

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

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

**APPROVED MEETING MINUTES**

**BOARD MEMBERS**

**Present:** Heidi Ashcraft; Bill Fournell; Alice Grigsby; Barbara Lucky; Al Muratsuchi; Arlene Staich; William Watkins, Ed.D.;

**Absent:** Sandra Suarez; Trina Williams

**ADMINISTRATORS PRESENT**

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

**STAFF PRESENT**

Miguel Figueroa, Zoila Herrera, Robert Householder, Pamela Lawrence, Sara Leon, Patricia Morrow, Elba Nieves, Sylvia Owens, and Aysha Roberts.

**CALL TO ORDER**

Board President Staich called the meeting to order at 6:04 p.m. President Staich asked John Giovati, Director Programs/Operations to lead the Pledge of Allegiance.

**APPROVAL OF AGENDA**

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

**Vote:** Ashcraft – Yes; Fournell – Yes; Grigsby – Yes; Lucky – Yes; Staich – Yes; Watkins – Yes;

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

Vice President Muratsuchi arrived at 6:06 p.m.

### **PROGRAM HIGHLIGHT**

None

### **COMMENDATIONS / RECOGNITION**

None

### **STUDENT VOICES**

None

### **COMMENTS FROM THE PUBLIC**

None

### **ACKNOWLEDGEMENT OF CORRESPONDENCE TO THE BOARD**

Letter from Los Angeles County of Education (LACOE) - indicating that LACOE staff concurs with SoCal ROC's positive budget certification for the 2010/2011 school year.

### **EMPLOYEE GROUP REPRESENTATIVES**

Classified Rep Patricia Morrow reported that the Career Guidance Specialists have been receiving numerous calls regarding class availability at the Center. Ms. Morrow commented that the SoCal ROC had two successful days of Staff Inservice and was glad to see Member Ashcraft and Member Watkins in attendance. Ms. Morrow also commented that SoCal ROC is off to a great start. The enrollments for all classes have been very strong. Ms. Morrow thanked the staff for the team effort and is looking forward to a great year.

### **STAFF REPORTS**

**Topic:** Update on Building A Modernization

Superintendent Hoffman reported that the three classrooms on the first floor of Building A: Animal Science; Medical Billing; and Finance; were officially open to students on the first day of classes. Additionally, student restrooms were also opened. The renovation of the second floor is well under way. Dr. Hoffman invited Board Members to tour the completed sections of the project.

**Topic:** Update on State Budget

Dr. St. Gean reported that, along with everyone else, we are still waiting for a State budget.

**Topic:** Opening Day Updates

Mr. Helaire reported that the opening day of fall went extremely well. There are over 1630 students enrolled at the Center for the fall semester and some classes have a "wait list". Five new classes were added to the fall schedule, two of those classes focus on special needs students. Mr. Helaire stated that all classes are staffed with highly qualified instructors.

Vice President Muratsuchi asked if High School students get preferences and if so, if this was Board Policy. Mr. Helaire responded that high school students within the JPA districts get preference and Dr. Hoffman added that it is not Board Policy but this has been part of the practice for many years per the JPA agreement.

**Topic:** Consent Calendar

ITEM NO.

- 1 APPROVE BOARD MINUTES OF AUGUST 19, 2010
- 2 APPROVE ACCEPTANCE OF GIFTS
- 3 APPROVE PAYROLL A WARRANT REPORT – AUGUST, 2010
- 4 APPROVE B-WARRANT REPORT – AUGUST, 2010
- 5 APPROVE B-WARRANTS ISSUED WITHOUT PURCHASE ORDERS FOR AUGUST, 2010
- 6 APPROVE PERSONNEL ASSIGNMENT ORDERS
- 7 APPROVE PURCHASE ORDER REPORT – AUGUST, 2010
- 8 APPROVE REVOLVING CASH FUND – AUGUST, 2010
- 9 APPROVE SOCIAL ROC RECOGNITION ACCOUNT – AUGUST, 2010
- 10 APPROVE AFFILIATION AGREEMENTS

| <u>AFFILIATE</u>                 | <u>STATUS</u> | <u>Program</u>      |
|----------------------------------|---------------|---------------------|
| Torrance Dental Arts             | NEW           | Dental Assisting    |
| Torrance Memorial Medical Center | NEW           | Pharmacy Technician |

- 11 APPROVE COURSE OUTLINE  
Approve the following Course Outline:  
  
New  
3 D Character Design and Animation
- 12 NOTIFICATION OF OBSOLETE EQUIPMENT DISPOSAL
- 13 APPROVE BUDGET ADJUSTMENT  
Approve Budget Adjustment Summary documents BA001
- 14 APPROVE BUDGET ADJUSTMENT  
Approve Budget Adjustment Summary documents BA002

President Staich asked if Members of the Board had any items to be pulled from the Consent portion of the Agenda. President Staich asked for Item #'s 1, 13, & 14 to be pulled;

**Motion:** Board Vice President Muratsuchi made a motion to approve Consent Item #'s 2-12. Member Ashcraft seconded the motion.

**Vote:** Ashcraft – Yes; Fournell – Yes; Grigsby – Yes; Lucky – Yes; Muratsuchi – Yes; Staich – Yes; Watkins – Yes

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

**Motion:** Vice President Muratsuchi made a motion to approve Item #1. Clerk Fournell seconded the motion.

President Staich and Clerk Fournell abstained from voting on Item #1 due to both not being in attendance at the August 19, 2010 Board meeting.

**Vote:** Ashcraft – Yes; Fournell – Abstain; Grigsby – Yes; Lucky – Yes; Muratsuchi – Yes; Staich – Abstain; Watkins – Yes

**Result:** Motion carried 5 – Yes; 0 – No; 2 – Abstain.

**Motion:** Clerk Fournell made a motion to approve Items #13 & 14. Member Lucky seconded the motion.

President Staich asked if the Funds 14 and 35 were for Modernization. Dr. St. Gean stated that the monies in Fund 14 and Fund 35 were budgeted last year and designated for Building A modernization.

**Vote:** Ashcraft – Yes; Fournell – Yes; Grigsby – Yes; Lucky – Yes; Muratsuchi – Yes; Staich – Yes; Watkins – Yes

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

## **PERSONNEL**

None

## **BUISNESS SERVICES**

### **1. Approve Unaudited Actuals**

**Motion:** Member Lucky made a motion to approve Unaudited Actuals. Vice President Muratsuchi seconded the motion

Dr. St. Gean stated that the Unaudited Actuals include four funds: Fund 1; Fund 14; Fund 35 and Fund 40.

Member Lucky asked for clarification regarding the 2.6 million dollars in assets from the Grantor Government. Dr. St. Gean responded that 2,686,090.00 are the late appropriations from 2009-10 that are due to SoCal ROC from the state. Member Watkins as if that is deferred monies. Dr. St. Gean stated that was correct.

Vice President Muratsuchi asked for clarification regarding the process for how the JPA Districts receive funding via the internal funding formula.

Dr. Hoffman explained that each month, each participating JPA district receives a report stating the ADA generated on the high school campus. This report provides a status on the ADA generated per the internal formula that was approved by the board three years ago. Every district is furnished with a report on a monthly basis that shows how much ADA they are eligible for under the formula.

**Vote:** Ashcraft – Yes; Fournell – Yes; Grigsby – Yes; Lucky – Yes; Muratsuchi – Yes; Staich – Yes; Watkins – Yes

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

## GENERAL

### 1. Approve Board Policies / Administrative Regulations

**Motion:** Vice President Muratsuchi made a motion to approve Board Policies/Administrative Regulation with amendments. Clerk Fournell seconded the motion.

Member Lucky commented that Member Watkins volunteered to be part of the committee and thanked him. Dr. Hoffman thanked Members Lucky and Watkins for serving on the Board sub-committee for policies.

Member Ashcraft commented that there is consistency throughout all the policies in the use of ROC and administrator.

**Vote:** Ashcraft – Yes; Fournell – Yes; Grigsby – Yes; Lucky – Yes; Muratsuchi – Yes; Staich – Yes; Watkins – Yes

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

| <b>Delete</b> | <b>Replace With</b> | <b>Update</b>          | <b>Title</b>             |
|---------------|---------------------|------------------------|--------------------------|
|               |                     | SoCal ROC<br>BP 0200   | Goals For The Center     |
| E 0300        | E 0200              |                        | Goals for the Center     |
|               |                     | SoCal ROC<br>BP 4111.2 | Legal Status Requirement |

| <b>Delete</b>                              | <b>Replace With</b>                   | <b>Update</b> | <b>Title</b>                      |
|--|---------------------------------------|---------------|-----------------------------------|
| AR 4116                                    |                                       |               | Probationary/Permanent Status     |
| SoCal ROC BP 4119.21<br>4219.21<br>4319.21 | CSBA BP 4119.21<br>4219.21<br>4319.21 |               | Professional Standards            |
| SoCal ROC BP 4157<br>4257<br>4357          | CSBA BP 4157<br>4257<br>4357          |               | Employee Safety                   |
| SoCal ROC AR 4157<br>4257<br>4357          | CSBA AR 4157<br>4257<br>4357          |               | Employee Safety                   |
| SoCal ROC AR 4161.8<br>4261.8<br>4361.8    | CSBA AR 4161.8<br>4261.8<br>4361.8    |               | Family Care and Medical Leave     |
| SoCal ROC BP 5131.7                        | CSBA BP 5131.7                        |               | Weapons and Dangerous Instruments |
| SoCal ROC AR 5131.7                        | CSBA AR 5131.7                        |               | Weapons and Dangerous Instruments |
| SoCal ROC BP 5141.4                        | CSBA BP 5141.4                        |               | Child Abuse Reporting Procedures  |
| SoCal ROC AR 5141.4                        | CSBA AR 5141.4                        |               | Child Abuse Reporting Procedures  |
| SoCal ROC BP 5145.3                        | CSBA BP 5145.3                        |               | Nondiscrimination/Harassment      |

**Vote:** Ashcraft – Yes; Fournell – Yes; Grigsby – Yes; Lucky – Yes; Muratsuchi – Yes; Staich – Yes; Watkins – Yes

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

## **2. First Reading of Board Policies / Administrative Regulations**

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

| <u>Delete</u>                           | <u>Replace With</u> | <u>Update</u> | <u>Title</u>             |
|---|---------------------|---------------|--------------------------|
| SoCal ROC BP 1150                       | CSBA BP 1150        |               | Commendations and Awards |
| <i>* No Change to SoCal ROC AR 1150</i> |                     |               | Commendations and Awards |

|   |                |                      |
|---|----------------|----------------------|
| SoCal ROC BP 1240                       | CSBA BP 1240   | Volunteer Assistance |
| SoCal ROC BP 1250                       | CSBA BP 1250   | Visitors/Outsiders   |
| SoCal ROC AR 1250                       | CSBA AR 1250   | Visitors/Outsiders   |
| SoCal ROC BP 3100                       | CSBA BP 3100   | Budget               |
| <i>* No Change to SoCal ROC AR 3100</i> |                | Budget               |
| SoCal ROC BP 3220.1                     | CSBA BP 3220.1 | Lottery Funds        |
| SoCal ROC BP 3314.2                     | CSBA BP 3314.2 | Revolving Funds      |

### **3. Annual Report Results for 2009-2010**

Superintendent Hoffman and Deputy Superintendent St. Gean reviewed the "Annual Report" results for 2009-2010. A PowerPoint of the information was presented. Each member received a printed hard copy of the report.

Dr. Hoffman reviewed the priorities for 2010-2011 that include:

- Continue to Submit SoCal ROC courses for UC a-g approval
- Continue to add courses as part of a sequential pathways for each Sector offered
- Promote "Student Engagement" through the use of active learning in all courses offered at the Center
- Implement WASC Action Plan
- Completion of Phases I-IV for Building "A" Modernization/Identify Funding and Timeline for Phase V
- Research Roofing Systems and Identify Funding Sources for Building "C" (Green Technology and Energy Efficient)
- Maintain Sound Fiscal Practices
- Review /Revise/Adopt current Board Policies

### **BOARD MEMBERS' REMARKS**

Member Grigsby thanked Dr. Hoffman for the Annual Report information and progress made on the Goals and suggested that it may be useful to include statements from students once they have completed SoCal ROC programs.

Member Lucky thanked Dr. Hoffman for a comprehensive Annual Report, which sparked a good and positive conversation and commented that not many students who leave the programs are going to take their time to thank SoCal ROC. Getting student feedback once they complete SoCal ROC programs is important.

Member Watkins thanked the SoCal ROC staff and Dr. Hoffman for a great start of semester and that once again this shows that SoCal ROC offers great programs.

Vice President Muratsuchi thanked Dr. Hoffman for the Annual Report and requested an electronic copy. Vice President remarked that he appreciated the discussion and wants to say that he is in favor of setting hard standards and expectations for the students and challenging them to rise up to higher expectations. Mr. Muratsuchi also stated that he wanted to ensure that CTE programs were available for students at all ability levels.

Member Ashcraft thanked the SoCal ROC staff for the invitation to the Staff Inservice on September 8, 2010 and remarked that she enjoyed experiencing the energy that was in the room and Superintendent Hoffman's remarks to the staff.

Clerk Fournell remarked that Annual Report was interesting. Mr. Fournell stated that Manhattan Beach has a new superintendent and a new high school principal. Mr. Fournell also remarked that SoCal ROC's Annual Report is a model for reporting on district goals and objectives.

President Staich remarked that the Annual Report was great and requested a copy to share with RBUSD Board members and commented that at RBUSD they do a strategic plan that includes the same areas.

### **SUPERINTENDENT'S REMARKS**

Dr. Hoffman reported that she was extremely pleased with the start of school and the best way to experience the transformation that has taken place at SoCal ROC over the past few years is to observe student department in and out of the classroom while on campus. Students are definitely committed to attending classes at SoCal ROC and to gain foundational knowledge in their stated career area of interest.

Dr. Hoffman thanked the staff for working together so well and our Board with supporting the vision for Career Technical Education.

### **CLOSED SESSION**

Adjourn to Closed Session

#### **1. Superintendent's Evaluation**

**Motion:** A Motion was made by Vice President Muratsuchi to adjourn to closed session at 8:13 p.m. Clerk Fournell seconded the motion.

**Vote:** Ashcraft – Yes; Fournell – Yes; Grigsby – Yes; Lucky – Yes; Muratsuchi – Yes; Staich – Yes; Watkins – Yes

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

**ADJOURN TO OPEN SESSION**

No action was taken in Closed Session.

**Motion:** A Motion was made by Member Grigsby to adjourn to open session at 8:29 p.m. Clerk Fournell seconded the motion.

**Vote: Vote:** Ashcraft – Yes; Fournell – Yes; Grigsby – Yes; Lucky – Yes; Muratsuchi – Yes; Staich – Yes; Watkins – Yes

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

**ADJOURN MEETING**

**Motion:** A Motion was made by Member Lucky to adjourn the meeting at 8:30 p.m. Vice-President Muratsuchi seconded the motion.

**Vote: Vote: Vote:** Ashcraft – Yes; Fournell – Yes; Grigsby – Yes; Lucky – Yes; Muratsuchi – Yes; Staich – Yes; Watkins – Yes

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

10/21/2010  
**Date**

Arline Staich  
**President**