; Grigsby – Yes; Lucky – Yes; Muratsuchi – Yes; Suarez – Yes; Watkins – Yes; Williams – Yes

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

Motion: Vice President Muratsuchi made a motion to approve Item #12. Member Lucky seconded the motion.

Vice President Muratsuchi inquired as to where the obsolete equipment goes?

Dr. St. Gean responded that most of the equipment listed is from Major Appliance Repair and it is sold for scrap metal. The monies generated goes back to the specific program.

Vote: Ashcraft – Yes; Grigsby – Yes; Lucky – Yes; Muratsuchi – Yes; Suarez – Yes; Watkins – Yes; Williams – Yes

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

PERSONNEL

Topic: Approve Revised Certificated and Classified Evaluation Forms

Motion: Member Watkins made a motion to approve the revisions to the certificated and classified evaluation forms. Member Williams seconded the motion.

Dr. St. Gean stated that the new forms include an additional rating category of "Good". The current classified and certificated evaluation forms only include four criteria: Excellent, Satisfactory, Needs Improvement, and Unsatisfactory.

Dr. Hoffman commented that in terms of employees moving on the SoCal ROC salary schedule, the employee must accrue 160 of approved Professional Growth hours and part of those hours may be generated by the final rating on the evaluation. Under the proposed form revision, a rating of "excellent" or "good" will generate 60 hours of professional growth. A rating of "satisfactory" will generate 30 hours of professional growth.

Member Grigsby commented that she noticed that when a staff member receives a "Needs Improvement" wording must be specific as to the area(s) that need attention. Ms. Grigsby stated that she did not see space on the form for that detail.

Dr. St. Gean stated that when an instructor receives a Needs Improvement there is a

process that takes place during the entire year between the administrator and the instructor working together to improve performance. This process includes a written "improvement plan".

Member Suarez asked if evaluation forms were standardized for all school districts. Dr. Hoffman responded that there may be similarities among the documents used by districts but that the instruments are unique to each District. SoCal ROC's reflects specific CTE standards.

Vote: Ashcraft – Yes; Grigsby – Yes; Lucky – Yes; Muratsuchi – Yes; Suarez – Yes; Watkins – Yes; Williams – Yes

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

BUISNESS SERVICES

1. Approve Resolution 08-2010-01 Temporary Borrowing of Funds for 2010/11

Motion: Member Lucky made a motion to approve Resolution 08-2010-01 on the temporary borrowing of Funds for 2010/11. Member Williams seconded the motion

Dr. St. Gean stated that the temporary borrowing of funds is brought to the Board annually. The temporary borrowing will ensure that there are sufficient funds in the General Fund for monthly payroll and operational areas.

Member Lucky asked if SoCal ROC ever uses TRANS? Superintendent Hoffman responded that SoCal ROC has not used TRANS in the past and will not for the 2010/2011 school year. However, Dr. Hoffman did respond that if the State continues to defer appropriations, SoCal ROC may be forced to utilize TRANS as do most school districts.

Dr. St. Gean added that in the event of having to go to a TRANS in the future, the Board would need to approve that action.

Vote: Ashcraft – Yes; Grigsby – Yes; Lucky – Yes; Muratsuchi – Yes; Suarez – Yes; Watkins – Yes; Williams – Yes

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

GENERAL

1. Multiple Pathways

Superintendent Hoffman presented a PowerPoint presentation on the State's *Multiple Pathways* document. Multiple Pathways is the result of legislation, signed by the Governor, which addresses high school reform.

The report says that California must address:

- High School Graduation rate,
- Closing the Achievement Gap, and
- Preparing students for success in terms of living wages, careers and postsecondary learning experiences.

The document states that Multiple pathways are designed to prepare students for:

- Successful career entry after high school
- Successful participation in and completion of education after high school and that can be via 2/4 year colleges/universities, apprentice programs, or formal employment training.

Dr. Hoffman concluded by saying that many of the recommendations require significant amounts of new dollars. With the current State financial situation, many of the recommendations will probably not be realized within the next few years. However, it is also worth noting, that many of the specifics of the document regarding Career Pathways and partnerships between the ROC/Ps and school districts have already been successfully implemented at SoCal ROC.

Member Watkins commented that coming from a small district he agrees with Dr. Hoffman. Dr. Watkins also said that the job of EUSD is to prepare students with math, reading, writing, and all the academic standards. Many students are interested in other areas that SoCal ROC offers and EUSD cannot afford and SoCal ROC has been very successful for EUSD.

Vice President Muratsuchi commented that from what he understood in the past a lot of people saw ROC/Ps as strictly vocational education, but that SoCal ROC is trying to redefine Career Technical Education to meet all student needs/interests.

First Reading of Board Policies

Dr. Hoffman thanked Member Lucky for volunteering to do Board Policies review on a monthly basis. SoCal ROC will find a day once a month to meet and review policies to make sure they are up to date and reflect current education code and law. SoCal ROC will bring policies to Board for first reading, take back input, and once incorporated, bring back to Board for second reading and approval.

Member Watkins stated that he would be happy to also serve on the Board sub-committee for policy review.

Board Members reviewed the following policies and administrative regulations for first reading:

<u>Delete</u>	<u>Review</u>	<u>Title</u>
	BP 0200	Goals for the Center
	Exhibit 0200	Goals for the Center
AR 4111.2	BP 4111.2	Legal Status Requirement Legal Status Requirement
AR 4116		Probationary/Permanent Status
	BP 4119.21, 4219.21, 4319.21	Professional Standards
	BP 4157, 4257, 4357	Employee Safety

<u>Delete</u>	<u>Review</u>	<u>Title</u>
	AR 4157, 4257, 4357	Employee Safety
	AR 4161.8, 4261.8, 4361.8	Family Care and Medical Leave
	BP 5131.7 AR5131.7	Weapons and Dangerous Instruments
	BP 5141.4 AR 5141.4	Child Abuse Reporting Procedures
	BP 5145.3	Nondiscrimination/Harassment

BOARD MEMBERS' REMARKS

Member Williams had no comments.

Member Suarez remarked that she was able to attend the memorial for Tammy Tagami Reeves. Member Suarez stated that she learned that Tammy was a wonderful person who contributed much to her community.

Member Grigsby commented that in spite of the recent developments with the former executive director of CSBA, the organization still provides much needed and valued services to school districts. Member Grigsby also commented on the beautiful floral arrangements at the desk of each Board Member.

Member Lucky remarked that indeed CSBA does provide outstanding services to school districts. On another note, PVPUSD is ready to start a new school year.

Member Watkins thanked Dr. Hoffman on behalf of the Reeves family for a wonderful presentation at the memorial for Tammy Tagami-Reeves. Dr. Watkins also commented that ESUSD is ready for the start of the school year.

Vice-President Muratsuchi stated that there is some frustration at TUSD with what is happening in Sacramento with the Federal Jobs Bill and with the comment by Senate President Steinberg that the federal monies not being passed down to local school districts. He added that the recent events of city of Bell and CSBA are a reminder why it is important to be thorough, consistent process in place with Board policies.

Member Ashcraft asked Superintendent Hoffman if she had received any response from the county regarding the letter about direct funding.

Dr. Hoffman responded that a letter was sent approximately 3 weeks ago to LACOE, but to date there has been no response.

SUPERINTENDENT'S REMARKS

Dr. Hoffman reported that the WASC Commission has awarded SoCal ROC a full term of accreditation, 6 years, through 2016. Dr. Hoffman stated that at the next meeting she will be bringing a list of classes that SoCal ROC is co-sponsoring on the high school campuses for the 2010/2011 school year.

CLOSED SESSION

No Items

ADJOURN MEETING

Motion: A Motion was made by Member Lucky to adjourn the meeting at 8:45 p.m. Member Ashcraft seconded the motion.

Vote: Ashcraft – Yes; Grigsby – Yes; Lucky – Yes; Muratsuchi – Yes; Suarez – Yes; Watkins – Yes; Williams – Yes

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

9/16/10

Date



President