



# Gorman Joint School District

49847 Gorman School Road  
P.O. Box 104  
Gorman, CA 93243  
(661) 248-6441 – FAX (661) 248-0604

## BOARD OF TRUSTEES

### NOTICE OF REGULAR MEETING

#### AGENDA

**November 8, 2016**

**Gorman School**

*Closed Session: 3:00 P.M.*  
*Regular Session: 3:30 P.M.*

#### **I. CALL TO ORDER**

Salute the flag

Roll Call – Members:

Steve Sonder, President  
Julie Ralphs, Clerk  
Patricia Edwards, Member

Roll Call – Administration:

Johannis Andrews, Superintendent/Principal  
Jean Cummings, Business Manager/Consultant  
Lise Wastaferro, Accounting/Data Processing Technician

#### ITEMS FROM THE FLOOR

Please submit a "Request to Speak to the Board of Trustees" for agenda and non-agenda items to the Secretary of the Board prior to the meeting. Not more than three (3) minutes are to be allotted to any one (1) speaker, no more than twenty (20) minutes on the same subject. This portion of the agenda is for presentations to the Board and not a question and answer period where the Board enters into dialogue. If you have questions for the Board, please provide the Board President with a copy and an administrator will provide answers at a later date.

**II. AGENDA**

- 1. Approve the Agenda as presented for November 8, 2016.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Vote: yes \_\_\_ no \_\_\_

**III. ADJOURN TO CLOSED SESSION**

Adjourn to Closed Session at \_\_\_\_\_ P.M. to discuss personnel, employer/employee relations. (Govt. Code 54957, 54957.6):

- 1. Personnel (Govt. Code 54957)
- 2. Employer/Employee Relations (Govt. code 54957.7)
- 3. Public Employee Discipline/Dismissal/Release/Appointment (Govt. Code 54957)

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Vote: yes \_\_\_ no \_\_\_

**IV. RECONVENED TO REGULAR SESSION**

Reconvened to Regular Session at \_\_\_\_\_ P.M.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Vote: yes \_\_\_ no \_\_\_

**ACTION FROM CLOSED SESSION (IF ANY)**

**V. PRESENTATIONS/INFORMATION/DISCUSSION**

A. Presentation

B. Information

- 1. Superintendent/Principal's Report
- 2. Trial Balance by Fund Report Period 4
- 3. Gorman Learning Center Report dated November 2, 2016
- 4. Gorman Learning Center Regular Session Agenda dated October 19, 2016
- 5. Gorman Learning Center Regular Session Minutes dated October 19, 2016
- 6. Letter dated October 13, 2016 from Andrew Surendranath, Business Services Consultant, Los Angeles County Office of Education
- 7. The Gorman Quail Newsletter dated November 2016
- 8. Call for Nominations for CSBA Delegate Assembly

- C. Comments
  - 1. Board
  - 2. Staff
  - 3. Public-Items from the floor
  
- D. Discussion
  - 1. Remuneration, Reimbursement and Other Benefits BB 9250  
Choose Option 1 (Benefits paid by district) or Option 2 (Benefits paid by former Board member)
  - 2. Probationary/Permanent Status AR 4116  
Choose Option 1, Option 2 or Option 3

**VI. ACTION ITEMS**

A. Administrative and Business Office Items:

- 1. Approve the Minutes of the Regular Meeting October 11, 2016.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Vote: yes \_\_\_ no \_\_\_

- 2. Approve Purchase Orders #16-17-93 through 16-17-114 of which \$14,986.28 was paid from the General Fund and \$5,678.43 from other funds.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Vote: yes \_\_\_ no \_\_\_

- 3. Approve B Warrants # 12232, 12238, 12241-12271, 12274-12276, 12278-12280 in the amount of \$2,184,113.85.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Vote: yes \_\_\_ no \_\_\_

- 4. Approve the Memorandum of Understanding between Los Angeles County Office of Education and the Gorman Joint School District-Business Enhancement System Transformation (BEST) Project.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Vote: yes \_\_\_ no \_\_\_

- 5. Approval of the nomination of \_\_\_\_\_ for CSBA Delegate Assembly.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Vote: yes \_\_\_ no \_\_\_

- 6. Approve the Antelope Valley Special Education Local Plan Area Community Advisory Committee Application Form for Bonnie Palo.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Vote: yes \_\_\_ no \_\_\_

7. Return to the table and approve Resolution #03-16-17 Board Absence of Julie Ralphs on September 13, 2016.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Vote: yes \_\_\_ no \_\_\_

8. Approve Resolution #06-16-17 Board Absence of Steve Sonder on October 11, 2016.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Vote: yes \_\_\_ no \_\_\_

C. Board Policy

**VII. ADVANCE PLANNING**

The next regular meeting of the Board of Trustees will be held Tuesday, December 13, 2016 at 3:00 P.M. closed session and 3:30 P.M. regular session.

Items for next meeting

1. \_\_\_\_\_ 2. \_\_\_\_\_

**VIII. ADJOURNMENT**

Approve adjournment at \_\_\_\_\_ P.M.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Vote: yes \_\_\_ no \_\_\_



Steve Sonder, President  
Julie Ralphs, Clerk  
Patricia Edwards, Member

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Johannis L. Andrews II  
Superintendent/Principal

## **Superintendent's Report November 2016**

**Enrollment            90 students**

As of November, Gorman School has 90 students enrolled.

### **District:**

- Gorman Joint School District will be accepting applications for non-residents, for the 2017-2018 District of Choice Lottery Program, beginning November 1, 2016 through December 31, 2016. Interested students do not need to seek permission from their home district. Students residing in the El Tejon Unified School District and Westside Union School District are eligible to apply for the Gorman's District of Choice program. This is posted in the Mountain Enterprise for the next two weeks.
- I will be attending a meeting with Tom Lackey, Assembly Member, 36<sup>th</sup> Assembly District, on November 28, 2016 to discuss how Gorman Joint School District can help to get the District of Choice Program at the State level approved. If there are other concerns that the Board may have let me know so I can present them to Tom Lackey.
- Jean included in last month board packet a memo on the BEST System Project from Los Angeles County Office of Education (LACOE). LACOE is updating their current purchase ordering system, Peoplesoft and human resource system (HRS) for accounting resources and payroll. The districts, JPA's, and community colleges have the choice of not entering this agreement and finish out the next five years on Peoplesoft and HRS. Gorman would then have to find and interface a new system which would be more expensive than the current system and need additional support staff with salaries. This MOU is for the board to approve for the BEST project. Included in the MOU is the process and the associated costs.
- **Discussion Item:**

I have completed the review and updates for the Board Policies and Administrator Regulations as of October 27, 2017. Many of the updates were easy to fix with most policies and regulations did not need any change in their wording. We are adding several new Board Policies and Regulations to our existing manual which were not included in

them before 2016. The first is under Certificated Personnel-Probationary/Permanent Status 4116. The Board must adopt policies and regulations to grant this and reflect their decision.

Gorman Joint School District has the option to select from three options under Certificated Personnel-Probationary/Permanent Status 4116.

Option 1 is for the use by the district with less than 250 ADA that wants to grant permanent status after two consecutive years. This option is used by districts desiring the right to dismiss probationary certificated employees by nonreelection for two consecutive school years without cause and a hearing, pursuant to Education Code 44929.21 and 44929.23.

Option 2 & 3 are for the use by the district with less than 250 ADA that wants to grant permanent status after three consecutive years(2) or not grant permanent status to certificated district employees(3). With adopting Options 2 or 3, with Policies and Regulations 4118, dismissal of the employee must be with cause and then give the certificated employee the opportunity for a hearing. Site documentation is required with the hearing.

Next:

As I was reading through the Board Bylaws BB 9250 it included both options which are not needed. If the Board adopts Option 1 then the statement from Option 2 is included. If the Board does not want to pay benefits to members before office in January 1, 1995 then Option 2 is fine the way it is stated.

#### OPTION 1: (Benefits paid by district)

The district shall pay the premiums for health and welfare benefits of any former Board member who served in office after January 1, 1981, began his/her term before January 1, 1995, and has served for 12 or more years. (Government Code 53201)

Note: The following paragraph is optional. If the district allows Board members elected on or after January 1, 1995 to continue benefits at their own expense after leaving service, as authorized by Government Code 53201, it may revise the following paragraph to require more than one term of service at its discretion.

Any other former Board member who served at least one term may participate in the health and welfare benefits program at his/her own expense if coverage is in effect at the time he/she leaves office. (Government Code 53201)

#### OPTION 2: (Benefits paid by former Board member)

Note: At its discretion, the Board may revise the following paragraph to require more than one term of office.

Any former Board member leaving the Board after at least one term of office may participate in the health and welfare benefits program at his/her own expense if coverage is in effect at the time of retirement. (Government Code 53201)

### **Human Resources:**

- I have posted in the newspaper the ad for a Special Education Instructional Aide. Jean has it included in the budget under special education. It will not come from the general fund budget.

### **Curriculum:**

- The CELDT (California English Language Development Test) will be administered to our English Language Learners during the two week period November 7 to November 18. The CELDT is administered annually to English learners until they are reclassified as fluent English proficient (RFEP).

### **Professional Development:**

#### **Art for All:**

- In order to give all students the opportunity for the arts in the education process the Technology Enhanced Arts Learning (TEAL) project uses blended learning (online and in-person) to build capacity in arts education throughout Los Angeles County schools with no-cost professional development in arts integration. Gorman had their first in-service with TEAL on October 19, 2016. TEAL seeks to address the minimal attention that arts education has received in the public school curriculum for many years, by delivering engaging and practical professional development, building the confidence and skills that teachers need to develop and use effective arts integration with their students. TEAL provides some experiential learning, tools, and resources that combine in-person interaction with virtual instruction and an online community, thus facilitating peer interaction in learning the Arts curriculum.  
Teachers learned about the authentic arts integration involving aligning the learning objectives of an art form (the visual arts, music, dance, theatre, and media arts) with one or more other content areas, while meeting the objectives in both. The use of virtual resources and in-person professional development provided by TEAL extended and reinforced the knowledge and skills that teachers will use to engage their students in the rich opportunities that arts integration offers. TEAL's blended learning gave teachers the flexibility needed when planning professional development, based on their unique needs.

Some of topics that were presented and discussed were:

- ✓ The arts reach students not normally reached, in ways and methods not normally used. (This leads to better student attendance and lower dropout rates.)
- ✓ It changes the learning environment to one of discovery. (This often re-ignites the love of learning in students tired of just being fed facts.)
- ✓ Students connect with each other better. (This often results in fewer fights, greater understanding of diversity, and greater peer support.)
- ✓ The arts provide challenges to students of all levels. (Each student can find his/her own level from basic to gifted.)

- ✓ Students learn to become sustained, self-directed learners. (The student does not just become an outlet for stored facts from direct instruction, but seeks to extend instruction to higher levels of proficiency.)
- ✓ The study of the fine arts positively impacts the learning of students of lower socioeconomic status as much or more than those of a higher socioeconomic status. (Twenty-one percent of students of low socioeconomic status who had studied music scored higher in math versus just eleven percent of those who had not. By the senior year, these figures grew to 33 percent and 16 percent, respectively, suggesting a cumulative value to music education.)

**Facilities:**

- **Replacement of the Roof:** I am working with JLB Roofing to get permits and applications completed. No DSA permits are required from the State because we are not changing the structure from the first permit. The work is to replace and repair what had been existing before. There is a 1403 Notification Application needed to be completed by JLG Roofing with South Coast Air Quality Management District for the asbestos removal.

**Budget:**

None at this time

**Events:**

1. On October 31, 2016 Gorman students had a costume day. During the first hour of the day there was a costume parade. Several parents attended and enjoyed seeing all the students in costumes. Teacher planned Halloween activities and ended the day with a celebration. The students really enjoyed the day full of activities.
2. Parent/Teacher conferences are scheduled to be held on November 16th and 17th.
3. The school will have a Turkey Feast for lunch on November 17th. Several parents have volunteered to help out and provide food. I would like to thank Julie Ralphs for her donation of corn for the feast.
4. Reports cards will be sent home on November 18th.
5. The Winter Holiday Program will be held on Thursday, December 15, 2016. There will be two performances. The first performance will start at 1:00 PM and the second (evening) performance will start at 6 PM.



Report ID : LAGL008S  
 District : 64584  
 Fiscal Year : 2017  
 To Period : 4

64584-GORMAN ELEMENTARY SCHOOL DIST.  
 TRIAL BALANCE BY FUND  
 Fund: 01.0--General Fund  
 PRELIMINARY

Page No. 1  
 Run Date 11/01/2016  
 Run Time 05:07:40  
 MONTHLY

Object	Object Description	Debit	Credit
1110	Teachers' Salaries-Full-Time	52,488.57	0.00
1160	Teachers' Salaries-Substitute	5,645.00	0.00
1300	Cert Supervisors & Admin Sal	25,067.80	0.00
1310	Cert Supervisor & Admin Sal-FT	25,450.00	0.00
	Total for Major Object: 1000	108,651.37	0.00
2130	Instruct Aide Sal-Hourly/Daily	8,366.37	0.00
2200	Classif Support Sal	1,093.44	0.00
2210	Classif Support Sal-Full-Time	7,837.06	0.00
2410	Cler Tech Office Staff Sal-FT	6,887.00	0.00
2460	Cler Tech Off Staff Sal-Sub	2,838.04	0.00
2990	TBD	3,660.00	0.00
	Total for Major Object: 2000	30,681.91	0.00
3111	STRG, Certificated Positions	13,247.57	0.00
3212	PERS, Classified Positions	1,836.55	0.00
3311	OASDI, Certificated Positions	21.39	0.00
3312	OASDI, Classified Positions	1,481.73	0.00
3331	Medicare, Cert Positions	1,351.18	0.00
3332	Medicare, Class Positions	413.59	0.00
3411	Hlth & Wlfr Benefits, Cert	13,945.60	0.00
3412	Hlth & Wlfr Benefits, Class	23,176.17	0.00
3511	State Unemploy Insur, Cert Pos	54.31	0.00
3512	State Unemploy Insur, Clas Pos	14.27	0.00
3611	Worker Comp Insur, Cert Pos	5,779.95	0.00
3612	Worker Comp Insur, Class Pos	1,866.51	0.00
3999	Benefits-Error	610.01	0.00
	Total for Major Object: 3000	63,798.83	0.00
4110	Textbooks	34,703.48	0.00
4310	Materials and Supplies	5,458.14	0.00
4340	Computer Software & Relat Exp	3,159.53	0.00
4350	Office Supplies - Admin	2,768.69	0.00
4360	Tires, Fuel and Oil	557.21	0.00
4370	Custodial/Operation Supplies	3,297.37	0.00
4380	Maintenance Supplies	2,722.31	0.00
4400	NonCapitalized Equipment	988.27	0.00
	Total for Major Object: 4000	53,655.00	0.00
5210	Mileage & Car Allowances	208.44	0.00
5220	Travel and Conferences	1,670.00	0.00
5310	Dues and Memberships	4,826.50	0.00
5410	Insurance	6,684.00	0.00
5510	ELECTRICITY	6,737.10	0.00
5520	Natural Gas Services	339.99	0.00

Report ID : LAGL008S  
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64584-GORMAN ELEMENTARY SCHOOL DIST.  
 TRIAL BALANCE BY FUND  
 Fund: 01.0--General Fund  
 PRELIMINARY

Page No. 2  
 Run Date 11/01/2016  
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 MONTHLY

Object	Object Description	Debit	Credit
5530	Water	1,726.13	0.00
5560	Waste Disposal	522.30	0.00
5565	Waste Disposal - Other	1,941.00	0.00
5610	Rentals, Leases and Repairs	1,167.47	0.00
5630	Repairs	2,912.15	0.00
5640	Computer Repairs	822.79	0.00
5800	Oth Contracted Services	12,403.89	0.00
5812	Contract Svc (2) - TBA	16,801.91	0.00
5820	Legal, Audit, & Election Costs	3,135.75	0.00
5830	Advertisement	119.40	0.00
5840	Computer/Technlgy Related Serv	1,850.00	0.00
5850	Conslt/Ind Contractors(NonEmp)	8,487.25	0.00
5860	Fingprnt,Phys, XRY&Oth Emp Cst	58.00	0.00
5880	Other Charges/Fees	1,179.01	0.00
5910	Communications	133.65	0.00
5940	Communication -Postage	475.28	0.00
Total for Major Object: 5000		74,202.01	0.00
6510	Equipment Replacement	2,711.22	0.00
Total for Major Object: 6000		2,711.22	0.00
8011	Rev Limit State Aid-CYr	0.00	212,430.00
8012	Education Protection Account E	0.00	37,183.00
8029	Oth Subvntns/In-Lieu of Taxes	0.00	16.02
8042	Unsecured Roll Taxes	0.00	2,130.25
8043	Pior Year's Taxes	0.00	2,720.00
8044	Supplemental Taxes	0.00	13,968.21
8045	Edu RevAugmnt Fnd	0.00	351.29
8048	Phlts & Intrst from Dlgnt Tax	0.00	113.50
8560	State Lottery	0.00	12,184.72
8625	Community Redevelop Funds	0.00	465.20
8660	Interest	0.00	8.97
8699	All Other Local Revenues	0.00	1.38
Total for Major Object: 8000		0.00	281,572.54
Net Increase (Decrease) to Fund Balance			(52,127.80)
9110	Cash in County Treasury	1,543,796.97	0.00
9130	Revolving Cash	2,000.00	0.00
9200	Accounts Receivable	417,519.26	0.00
9342	Earned Salary Advance	1,501.00	0.00
9514	STRS Liability	4,484.61	0.00
9517	Voluntary Deductions	27.18	0.00
9520	Acnts Payable-Manual Accrual	0.00	23,711.32
9521	Salaries Payable	0.00	1,500.00

Object	Object Description	Debit	Credit
9525	FB Subs-STRS	0.00	3,693.59
9526	FB Subs-PERS	889.69	0.00
9528	FB Subs-OASDI	0.00	23,872.75
9529	FB Subs-MEDICARE	0.00	27,047.29
9531	FB Subs-SUI	4,244.94	0.00
9532	FB Sub-W/C	0.00	89,680.76
9533	FB Subs-PERS Reduction	0.00	549.24
9543	Direct Deposit Payable	0.00	164.39
9650	Deferred Revenue	0.00	155,395.53
9791	Beginning Fund Balance	0.00	1,700,976.58
ENDING Fund Balance			1,648,848.78

Total for Fund: 01.0 2,308,163.99 2,308,163.99

Report ID : LAGL008S  
 District : 64584  
 Fiscal Year : 2017  
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64584-GORMAN ELEMENTARY SCHOOL DIST.  
 TRIAL BALANCE BY FUND  
 Fund: 13.0--Cafeteria Fund  
 PRELIMINARY

Page No. 4  
 Run Date 11/01/2016  
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 MONTHLY

Object	Object Description	Debit	Credit
2230	Classif Support Sal-Hrly/Daily	1,959.70	0.00
	Total for Major Object: 2000	1,959.70	0.00
3312	OASDI, Classified Positions	121.50	0.00
3332	Medicare, Class Positions	28.40	0.00
3412	Hith & Wlfr Benefits, Class	3,255.78	0.00
3512	State Unemploy Insur, Clas Pos	0.99	0.00
3612	Worker Comp Insur, Class Pos	131.79	0.00
	Total for Major Object: 3000	3,538.46	0.00
4710	Food	6,965.80	0.00
4790	Food Supplies	130.91	0.00
	Total for Major Object: 4000	7,096.71	0.00
5630	Repairs	1,588.27	0.00
	Total for Major Object: 5000	1,588.27	0.00
8634	Food Service Sales	28.00	0.00
	Total for Major Object: 8000	28.00	0.00
	Net Increase (Decrease) to Fund Balance	(14,211.14)	
9110	Cash in County Treasury	0.00	9,418.88
9200	Accounts Receivable	11,382.61	0.00
9521	Salaries Payable	0.02	0.00
9526	FB Subs-PERS	34.66	0.00
9528	FB Subs-OASDI	0.00	2,694.24
9529	FB Subs-MEDICARE	0.00	68.82
9531	FB Subs-SUI	0.00	116.94
9532	FB Sub-W/C	0.00	1,456.77
9791	Beginning Fund Balance	0.00	11,879.78
	ENDING Fund Balance		(2,331.36)
	Total for Fund: 13.0	25,635.43	25,635.43

64584-GORMAN ELEMENTARY SCHOOL DIST.  
 TRIAL BALANCE BY FUND  
 Fund: 14.0--Deferred Maintenance Fund  
 PRELIMINARY

Report ID : LAGL008S  
 District : 64584  
 Fiscal Year : 2017  
 To Period : 4

Object	Object Description	Debit	Credit
5630	Repairs	3,745.89	0.00
	Total for Major Object: 5000	3,745.89	0.00
8660	Interest	0.00	0.22
	Total for Major Object: 8000	0.00	0.22
	Net Increase (Decrease) to Fund Balance	(3,745.67)	
9110	Cash in County Treasury	116,277.85	0.00
9200	Accounts Receivable	36.98	0.00
9791	Beginning Fund Balance	0.00	120,060.50
	ENDING Fund Balance		116,314.83
	Total for Fund: 14.0	120,060.72	120,060.72

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 District : 64584  
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64584-GORMAN ELEMENTARY SCHOOL DIST.  
 TRIAL BALANCE BY FUND  
 Fund: 21.0--Capital Projects-Centennial  
 PRELIMINARY

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 MONTHLY

Object	Object Description	Debit	Credit
8660	Interest	0.00	0.17
	Total for Major Object: 8000	0.00	0.17
	Net Increase (Decrease) to Fund Balance		0.17
9110	Cash in County Treasury	62,248.52	0.00
9200	Accounts Receivable	27.97	0.00
9791	Beginning Fund Balance	0.00	62,276.32
	ENDING Fund Balance		62,276.49
	Total for Fund: 21.0	62,276.49	62,276.49

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LAGI0085  
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64584-GORMAN ELEMENTARY SCHOOL DIST.  
 TRIAL BALANCE BY FUND  
 Fund: 25.0--Capital Facilities Fund  
 PRELIMINARY

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 MONTHLY

Object	Object Description	Debit	Credit
8660	Interest	0.00	0.12
	Total for Major Object: 8000	0.00	0.12
	Net Increase (Decrease) to Fund Balance		0.12
9110	Cash in County Treasury	43,958.86	0.00
9200	Accounts Receivable	19.69	0.00
9791	Beginning Fund Balance	0.00	43,978.43
	ENDING Fund Balance		43,978.55
	Total for Fund: 25.0	43,978.55	43,978.55

Report ID : LAGL008S  
 District : 64584  
 Fiscal Year : 2017  
 To Period : 4

64584-GORMAN ELEMENTARY SCHOOL DIST.  
 TRIAL BALANCE BY FUND  
 Fund: 30.0--State Sch.Building Lease-Purc  
 PRELIMINARY

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 MONTHLY

Object	Object Description	Debit	Credit
8660	Interest	0.00	0.19
	Total for Major Object: 8000	0.00	0.19
	Net Increase (Decrease) to Fund Balance		0.19
9110	Cash in County Treasury	69,480.55	0.00
9200	Accounts Receivable	31.70	0.00
9791	Beginning Fund Balance	0.00	69,512.06
	ENDING Fund Balance		69,512.25
	Total for Fund: 30.0	69,512.25	69,512.25



Report ID : LAGL008S  
 District : 64584  
 Fiscal Year : 2017  
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64584-GORMAN ELEMENTARY SCHOOL DIST.  
 TRIAL BALANCE BY FUND  
 Fund: 35.0--County School Facilities Fund  
 PRELIMINARY

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 MONTHLY

Object	Object Description	Debit	Credit
8660	Interest	0.00	0.03
	Total for Major Object: 8000	0.00	0.03
	Net Increase (Decrease) to Fund Balance		0.03
9110	Cash in County Treasury	12,008.94	0.00
9200	Accounts Receivable	4.97	0.00
9519	Accounts Payable-Current Liab.	0.00	0.12
9791	Beginning Fund Balance	0.00	12,013.76
	ENDING Fund Balance		12,013.79
	Total for Fund: 35.0	12,013.91	12,013.91

Report ID : LAG1008S  
 District : 64584  
 Fiscal Year : 2017  
 To Period : 4

64584-GORMAN ELEMENTARY SCHOOL DIST.  
 TRIAL BALANCE BY FUND  
 Fund: 76.0--Warrant Pass-through Fund  
 PRELIMINARY

Page No. 10  
 Run Date 11/01/2016  
 Run Time 05:07:40  
 MONTHLY

Object	Object Description	Debit	Credit
-----			
	Net Increase (Decrease) to Fund Balance		0.00
-----			
9110	Cash in County Treasury	0.00	67,122.11
9200	Accounts Receivable	0.00	16,185.64
9507	Medicare Contributions	0.00	27,582.62
9511	Federal Tax Withholding	115,291.15	0.00
9512	State Tax Withholding	10,796.92	0.00
9513	OASDI Liability	0.00	25,228.46
9514	STRS Liability	0.00	2,924.80
9515	PERS Liability	3.41	0.00
9517	Voluntary Deductions	9,641.37	0.00
9518	Tax Shelter Annuity	0.00	400.00
9519	Accounts Payable-Current Liab.	0.00	469.12
9528	FB Subs-OASDI	243.53	0.00
9529	FB Subs-MEDICARE	60.57	0.00
9531	FB Subs-SUI	3,875.80	0.00
-----			
	ENDING Fund Balance		0.00
-----			
Total for Fund: 76.0		139,912.75	139,912.75

Report ID : LAGL008S  
District : 64584  
Fiscal Year : 2017  
To Period : 4

64584-GORMAN ELEMENTARY SCHOOL DIST.  
TRIAL BALANCE BY FUND  
PRELIMINARY

Page No. 11  
Run Date 11/01/2016  
Run Time 05:07:40  
MONTHLY

Object	Object Description	Debit	Credit
	Total for District: 64584	0.00	0.00



BRINGING ACADEMIC EXCELLENCE  
HOME

**DATE:** November 2, 2016  
**TO:** Board of Trustees  
Gorman School District  
**FROM:** Denice Burchett  
Executive Director

**SUBJECT:** MONTHLY BOARD REPORT

**BOARD REPORT NO. 10-19-2016**

**I. BACKGROUND**

Each month, the Board receives a report from the Executive Director of the Gorman Learning Center in order for the Board to be informed relative to LEA operations. This correspondence serves as the initial report to the Board from the Executive Director.

**II. October 2016 REPORT**

On Wednesday October 19, 2016 the Gorman Learning Center Board of Directors convened in a regular session of the Board of Directors at 43301 Division Street, Lancaster, CA. 93535. The month's activities include the following:

Denice Burchett's Report:

- The administrative team attended the annual Aplus conference in Sacramento this month. The title for this conference was: "Standing United for What is Best for Students". On the first day of the conference, we held a rally and march to the California State Capitol. The purpose of this event was to gather our supporters together, stand united and demonstrate our cause for giving parents and students a voice, defending parent and student public school choice, and protecting our Personalized Learning public charter schools.

Director of Finance Report:

- Truth reported that the fiscal department has set up ASB programs with each resource center. The key staff have been trained in following policies and procedures for ASB.
- ASB accounts have been set up with Wells Fargo.

Thank you very much  
Denice Burchett

# Gorman Learning Center

*A California Charter School*

Bringing Academic Excellence Home

## REGULAR SESSION OF THE BOARD OF DIRECTORS AGENDA

DATE: October 19, 2016

MEETING PLACE: 43301 Division Street  
Lancaster, California 93535

TIME: 5:00 p.m. Regular Session

Board Streaming: [www.gormanlc.org/video](http://www.gormanlc.org/video)

*Items on the agenda may not be addressed in the order they are agendized. The Board of Directors may alter the order at their discretion*

Meeting facilities can be made accessible to persons with disabilities. Because multiple locations are used for meetings and the particular room or configuration may vary from meeting to meeting, it is requested that if you require special assistance to participate in the meeting you notify the office of the Executive Director at least 72 hours prior to the meeting you wish to attend.

### OPEN SESSION: REGULAR MEETING

#### 1. CALL TO ORDER

#### 2. BOARD OF DIRECTORS ROLL CALL

David Akers	President, Parent Representative
Vanessa Decker	Vice President, Parent Representative
Brian Jaspersen	Secretary, Parent Representative
Timothy Hughes	Treasurer, Parent Representative
Fanny Lang	Member at Large, Parent Representative
Yvette Barringer	Member at Large, Parent Representative
Dondi Henderson	Member at Large, Parent Representative
Joe Andrews	District Representative

#### 3. PLEDGE OF ALLEGIANCE

#### 4. APPROVAL OF THE AGENDA

#### 5. APPROVAL OF THE MINUTES

- a. Approval of the minutes from the regular session meeting of September 14, 2016.

**6. COMMUNICATION FROM THE PUBLIC**

*This portion of the meeting is set aside for the purpose of allowing an opportunity for individuals to address the Board of Directors regarding matters on or not on the Agenda but within the Board of Directors subject matter jurisdiction. The Board of Directors is not allowed to take action on any item that is not on the Agenda, except as authorized by Government Code Section 54954.2. Presentations are limited to 3 minutes. The total time allotted for public comment is 45 minutes. If you wish to speak please complete a Communication from the Public form and provide it to the Board Secretary before the meeting.*

**7. COMMENTS FROM BOARD MEMBERS CONCERNING ITEMS NOT ON THE AGENDA**

**8. CONSENT AGENDA**

*Items on the Consent Agenda are considered routine and/or are deemed to be consistent with the item adopted Committee Policies and carry the recommendation of the Administration. The Consent Agenda may be enacted by one motion with a Roll Call vote. There will be no separate discussion of the items unless a board member so requests, in which case the designated item(s) will be considered following approval of the remaining items.*

- a. **Human Resources HR Action Report September 2016 and October 2016**
- b. **September 2016 Business Services Division Check Register**
- c. **September 2016 Business Services Division Payroll Expenditures**
- d. **September 2016 Business Services Division Purchase Order Listing**
- e. **September 2016 Business Services Division Credit Card Register**

**9. REPORT & COMMUNICATION TO THE BOARD OF DIRECTORS**

- a. **Executive Director – Denice Burchett**
- b. **Director of Finance – Truth Ncube**

**10. INFORMATION/DISCUSSION/ACTION AGENDA**

- a. **Action Items**
  - i. **Authorization of Formal ASB – Truth Ncube**
  - ii. **ASB Account Signer Resolutions – Truth Ncube**
    - a. **Wells Fargo ASB Checking: Cheryl Stafford**
    - b. **Wells Fargo ASB Checking: Vicki McClure**
    - c. **Wells Fargo ASB Checking: Marie Migliorie**
    - d. **Wells Fargo ASB Checking: Julie Malchus**
    - e. **Wells Fargo ASB Checking: Maralyn Smith**
    - f. **Wells Fargo ASB Checking: Pamela Foreman**
  - iii. **Cal Cards Policy 4002.5 – Second Read – Truth Ncube**
  - iv. **Resource Center Petty Cash Resolution – Truth Ncube**

**11. ITEMS FOR NEXT MEETING**

**12. CONFIRM MEETING PLACE AND TIME**

**13. ADJOURNMENT**

# Gorman Learning Center

*A California Charter School*

**Bringing Academic Excellence Home**

## REGULAR SESSION OF THE BOARD OF DIRECTORS MINUTES

DATE: October 19, 2016

MEETING PLACE: 43301 Division Street  
Lancaster, California 93535

TIME: 5:00 p.m. Regular Session

Board Streaming: [www.gormanlc.org/video](http://www.gormanlc.org/video)

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### OPEN SESSION: REGULAR MEETING

#### 1. CALL TO ORDER 5:00 PM

#### 2. BOARD OF DIRECTORS ROLL CALL

David Akers	President, Parent Representative (Absent)
Vanessa Decker	Vice President, Parent Representative (Present)
Brian Jasperson	Secretary, Parent Representative (Present)
Timothy Hughes	Treasurer, Parent Representative (Present)
Fanny Lang	Member at Large, Parent Representative (Present)
Yvette Barringer	Member at Large, Parent Representative (Present)
Dondi Henderson	Member at Large, Parent Representative (Present)
Joe Andrews	District Representative (Present)

#### 3. PLEDGE OF ALLEGIANCE

#### 4. APPROVAL OF THE AGENDA

Motion to approve the Agenda as presented.

Moved by: Timothy Hughes

Second by: Yvette Barringer

Motion Carried: 5-0

Brian Jasperson arrived after the vote.



**5. APPROVAL OF THE MINUTES**

- a. Approval of the minutes from the regular session meeting of September 14, 2016.

Motion to approve the Minutes from September 14, 2016.

Moved by: Fanny Lang

Second by: Dondi Henderson

Motion Carried: 6-0

**6. COMMUNICATION FROM THE PUBLIC**

*This portion of the meeting is set aside for the purpose of allowing an opportunity for individuals to address the Board of Directors regarding matters on or not on the Agenda but within the Board of Directors subject matter jurisdiction. The Board of Directors is not allowed to take action on any item that is not on the Agenda, except as authorized by Government Code Section 54954.2. Presentations are limited to 3 minutes. The total time allotted for public comment is 45 minutes. If you wish to speak please complete a Communication from the Public form and provide it to the Board Secretary before the meeting.*

NONE

**7. COMMENTS FROM BOARD MEMBERS CONCERNING ITEMS NOT ON THE AGENDA**

NONE

**8. CONSENT AGENDA**

*Items on the Consent Agenda are considered routine and/or are deemed to be consistent with the item adopted Committee Policies and carry the recommendation of the Administration. The Consent Agenda may be enacted by one motion with a Roll Call vote. There will be no separate discussion of the items unless a board member so requests, in which case the designated item(s) will be considered following approval of the remaining items.*

- a. **Human Resources HR Action Report September 2016 and October 2016**
- b. **September 2016 Business Services Division Check Register**
- c. **September 2016 Business Services Division Payroll Expenditures**
- d. **September 2016 Business Services Division Purchase Order Listing**
- e. **September 2016 Business Services Division Credit Card Register**

Motion made to approve the Consent Agenda.

Moved by: Dondi Henderson

Second by: Yvette Barringer

Motion Carried: 6-0

**9. REPORT & COMMUNICATION TO THE BOARD OF DIRECTORS**

**a. Executive Director – Denice Burchett**

Denice Burchett told the Board about how the IST meetings which took place on October 17<sup>th</sup> and 18<sup>th</sup>, were both productive and informative.

Denice Burchett told the Board about how 8 members of the Gorman Administration took part in a march on the California State Capitol to speak up in defense of Personalized Learning Public Charter Schools. Denice handed out signs from the march. Denice said that no matter what, there will be families who choose personalized learning for their students, and Gorman is merely a tool which they may utilize to further their students' educations. Denice said that because these families exist, Gorman will continue to fight for their rights to choose personalized learning as a method of schooling.

**b. Director of Finance – Truth Ncube**

Truth Ncube informed the Board of the changeover from ETime to EWS. Truth said EWS allows for an increase in transparency and accuracy. Truth said EWS allows employees to see more of what is occurring with their pay and W2's. Truth said the fiscal department has been holding trainings to transition employees from ETime to EWS.

Truth Ncube told the Board that he is also working with his team to train the resource centers on what expenses qualify as ASB. Truth said ASB can be an area where auditors take a very close look and he would prefer to be operating correctly so they auditors have nothing to rectify.

Truth Ncube informed the Board that currently he and Denice are working on adding him to the remaining Wells Fargo Account, which requires manual paperwork be filed. Timothy Hughes stated that he too had been denied as a signer on that account. Truth Ncube said he would look into the matter for Timothy.

**10. INFORMATION/DISCUSSION/ACTION AGENDA**

**a. Action Items**

**i. Authorization of Formal ASB – Truth Ncube**

Motion made to allow Gorman Resource Centers to form an Associated Student Body.  
Moved by: Fanny Lang  
Second by: Dondi Henderson  
Motion Carried: 6-0

**ii. ASB Account Signer Resolutions – Truth Ncube**

**a. Wells Fargo ASB Checking: Cheryl Stafford**

Motion to approve the addition of Cheryl Stafford as a signer on the Wells Fargo ASB Checking Account # XXXXX8715.  
Moved by: Brian Jaspersen  
Second by: Fanny Lang  
Motion Carried: 6-0

**b. Wells Fargo ASB Checking: Vicki McClure**

Motion to approve the addition of Vicki McClure as a signer on the Wells Fargo ASB Checking Account # XXXXX8715.

Moved by: Brian Jasperson

Second by: Fanny Lang

Motion Carried: 6-0

**c. Wells Fargo ASB Checking: Marie Migliorie**

Motion to approve the addition of Marie Migliorie as a signer on the Wells Fargo ASB Checking Account # XXXXX8707.

Moved by: Brian Jasperson

Second by: Fanny Lang

Motion Carried: 6-0

**d. Wells Fargo ASB Checking: Julie Malchus**

Motion to approve the addition of Julie Malchus as a signer on the Wells Fargo ASB Checking Account # XXXXX8707.

Moved by: Brian Jasperson

Second by: Yvette Barringer

Motion Carried: 6-0

**e. Wells Fargo ASB Checking: Maralyn Smith**

Motion to approve the addition of Maralyn Smith as a signer on the Wells Fargo ASB Checking Account # XXXXX8723.

Moved by: Brian Jasperson

Second by: Yvette Barringer

Motion Carried: 6-0

**f. Wells Fargo ASB Checking: Pamela Foreman**

Motion to approve the addition of Pamela Foreman as a signer on the Wells Fargo ASB Checking Account # XXXXX8723.

Moved by: Brian Jasperson

Second by: Yvette Barringer

Motion Carried: 6-0

**iii. Cal Cards Policy 4002.5 – Second Read – Truth Ncube**

Board advised Truth Ncube to bring back the Cal Card Resolution as an action item. The Policy was approved as agendaized.

Motion to approve Policy 4002.5 as written.

Moved by: Brian Jasperson  
Second by: Fanny Lang  
Motion Carried: 6-0

**iv. Resource Center Petty Cash Resolution – Truth Ncube**

Board advised Truth Ncube to take another look at his procedures, as presented to the Board with this Resolution, and decide if an amendment to the Petty Cash Policy would be necessary to enforce and/or clarify Petty Cash Procedures.

Motion to approve the Resource Center Petty Cash Resolution as presented.  
Moved by: Timothy Hughes  
Second by: Dondi Henderson  
Motion Carried: 6-0

**11. ITEMS FOR NEXT MEETING**

Board requested the Cal Card Resolution return as an action item at the next meeting.

**12. CONFIRM MEETING PLACE AND TIME**

Antelope Valley Resource Center at 5:00 pm on November 16, 2016.

**13. ADJOURNMENT 5:59 PM**



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## Los Angeles County Office of Education

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Serving Students • Supporting Communities • Leading Educators

Debra Duardo, M.S.W., Ed.D.  
Superintendent

October 13, 2016

Los Angeles County  
Board of Education

Mr. Steve Sonder, Board President  
Gorman School District  
49847 Gorman School Road  
Gorman, CA 92323

Douglas R. Boyd  
President

Alex Johnson  
Vice President

Dear Mr. Sonder:

Katie Braude

In accordance with the provisions of Education Code (EC) Sections 1240(b) and 42100, a review of the Gorman School District's (District) Unaudited Actuals for fiscal year 2015-16 has been completed by the Los Angeles County Superintendent of Schools, and the financial information has been forwarded to the California Department of Education.

Gabriella Holt

Monte E. Perez

Thomas A. Saenz

Rebecca J. Turentine

We wish to express our appreciation to the District's staff for their cooperation during the review of the District's Unaudited Actuals for fiscal year 2015-16. If our office may be of further assistance, please call me at (562) 922-6743.

Sincerely,

Andrew Surendranath  
Business Services Consultant  
Division of Business Advisory Services

AS:jj

cc: Mr. Andrews II, Superintendent  
Ms. Cummings, Consultant/Business Manager  
Dr. Price, Los Angeles County Office of Education (LACOE)  
Mr. Crafton, LACOE  
Mr. Faulkner, LACOE  
Mr. Young, LACOE  
Mr. Burdy, LACOE  
Ms. Smith, LACOE  
Ms. Minor, LACOE



# Gorman Elementary School

## November 2016

### MESSAGE FROM THE PRINCIPAL

November promises to be a very rewarding and busy month for Gorman teachers and families. As a district we continue to implement district policies that strengthen student learning and educational practices as we are held accountable through the Local Control Accountability Plan (LCAP). Gorman is looking for parent representatives for our LCAP Advisory Committee (School Site Council) for the 2016-2017 school year. The committee will meet to discuss the programs growth and on-going programs at Gorman Elementary School. We are looking for parent representatives for the English Learner Advisory Committee (ELAC). The ELAC representatives and committee is responsible for advising the principal and staff on programs and services for English learners and the LCAP Advisory committee on the development of the Single Plan for Student Achievement (SPSA).

California has several laws designed to give parents a choice about which school their children attend. One of these laws is known as the District of Choice program. This program allows a student living in one school district to transfer to another school district that has deemed itself a District of Choice. The Program differs from existing inter-district transfer laws because it does not require students to apply with the home districts they are leaving. Gorman Joint School District will be accepting applications for non-residents, for the 2017-2018 District of Choice Lottery Program, beginning November 1, 2016 through December 31, 2016. Interested students do not need to seek permission from their home district. Students residing in the El Tejon Unified School District and Westside Union School District are eligible to apply for the Gorman's District of Choice program.

As teachers begin preparing for and scheduling of Parent/Teacher Conferences, I want to remind families that these conferences are a powerful tool in better understanding the needs and strengths of your child. The more parents choose to participate in these discussions, the more knowledge you will gain. Please feel free to bring a list of questions that you may have regarding your child or the academic program that is being offered in your child's classroom. Your child's teacher wants you to become more informed about your child's education and what you can do at home to help continue your child's academic success.

From all of the staff at Gorman. we wish everyone a Happy Thanksgiving!

### UPCOMING EVENTS

#### November

- 1 PTSO Meeting 3:00PM
- 4 Awards Assembly
- 4 Student Council Meeting 3:00-4:00PM
- 4 Family Movie Night  
"Ice Age: Collision Course" at 4:30PM
- 4-30 Holiday Giftwrap Fundraiser
- 6 Daylight Savings Time Ends
- 7 TK/K/1 Class Field Trip to Murray Family Farm
- 8 School Board Meeting 3:00PM
- 7-17 Canned Food Drive
- 10 PBiS Reward Day
- 10 End of First Trimester
- 11 Veteran's Day - NO SCHOOL
- 16-17 Parent Teacher Conferences
- 17 Thanksgiving Feast 11:45AM
- 18 Report Cards Go Home
- 18 Honor Roll Pizza Party
- 21-25 Thanksgiving Break - NO SCHOOL
- 28-Dec 2 Student Council Penny Wars
- 29 Make-up Picture Day

#### December

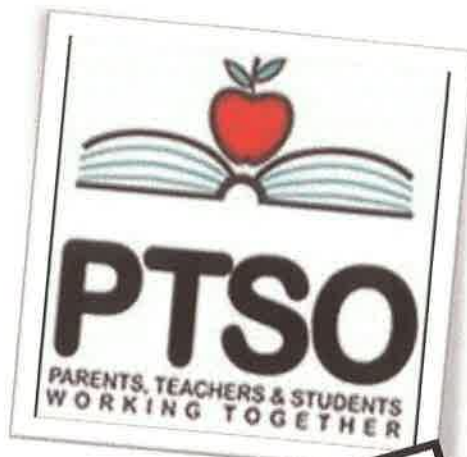
- 2 Awards Assembly
- 2 Student Council Meeting 3:00-4:00PM
- 2 Student Council Holiday Movie Night at 4:30PM
- 6 PTSO Meeting 3:00PM
- 9-15 Santa's Secret Shop
- 15 Holiday Program 1:00PM & 6:00PM



### PTSO Fall Fundraiser

Catalogs and order forms will go home with students on Monday, November 7<sup>th</sup> and need to be returned by Wednesday, November 30<sup>th</sup> to ensure delivery before Christmas break.

Uncle Jerry's T's was selected for their wide variety of top quality products and commitment to customer satisfaction. Please help make our sale a success by showing the catalog to your family, friends and co-workers. We appreciate your help and cooperation.



### COOKBOOK FUNDRAISER

Gorman School PTSO is creating a cook book to be used as a fundraiser. Your assistance and participation are needed to make this fundraiser a success!

#### HOW YOU CAN HELP:

Please submit your favorite recipes for inclusion in our cookbook. You can do this by sending it by email to [gormanschoolptso@gmail.com](mailto:gormanschoolptso@gmail.com) or by sending it in to the front office.



### PARENT-TEACHER CONFERENCES

Parent/Teacher Conferences will be held on the afternoons of November 16<sup>th</sup> and 17<sup>th</sup>. Report cards will be given to parents during the conferences. Attending the PTC with your child is very important. This should be a profitable time for you to hear firsthand from the teacher how your child is progressing and what you can do to assist him/her. Please arrive promptly at your conference time. If you are unable to attend please let the front office know so we can reschedule.



### WINTER WEATHER/SNOW DAYS

As winter approaches, the possibility exists for storms that would require the Superintendent to order a delayed opening of school or an emergency early closing. We encourage you to listen for BrightArrow Notification System Announcements for information about delays and emergency early closings. The school will call the main number on the emergency card using BrightArrow Notification System. Please make sure the school has your correct/current phone number so that we can contact you.

### COOLER WEATHER

It is time to bring out the jackets! As cooler weather approaches, please make sure your student has appropriate clothing. Please make sure your child wears a warm coat, hat, gloves or mittens, and boots to protect him/her from the cold weather. Please look in the Lost and Found for items that may belong to your child.



# THANKSGIVING FEAST



Gorman Elementary School will celebrate our annual Thanksgiving Feast on Thursday, November 17<sup>th</sup>. All of the Gorman students and staff will sit together to enjoy a family style meal, which includes turkey, stuffing, mashed potatoes, corn, rolls, cranberry sauce, pie and milk. The following items are needed from each classroom:

Mrs. Knight: Boxes of Stuffing mix

Mrs. Davis: Cans of Cranberry Sauce

Ms. Hanshaw: Pumpkin Pies, Cans of Whipped Cream

Ms. Stanford: Dinner Rolls, Butter

Mrs. Rodriguez: Boxes of Instant Mashed Potatoes, Jars or Cans of Gravy

There is a sign-up sheet in the front office for any parents that would like to help serve food.



**NEXT MEETING:  
FRIDAY,  
DECEMBER 2ND**

**SAVE THE DATE  
HOLIDAY MOVIE NIGHT  
FRIDAY, DECEMBER 2<sup>ND</sup>  
4:30PM**

**HONOR ROLL PIZZA PARTY**  
Student Council will be sponsoring a pizza party for all students that get honor roll for the first trimester on Friday, November 18<sup>th</sup>. Honor Roll students are students that have an overall GPA of 3.0 or higher.





## Gorman Elementary School Food Drive

Help Us Make a Difference for Families in Need



Beginning next week, our school will be collecting canned goods and dry goods to donate to the local food pantry. Our food drive will help hungry families in our community.

Community food drives like ours help make sure children and their families can get emergency food assistance when they need it.

Please give what you can. One grocery bag of food can provide as many as 11 meals. Every single donation helps, and together we hope our combined donations will make a real difference for those in need. The food pantry is asking for nutritious canned and dry goods. Here are some suggestions:

- Canned vegetables
- Dried beans
- Fruit canned in its own juices
- Applesauce
- Canned soups
- Beef stew
- Canned tuna
- Canned chicken
- 100% fruit juices
- Pasta
- Rice
- Condiments like ketchup and salad dressing
- Nuts
- Peanut butter
- Multigrain and low-sugar cereals
- Granola bars



Donations will be collected each morning in your child's class. If you would like to give cash, please make your check out to Gorman School PTSO.

On Thursday, November 17<sup>th</sup> the teacher of the class that brings in the most canned food will be crowned Gorman School's "Turkey Queen" during our school-wide Thanksgiving feast.

Thank you for your help!



**DEADLINE: Saturday, January 7, 2017**  
**BOARD ACTION REQUIRED**  
Please deliver to all governing board members.

October 24, 2016

## MEMORANDUM

To: All Board Presidents, Superintendents of CSBA Member Boards of Education

From: Chris Ungar, President

Re: Call for Nominations for CSBA Delegate Assembly

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Each year, member boards elect representatives from 21 geographic regions to CSBA's Delegate Assembly. The Delegate Assembly is a vital link in the association's governance and sets the general policy direction for the association. Working with local districts, county offices, the Board of Directors, and Executive Committee, Delegates ensure that the association promotes the interests of school districts and county offices of education throughout the state. There are two required Delegate Assembly meetings each year. In 2017, the first meeting will be May 20-21 in Sacramento and the second one will be November 29-30 in San Diego preceding CSBA's Annual Education Conference and Trade show.

Nomination and candidate biographical sketch forms for CSBA's Delegate Assembly are now being accepted until **Saturday, January 7, 2017**. Nomination instructions are listed below:

- Any CSBA member board is eligible to nominate board members within their geographical region or subregion and may nominate as many individuals as it chooses by submitting a nomination form for each nominee.
- All nominees must serve on CSBA member boards and give their approval prior to being nominated.
- All nominees must submit a **one-page, single-sided**, candidate biographical sketch form. An optional one-page, one-sided résumé may also be submitted but cannot be substituted for the biographical sketch form.
- All nomination materials must be postmarked by the U.S.P.S., faxed or emailed no later than **Saturday, January 7**. It is the nominee's responsibility to confirm that all nomination materials have been received by the CSBA Executive Office by this due date. Late submissions will not be accepted.
- Ballots will be mailed by Wednesday, February 1, 2017 and are due Wednesday, March 15, 2017.
- Elected Delegates serve a two-year term beginning April 1, 2017 through March 31, 2019.

The enclosed nomination materials related to the nomination process are available to download at <https://www.csba.org/About/Leadership/ElectionToCsbaOffice/ElectiontotheDelegateAssembly.aspx>. For more information about the Delegate Assembly, please contact the Executive Office or Charlyn Tuter at [ctuter@csba.org](mailto:ctuter@csba.org) or (800) 266-3382, ext. 3281. Thank you.



## Delegate Assembly Nomination Form

***DUE: Saturday, January 7, 2017***

Mail to: CSBA | Attn: Executive Office | 3251 Beacon Blvd., West Sacramento, CA 95691 | fax: (916) 371-3407 | or email: [nominations@csba.org](mailto:nominations@csba.org).

CSBA Region/subregion # \_\_\_\_\_

The Board of Education of the \_\_\_\_\_ wishes to

(Nominating District)

nominate \_\_\_\_\_ . The nominee is a member of the

(Nominee)

\_\_\_\_\_, which is a member of the California

(Nominee's District)

School Boards Association.

- The nominee has consented to this nomination.
- Attached is the nominee's required one-page, single-sided, candidate biographical sketch form and optional one-page, single-sided résumé.
- The nominee's required one-page, single-sided, candidate biographical sketch form and optional one-page, single-sided résumé will be sent by Saturday, January 7, 2017.

\_\_\_\_\_  
*Board Clerk or Board Secretary (signed)*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Board Clerk or Board Secretary (printed)*

**PLEASE NOTE:** The nomination and candidate biographical sketch forms may be emailed to [nominations@csba.org](mailto:nominations@csba.org), faxed to (916) 371-3407 or mailed to CSBA, Attn: Executive Office, 3251 Beacon Blvd., West Sacramento, CA 95691, postmarked by the U.S.P.S. no later than **Saturday, January 7, 2017**. ***It is the nominee's responsibility to confirm that all nomination materials have been received by the CSBA Executive Office by the due date. Late submissions cannot be accepted.*** If you have any questions, please contact the Executive Office at (800) 266-3382 or Charlyn Tuter at [ctuter@csba.org](mailto:ctuter@csba.org). Thank you.

**2016 CSBA DELEGATE ASSEMBLY ROSTER**

**DELEGATES** (Year = term expiration; ◇ = appointed by district)

(As of October 14, 2016)

**REGION 1 – 4 Delegates (4 elected)**

Director: Jennifer Owen (Fort Bragg USD)

**Subregion 1-A (Del Norte, Humboldt)**

Annelia Hillman (Klamath-Trinity Joint USD), 2017

Lisa Ollivier (Eureka City SD), 2018

**Subregion 1-B (Lake, Mendocino)**

Taja Odom (Kelseyville USD), 2018

**County:** Frances Costello (Del Norte Cnty. & USD), 2017

**REGION 2 – 4 Delegates (4 elected)**

Director: Sherry Crawford (Siskiyou COE)

**Subregion 2-A (Modoc, Siskiyou, Trinity)**

Gregg Gunkel (Siskiyou Union HSD), 2017

**Subregion 2-B (Shasta)**

James (Jim) Schwerdt (Shasta Union HSD), 2017

**Subregion 2-C (Lassen, Plumas)**

Dwight Pierson (Plumas County & USD), 2018

**County:** Brenda Duchi (Siskiyou COE), 2018

**REGION 3 – 8 Delegates (8 elected)**

Director: A.C. (Tony) Ubalde (Vallejo City USD)

**Subregion 3-A (Sonoma)**

Dianna MacDonald (Cloverdale USD), 2017

Cassandra Maitlen-Jones (Bennett Valley Un. SD), 2018

**Subregion 3-B (Napa)**

Indira Lopez (Calistoga Joint USD), 2017

**Subregion 3-C (Solano)**

Michele (Shelley) Dally (Vacaville USD), 2018

David Isom (Fairfield-Suisun USD), 2017

Vacant, 2017

**Subregion 3-D (Marin)**

Barbara (Barb) Owens (Tamalpais Union HSD), 2018

**County:** Herman Hernandez (Sonoma COE), 2017

**REGION 4 – 8 Delegates (8 elected)**

Director: Paige K. Stauss (Roseville Joint Union HSD)

**Subregion 4-A (Glenn, Tehama)**

Rod Thompson (Red Bluff Jt. Union HSD), 2018

**Subregion 4-B (Butte)**

Judith Peters (Paradise USD), 2017

**Subregion 4-C (Colusa, Sutter, Yuba)**

Jim Flurry (Marysville Joint USD), 2018

Sharman Kobayashi (Yuba City USD), 2017

**Subregion 4-D (Nevada, Placer, Sierra)**

Julann Brown (Auburn Union ESD), 2017

Trish Gerving (Nevada City SD), 2017

Renee Nash (Eureka Union SD), 2018

**County:** Suzanne Jones (Placer COE), 2018

**REGION 5 – 10 Delegates (7 elected/3 appointed) ◇**

Director: Jill Wynns (San Francisco County & USD)

**Subregion 5-A (San Francisco)**

Emily Murase (San Francisco County & USD) ◇, 2017

Rachel Norton (San Francisco County & USD) ◇, 2017

Shamann Walton (San Francisco County & USD) ◇, 2018

**Subregion 5-B (San Mateo)**

Davina Drabkin (Burlingame ESD), 2017

Carrie Du Bois (Sequoia Union HSD), 2017

Marc Friedman (San Mateo Union HSD), 2018

Alisa MacAvoy (Redwood City ESD), 2018

Kevin Martinez (San Bruno Park ESD), 2017

Kalimah Salahuddin (Jefferson Union HSD), 2018

**County:** Beverly Gerard (San Mateo COE), 2017

**REGION 6 – 19 Delegates (12 elected/7 appointed) ◇**

Director: Darrel Woo (Sacramento City USD)

**Subregion 6-A (Yolo)**

Susan Lovenburg (Davis Joint USD), 2018

**Subregion 6-B (Sacramento)**

Michael A. Baker (Twin Rivers USD) ◇, 2017

Ellen Cochrane (Sacramento City USD) ◇, 2018

Pam Costa (San Juan USD) ◇, 2017

Craig DeLuz (Robla ESD), 2018

John Gordon (Galt Joint Union ESD), 2017

Jay Hansen (Sacramento City USD) ◇, 2017

James Hendricks (Arcohe Union ESD), 2018

Susan Heredia (Natomas USD), 2017

Lisa Kaplan (Natomas USD), 2017

Lucinda Luttgen (San Juan USD) ◇, 2018

Crystal Martinez-Alire (Elk Grove USD) ◇, 2017

Michael McKibbin (San Juan USD), 2017

Edward Short (Folsom-Cordova USD), 2017

Bobbie Singh-Allen (Elk Grove USD) ◇, 2018

Vacant, 2018

**Subregion 6-C (Alpine, El Dorado, Mono)**

Misty DiVittorio (Placerville Union ESD), 2018

Suzanna George (Rescue Union ESD), 2017

**County:** Greg Geeting (Sacramento COE), 2018

## 2016 CSBA DELEGATE ASSEMBLY ROSTER

**REGION 12 – 13 Delegates (11 elected/2 appointed) ◇**  
Director: Bill Farris (Sierra Sands USD)

**Subregion 12-A (Tulare)**

Peter Lara, Jr. (Porterville USD), 2018  
Cathy Mederos (Tulare Joint Union HSD), 2017  
Dean Sutton (Exeter USD), 2017  
Lucia Vazquez (Visalia USD), 2018

**Subregion 12-B (Kern)**

Pam Baugher (Bakersfield City SD), 2017  
Jeff Flores (Kern Union HSD) ◇, 2017  
Tim Johnson (Sierra Sands USD), 2017  
Phillip Peters (Kern Union HSD) ◇, 2018  
Elizabeth Naty Santana-Garibaldo (Lamont ESD), 2017  
Scott Starkey (Southern Kern USD), 2018  
Wesley Thomas (Kernville Union ESD), 2018  
Vacant, 2017

**County:** Donald P. Cowan (Kern COE), 2018

**REGION 15 – 27 Delegates (18 elected/9 appointed) ◇**  
Director: Meg Cutuli (Los Alamitos USD)

**County: Orange**

Ginny Aitkens (Saddleback Valley USD) ◇, 2017  
Valerie Amezcuca (Santa Ana USD) ◇, 2018  
Dana Black (Newport-Mesa USD), 2018  
Lauren Brooks (Irvine USD), 2018  
Bonnie Castrey (Huntington Beach Union HSD), 2017  
Gina Clayton-Tarvin (Ocean View SD), 2017  
Jeff Cole (Anaheim ESD), 2017  
Ian Collins (Fountain Valley ESD), 2017  
Debbie Cotton (Ocean View SD), 2017  
Lynn Davis (Tustin USD), 2018  
Judy Franco (Newport-Mesa USD), 2018  
Karin Freeman (Placentia-Yorba Linda USD), 2017  
Bob Harden (Garden Grove USD) ◇, 2017  
Gila Jones (Capistrano USD) ◇, 2018  
Candice (Candi) Kern (Cypress ESD), 2018  
Martha McNicholas (Capistrano USD) ◇, 2018  
Lan Q. Nguyen (Garden Grove USD) ◇, 2018  
Annemarie Randle-Trejo (Anaheim Union HSD) ◇, 2018  
Rob Richardson (Santa Ana USD) ◇, 2017  
Rosemary Saylor (Huntington Beach City ESD), 2018  
Francine Scinto (Tustin USD), 2018  
Michael Simons (Huntington Beach Union HSD), 2018  
Robert A. Singer (Fullerton Joint Union HSD), 2017  
Suzie R. Swartz (Saddleback Valley USD), 2017  
Sharon Wallin (Irvine USD) ◇, 2018  
Dolores Winchell (Saddleback Valley ESD), 2017  
**County:** John W. Bedell (Orange COE), 2017

**REGION 16 – 20 Delegate (15 elected/5 appointed) ◇**  
Director: Karen Gray (Silver Valley USD)

**Subregion 16-A (Inyo)**

Susan Patton (Lone Pine USD), 2017

**Subregion 16-B (San Bernardino)**

Jesse Armendarez (Fontana USD) ◇, 2018  
Christina Cameron-Otero (Needles USD), 2017  
Niccole Childs (Hesperia USD), 2018  
Lorena Corona (Fontana USD) ◇, 2017  
Tom Courtney (Lucerne Valley USD), 2017  
Barbara J. Dew (Victor Valley Union HSD), 2018  
Barbara Flores (San Bernardino City USD) ◇, 2018  
Cathline Fort (Etiwanda ESD), 2018  
Margaret Hill (San Bernardino City USD) ◇, 2017  
Sylvia Orozco (Chino Valley USD) ◇, 2017  
Caryn Payzant (Alta Loma ESD), 2018  
Barbara Schneider (Helendale SD), 2018  
Jane D. Smith (Yucaipa-Calimesa Joint USD), 2018  
Wilson So (Apple Valley USD), 2017  
Eric Swanson (Hesperia USD), 2017  
Kathy A. Thompson (Central ESD), 2017  
Charles Uhalley (Chaffey Joint Union HSD), 2017  
Donna West (Redlands USD), 2018  
**County:** Mark A. Sumpter (San Bernardino COE), 2018

**REGION 17 – 24 Delegates (18 elected/6 appointed) ◇**  
Director: Carol Skiljan (Encinitas Union ESD)

**County: San Diego**

Elvia Aguilar (South Bay Union SD), 2018  
Barbara Avalos (National SD), 2018  
Kevin Beiser (San Diego USD) ◇, 2017  
Brian Clapper (National SD), 2018  
Katie Dexter (Lemon Grove SD), 2018  
Twila Godley (Lakeside Union SD), 2017  
Adrienne Hakes (Oceanside USD), 2018  
Beth Hergesheimer (San Dieguito Union HSD), 2017  
Elizabeth Jaka (Vista USD), 2018  
Claudine Jones (Carlsbad USD), 2018  
Michael McQuary (San Diego USD) ◇, 2018  
Janet W. Mulder (Jamul-Dulzura Union ESD), 2017  
Tamara Otero (Cajon Valley Union SD), 2017  
Dawn Perfect (Ramona USD), 2017  
Eduardo Reyes (Chula Vista ESD), 2018  
Barbara Ryan (Santee SD), 2017  
Debra Schade (Solana Beach ESD), 2018  
Priscilla Schreiber (Grossmont Union HSD), 2017  
Nicholas Segura (Sweetwater Union HSD) ◇, 2018  
Charles Sellers (Poway USD) ◇, 2017  
Arturo Solis (Sweetwater Union HSD) ◇, 2017  
Sharon Whitehurst-Payne (San Diego USD) ◇, 2017  
Vacant, 2018  
**County:** Mark C. Anderson (San Diego COE), 2017

**REMUNERATION, REIMBURSEMENT AND OTHER BENEFITS** (continued)

Health and welfare benefits provided to Board members shall be extended at the same level to their spouse/registered domestic partner and to their eligible dependent children as specified in law and the health plan.

**Health and Welfare Benefits for Former Board Members**

Note: The following section is **optional**. Government Code 53201 authorizes the district to pay premiums for health and welfare benefits for former Board members under the limited circumstances described below. Any district that does not offer benefits to former Board members should delete this entire section.

Former Board members may participate in the health and welfare benefits program provided for district employees under the conditions specified below.

Note: Government Code 53208.5 provides that Board members may not receive benefits greater than those provided to district employees, as provided below. Thus, if a district's collective bargaining agreement specifies that employee eligibility for benefits terminates at age 65, then Board member benefits will also terminate at that time. Districts with such circumstances may expand the following paragraph to indicate the limits of the benefits.

Health and welfare benefits for former Board members shall be no greater than those received by district nonsafety employees with the most generous schedule of benefits. (Government Code 53208.5)

Note: Pursuant to Government Code 53201, a district may pay premiums for health and welfare benefits for former Board members only if all of the following conditions are satisfied: (1) the district paid for benefits for former Board members before January 1, 1994; (2) the former Board member served in office after January 1, 1981; (3) the former Board member's term began before January 1, 1995; and (4) the former Board member served for 12 or more years. If the district did not pay benefits for former Board members before January 1, 1994, benefits may be provided to former Board members **only** on a self-pay basis, even if a former member has served in office for the requisite amount of time.

In Thorning v. Hollister School District, the court of appeal ruled that a board policy adopted during the board member's term of office has the effect of vesting him/her with those benefits and that the board cannot subsequently unilaterally withdraw those benefits from those board members.

Option 1 below is for use only by districts that paid health and welfare benefits for former board members before January 1, 1994 and choose to continue to do so. Option 2 is for use by districts that are either ineligible to pay for such benefits because they did not pay for former board member benefits before January 1, 1994, have no qualified board members, or choose not to pay for such benefits.

Because this is a complex area of law, it is strongly recommended that the district consult with legal counsel before offering paid health benefits to former Board members.

**OPTION 1: (Benefits paid by district)**

The district shall pay the premiums for health and welfare benefits of any former Board

**REMUNERATION, REIMBURSEMENT AND OTHER BENEFITS (continued)**

member who served in office after January 1, 1981, began his/her term before January 1, 1995, and has served for 12 or more years. (Government Code 53201)

Note: The following paragraph is **optional**. If the district allows Board members elected on or after January 1, 1995 to continue benefits at their own expense after leaving service, as authorized by Government Code 53201, it may revise the following paragraph to require more than one term of service at its discretion.

Any other former Board member who served at least one term may participate in the health and welfare benefits program at his/her own expense if coverage is in effect at the time he/she leaves office. (Government Code 53201)

**OPTION 2: (Benefits paid by former Board member)**

Note: At its discretion, the Board may revise the following paragraph to require more than one term of office.

Any former Board member leaving the Board after at least one term of office may participate in the health and welfare benefits program at his/her own expense if coverage is in effect at the time of retirement. (Government Code 53201)

Note: The following **optional** paragraph is for use by all districts. Government Code 53205.1 authorizes the district to fund health and welfare benefits for spouses and dependent children of former Board members.

Health and welfare benefits provided to a former Board member shall be extended, at his/her expense and at the same level, to his/her spouse/registered domestic partner and eligible dependent children as specified in law and the health plan.

*Legal Reference:*

EDUCATION CODE

33050-33053 *General waiver authority*

33362-33363 *Reimbursement of expenses for attendance at workshops*

35012 *Board members; number, election and term*

35044 *Payment of traveling expenses of representatives of board*

35120 *Compensation for services as member of governing board*

35172 *Promotional activities*

44038 *Cash deposits for transportation purchased on credit*

FAMILY CODE

297-297.5 *Rights, protections and benefits under law; registered domestic partners*

GOVERNMENT CODE

8314 *Use of public resources*

20322 *Elective officers; election to become member*

# CSBA Sample Board Policy

Certificated Personnel

BP 4116(a)

## PROBATIONARY/PERMANENT STATUS

### Probationary Status

Probationary employees shall receive training, assistance and evaluations consistent with their needs as new teachers. Such training and assistance may consist of inservice training and/or meetings with the employee's evaluator to discuss areas of strength and areas requiring improvement. Inservice training may be provided during school hours as part of a comprehensive staff development program.

The performance of each probationary employee shall be evaluated and assessed at least once every school year.

*(cf. 4115 - Evaluation/Supervision)*  
*(cf. 4131 - Staff Development)*

### Permanent Status

Note: The following **optional** paragraph is for use by districts with 250 ADA or more and those districts with less than 250 ADA that grant permanent status.

Granting of permanent status shall be based on completion of the probationary period in accordance with applicable law. Employees granted permanent status acquire specific rights under the Education Code, including those relating to discipline and dismissal. (Education Code 44932-44988)

*(cf. 4117.6 - Decision Not to Rehire)*  
*(cf. 4118 - Dismissal/Suspension/Disciplinary Action)*

*Legal Reference: (see next page)*



**PROBATIONARY/PERMANENT STATUS (continued)**

*Legal Reference:*

EDUCATION CODE

44466 *Status of university interns*

44850.1 *No tenure in administrative or supervisory position*

44885.5 *Status of district interns*

44908 *Complete year for probationary employees*

44911-44913 *Service not computed in eligibility for permanent status*

44915 *Classification of probationary employees*

44917-44921 *Status of substitute or temporary employees*

44929.20 *Continuing contracts (not to exceed four years - ADA under 250)*

44929.21 *Districts of 250 ADA or more*

44929.23 *Districts with less than 250 ADA*

44929.28 *Employment by another district*

44930-44988 *Resignations, dismissals and leaves of absence, especially:*

44948.2 *Election to use provisions of Section 44948.3*

44948.3 *Dismissal of probationary employees*

# CSBA Sample Administrative Regulation

Certificated Personnel

AR 4116(a)

## PROBATIONARY/PERMANENT STATUS

### Permanent Status (Districts of 250 ADA or More)

A probationary teacher who has been employed by the district in a position or positions requiring certification for two complete consecutive school years and is then rehired for the next succeeding school year shall become a permanent employee at the beginning of the third year. (Education Code 44929.21)

Note: Pursuant to Education Code 44929.21 and 44929.23, districts of 250 ADA or more and districts of less than 250 ADA that grant permanent status (Option 1 below), must notify an employee on or before March 15 of the employee's second complete consecutive school year of employment of the decision to whether to reelect the employee for the next school year. If the district does not provide that notice, the employee is deemed to be reelected for the next school year. See AR 4117.6 - Decision Not to Rehire.

### Permanent Status (Districts with Less than 250 ADA)

Note: Option 1 below is for use by districts with less than 250 ADA that grant permanent status after two consecutive years; this option must be used by districts desiring the right to dismiss probationary certificated employees by nonreelection for a subsequent school year without a hearing pursuant to Education Code 44929.21 and 44929.23. Districts making this election also achieve broader rights to dismiss the probationary teacher during the school year pursuant to Education Code 44948.2 and 44948.3. (See AR 4117.6 - Decision Not to Rehire and AR 4118 - Dismissal/Suspension/disciplinary Action.) Once the district elects to have this right and give permanent status after two years as described in Option 1, its decision is irreversible and it can no longer delay or deny the granting of permanent status as described in Option 2 or 3.

Options 2 and 3 may be selected by districts with less than 250 ADA that have not elected to dismiss probationary employees pursuant to Education Code 44948.2 and 44948.3. Such districts still have the choice of granting permanent status to certificated employees after they have completed three consecutive years of service (Option 2), or, if the Board does not choose to grant permanent status, employees may be reelected from year to year without becoming permanent employees (Option 3). Because of the ramifications of this decision, districts should seek legal counsel before choosing one of these options.

**OPTION 1:** A probationary teacher who has been employed by the district in a position or positions requiring certification for two complete consecutive school years and is then rehired for the next succeeding school year shall become a permanent employee at the beginning of the third year. (Education Code 44929.23)

**OPTION 2:** A probationary teacher who has been employed by the district in a position or positions requiring certification for three complete consecutive school years and is then rehired for the next succeeding school year may become a permanent employee at the beginning of the fourth year. This grant of permanent status may only be made specifically by and at the discretion of the Board. (Education Code 44929.23)

**PROBATIONARY/PERMANENT STATUS** (continued)

**OPTION 3:** Permanent status shall not be granted to certificated district employees. (Education Code 44929.23)

*(cf. 4115 - Evaluation/Supervision)*

*(cf. 4117.6 - Decision Not to Rehire)*

*(cf. 4118 - Dismissal/Suspension/Disciplinary Action)*

*(cf. 4121 - Temporary/Substitute Personnel)*

**Permanency Achieved in Other Districts**

Note: The following paragraph is **optional**.

A person who has achieved permanent status as a certificated employee in another school district may be employed by the Board as a permanent certificated employee. (Education Code 44929.28)

**Interns**

Note: AB 552 (Ch. 138, Statutes of 1997) amended Education Code 44466 to make the requirements for the attainment of permanent status by university interns authorized pursuant to Education Code 44450 consistent with the requirements for district interns authorized pursuant to Education Code 44325.

A person employed as a district or university intern shall be classified as a probationary employee. Following completion of the internship, if he/she is reelected by the district to serve in a position requiring certification qualifications for the next succeeding school year, he/she shall continue to be classified as a probationary employee during that year. (Education Code 44466, 44885.5)

*(cf. 4112.21 - Interns)*

Note: The following paragraph should be used only by districts that grant permanent status to certificated staff.

A person who has completed an internship and at least one complete school year in a position requiring certification qualifications within the district shall be granted permanent status when he/she is reelected for the next succeeding school year to a position requiring certification qualifications. (Education Code 44466, 44885.5)

# CSBA Sample Administrative Regulation

Certificated Personnel

AR 4118(a)

## DISMISSAL/SUSPENSION/DISCIPLINARY ACTION

Note: The following **optional** administrative regulation should be revised to reflect provisions applicable to the size of the district as well as any related provisions of collective bargaining agreements.

Pursuant to Government Code 3543.2, the district and certificated employee bargaining unit must, upon request of either party, negotiate causes and procedures for disciplinary action, other than dismissal and suspension beyond 15 days. If the Governing Board has adopted a collective bargaining agreement which includes such procedures, then, pursuant to Education Code 44932, the authorization to suspend an employee for up to 15 days pursuant to the procedures specified in Education Code 44933, 44934, 44934.1, 44935, 44936, 44937, 44943, and 44944 would not apply. The suspension procedures specified in Education Code 44934 and 44939, as amended by AB 215 (Ch. 55, Statutes of 2014), are explicitly for use only by districts that do not have a collective bargaining agreement.

In Vergara v. State of California, a California superior court held that the state's current dismissal procedure is unconstitutional because it is so complex, time consuming, and expensive that it effectively prohibits an effective, efficient, and fair dismissal of a grossly ineffective teacher. However, this decision has been stayed until appeals can be settled.

Because Education Code provisions pertaining to employee suspension and dismissal are complex, districts are advised to consult with legal counsel before instituting such proceedings.

### Causes for Suspension or Dismissal

Note: Education Code 44932 lists causes for which a certificated employee may be suspended without pay or dismissed. AB 215 (Ch. 55, Statutes of 2014) amended Education Code 44932 to add egregious misconduct, as defined, as a cause for dismissal and to delete membership in the Communist party.

The causes listed in Education Code 44932 have been found to be so broad as to be sometimes difficult to apply. However, the California Supreme Court (Morrison v. State Board of Education) has articulated a seven-part test to determine fitness to teach, including (1) likelihood of recurrence of the questioned conduct or performance, (2) extenuating or aggravating circumstances, (3) effect of notoriety and publicity, (4) impairment of teacher-student relationships, (5) disruption of the education process, (6) motive, and (7) proximity or remoteness in time of conduct or performance. The conduct or performance that gives rise to the need to suspend or dismiss need not occur on or involve district property.

A certificated employee with permanent status may be suspended without pay or dismissed only for one or more of the following causes: (Education Code 44932)

1. Immoral conduct including, but not limited to, egregious misconduct that is the basis for a sex offense or controlled substance offense described in Education Code 44010 or 44011 or child abuse and neglect as described in Penal Code 11165.2-11165.6
2. Unprofessional conduct
3. Commission, aiding, or advocating the commission of acts of criminal syndicalism

**DISMISSAL/SUSPENSION/DISCIPLINARY ACTION** (continued)

4. Dishonesty
5. Unsatisfactory performance
6. Evident unfitness for service
7. Physical or mental condition unfitting the employee to instruct or associate with children

*(cf. 4112.4/4212.4/4312.4 - Health Examinations)*

8. Persistent violation of or refusal to obey the school laws or regulations of the state or district
9. Conviction of a felony or of any crime involving moral turpitude
10. Violation of Education Code 51530 or Government Code 1028 (advocacy of communism)
11. Alcoholism or other drug abuse that makes the employee unfit to instruct or associate with children

*(cf. 4115 - Evaluation/Supervision)*

An employee may be suspended or dismissed on grounds of unprofessional conduct consisting of acts or omissions not listed above if the charge specifies instances of behavior deemed to constitute unprofessional conduct. (Education Code 44933)

An employee shall not be suspended, disciplined, reassigned, transferred, dismissed, or otherwise retaliated against solely for acting to protect a student, or for refusing to infringe on a student's protected conduct, when that student is exercising his/her free speech or press rights pursuant to Education Code 48907 or 48950. (Education Code 48907, 48950)

*(cf. 4119.1/4219.1/4319.1 - Civil and Legal Rights)*

*(cf. 5145.2 - Freedom of Speech/Expression)*

**Suspension/Dismissal of Permanent Employees**

Note: Procedures for the suspension or dismissal of permanent employees are addressed in Education Code 44932-44947. Some of these procedures were amended by AB 215 (Ch. 55, Statutes of 2014), including the establishment of an alternative procedure for charges related solely to egregious misconduct.

See the accompanying Board policy for information about Board responsibilities related to reviewing the statement of charges, providing notice to the employee of the Board's intent to suspend or dismiss him/her,

**DISMISSAL/SUSPENSION/DISCIPLINARY ACTION (continued)**

and, when applicable, appointing a member of the Commission on Professional Competence that will conduct a hearing on the matter.

When a permanent certificated employee is charged with one or more of the offenses specified in the section "Causes for Suspension or Dismissal" above, the following procedures shall apply:

1. The person preparing a written statement of charges that there is cause to suspend or dismiss an employee shall submit the signed statement to the Governing Board. (Education Code 44934, 44934.1)
2. Upon receiving notice of the Board's intent to suspend or dismiss him/her, the employee may request a hearing on the matter. The hearing shall be conducted by the Commission on Professional Competence, except that any case involving only egregious misconduct shall be heard instead by an administrative law judge and, in any other case, the hearing may be conducted by an administrative law judge when both the district and employee so stipulate. (Education Code 44943, 44944, 44944.05, 44944.1, 44944.3)
3. Except when an employee is charged solely with egregious misconduct, the district may amend the charges less than 90 days before the hearing only upon showing of good cause and upon approval of the administrative law judge. (Education Code 44934)
4. The employee shall be suspended or dismissed when the Commission on Professional Competence or administrative law judge has issued its decision supporting suspension or dismissal or, if the employee did not request a hearing, at the expiration of 30 days after service of the notice of intent to suspend or dismiss. (Education Code 44941, 44943, 44944)

The Superintendent or designee shall notify the Commission on Teacher Credentialing when the employment status of a certificated employee has been changed as a result of alleged misconduct or while an allegation of misconduct is pending. (Education Code 44030.5, 44242.5, 44940; 5 CCR 80303)

*(cf. 4117.7/4317.7 - Employment Status Reports)*

**Suspension/Dismissal of Probationary Employees**

Note: With proper notice, the district may choose not to rehire probationary employees for the following year without giving a statement of reasons; see AR 4117.6 - Decision Not to Rehire. However, during the school year, probationary employees may only be suspended without pay or dismissed for cause and in accordance with the applicable procedures specified in law.

**DISMISSAL/SUSPENSION/DISCIPLINARY ACTION (continued)**

The district may choose not to rehire probationary employees for the following school year without giving a statement of reasons provided that it is done in accordance with AR 4117.6 - Decision Not to Rehire and proper notice is provided by March 15. (Education Code 44929.21, 44929.23)

*(cf. 4116 - Probationary/Permanent Status)*  
*(cf. 4117.6 - Decision Not to Rehire)*

Note: Districts with average daily attendance (ADA) of 250 or more may dismiss probationary employees during the school year in accordance with the procedures contained in Education Code 44948.3, in which case the decision whether to dismiss an employee rests with the Board rather than the Commission on Professional Competence (Option 1 below).

Districts with less than 250 ADA should select the appropriate option below depending on how the district grants permanent status to certificated employees in accordance with BP/AR 4116 - Permanent/Probationary Status. Districts with less than 250 ADA that have not adopted a collective bargaining agreement may elect to use the procedures in Education Code 44934 and 44934.1 for dismissal of probationary employees (Option 2 below), as reflected in the section "Suspension/Dismissal of Permanent Employees" above. Alternatively, Education Code 44948.2 authorizes districts with less than 250 ADA to elect to dismiss probationary employees during the school year pursuant to Education Code 44948.3 (Option 1 below). When districts with less than 250 ADA decide to use the procedures in Education Code 44948.3, their employees will become permanent employees if they are not served with a notice of non-reelection before March 15 of their second year. Since Education Code 44948.3 applies only to dismissal of probationary employees in districts with 250 ADA or more or to districts of less than 250 ADA that elect to use Education Code 44948.3, it is not appropriate for use by districts that either grant permanent status after three consecutive years or that reelect employees from year to year without granting permanent status.

**OPTION 1: (Districts with ADA of 250 or more, or districts with less than 250 ADA that have elected to use the dismissal procedures in Education Code 44948.3)**

During the school year, probationary employees in their first or second year of service may be dismissed only for one or more of the causes listed in items #1-11 in the section "Causes for Suspension or Dismissal" above or for unsatisfactory performance determined pursuant to Education Code 44660-44665. (Education Code 44948.2, 44948.3)

Whenever a first- or second-year probationary employee is so charged, the following procedures shall apply for dismissing the employee: (Education Code 44948.3)

1. The Superintendent or designee shall give 30 days' prior written notice of dismissal, not later than March 15 in the case of second-year probationary employees. The notice shall include a statement of the reasons for the dismissal, notice of the opportunity to appeal, and, if the cause is unsatisfactory performance, a copy of the evaluation conducted pursuant to Education Code 44664.

*(cf. 4112.9/4212.9/4312.9 - Employee Notifications)*

**DISMISSAL/SUSPENSION/DISCIPLINARY ACTION (continued)**

Note: Pursuant to Education Code 44948.3, the probationary employee may request a hearing as provided below. His/her failure to request a hearing within 15 days from receipt of the dismissal notice constitutes a waiver of the right to a hearing.

2. Upon receipt of the notice of dismissal, the employee may be dismissed if no request for a hearing is submitted to the Board within 15 days.

Note: Education Code 44948.3 authorizes the district to establish procedures for the appointment of an administrative law judge to conduct the hearing and submit his/her recommended decision to the Board. Item #3 may be revised to reflect any such procedures established by the district.

3. If a hearing is requested, the district may arrange for the appointment of an administrative law judge to conduct the hearing and to recommend a decision to the Board.

A probationary employee may be suspended without pay for a specified period of time as an alternative to dismissal. (Education Code 44948.3)

**OPTION 2: (Districts with less than 250 ADA that do not grant permanent status after two years and do not elect to use the procedures in Education Code 44948.3)**

During the school year, probationary employees may be dismissed only for one or more of the causes listed in items #1-11 in the section "Causes for Suspension or Dismissal" above. (Education Code 44948)

Whenever a probationary employee is so charged, dismissal procedures shall be those set forth in Education Code 44934 and 44934.1 as described in the section "Suspension/Dismissal of Permanent Employees" above.

**Compulsory Leave of Absence**

Note: Whenever a certificated employee is charged with a "mandatory leave of absence offense" as defined in Education Code 44940, the district is required to place him/her on a compulsory leave of absence. Penal Code 291 requires law enforcement, including the local police, sheriff, or California Highway Patrol, to telephone the Superintendent when a school employee has been arrested for a sex offense and provide written notice to the County Superintendent of Schools and the Commission on Teacher Credentialing (CTC).

AB 215 (Ch. 55, Statutes of 2014) amended Education Code 44940 to add murder or attempted murder to the list of mandatory leave of absence offenses (item #2 below) and to delete exceptions regarding controlled substances (item #3 below).

Pursuant to Education Code 44009 and 44425, the CTC will revoke the credential of an individual who has been convicted of a mandatory leave of absence offense.



**DISMISSAL/SUSPENSION/DISCIPLINARY ACTION** (continued)

Upon being informed by law enforcement that a certificated employee has been charged with a "mandatory leave of absence offense," the Superintendent or designee shall immediately place the employee on a leave of absence. A mandatory leave of absence offense includes: (Education Code 44830.1, 44940)

1. Any sex offense as defined in Education Code 44010
2. Violation or attempted violation of Penal Code 187 (murder)
3. Any offense involving the unlawful sale, use, or exchange to minors of controlled substances as listed in Health and Safety Code 11054, 11055, and 11056

(cf. 4117.7/4317.7 - *Employment Status Reports*)

Note: Education Code 44940 permits the Board to require compulsory leaves for certain "optional leave of absence offenses" as defined below. AB 215 (Ch. 55, Statutes of 2014) amended Education Code 44940 to move violations or attempted violations of Penal Code 187 from the list of optional leave of absence offenses to the list of mandatory leave of absence offenses.

The following **optional** paragraph should be revised to reflect offenses which the Board has determined will require a compulsory leave of absence.

The Superintendent or designee may place on an immediate compulsory leave of absence a certificated employee who is charged with an "optional leave of absence offense," defined as a controlled substance offense specified in Education Code 44011 and Health and Safety Code 11357-11361, 11363, 11364, and 11370.1 except as it relates to marijuana, mescaline, peyote, or tetrahydrocannabinols. (Education Code 44940)

If an employee is charged with an offense that falls into both the mandatory and optional leave of absence definitions, the offense shall be treated as a mandatory leave of absence offense. (Education Code 44940)

An employee's compulsory leave for a mandatory or optional leave of absence offense may extend for not more than 10 days after the entry of judgment in the criminal proceedings. However, the compulsory leave may be extended if the Board gives notice, within 10 days after the entry of judgment in the proceedings, that the employee will be dismissed within 30 days from the date of service of the notice unless he/she demands a hearing. (Education Code 44940, 44940.5)

Note: Pursuant to Education Code 44940.5, while on compulsory leave, the employee may receive his/her salary if he/she provides a suitable bond or other acceptable security as a guarantee that he/she will repay the leave-period salary if convicted of the charges or if he/she fails to return to district service. If the employee is acquitted or the charges are dismissed, the district must reimburse him/her for the cost of the bond upon return to service in the district. If an employee who does not furnish a bond or other security is acquitted or the charges are dismissed, the district must pay his/her salary for the time spent on leave upon return to service.

**DISMISSAL/SUSPENSION/DISCIPLINARY ACTION (continued)**

Education Code 44940.5 specifies that, if the charges against an employee are dismissed as a result of the employee's successful completion of a drug diversion program and the employee returns to service, the employee may elect to receive payment for his/her accrued leave and differential pay for the length of the employee's leave of absence.

During the period of compulsory leave, the employee shall be compensated in accordance with Education Code 44940.5.

Upon receipt of telephone or electronic notification from the Department of Justice that a current temporary, substitute, or probationary employee serving before March 15 of his/her second probationary year has been convicted of a violent or serious felony, the Superintendent or designee shall immediately place the employee on leave without pay. Upon receipt of electronic notification of the conviction from the Department of Justice, such employee shall be automatically terminated and without regard to any other termination procedure. (Education Code 44830.1)

*(cf. 4112.5/4212.5/4312.5 - Criminal Record Check)*

**Gorman Joint School District**  
49847 Gorman School Road  
P.O. Box 104  
Gorman, CA 93243  
(661) 248-6441 - FAX (661) 248-0604

## **BOARD OF TRUSTEES**

### **MINUTES OF THE REGULAR MEETING**

**October 11, 2016**

The Member of the Board, Patricia Edwards, called the Regular Meeting of the Gorman Joint School District Board of Trustees to order at 3:00 P.M.

The Flag salute was held.

Members Present: Julie Ralphs, Clerk  
Patricia Edwards, Member

Members Absent: Steve Sonder, President

Also Present: Johannis Andrews, Superintendent/Principal  
Jean Cummings, Business Manager/Consultant  
Lise Wastafarro, Accounting/Data Processing Technician

Others Present: Teachers, Casey Stanford, Michi Knight, Cheri Hanshaw, Lisa Davis, School Secretary, Denise Saenz and Special Education Director, Wendy Addington

5711 The Board approved the Agenda as presented for October 11, 2016.

Motion made by Julie Ralphs, Seconded by Patricia Edwards      Vote: yes 2/no 0

5712 Adjourn to Closed Session at 3:00 P.M. to discuss personnel, employer/employee relations. (Govt. Code 54957, 54957.6):

1. Personnel (Govt. Code 54957)
2. Employer/Employee Relations (Govt. Code 54957.7)
3. Public Employee Discipline/Dismissal/Release

Motion made by Julie Ralphs, Seconded by Patricia Edwards      Vote: yes 2/no 0

5713 Reconvened to Regular Session at 3:34 P.M.

Motion made by Julie Ralphs, Seconded by Patricia Edwards      Vote: yes 2/no 0

No action taken in closed session.

Member, Patricia Edwards, asked for any comments from the Board.  
No comments.

Member, Patricia Edwards, asked for any comments from the staff.  
No comments.

Member, Patricia Edwards, asked for any comments from the public.  
No comments.

5714 The Board approved the Minutes of the Regular Meeting September 13, 2016.

Motion made by Julie Ralphs, Seconded by Patricia Edwards    Vote: yes 2/no 0

5715 The Board approved Purchase Orders #16-17-67 through 16-17-92 of which \$20,198.99 was paid from the General Fund and \$5,610.57 from other funds.

Motion made by Julie Ralphs, Seconded by Patricia Edwards    Vote: yes 2/no 0

5716 The Board approved B Warrants #12202-12231, 12233-12237, and 12239-12240 in the amount of \$39,844.07.

Motion made by Julie Ralphs, Seconded by Patricia Edwards    Vote: yes 2/no 0

5717 The Board approved Resolution #04-16-17 Variable Term Waiver.

Motion made by Julie Ralphs, Seconded by Patricia Edwards    Vote: yes 2/no 0

5718 The Board approved Resolution #05-16-17 for the 2015-16 Appropriations Limit Recalculation and the 2016-17 Projected Appropriations Limit Calculation (GANN Limit).

Motion made by Julie Ralphs, Seconded by Patricia Edwards    Vote: yes 2/no 0

5719 The Board approved Quarterly Report on Williams Uniform Complaints July 1 to September 30, 2016 (1<sup>st</sup> QTR.).

Motion made by Julie Ralphs, Seconded by Patricia Edwards    Vote: yes 2/no 0

5720 The Board approved to change the Gorman Elementary School mascot from the quail to the cougar.

Motion made by Julie Ralphs, Seconded by Patricia Edwards    Vote: yes 2/no 0

5721 The Board approved to change the Gorman Elementary School colors from gold, royal blue and white to silver, royal blue and white.

Motion made by Julie Ralphs, Seconded by Patricia Edwards      Vote: yes 2/no 0

5722 The Board approved Field Trip Report #01-16-17.

Motion made by Julie Ralphs, Seconded by Patricia Edwards      Vote: yes 2/no 0

5723 The Board approved Conference/Mileage Report #03-16-17.

Motion made by Julie Ralphs, Seconded by Patricia Edwards      Vote: yes 2/no 0

5724 The Board tabled Resolution #03-16-17 Board Absence of Julie Ralphs on September 13, 2016.

No motion made due to Board President's absence.

The next regular meeting of the Board of Trustees will be held Tuesday, November 8, 2016 at 3:00 P.M. closed session and 3:30 P.M. regular session.

5725 The Board adjourned the meeting at 3:38 P.M.

Motion made by Julie Ralphs, Seconded by Patricia Edwards      Vote: yes 2/no 0

---

Steve Sonder, President





**Business Gold Card**  
 GORMAN SCHOOL DIST  
 LISE WASTAFERRO  
 Closing Date 10/24/16 Next Closing Date 11/23/16



Account Ending XXXXXXXXXX

**New Balance** **\$405.89**  
**Please Pay By** **11/08/16<sup>‡</sup>**

<sup>‡</sup> Payment is due upon receipt. We suggest you pay by the Please Pay By date.

Visit  
[www.membershiprewards.com](http://www.membershiprewards.com)

**Account Summary**

Previous Balance	\$1,365.86
Payments/Credits	-\$1,365.86
New Charges	+\$405.89
Fees	+\$0.00

**New Balance** **\$405.89**

Days in Billing Period: 31

See page 2 for important information about your account.

**Customer Care**

**Pay by Computer**  
[open.com/pbc](http://open.com/pbc)

<b>Customer Care</b>	<b>Pay by Phone</b>
1-800-492-3344	1-800-472-9297

See Page 2 for additional information.

↓ Please fold on the perforation below, detach and return with your payment ↓

**Payment Coupon**  
 Do not staple or use paper clips

**Pay by Computer**  
[open.com/pbc](http://open.com/pbc)

**Pay by Phone**  
 1-800-472-9297

**Account Ending** XXXXXXXXXX

Enter 15 digit account # on all payments.  
 Make check payable to American Express.

LISE WASTAFERRO  
 GORMAN SCHOOL DIST  
 49847 GORMN SCHOL RD  
 GORMAN CA 93243-0104

Please Pay By  
**11/08/16**  
 Amount Due  
**\$405.89**

Check here if your address or phone number has changed. Note changes on reverse side.

AMERICAN EXPRESS  
 BOX 0001  
 LOS ANGELES CA 90096-8000



**Business Gold Card**  
 GORMAN SCHOOL DIST  
 LISE WASTAFERRO  
 Closing Date 10/24/16

**OPEN**<sup>SM</sup>

p. 3/5

Account Ending [REDACTED]

**Payments and Credits**

**Summary**

	<b>Total</b>
Payments	-\$1,365.86
Credits	\$0.00
<b>Total Payments and Credits</b>	<b>-\$1,365.86</b>

**Detail** \*Indicates posting date

Payments	<b>Amount</b>
10/06/16* LISE WASTAFERRO PAYMENT RECEIVED - THANK YOU	-\$1,365.86

**New Charges**

**Summary**

	<b>Total</b>
JOHANNIS ANDREWS [REDACTED]	\$405.89
<b>Total New Charges</b>	<b>\$405.89</b>

**Detail**

**JOHANNIS ANDREWS**  
 Card Ending [REDACTED]

	<b>Amount</b>
09/27/16 SMARTNFINAL437204378 92910204378 PALMDALE CA 000-0000000	\$68.62 ✓
<i>Cafe supplies - Trays</i>	
10/06/16 THE HOME DEPOT LANCASTER CA 800-654-0688	\$128.62 ✓
<i>Maintenance supplies - Bulbs</i>	
10/10/16 SOAPY SUDS VALENCIA CA 8000000000 Description General Merchandise	\$14.99 ✓
<i>Van-wash</i>	
10/17/16 STAPLES 00088 LANCASTER CA 00088000258614 93536 DORMEO ESPO CHAIR GREY	\$185.29 ✓
<i>District supply - Chair - Supt</i>	
10/20/16 THE HOME DEPOT LANCASTER CA 800-654-0688	\$8.37 ✓
<i>Maintenance supplies hose bbb, tape,</i>	

**Fees**

	<b>Amount</b>
<b>Total Fees for this Period</b>	<b>\$0.00</b>



VOUCHER ID	REF NO	PO NUMBER	Fund ResPrj	Goal Func	Obj	Sch/Loc	Per/FY	AMT BY ACCOUNT	WARRANT NUMBER	PMT PAY MTD CYCLE	SEQ NBR	STAT
12278			01.0-00000.0-00000-72000-5310-00000000				04/17	129.90	129.90		7242	
Total												
12280			11.0-53100.0-00000-37000-4790-00000000				04/17	68.62				
12280			01.0-00000.0-00000-81000-4380-00000000				04/17	151.98				
12280			01.0-00000.0-00000-72000-4350-00000000				04/17	185.29				
Total												
12279			01.0-00000.0-00000-82000-5520-00000000				04/17	174.24	174.24		7242	
Total												

*2016-17 membership dues - remaining balances - W. Addington*

*CAFÉ supplies*

*maintenance supplies*

*District supplies*

REGISTER TOTAL AMOUNT	Issues :	From	To	Issues :	Voids :	Net Disbursed :
SYSTEM WARRANTS ISSUED	3	23345306	To 23345308	0.00	0.00	710.03
MANUAL WARRANTS ISSUED	0		To			
NUMBER OF VOIDS	0					
SYSTEM WARRANTS ISSUED MTD	36					
SYSTEM WARRANTS ISSUED YTD	147					
Fund Summary						
01.0	641.41					
13.0	68.62					

Fund Amounts are reflective of Gross Voucher Distributions and not sum of Warrant Amounts.  
 In case of Partial Payments, Fund Summary will differ from the Register Total Issued Amount.

VOUCHER REF NO	PO NUMBER	Fund ResPrj	Goal Func	Obj	Sch/Loc	Per/FY	AMT BY ACCOUNT	WARRANT NUMBER	AMT BY WARRANT	PMT PAY MTD CYCLE	SEQ NBR	STAT
ATKINSON, ANDELSON, LOYA, RUUD 12262		01.0-00000.0-00000-71000-5820-00000000	04/17				255.00					
Total							255.00					
HOUGHTON MIFFLIN HARCOURT PUBL 12275		01.0-00000.0-11100-10000-4110-0000100	04/17				33911.92					
Total							33911.92					

*Legal Service 9/16*  
*255.00 ✓ 23339141 CHK PAYOUT 7238*  
*Literature Books - Journeys K-5 Collections 6-8*  
*33911.92 23339142 CHK PAYOUT 7238*

REGISTER TOTAL AMOUNT	Issues :	34,451.93	Voids :	0.00	Net Disbursed :	34,451.93
SYSTEM WARRANTS ISSUED	3 From 23339141					
MANUAL WARRANTS ISSUED	0 From					
NUMBER OF VOIDS	0					
SYSTEM WARRANTS ISSUED MTD	33					
SYSTEM WARRANTS ISSUED YTD	144					
MANUAL WARRANTS ISSUED MTD	0					
MANUAL WARRANTS ISSUED YTD	0					
WARRANTS VOIDED MTD	0					
WARRANTS VOIDED YTD	0					
NUMBER OF VOUCHERS :	3					

*2016 Property Tax (7/1/16-6/30/17) Rental*  
*285.01*  
*285.01 23339143 CHK PAYOUT 7238*  
*house*

REGISTER TOTAL AMOUNT	Issues :	34,451.93	Voids :	0.00	Net Disbursed :	34,451.93
SYSTEM WARRANTS ISSUED	3 From 23339141					
MANUAL WARRANTS ISSUED	0 From					
NUMBER OF VOIDS	0					
SYSTEM WARRANTS ISSUED MTD	33					
SYSTEM WARRANTS ISSUED YTD	144					
MANUAL WARRANTS ISSUED MTD	0					
MANUAL WARRANTS ISSUED YTD	0					
WARRANTS VOIDED MTD	0					
WARRANTS VOIDED YTD	0					
NUMBER OF VOUCHERS :	3					

Fund Summary  
 01.0 34,451.93

Fund Amounts are reflective of Gross Voucher Distributions and not sum of Warrant Amounts.  
 In case of Partial Payments, Fund Summary will differ from the Register Total Issued Amount.

VOUCHER REF NO	FO NUMBER	Fund ResPrj	Goal Func Obj	Sch/Loc	Per/FY	AMT BY ACCOUNT	AMT BY WARRANT	WARRANT NUMBER	PMT PAY MTD CYCLE	SEQ NBR	STAT
CHEVRON & TEXACO BUSINESS CARD 12276		01.0-14000.0-00000-36000-4360-00000000			04/17	293.27					
Total						293.27	293.27	23333813	CHK PAYOUT	7234	
REGISTER TOTAL AMOUNT						Issues :	293.27				
SYSTEM WARRANTS ISSUED						1 From 23333813					
MANUAL WARRANTS ISSUED						0 From					
NUMBER OF VOIDS						0					
SYSTEM WARRANTS ISSUED MTD						30					
SYSTEM WARRANTS ISSUED YTD						141					
Fund Summary						Issues	293.27				
						01.0	293.27				
						VOIDS	0.00				

*Case - Vans 9/21, 9/30, 10/10, 10/18/16*

ISSUES	VOIDS	NET DISBURSED	NUMBER OF VOUCHERS AUDITED
0.00	0.00	293.27	1
Total number of vouchers :			
0			
WARRANTS VOIDED MTD			
0			
WARRANTS VOIDED YTD			
0			

Fund Amounts are reflective of Gross Voucher Distributions and not sum of Warrant Amounts.  
 In case of Partial Payments, Fund Summary will differ from the Register Total Issued Amount.

Report Id : LAR029S1  
 District : 64584  
 Fiscal Year: 2017

GORMAN ELEMENTARY SCHOOL DIST. (Bank Acct: GORM)  
 COMMERCIAL WARRANT REGISTER  
 Voids Date :2016-10-21 Issue Date :2016-10-24

Page No : 1  
 Run Date : 2016-10-21  
 Run Time : 19.37.45

PAYEE	VOUCHER ID	REF NO	PO NUMBER	Fund ResPrj	Goal Func	Obj	Sch/Loc	Per/FY	AMT BY ACCOUNT	AMT BY WARRANT	WARRANT NUMBER	PMT PAY MTD CYCLE	SEQ NBR	STAT
AERIES SOFTWARE	12274			01.0-00000.0-111100-10000-5800-00000100			04/17	04/17	5500.00					
							Total		5500.00	5500.00	23331217			
REGISTER TOTAL AMOUNT Issues : 5,500.00 Voids : 0.00 Net Disbursed : 5,500.00 SYSTEM WARRANTS ISSUED 1 From 23331217 To 23331217 Total number of vouchers : 1 Number of Vouchers Audited 0 MANUAL WARRANTS ISSUED 0 From 0 From 0 NUMBER OF VOIDS 0 SYSTEM WARRANTS ISSUED MTD 29 MANUAL WARRANTS ISSUED MTD 0 WARRANTS VOIDED MTD 0 SYSTEM WARRANTS ISSUED YTD 140 MANUAL WARRANTS ISSUED YTD 0 WARRANTS VOIDED YTD 0														
Fund Summary	Issues 5,500.00 Voids 0.00													

*Hosting Services Subscription  
 Initial configuration 7/16-6/30/17  
 5500.00 23331217 CASH PAYOUT 7232*

Fund Amounts are reflective of Gross Voucher Distributions and not sum of Warrant Amounts.  
 In case of Partial Payments, Fund Summary will differ from the Register Total Issued Amount.

GORMAN ELEMENTARY SCHOOL DIST. (Bank Acct: GORM)  
 COMMERCIAL WARRANT REGISTER  
 Voids Date : 2016-10-20 Issue Date : 2016-10-21

Report Id : LAAP02951  
 District : 64584  
 Fiscal Year: 2017

VOUCHER REF NO	PO NUMBER	Fund ResPrj	Goal Func	Obj	Sch/Loc	Per/FY	AMT BY ACCOUNT	AMT BY WARRANT	WARRANT NUMBER	PMT PAY MTD CYCLE	SEQ NBR	STAT
12271		01.0-00000.0-00000-81000-4380-0000000				04/17	478.15					
Total							478.15	478.15	23328882	CHK PAYOUT	7230	
12270		14.0-00000.0-00000-81000-5630-0000000				04/17	728.76					
Total							728.76	728.76	23328883	CHK PAYOUT	7230	
<i>Maintenance supplies - rugs</i> <i>Def Maint - 6th-7th gr air conditioners repair</i> <i>Oct - Nov 2016</i>												
12267		01.0-00000.0-11100-10000-3411-0000000				04/17	2717.00					
12267		01.0-14000.0-11100-10000-3411-0000000				04/17	1225.00					
12267		01.0-00000.0-11100-10000-3412-0000000				04/17	3075.40					
12267		01.0-14000.0-00000-36000-3412-0000000				04/17	1346.60					
12267		13.0-53100.0-00000-37000-3412-0000000				04/17	1242.00					
12267		01.0-00000.0-00000-72000-3412-0000000				04/17	1606.00					
12267		01.0-00000.0-00000-72000-3412-0000000				04/17	1242.00					
12267		76.0-00000.0-00000-00000-9517-0000000				04/17	1600.00					
12267		01.0-00000.0-00000-27000-3411-0000000				04/17	632.00					
12267		01.0-00000.0-00000-71500-3411-0000000				04/17	632.00					
Total							15318.00	15318.00	23328884	CHK PAYOUT	7230	

REGISTER TOTAL AMOUNT Issues : 16,524.91 Voids : 0.00 Net Disbursed : 16,524.91

SYSTEM WARRANTS ISSUED	3 From	To	23328884	Total number of vouchers :	3	Number of Vouchers Audited	1
MANUAL WARRANTS ISSUED	0	From					
NUMBER OF VOIDS	0	To					
SYSTEM WARRANTS ISSUED MTD	28	MANUAL WARRANTS ISSUED MTD	0	WARRANTS VOIDED MTD	0		
SYSTEM WARRANTS ISSUED YTD	139	MANUAL WARRANTS ISSUED YTD	0	WARRANTS VOIDED YTD	0		

Fund Summary	Issues	VOIDS
01.0	12,954.15	0.00
13.0	1,242.00	0.00
14.0	728.76	0.00
76.0	1,600.00	0.00

Fund Amounts are reflective of Gross Voucher Distributions and not sum of Warrant Amounts.  
 In case of Partial Payments, Fund Summary will differ from the Register Total Issued Amount.

Report Id : LAAP02951  
 District : 64584  
 Fiscal Year: 2017

GORMAN ELEMENTARY SCHOOL DIST. (Bank Acct: GORM)  
 COMMERCIAL WARRANT REGISTER  
 Voids Date : 2016-10-19 Issue Date : 2016-10-20

Page No : 1  
 Run Date : 2016-10-19  
 Run Time : 19:51:32

VOUCHER ID	REF NO	PO NUMBER	Fund ResPj	Goal Func	Obj	Sch/Loc	Per/FY	AMT BY ACCOUNT	WARRANT NUMBER	AMT BY WARRANT	PMT PAY MTD	SEQ NBR	STAT
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AKA WATER SERVICES, INC. 12261 01.0-00000.0-000000-77000-5800-0000000 04/17 75.00 *Bacti Sampling 9/27/16*

DELTA DENTAL 12263 01.0-00000.0-11100-10000-3411-0000000 04/17 221.70  
 12263 01.0-14000.0-11100-10000-3411-0000000 04/17 101.08  
 12263 01.0-00000.0-11100-10000-3412-0000000 04/17 119.06  
 12263 01.0-14000.0-00000-36000-3412-0000000 04/17 51.02  
 12263 13.0-53100.0-00000-37000-3412-0000000 04/17 60.31  
 12263 01.0-00000.0-00000-72000-3412-0000000 04/17 49.46  
 12263 01.0-00000.0-11100-10000-3412-0000000 04/17 60.31  
 12263 01.0-00000.0-00000-71100-3412-0000000 04/17 120.62  
 12263 01.0-00000.0-00000-27000-3411-0000000 04/17 24.73  
 12263 01.0-00000.0-00000-71500-3411-0000000 04/17 24.73

*75.00 ✓ 23325780 CHK PAYOUT 7228*  
*Oct/Nov 2016*

HAWTHORNE EDUCATIONAL SERVICES 12264 01.0-65000.0-57700-11100-4310-0000000 04/17 833.02 *833.02 ✓ 23325781 CHK PAYOUT 7228*

HILLCREST AIR CONDITIONING 12265 13.0-53100.0-00000-37000-5630-0000000 04/17 165.00  
 12266 13.0-53100.0-00000-37000-5630-0000000 04/17 450.75

*Sp Ed Materials 165.00 ✓ 23325782 CHK PAYOUT 7228*  
*8/15/16 Walker*  
*9/16/16 Fridge*

YOUNGS 12269 01.0-00000.0-00000-81000-4380-0000000 04/17 1588.27 *1588.27 ✓ 23325783 CHK PAYOUT 7228*

*Maintenance Supplies*

REGISTER TOTAL AMOUNT Issues : 2,806.66 Voids : 0.00 Net Disbursed : 2,806.66

SYSTEM WARRANTS ISSUED 5 From 23325780 To 23325784 Total number of vouchers : 6 Number of Vouchers Audited 0  
 MANUAL WARRANTS ISSUED 0 From To  
 NUMBER OF VOIDS 0

SYSTEM WARRANTS ISSUED MTD 25 MANUAL WARRANTS ISSUED MTD 0 WARRANTS VOIDED MTD 0  
 SYSTEM WARRANTS ISSUED YTD 136 MANUAL WARRANTS ISSUED YTD 0 WARRANTS VOIDED YTD 0

Fund Summary Issues Voids  
 01.0 1,158.08 0.00  
 13.0 1,648.58 0.00

Fund Amounts are reflective of Gross Voucher Distributions and not sum of Warrant Amounts.

PAYEE	VOUCHER ID	REF NO	PO NUMBER	Fund ResPrj	Goal Func	Obj	Sch/Loc	Per/FY	AMT BY ACCOUNT	AMT BY WARRANT	WARRANT NUMBER	PMT PAY MTD	SEQ CYCLE	STAT						
AT&T	12254			01.0-00000.0-11100-10000-5220-0000000	04/17			111.66	111.66	111.66	23319829	7224								
				Total				111.66	111.66											
CUE, INC.	12255			01.0-00000.0-11100-10000-5220-0000100	04/17			525.00	525.00	525.00	23319830	7224								
				Total				525.00	525.00											
FOUNDATION FOR EDUCATIONAL ADM	12256			01.0-00000.0-00000-72000-5220-0000000	04/17			895.00	895.00	895.00	23319831	7224								
				Total				895.00	895.00											
MOUNTAINSIDE DISPOSAL, INC.	12257			01.0-00000.0-00000-82000-5560-0000000	04/17			174.10	174.10	174.10	23319832	7224								
				Total				174.10	174.10											
QUILL	12258			01.0-00000.0-00000-72000-4350-0000000	04/17			141.69	141.69	141.69	23319833	7224								
				Total				141.69	141.69											
SOUTHERN CALIFORNIA EDISON	12259			01.0-00000.0-00000-82000-5510-0000000	04/17			2117.31	2117.31	2117.31	23319834	7224								
				Total				2117.31	2117.31											
SULPHUR SPRINGS UNION SCHOOL D	12260			01.0-65000.0-57700-11900-5800-0000000	04/17			3400.00	3400.00	3400.00	23319835	7224								
				Total				3400.00	3400.00											
REGISTER TOTAL AMOUNT													Issues :	7,364.76	Voids :	0.00	Net Disbursed :	7,364.76		
SYSTEM WARRANTS ISSUED													7 From	23319829	To	23319835	Total number of vouchers :	7	Number of Vouchers Audited	0
MANUAL WARRANTS ISSUED													0 From		To					
NUMBER OF VOIDS													0							
SYSTEM WARRANTS ISSUED MTD													20				MANUAL WARRANTS ISSUED MTD	0	WARRANTS VOIDED MTD	0
SYSTEM WARRANTS ISSUED YTD													131				MANUAL WARRANTS ISSUED YTD	0	WARRANTS VOIDED YTD	0
Fund Summary													Issues	7,364.76	Voids	0.00				

Fund Amounts are reflective of Gross Voucher Distributions and not sum of Warrant Amounts.  
 In case of Partial Payments, Fund Summary will differ from the Register Total Issued Amount.

PAYEE	VOUCHER ID	REF NO	PO NUMBER	Fund ResPrj	Goal Func Obj	Sch/Loc	Per/FY	AMT BY ACCOUNT	AMT BY WARRANT	WARRANT NUMBER	PMT PAY MTD CYCLE	SEQ NBR	STAT	
TinyEYE	12252			01.0-33100.0-57700-21000-5850-0000000		04/17	405.00	405.00	405.00	23307992		7218		
REGISTER TOTAL AMOUNT							Issues :	405.00			Net Disbursed :	405.00		
SYSTEM WARRANTS ISSUED							1 From	23307992			Total number of vouchers :	1		1
MANUAL WARRANTS ISSUED							0 From							
NUMBER OF VOIDS							0							
SYSTEM WARRANTS ISSUED MTD							13							
SYSTEM WARRANTS ISSUED YTD							124							
Fund Summary							Issues	405.00						
							VOIDs	0.00						

*Speech Therapy Service 9/16*

Fund Amounts are reflective of Gross Voucher Distributions and not sum of Warrant Amounts.  
 In case of Partial Payments, Fund Summary will differ from the Register Total Issued Amount.



VOUCHER REF NO	PO NUMBER	Fund ResPrj	Goal Func Obj	Sch/Loc	Per/FY	AMT BY ACCOUNT	WARRANT NUMBER	PMT PAY MTD CYCLE	SEQ NBR	STAT
12249		01.0-65000.0-00000-00000-9520-00000000			04/17	940094.19				
12249		01.0-33100.0-00000-00000-9520-00000000			04/17	99735.00				
12249		01.0-65120.0-00000-00000-9520-00000000			04/17	54929.41				
12250		01.0-65000.0-00000-00000-9520-00000000			04/17	738802.33				
12250		01.0-33100.0-00000-00000-9520-00000000			04/17	49451.67				
12251		01.0-00000.0-00000-00000-9520-00000000			04/17	214336.45				
Total						2097349.05	23300237	2,097,349.05	7214	

*2015-16 Prop Tax - Sp Ed A B 602 + IDEA*

*Prior yr Prop Tax " " "*

*2015-16 In Lien Property Taxes due to G-L.C.*

REGISTER TOTAL AMOUNT	Issues :	2,097,349.05	Voids :	0.00	Net Disbursed :	2,097,349.05
SYSTEM WARRANTS ISSUED	1 From	23300237	To			
MANUAL WARRANTS ISSUED	0 From		To			
NUMBER OF VOIDS	0				3	Number of Vouchers Audited

SYSTEM WARRANTS ISSUED MTD	MANUAL WARRANTS ISSUED MTD	WARRANTS VOIDED MTD
12	0	0
SYSTEM WARRANTS ISSUED YTD	123	0
MANUAL WARRANTS ISSUED YTD	0	0
WARRANTS VOIDED YTD	0	0

Fund Summary

01.0 2,097,349.05

Fund Amounts are reflective of Gross Voucher Distributions and not sum of Warrant Amounts.  
 In case of Partial Payments, Fund Summary will differ from the Register Total Issued Amount.

VOUCHER ID	REF NO	FO NUMBER	Fund ResPrj	Goal Func Obj	Sch/Loc	Per/FY	AMT BY ACCOUNT	AMT BY WARRANT	WARRANT NUMBER	PMT PAY MTD CYCLE	SEQ NBR	STAT
ATKINSON, ANDELSON, LOYA, RUUD 12238			01.0-00000.0-00000-710000-5820-00000000		03/17	255.00						
Total						255.00						
T.L. SHIELD AND ASSOC., INC. 12253			01.0-00000.0-00000-81000-5630-00000000		04/17	275.00						
Total						275.00						
VAVRINEK, TRINE, DAY & CO., LL 12241			01.0-00000.0-00000-00000-9520-00000000		03/17	550.00						
Total						550.00						

*Legal Service District 8/16*  
*Service wheelchairs left 9/26/16*  
*Prior year 1070 Retention 2014/15 fiscal yr. audit*

REGISTER TOTAL AMOUNT	Issues :	Voids :	Net Disbursed :
1,080.00	3 From 23294763 To 23294765	0.00	1,080.00
0	0 From 0 To 0		
0	0		
Total number of vouchers : 3 Number of Vouchers Audited 2			

Fund Summary	Issues	Voids
01.0	1,080.00	0.00
SYSTEM WARRANTS ISSUED MTD	11	0
SYSTEM WARRANTS ISSUED YTD	122	0
MANUAL WARRANTS ISSUED MTD	0	0
MANUAL WARRANTS ISSUED YTD	0	0
WARRANTS VOIDED MTD	0	0
WARRANTS VOIDED YTD	0	0

Fund Amounts are reflective of Gross Voucher Distributions and not sum of Warrant Amounts.  
 In case of Partial Payments, Fund Summary will differ from the Register Total Issued Amount.

Report Id : LAAP02951  
 District : 64584  
 Fiscal Year: 2017

GORMAN ELEMENTARY SCHOOL DIST. (Bank Acct: GORM)  
 COMMERCIAL WARRANT REGISTER  
 Voids Date :2016-10-04 Issue Date :2016-10-05

Page No : 1  
 Run Date : 2016-10-04  
 Run Time : 19.48.00

PAYEE	VOUCHER ID	REF NO	PO NUMBER	Fund ResPrj	Goal Func	Obj	Sch/Loc	Per/FY	AMT BY ACCOUNT	AMT BY WARRANT	WARRANT NUMBER	PMT PAY MTD CYCLE	SEQ NBR	STAT
PETTY CASH FUND	12248			01.0-00000.0-00000-72000-5940-00000000			04/17	18.91						
	12248			01.0-00000.0-00000-72000-5940-00000000			04/17	64.37						
	12248			01.0-00000.0-00000-72000-4340-00000000			04/17	21.78						
			Total					105.06			23288331			7208
SANTA CLARITA VALLEY FOOD SERV	12246			13.0-53100.0-00000-37000-4710-00000000			04/17	4430.30						
			Total					4430.30			23288332			7208
STORER TRANSPORTATION	12247			01.0-00000.0-00000-36000-5812-00000000			04/17	10716.05						
			Total					10716.05			23288333			7208
REGISTER TOTAL AMOUNT Issues : 15,251.41 Voids : 0.00 Net Disbursed : 15,251.41 SYSTEM WARRANTS ISSUED 3 From 23288331 To 23288333 Total number of vouchers : 3 Number of Vouchers Audited 0 MANUAL WARRANTS ISSUED 0 From 0 To 0 NUMBER OF VOIDS 0 SYSTEM WARRANTS ISSUED MTD 8 MANUAL WARRANTS ISSUED MTD 0 WARRANTS VOIDED MTD 0 SYSTEM WARRANTS ISSUED YTD 119 MANUAL WARRANTS ISSUED YTD 0 WARRANTS VOIDED YTD 0														

*Postage G.L.C.*  
*Postage*  
*Storage Boxes - Office Files*  
*Treasure 9/16*  
*Home to School Service 9/16*

Fund Summary Issues Voids  
 01.0 10,821.11 0.00  
 13.0 4,430.30 0.00

Fund Amounts are reflective of Gross Voucher Distributions and not sum of Warrant Amounts.  
 In case of Partial Payments, Fund Summary will differ from the Register Total Issued Amount.

PAYEE	VOUCHER ID	REF NO	PO NUMBER	Fund ResPrj	Goal Func	Obj	Sch/Loc	Per/FY	AMT BY ACCOUNT	AMT BY WARRANT	WARRANT NUMBER	PMT PAY MTD CYCLE	SEQ NBR	STAT
ACE HARDWARE	12244			01.0-00000.0-00000-27000-4350-00000000			04/17		352.31					
	12244			01.0-00000.0-00000-81100-4370-00000000			04/17		197.60					
	12244			01.0-00000.0-00000-81000-4380-00000000			04/17		206.68					
				Total					756.59	756.59	23281478			7206
JULIE RALPHS	12242			01.0-00000.0-00000-71100-3412-00000000			04/17		500.00					
				Total					500.00	500.00	23281479			7206
READY REFRESH BY NESTLE	12245			01.0-00000.0-00000-82000-5530-00000000			04/17		7.51					
				Total					7.51	7.51	23281480			7206
STEVE SONDER	12243			01.0-00000.0-00000-71100-3412-00000000			04/17		500.00					
				Total					500.00	500.00	23281481			7206
REGISTER TOTAL AMOUNT														
Issues : 1,764.10      Voids : 0.00      Net Disbursed : 1,764.10														
Total number of vouchers : 4      Number of Vouchers Audited : 0														
SYSTEM WARRANTS ISSUED	4	From	23281478	To	23281481									
MANUAL WARRANTS ISSUED	0	From		To										
NUMBER OF VOIDS	0													
SYSTEM WARRANTS ISSUED MTD	5	MANUAL WARRANTS ISSUED MTD		0	WARRANTS VOIDED MTD									
SYSTEM WARRANTS ISSUED YTD	116	MANUAL WARRANTS ISSUED YTD		0	WARRANTS VOIDED YTD									
Fund Summary	Issues	Voids		0.00										
01.0	1,764.10			0.00										

Fund Amounts are reflective of Gross Voucher Distributions and not sum of Warrant Amounts.  
 In case of Partial Payments, Fund Summary will differ from the Register Total Issued Amount.

VOUCHER REF NO	PO NUMBER	Fund ResPrj	Goal Func Obj	Sch/Loc	Per/FY	AMT BY ACCOUNT	AMT BY WARRANT	WARRANT NUMBER	PMT PAY MTD CYCLE	SEQ NBR	STAT
12232		01.0-00000.0	-11100-10000-5610-00000000	03/17		208.02					
12232		01.0-00000.0	-72000-5610-00000000	03/17		404.71					
Total						612.73	612.73	23277608	CHK PAYOUT	7204	

*Canon 4035 Copiers lease payment*

REGISTER TOTAL AMOUNT	Issues :	612.73	Voids :	0.00	Net Disbursed :	612.73
SYSTEM WARRANTS ISSUED	1 From 23277608	To	23277608	Total number of vouchers :	1	Number of Vouchers Audited
MANUAL WARRANTS ISSUED	0 From	To				
NUMBER OF VOIDS	0					
SYSTEM WARRANTS ISSUED MTD	1	MANUAL WARRANTS ISSUED MTD	0	WARRANTS VOIDED MTD	0	
SYSTEM WARRANTS ISSUED YTD	112	MANUAL WARRANTS ISSUED YTD	0	WARRANTS VOIDED YTD	0	
Fund Summary	Issues	612.73	Voids	0.00		

Fund Amounts are reflective of Gross Voucher Distributions and not sum of Warrant Amounts.  
 In case of Partial Payments, Fund Summary will differ from the Register Total Issued Amount.



Steve Sonder, President  
Julie Ralphs, Clerk  
Patricia Edwards, Member

## Gorman Elementary School District

49847 Gorman School Road  
P.O. Box 104  
Gorman, CA 93243  
(661) 248-6441 – FAX (661) 248-0604

Johannis Andrews  
Superintendent/Principal

**To** Governing Board Members  
**From** Cecelia Cummings  
**RE** **BEST System Project – LACOE-GESD Services MOU**  
**Date** October 11, 2016

The attached Memorandum of Understanding (MOU) that Los Angeles County Office of Education (LACOE) is requesting that the District sign is in reference to the Business Enhancement System Transformation (BEST) Project.

LACOE is in need to update their current systems of Peoplesoft and HRS for accounting, human resources and payroll which are between 17 – 28 years old. The current systems are not working and integrating with current upgraded software that LACOE and the Districts use. As well, these systems are not prepared to make the changes for the regulatory agencies for required reporting.

LACOE is currently preparing negotiations with software vendors to work with in building, implementing and supporting the new system as well as reviewing these vendors for the successes and failures. The project has been in the design state for the past year and it is expected that full implementation will take five years to move the agencies from Peoplesoft and HRS.

The districts, JPAs, community colleges, etc. have the choice of not entering this agreement and finish out the next five years on Peoplesoft and HRS. These agencies will have to interface their own accounting, human resources and payroll systems with LACOE's new BEST system, or they can be fiscally independent. Currently Gorman has full use of the Peoplesoft and HRS systems and we pay approximately \$700 a year. With the implementation of the BEST Systems Project, LACOE has stated that to cover some of the costs, the districts would have to pay over the next five years both the annual cost of the Peoplesoft & HRS and the new costs of the BEST Systems Project which for Gorman would be an additional \$1,200 - \$1,500 per annual.

The attached MOU is for the Board's review and have any questions regarding this project, the process and the associated costs.

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
LOS ANGELES COUNTY OFFICE OF EDUCATION  
AND THE GORMAN JOINT SCHOOL DISTRICT**

This Memorandum of Understanding (“MOU”) is made and entered into as of November 8, 2016 between the Los Angeles County Office of Education (“LACOE”) and Gorman Joint School District (“District” or “Agency”). LACOE and the District / Agency may be referred to collectively as the “Parties.”

**RECITALS**

**WHEREAS**, the Agency, along with other Los Angeles County school districts, community colleges, charter schools, and joint powers authorities (“JPA”s) currently utilize the Human Resources System (“HRS”) and PeopleSoft Financial System (“PSFS”) and receive services from LACOE for these systems and other peripheral systems; and

**WHEREAS**, the LACOE HRS and PSFS systems are approximately 28 and 17 years old, respectively, are costly to maintain, and must be replaced. These systems are scheduled to be retired by approximately December 2021. This date would allow sufficient time to design, configure, implement, and test by running live parallels on the new systems; and

**WHEREAS**, LACOE is planning to procure, configure, and implement an Enterprise Resource Planning (“ERP”) system, which would provide a comprehensive human capital management (“HCM”) and financial services (“Finance”) for the benefit of LACOE and the Los Angeles County Districts and community colleges who elect to participate in, and contribute to, the total cost of the ERP system; and

**WHEREAS**, LACOE has committed to fund up to forty million dollars (\$40,000,000) on a dollar for dollar match of agency contributions for 50% of the total cost countywide to procure, configure, implement, and support the selected ERP system, which will be implemented pursuant to the Request for Proposals (“RFP”) No. 1563-15/16 for an Integrated Financial & Human Capital Management System and Implementation Services (i.e., the new ERP system) issued by LACOE on February 22, 2016; and

**WHEREAS**, LACOE asks the Agency to commit to continued participation in LACOE’s services as well as to make a pro-rata contribution (based on the Agency’s size and use) to fund the remaining 50% of the total cost to procure, configure, implement, and support the ERP system (HCM and Finance); and

**WHEREAS**, the purpose of this MOU is to memorialize LACOE’s commitment to provide a countywide, fully functioning, integrated ERP system to replace its existing HRS and PSFS systems and the Agency’s contractual commitment to participate in the ERP system and to make payment to LACOE for the Agency’s pro-rata share; and

**WHEREAS**, LACOE will rely on the Agency’s commitment set forth herein to include the Agency in the development and finalization of the contracted scope of work and ERP software licensing with the ERP system provider and the included services; and

WHEREAS, the Parties acknowledge and agree that without the Agency's commitment pursuant to the terms and conditions set forth herein prior to November 10, 2016, LACOE will not include the Agency in the scope of this project and the Agency will be required to seek and bear the full cost of its own systems and meet all Federal, State, and Local statutory requirements prior to LACOE decommissioning the current HRS and PSFS by December 2021. The Agency may choose to participate in LACOE systems at a later date; however it will be at full cost of implementation without LACOE's 50% financial commitment.

### AGREEMENT

NOW, THEREFORE, in consideration of the terms, conditions and mutual covenants contained herein, the sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. **Agency Costs for Software License, Technical Architecture, and Implementation Services.**

There is a one-time software license cost, implementation services, technical architecture, LACOE support, and costs related to the specific expenses necessary to design, configure, test, train, and implement the system for full use by the Agency. Project Implementation costs include those one-time expenses necessary to bring the systems online including but not limited to the software, system design and configuration, data conversion, training and testing system functionality as listed in Exhibit A "ERP Scope" (HCM and Finance).

In consideration of LACOE's commitment to fund up to forty million dollars (\$40,000,000) on a dollar for dollar match of agency contributions for 50% of the total cost of the procurement, configuration, implementation, and support of the ERP system and to ensure that the Agency is included in the scope of such procurement, configuration, implementation, and support, the Agency agrees to pay its pro-rata share of the remaining 50% cost of the ERP system (HCM and Finance). The Agency's current estimated cost for its pro-rata contribution, based on the current participation in LACOE systems, is \$131,496.16. This amount is calculated by using a total charge of \$57.80 per ADA or FTES (community colleges will be charged based on Full-Time Equivalency Students) for the five-year period. On an annual amount, this is \$11.56 per year using 2015-2016 Fiscal Year P-2 ADA. This \$11.56 will be charged on a quarterly basis, \$2.89 per quarter starting in Fiscal Year 2017-18, for a five-year period, for a total of 20 quarters.

The Agency's final pro-rata contribution shall not exceed the estimated cost in the paragraph above will be provided to the Agency upon confirmation of districts, community colleges, charter schools, and JPAs participation and finalization of the contract between LACOE and the ERP provider. The Agency's final pro-rata share shall also be subject to adjustment based on the final number of Los Angeles area school districts, community colleges, charter schools, and JPAs that commit to participate and contribute to the ERP system, and to contract negotiations.

**Ongoing Agency Contributions After Fiscal Year 2021-22.** Ongoing annual agency charges for the new ERP system will be determined at a future date to be provided in an addendum.



2. **Reliance on Agency's Contribution.** The Agency expressly acknowledges and agrees that LACOE relies on the Agency's contractual commitment set forth herein to make payment of its pro-rata contribution to LACOE. LACOE shall be entitled to rely on this commitment to include the Agency in the scope of the ERP system and to support LACOE's commitment to pay up to forty million dollars (\$40,000,000) on a dollar for dollar match of agency contributions for 50% of the total cost of the procurement, configuration, implementation, and support of the ERP system.
3. **LACOE Commitment.** LACOE shall replace existing systems scheduled to be retired approximately December 2021 by procuring, configuring, and implementing a fully integrated countywide ERP system, which shall include, but not be limited to, the functionality listed in Exhibit A "ERP Scope."
4. **Implementation Timeline.** The tentative BEST Project implementation timeline is as follows:
  - February 2017 – December 2018 – Baseline Financials and HCM Design and Configuration of all participating agencies. This represents approximately 75% of the total design and configuration.
  - October 2017 – December 2020 – Begin phasing Agency specific design and configuration (remaining 25% of the design and configuration).
  - January 2018 – June 2021 – Begin phased Agency grouping, testing, training, deployment, and post go-live support.
5. **Cost Overruns.** LACOE intends to efficiently manage the implementation plan, working with the Agency. In the event that the Agency either delays or fails to timely participate or cooperate in any portion of implementation and the delay results in cost overage or necessitates a change order that results in additional costs, the Agency will bear the entire costs of the change order. In the event that a change order is necessary because of delay or inaction caused by LACOE, LACOE will bear the entire cost of that change order. The Parties will act in good faith to determine responsibility for a change order. If the Parties are jointly responsible for delay that results in additional costs, they shall share responsibility equally.
6. **Remedies.** LACOE recognizes that this is a countywide implementation and as such each participating school district also assumes risk by virtue of entering into this MOU; therefore, if LACOE or its contracted vendor for the ERP system fails to implement the system per the contract, LACOE and the Agency will negotiate an appropriate remedy.
7. **Dispute Resolution/Attorneys' Fees.** The Parties agree to submit to binding arbitration to address any controversy or claim arising out of, or relating to this MOU. The arbitration award shall be binding upon the Parties and shall be enforceable in any court of competent jurisdiction. Both Parties shall share the cost of the dispute resolution process equally although attorneys and witnesses or specialists are the direct responsibility of each party and their fees and expenses shall be the responsibility of the individual parties. Each party shall bear their own attorneys' fees. This MOU shall be governed by the laws of the State of California with venue in Los Angeles County.

8. **Indemnification.**

a. The Agency agrees to defend, indemnify and hold harmless LACOE, its officials, officers, employees and agents from any and all liability from loss, damage, or injury to property or persons, in any manner arising out of any negligent acts, omissions, or willful misconduct of the Agency arising out of or in connection with Agency's performance of this MOU, but excluding such actions, claims, damages to persons or property, penalties, obligations, or liabilities arising from the sole negligence or willful misconduct of the LACOE, and in connection therewith.

b. LACOE agrees to defend, indemnify, and hold harmless the Agency, its officials, officers, employees, and agents from any and all liability from loss, damage, or injury to property or persons, in any manner arising out of any negligent acts, omissions, or willful misconduct of LACOE arising out of or in connection with LACOE's performance of this MOU but excluding such actions, claims, damages to persons or property, penalties, obligations, or liabilities arising from the sole negligence or willful misconduct of the Agency, and in connection therewith.

9. **Term.** This MOU shall be effective as of the date set forth above and continues in effect for five years.

10. **Entire Agreement.** This MOU contains the entire agreement of the Parties with respect to the subject matter hereof, and supersedes all prior negotiations, understandings, or agreements relating to the new ERP system. It does not affect any existing financial systems agreements or impact charges for the existing PSFS and HRS systems. Charges for these systems will continue through December 2021.

11. **Exhibits and Recitals.** All Exhibits and Recitals contained herein are hereby incorporated into this MOU by this reference.

12. **Counterparts.** This MOU may be executed in counterparts, each of which shall constitute an original and all of which shall constitute one agreement.

13. **Authority to Execute.** The persons executing this MOU on behalf of their respective Parties represent and warrant that they have the authority to do so under law and from their respective Parties.

14. **Notices.** Any notice, request, information or other document to be given hereunder to any of the Parties by any other party shall be in writing and shall be deemed given and served upon delivery, if delivered personally, or three (3) days after mailing by United States mail as follows:

If to LACOE: Paul Landry, CPA, CIA, Project Director, BEST Project  
Los Angeles County Office of Education  
9300 Imperial Highway  
Downey, California 90242-2890

If to DISTRICT / AGENCY: The Agency will identify the person to whom notice shall be given.

Any party may change the address or persons to which notices are to be sent to it by giving the written notice that such change of address or persons to the other party in the manner provided for giving notice.

**IN WITNESS WHEREOF**, the parties hereto have executed this MOU as of the day and year first written above.

**LOS ANGELES COUNTY OFFICE OF  
EDUCATION**

**DISTRICT / AGENCY**

By: \_\_\_\_\_  
Dr. Scott Price

By: \_\_\_\_\_

Title: Chief Financial Officer

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Los Angeles County Office of Education  
Business Enhancement System Transformation (BEST) Project  
Agency Charges MOUs  
Exhibit A

Enterprise Resource Planning (ERP) Functionality Scope

Financials (FIN):

- General Ledger
- Accounts Payable
- Purchasing / eProcurement
- Inventory / Bar Coding
- Asset Management / Construction-in-Progress
- Accounts Receivable and Billing
- Budget Development, Modeling, and Multi-Year Projections/Planning
- Reporting
- Employee Self-Service (ESS)
- Manager Self-Service (MSS)
- Transaction Approvals/Workflow
- Ability to Access Information and Approve Transactions with Mobile Devices

Human Capital Management (HCM):

- Recruitment and Applicant Tracking
- Payroll
- Garnishments
- Time & Attendance
- Position Control
- Employee Benefits
- Personnel Actions (e.g., Onboarding, Position Assignments & Changes, and Off-boarding)
- Credentials Tracking
- Leave Management
- CalPERS and CalSTRS Retirement Reporting
- Employee Self-Service (ESS)
- Manager Self-Service (MSS)
- Transaction Approvals/Workflow
- Mobile Technology
- Ability to Access Information and Approve Transactions with Mobile Devices

Business Intelligence (BI):

BI is a reporting repository of FIN and HCM data/information available for analysis, inquiry, and decision-making purposes. BI features include highly scalable, modern architecture, with at-a-glance dashboards and drillable reports.

ANTELOPE VALLEY SPECIAL EDUCATION LOCAL PLAN AREA  
COMMUNITY ADVISORY COMMITTEE

Application Form

(Please print)

Today's Date: 10-28-16

Name: Bonnie Palo

Address: 25540 Heather Hill City: Lancaster CA 93536

Phone: (261) 844-4127 Email: bonzaipalo@yahoo.com

School District: Gorman Joint School District

Are you: A parent of a child with a disability?  Yes  No

A professional?  Yes  No

Other? \_\_\_\_\_

Previous public school-related work (e.g. PTA, Regional Center Board, Room Parent, Classroom Volunteer, etc.):

PTA member past 3 years, classroom  
volunteers past 3 years.

*I understand that the Antelope Valley Special Education Local Plan Area Community Advisory Committee (CAC) is a school-associated group, comprised of parents, educators and other interested community members. I further realize that the functions of the CAC are: to provide training to parents; encouraging parent and community involvement in the development and review of the local plan when needed; supporting activities on behalf of individuals with exceptional needs; assisting in parent awareness in the importance of regular school attendance. If assigned to represent my local school district, I will attempt to attend the majority of meetings and work on at least one committee.*

Bonnie Palo  
(Signature of Applicant)

10/27/16  
(Date)

Wendy Adley  
(Signature of District Special Education Director)

10/27-16  
(Date)

Steve Sonder, President  
Julie Ralphs, Clerk  
Patricia Edwards, Member

**GORMAN JOINT SCHOOL DISTRICT**

Johannis Andrews II  
Superintendent/Principal

49847 Gorman School Road  
P.O. Box 104  
Gorman, CA 93243  
(661) 248-6441 - FAX (661) 248-0604

**RESOLUTION # 03-16-17**

**BOARD OF TRUSTEES - ABSENCE**

**WHEREAS**, Julie Ralphs, a Governing Board Member for the Gorman Joint School District was unable to attend the Regular Board Meeting held September 13, 2016.

**WHEREAS**, the absence(s) was due to illness, to activities related to duties as a Board Member or other acceptable reasons pursuant to Education Code 35120,

**THEREFORE, BE IT RESOLVED**, that Julie Ralphs shall receive the full monthly stipend paid to Board Members for the month of September 2016.

**PASSED AND ADOPTED** this 8th day of November, 2016 by the Board of Trustees of the Gorman Joint School District.

---

Steve Sonder, President

Steve Sonder, President  
Julie Ralphs, Clerk  
Patricia Edwards, Member

**GORMAN JOINT SCHOOL DISTRICT**

Johannis Andrews II  
Superintendent/Principal

49847 Gorman School Road  
P.O. Box 104  
Gorman, CA 93243  
(661) 248-6441 - FAX (661) 248-0604

**RESOLUTION # 06-16-17**

**BOARD OF TRUSTEES - ABSENCE**

**WHEREAS**, Steve Sonder, a Governing Board Member for the Gorman Joint School District was unable to attend the Regular Board Meeting held October 11, 2016.

**WHEREAS**, the absence(s) was due to illness, to activities related to duties as a Board Member or other acceptable reasons pursuant to Education Code 35120,

**THEREFORE, BE IT RESOLVED**, that Steve Sonder shall receive the full monthly stipend paid to Board Members for the month of October 2016.

**PASSED AND ADOPTED** this 8th day of November, 2016 by the Board of Trustees of the Gorman Joint School District.

---

Julie Ralphs, Clerk