

**Southern California Regional Occupational Center
2300 Crenshaw Boulevard
Torrance, CA 90501**

**Minutes of the Joint Powers Board Meeting
Thursday, January 19, 2012
6:00 p.m.**

APPROVED MEETING MINUTES

OATH OF OFFICE ADMINISTERED - 5:55 PM

Prior to the start of the Board Meeting; Superintendent Hoffman administered the Oath of Office to new Board Member, Ida VanderPoorte, from Manhattan Beach Unified School District.

BOARD MEMBERS

Present: Heidi Ashcraft, Drew Gamet, Alice Grigsby, Barbara Lucky, Al Muratsuchi (arrived at 6:17pm), Ida VanderPoorte, Trina Williams

Absent: Maritza Molina, William Watkins, Ed.D

ADMINISTRATORS

Present: Christine Hoffman, Ed.D, Laurie St. Gean, Ed.D, John Giovati, Atlas Helaire,

STAFF PRESENT

Miguel Figueroa, Lucy Gutierrez, Zoila Herrera, Sara Leon, Aysha Roberts, Pat Morrow, Pam Lawrence

Eric Bathen, Esq., District legal counsel, P. Robert Wilkinson from Wilkinson Hadley King & Co., LLP and Bill Fournell were also in attendance

CALL TO ORDER

Board President Lucky called the meeting to order at 6:03 p.m. President Lucky led the Pledge of Allegiance.

APPROVAL OF AGENDA

Superintendent Hoffman informed the Members of the Board of two additions to the January 19, 2012 agenda; 1) Program Highlight – Computer Technician Repair and 2) Review and approve change in February Board Meeting Date

Motion: A motion was made by Member VanderPoorte to approve the January 19, 2012 agenda. Member Ashcraft seconded the motion.

Vote: Ashcraft – Yes; Gamet – Yes; Grigsby – Yes; Lucky – Yes; VanderPoorte – Yes; Williams - Yes

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

APPROVAL OF AMENDED AGENDA

President Lucky asked for approval of the amended agenda.

Motion: A motion was made by Member VanderPoorte to approve the January 19, 2012 agenda. Member Grigsby seconded the motion.

Vote: Ashcraft – Yes; Gamet – Yes; Grigsby – Yes; Lucky – Yes; VanderPoorte – Yes; Williams - Yes

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

PROGRAM HIGHLIGHT

Superintendent Hoffman introduced Glenn Lester, Computer Technician Instructor. Mr. Lester and several students from his class presented the final project for the class that consisted of designing and building a computer from the inside/out. The project also entailed an essay describing the design as well as photos of the work in progress. Students worked in teams and came up with some very interesting overall designs; all computers worked.

COMMENDATIONS/RECOGNITION

Bill Fournell

Superintendent Hoffman recognized former Board Member Bill Fournell. Dr. Hoffman stated that Mr. Fournell is currently in his fifth year as a Board Member of Manhattan Beach Unified School District. During his two-year service as a SoCal ROC Board Member, Mr. Fournell has provided sound input on financial affairs of SoCal ROC including budget development and Board Goals and Targets for Success. Mr. Fournell has also shared valued ideas for course outlines, including a new course; Financial Planning. Superintendent Hoffman concluded by stating that Mr. Fournell's contributions will be long lasting to SoCal ROC and thanked Mr. Fournell for his service.

Mr. Fournell thanked Superintendent Hoffman and the Members of the Board for the recognition.

President Lucky present Bill Fournell with a plaque for this two years of service to the SoCal ROC Board.

Recognition: Stephen Lemmon, Instructor

Superintendent Hoffman introduced Stephen Lemmon, Emergency Medical/First Responder Instructor. Superintendent Hoffman stated that a couple of months ago, one of Mr. Lemmon's former student; was involved in a serious accident. Two other former students were with the student when the accident occurred and performed CPR on the injured student. Paramedics credited the quick thinking and action on the part of the other students with saving the injured student's life. In an article in the Daily Breeze the two young men credit the fact that they were able to respond appropriately and quickly due to the training received at SoCal ROC. Superintendent Hoffman stated that Mr. Lemmon was also recognized by the El Segundo City Council.

Mr. Lemmon commented that the greatest moment for an instructor is when students can perform what they have been taught in the absences of an instructor; exactly what was done in this incident.

President Lucky presented Stephen Lemmon with a *Board Certificate of Excellence*.

STUDENT VOICES

None

COMMENTS FROM THE PUBLIC

None

ADJOURN TO CLOSED SESSION

Motion: A motion was made by Member VanderPoorte to adjourn to closed session at 6:21 p.m. Member Muratsuchi seconded the motion.

Vote: Ashcraft – Yes; Gamet – Yes; Grigsby – Yes; Lucky – Yes; Muratsuchi – Yes; VanderPoorte – Yes; Williams - Yes

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

Topic:

1. Existing Litigation – Los Angeles Superior Court - CVUHSD vs. SoCal ROC
Eric Bathen, Legal Counsel
2. Superintendent's Contract
3. Deputy Superintendent Contract

RECONVENE TO OPEN SESSION

No action was taken.

Motion: A motion was made by Member Muratsuchi to reconvene to open session at 6:59 p.m. Member Williams seconded the motion.

Vote: Ashcraft – Yes; Gamet – Yes; Grigsby – Yes; Lucky – Yes; Muratsuchi – Yes; VanderPoorte – Yes; Williams – Yes

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

ACKNOWLEDGEMENT OF CORRESPONDENCE TO THE BOARD

None

EMPLOYEE GROUP REPRESENTATIVES

Patricia Morrow, Classified Representative welcomed the new Board Member, Ida VanderPoorte. Ms. Morrow commented that the Classified and Certificated staff will be awarding four perfect attendance awards on January 25, 2012.

STAFF REPORTS

Topic: Presentation of SoCal ROC Audit Report ending June 30, 2011.

Dr. St. Gean introduced Mr. Bob Wilkinson representing the firm of Wilkinson Hadley King & Co., LLP. Mr. Wilkinson reported that the SoCal ROC audit report received an *unqualified opinion*, which is the best opinion that a school district can receive. Mr. Wilkinson commented that there were no major changes in the format of the report. Mr. Wilkinson stated that SoCal ROC has a healthy reserve which is needed by school districts during these uncertain economic times.

Member VanderPoorte asked if the apportionments for Centinela Valley Union High School District were included in the 2010/2011 report. Dr. St Gean responded yes.

Member Muratsuchi asked if any deficiencies were found in the internal controls. Mr. Wilkinson stated that no deficiencies were found.

CONSENT CALENDAR

ITEM NO.

- 1 APPROVE BOARD MINUTES OF DECEMBER 15, 2011
- 2 APPROVE PAYROLL A WARRANT REPORT – DECEMBER, 2011
- 3 APPROVE B-WARRANT REPORT – DECEMBER, 2011
- 4 APPROVE B-WARRANTS ISSUED WITHOUT PURCHASE
- 5 APPROVE PERSONNEL ASSIGNMENT ORDERS

CONSENT CALENDAR CONTINUED

- 6 APPROVE PURCHASE ORDER REPORT – DECEMBER, 2011
- 7 APPROVE REVOLVING CASH FUND – DECEMBER, 2011
- 8 APPROVE SOCAL ROC RECOGNITION ACCOUNT – DECEMBER, 2011
- 9 APPROVE AFFILIATION AGREEMENTS

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

10 NOTIFICATION OF E-WASTE DISPOSAL

President Lucky asked if any Members of the Board had any items to be pulled. No items were pulled.

Motion: A motion was made by Member Ashcraft to approve Consent Items 1-10. Member Muratsuchi seconded the motion.

Vote: Ashcraft – Yes; Gamet – Yes; Grigsby – Yes; Lucky – Yes; Muratsuchi – Yes; VanderPoorte – Yes; Williams - Yes

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

PERSONNEL

No Items

BUSINESS SERVICES

- 1. Acceptance of SoCal ROC Audit Report – June 30, 2011

Motion: A motion was made by Member Ashcraft to accept the SoCal ROC Audit Report. Member Muratsuchi seconded the motion.

Dr. St Gean asked the Board to accept the SoCal ROC Audit Report dated June 2011. President Lucky asked if the audit report had been filed. Dr. St Gean responded that the report has been filed within the timeline (by December 15, 2012) to the County Office of Education, CDE, and State Controller’s Office.

Vote: Ashcraft – Yes; Gamet – Yes; Grigsby – Yes; Lucky – Yes; Muratsuchi – Yes; VanderPoorte – Yes; Williams - Yes

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

GENERAL

1. Approve Second Reading of Board Policies/Administrative Regulations

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

Delete		Update or Review	Replace Adopt	With or	Title
		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
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 AR	3514 3514		CSBA BP AR	3514 3514	Environmental Safety
		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

Delete	Update or Review	Replace Adopt	With	or	Title
SoCal ROC BP 3515.2 AR 3515.2		CSBA BP AR	3515.2 3515.2		Disruptions
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

Motion: A motion was made by Member Williams to approve the Second Reading of Board Policies/Administrative Regulations. Member Ashcraft seconded the motion.

Vote: Ashcraft – Yes; Gamet – Yes; Grigsby – Yes; Lucky – Yes; Muratsuchi – Yes; VanderPoorte – Yes; Williams - Yes

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

2. Review and Approve change in February Board Meeting Date

Motion: A motion was made by Member VanderPoorte to approve the change in February Board Meeting Date. Member Grigsby seconded the motion.

Superintendent Hoffman stated that at the December’s organizational meeting, the Board approved the Board Meeting calendar for 2012. The third Thursday of each month is the designated meeting day at 6:00pm. However, as a result of the SoCal ROC calendar for 2011/12, February 16th was listed as a local school holiday. Superintendent Hoffman informed the Board that in considering feedback from some Board Members, the February 23rd date presents conflict with some Board Members attending the meeting. Superintendent Hoffman recommended that the Board change the printed February 23rd date back to the third Thursday in February, February 16, 2012.

Vote: Ashcraft – Yes; Gamet – Yes; Grigsby – Yes; Lucky – Yes; Muratsuchi – Yes; VanderPoorte – Yes; Williams - Yes

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

BOARD MEMBER REMARKS

Member Gamet had no comment.

Member Williams stated that the grand opening for LaTijera Elementary School will be February 23, 2012 and invited SoCal ROC Board Members to attend. Member Williams shared her open support for Member Muratsuchi’s run for State Assembly.

Member Grigsby had no remarks.

Member Ashcraft commented that at last month's meeting she announced that she would be running for Torrance City Council. However, based on the fact that all incumbents will now be running, Ms. Ashcraft stated that she has decided not to run.

Member Muratsuchi stated that between 2002-2011 TUSD's academic performance index test score has gone up every single year and is well above the 800 mark. Member Muratsuchi commented that he would like to have the Federal No Child Left Behind Act amended to better represent schools and progress that is being made.

Member VanderPoorte remarked that in December MBUSD broke ground at Mira Costa High and expect to be in construction for roughly fourteen months. On another note, Member VanderPoorte stated that she attended School Service workshop and believes the news regarding the State budget and public education was not encouraging.

President Lucky had no remarks.

SUPERINTENDENT'S REMARKS

Superintendent Hoffman commented on the success of the Counselors' Luncheon and believes that every participating JPA District was represented either by an administrator and/or counselors. Superintendent Hoffman thanked all three Career Guidance Specialists, Pat Morrow, Lucy Gutierrez, and Pam Lawrence as well as Director, Programs & Student Support Services, Atlas Helaire, for a well organized and attended luncheon. Enrollment for the second semester is very healthy. New classes have been added to the spring semester: Business Law, Kinesiology and Exciting World of Engineering. Superintendent Hoffman stated that she was a presenter at the Girls in Gear workshop on January 17th held at the Torrance Library. The annual workshop targets middle and high school female students from around the South Bay with an emphasis on math, science, engineering, medical and technology careers. Superintendent Hoffman shared that she also attended the School Services workshop on the Governor's proposed budget for 2012/13. Everything is hinging on the Governor's tax initiative next November. If the tax initiative does not pass there will be further drastic cuts to public education. Superintendent Hoffman stated that SoCal ROC's budget proposed budget for next year will be based on very conservative projections; such has been the case for the past several years. Reductions have been made for the past six years including retirement incentives; not replacing staff that have left SoCal ROC; program reductions; and budget freezes. Superintendent Hoffman also welcomed new Board Member, Ida VanderPoorte.

ADJOURN MEETING

Motion: A motion was made by Member VanderPoorte to adjourn the meeting at 7:28 p.m. Member Muratsuchi seconded the motion.

Vote: Ashcraft – Yes; Gamet – Yes; Grigsby – Yes; Lucky – Yes; Muratsuchi – Yes; VanderPoorte – Yes; Williams - Yes

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

2-16-12
Date

Barbara Lucky
President