

# 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**

**September 8, 2015**

**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, Bookkeeper

#### **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 September 8, 2015.

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 2
3. Gorman Learning Center Report dated August 19, 2015
4. Gorman Learning Center Agenda dated August 19, 2015
4. Gorman Learning Center Minutes dated August 19, 2015
5. The Gorman Quail Newsletter dated September 2015

C. Comments

1. Board
2. Staff
3. Public-Items from the floor.

D. Discussion

**VI. PUBLIC HEARING**

A Public Hearing will be held at this time concerning whether each pupil in the District has sufficient textbooks and instructional materials, in each subject, that are consistent with the content and cycles of the curriculum framework adopted by the State Board. (Education Code Section 60119).

Hearing opened at \_\_\_\_\_ P.M. Hearing Closed at \_\_\_\_\_ P.M.

1. Approve Resolution #01-15-16 To Certify Sufficient Pupil Textbooks and Instructional Materials Funds.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Vote: yes \_\_\_no\_\_\_

**VII. ACTION ITEMS**

A. Administrative and Business Office Items:

1. Approve the Minutes of the Regular Meeting August 11, 2015.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Vote: yes \_\_\_no\_\_\_

2. Approve the Minutes of the Special Meeting August 18, 2015.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Vote: yes \_\_\_no\_\_\_

3. Approve Purchase Orders #15-16-11 through 15-16-45 of which \$14,634.76 was paid from the General Fund and \$0 from other funds.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Vote: yes \_\_\_no\_\_\_

4. Approve B Warrants #11716 in the amount of \$3500.00 (2014-15).

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Vote: yes \_\_\_no\_\_\_

5. Approve B Warrants #11709-11715, 11717-11746, 11748 in the amount of \$39,923.94 (2015-16).

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Vote: yes \_\_\_no\_\_\_

6. Approve Licensing Agreement between the Gorman Elementary School District and Document Tracking Services, effective October 1, 2015 for one year, in the amount of \$545.00.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Vote: yes \_\_\_no\_\_\_

7. Approve Agreement for Professional Services between the Gorman Joint School District and Lisa Morgenstern, effective August 1, 2015-November 30, 2015, at an hourly rate of \$60.00, not to exceed 40 hours. (contract to follow)

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Vote: yes \_\_\_no\_\_\_

8. Approve Agreement for Professional Services between the Gorman Joint School District and Sharon Owen, effective August 1, 2015-June 30, 2016, not to exceed the amount of \$1,000.00 per student for assessments, \$500.00 for CST & review of records and \$50.00 per hr. for counseling. (contract to follow)

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Vote: yes \_\_\_no\_\_\_

9. Approve the 2014-15 Unaudited Actuals.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Vote: yes \_\_\_no\_\_\_

10. Approve the updated September 2015 Heat, Illness & Prevention Program 2015-16.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Vote: yes \_\_\_no\_\_\_

11. Approve Agreement for Professional Services between Infinity Communications & Consulting, Inc. and the Gorman Joint School District for a term of 3 years, effective September 2, 2015-June 30, 2018 at an annual flat rate fee of \$3,150.00.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Vote: yes \_\_\_no\_\_\_

12. Approve closing transfer of \$5,000.00 from the General Fund (01.0) to the Cafeteria Fund (13.0).

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Vote: yes \_\_\_no\_\_\_

13. Approve Field Trip Report #01-15-16.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Vote: yes \_\_\_no\_\_\_

B. Personnel:

14. Approve Conference/Mileage Report #01-15-16.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Vote: yes \_\_\_no\_\_\_

15. Approve Personnel Report #03-15-16.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Vote: yes \_\_\_no\_\_\_

16. Approve Resolution #02-15-16 Board Absence of Julie Ralphs on August 11, 2015 and August 18, 2015.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Vote: yes \_\_\_no\_\_\_

17. Approve Contract for Employment as a Certificated Employee for Felecia Davis, effective August 17, 2015-June 30, 2016.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Vote: yes \_\_\_no\_\_\_

18. Approve Contract for Employment as a Certificated Employee for Michael Duckworth, effective August 17, 2015-June 30, 2016.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Vote: yes \_\_\_no\_\_\_

C. Board Policy

**VIII. ADVANCE PLANNING**

The next regular meeting of the Board of Trustees will be held Tuesday, October 13, 2015 at 3:00 P.M. closed session and 3:30 P.M. regular session.

Items for next meeting

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

**IX. ADJOURNMENT**

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

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Vote: yes \_\_\_no\_\_\_



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

## Gorman Joint School District

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Johannis L. Andrews II  
Superintendent/Principal

### Superintendent's Report September 2015

#### **Enrollment for 2015-2016      104 students**

We are off to a good start for the new school year! Thanks to everyone for making the opening of school go so well. I would like to welcome Lisa Davis and Michael Duckworth to the Gorman Teaching Staff. Students and staff have settled in nicely; classroom routines are already becoming second nature.

#### **District Information**

- I will be attending several meeting in Lancaster for the Antelope Valley Superintendents' Association. All meetings are held on the fourth Thursday of the month. Michi Knight is in charge of the school while I will be attending the meetings. Twice during the school year, I will be attending the North Region 15 Superintendents' meetings. The first meeting is scheduled for September 11, 2015 in Santa Clarita. No reimbursement is required for these meetings.

Antelope Valley Superintendents' Association Meeting dates:

August 27, 2015  
September 24, 2105  
October 22, 2105  
November 19, 2015 (only if necessary)  
December 3, 2015 (@ CSBA)  
January 28, 2016  
February 25, 2016  
March 17, 2016  
April 28, 2016  
May 26, 2016  
June 23, 2016

#### **Human Resources**

- Gorman School is in the process in hiring for the position of School Secretary/Food Program Worker. Interviews are scheduled for Wednesday September 9, 2015.
- Many school boards have raised its substitute teacher pay rates with the hope it will encourage substitute teachers to drive the extra miles to serve their district. I'm not sure if raising the substitute pay is going to make a difference or not, but I believe we have to

try something so that our classrooms have good substitute teachers in them and classrooms get covered. Hopefully this will allow Gorman to recruit and retain substitute teachers.

## **Curriculum**

- CELDT testing will begin in September/October for Gorman's English Learners.
- California Department of Education officials have repeatedly cautioned against comparing students' scores on past state standardized tests with forthcoming results on tests aligned with the Common Core Standards. The academic standards have changed and the tests are different, making comparisons inaccurate. The inaugural public release of the California Assessment of Student Performance and Progress (CAASPP) 2014-15 reports will be release around 11 a.m., on Wednesday, September 9, 2015.

Earlier this month, as the California Department of Education got ready to send parents the initial student scores on September 9, 2015, department officials deleted old tests results going back more than 15 years from the most accessible part of the department's website, impeding the public's ability to make comparisons. Currently, the only tests results that remains on the site are those from science and history tests, which have not changed because the state academic standards in those subjects remain the same, CST's.

## **Professional Development**

2015-2016 professional development goals.

- Work in collaboration utilizing strategies towards Common Core Standards.
- Apply the revised California English Language Development (ELD) Standards to math content.
- Use rigor to increase complexity in a math lesson.
- Identify what our students are really being asked to do with the new Common Core Standards.
- Increase language use in math classes.

## **Facilities**

Summer projects the were completed

- Exterior repainting and repair-proper maintenance will eliminate most exterior problems.
- Updating the lighting for office, library and classrooms using Proposition 39 monies.
- Painting of the girls restroom.

Still need to be done:

- Repaving the worn out lower playground area is needed. The asphalt is cracked, leaving the area uneven
- New sand around the upper playground equipment.
- Painting of the boys restroom

## **Obsolete Equipment**

- Gorman Elementary School is compiling a list of obsolete equipment for the 2015-16 school year that has no value and needs to be disposed of. When district-owned books, equipment and supplies become unusable, obsolete, or no longer needed, the Superintendent or designee shall identify these items to the Board of Trustees, together with their estimated value and a recommendation that they be sold or disposed of by one of the methods prescribed in law and administrative regulations. With Board approval, the Superintendent or designee shall arrange for the sale or disposal of these items. If the Board members attending a meeting unanimously finds that the value of the property is insufficient to defray the costs of arranging a sale, the property may be donated to a charitable organization deemed appropriate by the Board or may be disposed of by dumping.

## **Budget**

- Jean has completed Gorman's First Interim Report. Gorman will have a positive certification reflecting that the district will meet its financial obligations for the current year and two subsequent fiscal years.

## **Events**

- September 11 is the Gorman's Awards Assembly starting at 8:45 AM.
- September 18 is PTO's Fourth annual Fun Run. The Fun-Run is a no pressure, no sales fundraising event that will be fun for students and a great opportunity for sponsors to support Gorman Elementary School. The school is asking for donations of 8oz. water bottles to be given to students as they run.
- September 18 is Family Movie Night, showing the "Night at the Museum 2".
- October 5<sup>th</sup> is Gorman's Picture Day.

Back-to-School Night was well attended on August 27th. We served pizza to parents and student's and then parents attended sessions in their children's classrooms.

PTSO membership Drive has started and will go through September 11, 2015. The winning class will receive a popcorn and movie party.

The Antelope Valley School Boards Association is working on their 5th Annual Education Summit and will be hosting and honoring all the PTA/PTO/PTSA Presidents and school advocates at their Summit. The Summit will take place on Tuesday, September 22, 2015 at Lancaster High School.



Object	Object Description	Debit	Credit
1110	Teachers' Salaries-Full-Time	26,348.51	0.00
1300	Cert Supervisors & Admin Sal	14,119.48	0.00
1310	Cert Supervisor & Admin Sal-FT	7,000.00	0.00
	Total for Major Object: 1000	47,467.99	0.00
2130	Instruct Aide Sal-Hourly/Daily	772.69	0.00
2210	Classif Support Sal-Full-Time	1,529.15	0.00
2460	Cler Tech Off Staff Sal-Sub	55.80	0.00
2990	TBD	1,220.00	0.00
	Total for Major Object: 2000	3,577.64	0.00
3111	STRS, Certificated Positions	5,093.33	0.00
3212	PERS, Classified Positions	181.16	0.00
3312	ORADI, Classified Positions	183.02	0.00
3321	Medicare, Cert Positions	536.03	0.00
3332	Medicare, Class Positions	54.01	0.00
3411	Hlth & Wlfr Benefits, Cert	11,509.67	0.00
3412	Hlth & Wlfr Benefits, Class	19,134.05	0.00
3511	State Unemploy Insur, Cert Pos	23.74	0.00
3512	State Unemploy Insur, Clas Pos	1.86	0.00
3611	Worker Comp Insur, Cert Pos	2,868.75	0.00
3612	Worker Comp Insur, Class Pos	628.93	0.00
3999	Benefits-Error	280.83	0.00
	Total for Major Object: 3000	40,495.38	0.00
4110	Textbooks	105.85	0.00
4310	Materials and Supplies	1,118.51	0.00
4340	Computer Software & Relat Exp	255.00	0.00
4350	Office Supplies - Admin	344.52	0.00
4360	Tires, Fuel and Oil	197.39	0.00
4370	Custodial/Operation Supplies	886.07	0.00
4380	Maintenance Supplies	458.72	0.00
	Total for Major Object: 4000	3,366.06	0.00
5310	Dues and Memberships	3,623.24	0.00
5510	ELECTRICITY	1,493.51	0.00
5520	Natural Gas Services	14.79	0.00
5530	Water	566.44	0.00
5565	Waste Disposal - Other	647.00	0.00
5610	Rentals, Leases and Repairs	627.11	0.00
5630	Repairs	2,910.65	0.00
5803	Late Int Chrgs/Penalties	4.55	0.00
5820	Legal, Audit, & Election Costs	5,310.00	0.00
5840	Computer/Technology Related Serv	350.00	0.00
5860	Fingerprt, Phys, XRY&Oth Emp Cst	55.00	0.00

Report ID : LAGL008S  
 District : 64584  
 Fiscal Year : 2016  
 To Period : 2

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

Page No. 2  
 Run Date 09/01/2015  
 Run Time 07:05:15  
 MONTHLY

Object	Object Description	Debit	Credit
5880	Other Charges/Fees	1,285.82	0.00
5910	Communications	429.82	0.00
	Total for Major Object: 5000	17,317.93	0.00
8011	Rev Limit State Aid-CYR	0.00	71,668.00
8029	Othr Subvntns/In-Lieu of Taxes	0.00	31.84
8042	Unsecured Roll Taxes	0.00	1,011.37
8043	Prior Year's Taxes	0.00	1,014.27
8044	Supplemental Taxes	0.00	11,929.05
8048	Polts & Intrst from Dlgnt Tax	0.00	96.78
8181	Spec Ed Entlmt per UDC	0.00	29,992.00
8290	All Other Federal Revenues	0.00	1,996.00
8560	State Lottery	0.00	4,773.48
8791	Tfrs of Apptmnts fm Distrcts	0.00	50,541.00
	Total for Major Object: 8000	0.00	173,053.79
	Net Increase (Decrease) to Fund Balance		60,828.79
9110	Cash in County Treasury	11,203.68	0.00
9519	Accounts Payable-Current Liab.	40,021.45	0.00
9520	Accnts Payable-Manual Accrual	3,500.00	0.00
9521	Salaries Payable	9,292.42	0.00
9525	FB Subs-STRS	0.00	1,528.80
9526	FB Subs-PERS	781.24	0.00
9528	FB Subs-ORSDI	0.00	258.66
9529	FB Subs-MEDICARE	0.00	759.98
9531	FB Subs-SUI	37.32	0.00
9532	FB Sub-W/C	0.00	1,459.88
	ENDING Fund Balance		60,828.79
	Total for Fund: 01.0	177,061.11	177,061.11

Report ID : LAGL008S  
 District : 64584  
 Fiscal Year : 2016  
 To Period : 2

64584-GORMAN ELEMENTARY SCHOOL DIST.  
 TRIAL BALANCE BY FUND  
 Fund: 13.0--Cafeteria Fund  
 PRELIMINARY

Page No. 3  
 Run Date 09/01/2015  
 Run Time 07:05:15  
 MONTHLY

Object	Object Description	Debit	Credit
2230	Classif Support Sal-Hrly/Daily	34.20	0.00
	Total for Major Object: 2000	34.20	0.00
3312	OASDI, Classified Positions	2.12	0.00
3332	Medicare, Class Positions	0.50	0.00
3512	State Unemploy Insur, Clas Pos	0.02	0.00
3612	Worker Comp Insur, Class Pos	34.55	0.00
	Total for Major Object: 3000	37.19	0.00
	Net Increase (Decrease) to Fund Balance	(71.39)	
9110	Cash in County Treasury	0.00	800.35
9519	Accounts Payable-Current Liab.	155.00	0.00
9521	Salaries Payable	577.58	0.00
9528	FB Subs-OASDI	0.00	2.12
9529	FB Subs-MEDICARE	0.00	0.50
9531	FB Subs-SUI	0.00	0.02
9532	FB Sub-W/C	0.00	0.98
	ENDING Fund Balance		(71.39)
	Total for Fund: 13.0	803.97	803.97

Report ID  
 District  
 Fiscal Year  
 To Period

LAGL0085  
 64584  
 2016  
 2

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

Page No. 4  
 Run Date 09/01/2015  
 Run Time 07:05:15  
 MONTHLY

Object	Object Description	Debit	Credit
	Net Increase (Decrease) to Fund Balance		0.00
9110	Cash in County Treasury	0.00	30,856.14
9507	Medicare Contributions	0.00	883.76
9511	Federal Tax Withholding	31,038.22	0.00
9512	State Tax Withholding	2,921.20	0.00
9513	OASDI Liability	0.00	779.28
9514	STRS Liability	0.00	1,152.24
9517	Voluntary Deductions	0.00	500.00
9518	Tax Shelter Annuity	0.00	300.00
9519	Accounts Payable-Current Liab.	512.00	0.00
	ENDING Fund Balance		0.00
	Total for Fund: 76.0	34,471.42	34,471.42

Report ID  
District  
Fiscal Year  
To Period

: LAGL008S  
: 64584  
: 2016  
: 2

64584-GORMAN ELEMENTARY SCHOOL DIST.  
TRIAL BALANCE BY FUND

PRELIMINARY

Page No. 5  
Run Date 09/01/2015  
Run Time 07:05:15  
MONTHLY

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



BRINGING ACADEMIC EXCELLENCE  
HOME

**DATE:** August 19, 2015

**TO:** Board of Trustees  
Gorman School District

**FROM:** Denice Burchett  
Executive Director

**SUBJECT:** MONTHLY BOARD REPORT

**BOARD REPORT NO. 20158-19**

**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. August 2015 REPORT**

On Wednesday August 19, 2015 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:

**1. Denice Burchett's Report:**

- Three new board members were introduced and sworn in. The new board members are excited to begin their terms serving on our board. Some noted that they feel very inexperienced but we encouraged them that the knowledge will come with time and they will feel more comfortable.

The week before, Antoine and I conducted a new board member workshop in preparation of today's meeting.

- During the first week of August, we had two days of Professional Development for our ISTs. This is how we prepare the teachers for the upcoming school year

and train them in any new programs or procedures. We also spend time talking about best practices and sharing ideas with each other.

- Current student enrollment is 1,853 with 383 in pre-enrollment for a total of 2,236.
- We started our first day of school on August 31 and it was good to see excitement in the air for our staff and the students.

## **2. Dr Hawkins Report:**

- Dr. Antoine Hawkins said the open enrollment benefits period went well. GLC switched from Health Net to Anthem Blue Cross because some of the Health Net rates went up 166%. Our Human Resources Department called each member and discussed the new rates with the employees who were on Health Net. Kaiser, on the other hand, went down 5%. We were able to move out of the “age band” where rates were based on an age group and our more senior employees were paying more in benefits. The Humana benefit costs stayed the same.

## **3. Action Items/ Information Items**

- Guy Arnone gave an update on our search for a location to move our resource center to. He shared that the Centre Point building that we had previously tried to get was going to be available again. The William S. Hart Union High School District Board has agreed that they would be willing for Gorman to move in there.

## **IV. CONCLUSION**

There was no closed session.

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: August 19, 2015

MEETING PLACE: 43301 Division Street  
Lancaster, California 93535

TIME: 5:00 p.m.

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: PUBLIC MEETING

#### 1. CALL TO ORDER

#### 2. BOARD OF DIRECTORS ROLL CALL

Kelly Berggren	Vice President, Parent Representative
Timothy Hughes	Secretary/Treasurer, Parent Representative
David Akers	Member at Large, Parent Representative
Vanessa Decker	Member at Large, Parent Representative
Kathleen Kefoury	Member at Large, Parent Representative
Brian Jaspersen	Member at Large, Parent Representative
Fanny Lang	Member at Large, Parent Representative
Joe Andrews	District Representative

#### 3. PLEDGE OF ALLEGIANCE

#### 4. INTRODUCTION AND SWEARING IN OF NEW BOARD MEMBERS

##### 4a. ELECTION OF BOARD OFFICERS

#### 5. APPROVAL OF THE AGENDA

#### 6. APPROVAL OF THE MINUTES

- a. Approval of the minutes from the regular session meeting of June 17, 2015



**7. 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.*

**8. REVIEW OF DUTIES OF BOARD MEMBERS AND ELECTION OF OFFICERS**

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

**10. 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 June & July 2015**
- b. **June & July 2015 Business Services Division Check Register**
- c. **June & July 2015 Business Services Division Payroll Expenditures**
- d. **June & July 2015 Business Services Division Purchase Order Listing**
- e. **June & July 2015 Business Services Division Credit Card Register**

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

- a. **Executive Director – Denice Burchett**
- b. **Chief Business Officer – Antoine Hawkins**

**12. INFORMATION/DISCUSSION/ACTION AGENDA**

- a. **Information Items/Presentation**
  - i. **Santa Clarita Building Update – Guy Arnone**
  - ii. **First Read – IST Employment Agreement: Compensation/Revision of Exhibit B – Antoine Hawkins**
- b. **Action Items**
  - i. **Let's Go Learn & Edge Contract 2015/16 – Denice Burchett**
  - ii. **Revision of TK Policy – Denice Burchett**
  - iii. **Resolution Removing Authorized Signor – Antoine Hawkins**

**CLOSED SESSION**

**13. ADJOURN TO CLOSED SESSION, IF ANY:**

- i. 11.01 Personnel Action – Government Code Section 54957**

**RECONVENE TO OPEN SESSION**

**14. DISCLOSURE OF ACTION TAKEN IN CLOSED SESSION, IF ANY**

**15. ITEMS FOR NEXT MEETING**

**16. CONFIRM MEETING PLACE AND TIME**

**17. ADJOURNMENT**

# Gorman Learning Center

*A California Charter School*

**Bringing Academic Excellence Home**

## REGULAR SESSION OF THE BOARD OF DIRECTORS MINUTES

DATE: August 19, 2015

MEETING PLACE: 43301 Division Street  
Lancaster, California 93535

TIME: 5:00 p.m.

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

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### OPEN SESSION: PUBLIC MEETING

1. CALL TO ORDER AT 5:02 PM
2. BOARD OF DIRECTORS ROLL CALL

Kelly Berggren	Vice President, Parent Representative (Present)
Timothy Hughes	Secretary/Treasurer, Parent Representative (Present)
David Akers	Member at Large, Parent Representative (Present)
Vanessa Decker	Member at Large, Parent Representative (Present)
Kathleen Kefoury	Member at Large, Parent Representative (Absent)
Brian Jasperson	Member at Large, Parent Representative (Present)
Fanny Lang	Member at Large, Parent Representative (Present)
Joe Andrews	District Representative (Present)

3. PLEDGE OF ALLEGIANCE
4. INTRODUCTION AND SWEARING IN OF NEW BOARD MEMBERS

Kelly Berggren introduced the new board members. Brian Jasperson, Vanessa Decker and Fanny Lang were sworn in as board members by attorney Aric Davison.

#### **4a. ELECTION OF BOARD OFFICERS**

Kelly Berggren asked for nomination for Board President. Kelly Berggren nominated David Akers for president. David Akers accepted the nomination.

Moved by: Kelly Berggren  
Second by: Timothy Hughes  
Motion Carried: 6-1

David Akers reminded the board that last year the positions of Secretary and Treasurer were combined. Timothy Hughes explained the duties of both positions to the board members.

David Akers asked for nomination for Board Secretary. No nominations were made for Board Secretary or Treasurer. David Akers moved to table the nomination and election of Secretary and Treasurer until the next board meeting.

Tabled  
Moved by: David Akers  
Second by: Kelly Berggren  
Motion Carried: 6-0

#### **5. APPROVAL OF THE AGENDA**

Approved  
Moved by: Timothy Hughes  
Second by: Kelly Berggren  
Motion Carried: 6-0

#### **6. APPROVAL OF THE MINUTES**

- a. Approval of the minutes from the regular session meeting of June 17, 2015

Approved  
Moved by: Kelly Berggren  
Second by: Timothy Hughes  
Motion Carried: 6-0

#### **7. 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

#### **8. REVIEW OF DUTIES OF BOARD MEMBERS AND ELECTION OF OFFICERS**

Tabled for next meeting upon Craig Wilson's return  
Motion Carried: 6-0

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

None

## 10. 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.*

David Akers thanked the new board members for their participation.

Approved

Moved by: Kelly Berggren

Second by: Timothy Hughes

Motion Carried: 6-0

- a. **Human Resources**  
**HR Action Report June & July 2015**
- b. **June & July 2015 Business Services Division Check Register**
- c. **June & July 2015 Business Services Division Payroll Expenditures**
- d. **June & July 2015 Business Services Division Purchase Order Listing**
- e. **June & July 2015 Business Services Division Credit Card Register**

## 11. REPORT & COMMUNICATION TO THE BOARD OF DIRECTORS

### a. Executive Director – Denice Burchett

Denice Burchett welcomed our new board members. We conducted a new board member workshop last week in preparation of today's meeting. In the beginning of August we held our Professional Development Days for our ISTs. A survey was done afterwards. The ISTs responded by saying the days were long, which they were but there is a lot of information to be given to our teachers. We will have breakout sessions next year to keep everyone moving with less talking and smaller group sizes. Another suggestion is to move the location around. We are thinking of moving the location to the Pasadena area.

Current student enrollment is 1,853 with 383 in pre-enrollment for a total of 2,236. Ethan Weber has said this is the best year receiving and distributing books from our warehouse. Kelly Berggren said she has heard nothing but great things about the warehouse and how the staff has worked together to get orders together and that parents are happy with service they have received.

### b. Chief Business Officer – Antoine Hawkins

Dr. Antoine Hawkins said the open enrollment benefits period went well. GLC switched from Health Net to Anthem Blue Cross because some of the Health Net rates went up 166%. Our Human Resources Department called each member and discussed the new rates with the employees who were on Health Net. Kaiser, on the other hand, went down 5%. We were able to move out of the "age band" where rates were based on an age group and our more senior employees were paying more in benefits. The Humana benefit costs stayed the same.

We need to hold a meeting September 9, 2015 to review the actuals to ensure our reports are given to Mr. Andrews on time.

## 12. INFORMATION/DISCUSSION/ACTION AGENDA

### a. Information Items/Presentation

#### i. Santa Clarita Building Update – Guy Arnone

Guy Arnone gave information regarding six properties GLC has been looking at for possible relocation for the Santa Clarita Resource Center. A location that had previously been a gym is no longer available because the landlord does not want to break the property up and does not want to reduce the size to fit our needs. Another property we looked at is now sold. They looked at an additional property but the parking and drop-off areas would not accommodate GLC's needs. A location that is too small as it stands might work because the owner will allow construction but still is not exactly what GLC needs. A property that is about 15-20,000 square feet that would need to have two current tenants relocation will not work because the landlord is not willing to move the those occupants.

Lastly, the Centre Point location in Santa Clarita is once again a possibility. The William S. Hart Union High School District is having a board meeting at the same time as the GLC board meeting to reconsider our offer. He is hoping to have information on the decision as early as the following day.

#### ii. First Read – IST Employment Agreement: Compensation/Revision of Exhibit B – Antoine Hawkins

Dr. Antoine Hawkins presented the item regarding any monies that may be overages regarding benefits. He reread the original policy. Human Resources worked closely with Craig Wilson and the wording was cleaned up to more closely reflect the original intention. Timothy Hughes would like to know how many people we have receiving the \$450 allowance in lieu of benefits. Dr. Antoine will also bring information regarding last year's costs for allowances versus projections for this year's costs in allowances.

### b. Action Items

#### i. Let's Go Learn & Edge Contract 2015/16 – Denice Burchett

Denice Burchett presented the item for Let's Go Learn & Edge Contract for the 2015/16 school year. These programs are used for benchmarking and for students who score in low percentages on such tests. We are adding more seats from last year. There are upgrades to the program to include algebra and additional pre-algebra.

Approved

Moved by: Kelly Berggren

Second by: Timothy Hughes

Motion Carried: 6-0

**ii. Revision of TK Policy – Denice Burchett**

Denice Burchett presented the revisions to the Transitional Kindergarten policy that was recently approved. There was an amendment to the Ed Code policy that resulted in changes that needed to be made. We added wording to our policy to meet the guidelines of the Ed Code regarding testing ages for students who are starting the TK and kindergarten classes at GLC.

Approved  
Moved by: Kelly Berggren  
Second by: Timothy Hughes  
Motion Carried: 6-0

**iii. Resolution Removing Authorized Signor – Antoine Hawkins**

Antoine Hawkins presented a resolution to remove the authorized signor on the Wells Fargo Bank account of the previous Board President.

Approved  
Moved by: Kelly Berggren  
Second by: Timothy Hughes  
Motion Carried: 6-0

**NO CLOSED SESSION**

**13. ITEMS FOR NEXT MEETING**

Next meeting on September 9, 2015, at 5:00 p.m., at the Antelope Valley Resource Center.  
Items to review: future board meeting dates, unaudited actuals and officer positions that were tabled.

**14. CONFIRM MEETING PLACE AND TIME**

September 9, 2015, 5:00 p.m. at the Antelope Valley Resource Center

**15. ADJOURNMENT AT 6:05 PM**

# The Gorman Quail

September 2015

## Principal's Message

Dear Gorman Families,

Welcome Back! To the new families: Welcome to Gorman Elementary School.

I am hopeful that you had an enjoyable and relaxing summer with family and friends. 2015-2016 school year promises to be a great year as we look forward to a great partnership with you towards the success of your child or children. Parents can assist us in our efforts by making sure that your child comes to school healthy and well rested, communicating with his/her teacher, providing encouragement for your child, helping with homework and reading with your child. With students, staff and parents working together, great things will continue to happen for the students in our school.

I would like to welcome our new teachers Lisa Davis and Michael Duckworth to the Gorman Staff.

## Calendar

September 4	Minimum Day (Dismissal 1:00 pm)
September 7	No School
September 8	School Board Meeting (3:00 pm)
September 11	Award Assembly (8:45 AM)
September 14	PTSO Meeting
September 18	Fun-Run- K-3 9-9:20 AM, 4-8 9:45-10:15 AM (Money from the Fun-Run is due on/by 9/25)
September 18	Family Movie Night 4:30 PM (Night at the Museum 2)
September 23	Minimum Day (Dismissal 1:00 pm)
October 5	Picture Day
PTSO Membership Drive Ends September 11	

## Very Enjoyable Back-To-School Night

It was great to see parents and students join us for Back to School Night on August 27. It is always nice for parents and teachers to have the opportunity to meet each other early in the school year.

## Cell Phones

Students' cellphones may seem to be necessary for the safety of your child/children after dismissal. However, parents please be made aware that the cellphones at Gorman School have become more of a distraction.

As a caution please monitor you child's/children's interaction on social media. With this age of ever evolving social media over the cellphone and other technology equipment, it is important that your child/children and you know school policy about the cellphone use at school.

## These suggestions will help you on your way to succeed at school.

- Attend school every day and be on time to class.
- Stay organized, write down all assignments, complete all homework, AND turn the homework in on time.
- Listen carefully, follow directions, and come to class with all the needed materials.
- Schedule time each evening to prepare for the next school day.
- Choose your friends wisely.
- Seek help from your teachers and our staff as soon as you need it, and don't wait until you are overwhelmed.
- Involve your parents/guardians in your schoolwork and school activities.
- Participate in extra-curricular activities.
- Show respect and consideration for others.
- Talk with our staff about school, friends, careers, study skills, or any other topics or concerns.
- Strive to do your personal best!
- READ, READ, READ.

## Attendance

Regular attendance and being punctual at school is highly important for the success of every student. Please make all doctor or dentist appointments after school or during school holidays. If your child is sick, please call the office and provide a written absence note from the doctor.





### Box Tops for Education

Box Tops for Education is an amazing program that allows Gorman Elementary School to turn labels from participating products into CASH! Every Box Tops label is worth \$.10 and Gorman Elementary uses this money to buy classroom supplies. They can be found on Avery, Betty Crocker, Hanes, Ziploc, and many more products. Your family may be using many of these products, so start looking for the Box Tops labels and send them in! Above is an example of what to look for.

### Membership Drive

Gorman's PTSTO will be sponsoring a school wide membership drive to encourage students, parents, grandparents, and teachers to join PTSTO. The cost is \$5 per family. We will have a competition between classrooms to encourage people to join PTSTO. The competition will last until September 11, 2015 although you can join PTSTO anytime. Thank you for being a part in Gorman's PTSTO and supporting Gorman Elementary School.

### PTSTO Meeting on September 14, 2015

Please join the Gorman PTSTO (Parent Teacher Student Organization) meeting on Monday, September 14 at 3:00 PM in the Gorman School big room.

#### Why come to a PTSTO meeting?

- Great opportunity to meet other Gorman parents
- Hear about important news and upcoming events at school
- Positively impact the learning experience of all students
- Cooperate in the education of our children

### Gorman's Fourth Fun-Run

PTSTO fourth annual Fun-Run is scheduled for Friday, September 18, 2015. Students are asked to sign up their family and friends to sponsor them to run laps with their classmates. The Fun-Run is the school's first PTSTO fundraiser for this year hoping to raise funds for multiple programs, new equipment, and teacher supplies. The fundraiser will give Gorman students the opportunity to raise money for their school by collecting pledges and participating in a lap run for 20-30 minutes. The school is asking for donations of 8oz. water bottles to be given to students as they run.

### Picture Day is coming!!! Monday, October 5, 2015.

Children grow up quickly, and quality school portraits are a wonderful way to document each year of their lives. Our fall Lifetouch program provides more variety and better portraits. Picture Day is scheduled for October 5, 2015. Flyers will be provided to students before picture day. *Please be sure that your child is prepared to have their portrait taken.*

### Free/Reduced Meal Applications:

Please submit your free and reduced application as soon as possible.

What are the benefits for completing the Free and Reduced-Price Meal application?

Besides having your child receive a nutritious meal, it is very important for the Gorman Joint School District to receive the funding for these nutritious meals. Therefore, completing the Free/Reduced-Price Meal Application and returning it to your child's school or the Nutrition Services office is also as important. Gorman District receives much of its federal funding for students qualifying for Free/Reduced-Price meals even if you choose to not participate in the school meals program. Just by your qualifying, the district receives money for educational needs.



## Gorman Joint School District

49847 Gorman School Road

P.O. Box 104

Gorman, CA 93243

(661) 248-6441

FAX (661) 248-0604

### **PUBLIC NOTICE**

The Gorman Joint Elementary School District will  
conduct its annual  
Instructional Materials Public Hearing  
on September 8, 2015 at 3:30 P.M. at  
Gorman Elementary School  
49847 Gorman School Road  
Gorman, CA 93243

The purpose of this public meeting, in  
Compliance with California State Ed Code,  
is to allow the public an opportunity to give  
input to the Board as to whether “each  
pupil in the district has sufficient textbooks  
or instructional materials or both.”

August 28, 2015

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

**GORMAN JOINT SCHOOL DISTRICT**

Johannis Andrews  
Superintendent/Principal

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

**RESOLUTION #01-15-16**

**TO CERTIFY SUFFICIENT PUPIL TEXTBOOKS AND INSTRUCTIONAL MATERIALS FUNDS**

**WHEREAS**, the governing board of the Gorman School District, in order to comply with the requirements of Education Code Section 60119 held a public hearing on September 8, 2015, at 3:30 P.M., and;

**WHEREAS**, the governing board provided at least 10 days notice of the public hearing posted within the district that stated the time, place, and purpose of the hearing, and:

**WHEREAS**, the governing board encouraged participation by parents, teachers, members of the community, and bargaining unit leaders in the public hearing, and;

**WHEREAS**, information provided at the public hearing and to the governing board at the public meeting detailed that sufficient textbooks and instructional materials were provided to all students, including English learners, in the Gorman Elementary School District, and;

**WHEREAS**, the definition of "sufficient textbooks or instructional materials" means that each pupil has a textbook or instructional materials, or both, to use in class and to take home to complete required homework assignments, and;

**WHEREAS**, sufficient textbooks and instructional materials were provided to each student, including English learners, that are aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks in the following subjects and grade levels at district schools:

Houghton Mifflin History-Social Science California Edition Kit grade K  
Houghton Mifflin Social Studies-School & Family California Edition grade 1  
Houghton Mifflin History-Social Science-Neighborhood California Edition grade 2  
Houghton Mifflin Social Studies-Communities California Edition grade 3  
Houghton Mifflin Social Studies-States & Regions California Edition grade 4  
Houghton Mifflin History-Social Science-US History-Early Years California Edition grade 5

Houghton Mifflin History-Social Science-World History-Ancient Civilization California Edition grade 6  
McDougal Littell World History-Medieval & Early Modern Times California Edition grade 7  
McDougal Littell Creating America-A History of the United States California Edition grade 8  
Houghton Mifflin Reading California Edition grades K-5  
McDougal Littell Standard Based-Literature, Vocabulary, Reading California Edition grades 6-8  
Harcourt Science California Edition grades 1-6  
McDougal Littell Life & Physical Science California Edition grades 7-8  
Houghton Mifflin/Harcourt California Go Math grades K-8

**THEREFORE**, it is resolved, that for the 2015-2016 school year, the Gorman Elementary School District has provided each pupil with sufficient textbooks and instructional materials aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks.

**PASSED AND ADOPTED** This 8<sup>th</sup> day of September, 2015 by the Board of Trustees of the Gorman Joint School District.

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Steve Sonder, President

**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**

**August 11, 2015**

The President of the Board, Steve Sonder, 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: Steve Sonder, President  
Patricia Edwards, Member

Members Absent: Julie Ralphs, Clerk

Also Present: Johannis Andrews, Superintendent/Principal  
Jean Cummings, Business Manager/Consultant  
Lise Wastafarro, Bookkeeper

Others Present: Teachers-Casey Stanford & Michi Knight and parent-Denise Saenz

5420 The Board approved the Agenda as presented for August 11, 2015.

Motion made by Patricia Edwards, Seconded by Steve Sonder Vote: yes 2/no 0

5421 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 Patricia Edwards, Seconded by Steve Sonder Vote: yes 2/no 0

5422 Reconvened to Regular Session at 3:29 P.M.

Motion made by Patricia Edwards, Seconded by Steve Sonder Vote: yes 2/no 0

Statement reported out of closed session by Board President, Steve Sonder:  
In the closed session the Governing Board took action to approve a settlement agreement with certificated employee #RB1092359. The agreement involved the employee's resignation and severance pay.

The role call vote was 2 Ayes, 0 Noes, 0 Abstained.

Motion made by Steve Sonder, Seconded by Patricia Edwards Vote: yes 2/no 0

President Sonder also stated that the Tech position will be effective 7/1/15 and the Accounting/Data Processing Technician position will be effective 8/1/15.

Superintendent Andrews stated that the gas company came out and confirmed we had a gas leak and Santana's Pumping has been working on locating and fixing all the leaks. Superintendent Andrews stated that 17 leaks have been detected so far.

Superintendent Andrews stated that Trae has been working on the classroom ramps and painting and is doing a good job.

President, Steve Sonder, asked for any comments from the Board.  
No comments.

President, Steve Sonder, asked for any comments from the staff.  
No comments.

Board President, Steve Sonder, asked for any comments from the public.  
No comments.

5423 The Board approved the Minutes of the Regular Meeting July 21, 2015.

Motion made by Patricia Edwards, Seconded by Steve Sonder Vote: yes 2/no 0

5424 The Board approved Purchase Orders #14-15-287 of which \$0 was paid from the General Fund and \$0 from other funds (2014-15).

Motion made by Patricia Edwards, Seconded by Steve Sonder Vote: yes 2/no 0

5425 The Board approved Purchase Orders #15-16-01 through 15-16-10 of which \$1,294.50 was paid from the General Fund and \$0 from other funds (2015-16).

Motion made by Patricia Edwards, Seconded by Steve Sonder Vote: yes 2/no 0

5426 The Board approved B Warrants #11686-11689, 11696-11707 in the amount of \$40,688.45 (2014-15).

Motion made by Patricia Edwards, Seconded by Steve Sonder Vote: yes 2/no 0

5427 The Board approved B Warrants #11690-11695 & 11708 in the amount of \$14,168.76 (2015-16).

Motion made by Patricia Edwards, Seconded by Steve Sonder Vote: yes 2/no 0

5428 The Board approved Agreement for Professional Services between the Gorman Joint School District and Gertrude Monro, effective August 1, 2015-June 30, 2016, at a daily rate of \$500.00, up to a maximum of 30 days, not to exceed \$15,000.00.

Motion made by Patricia Edwards, Seconded by Steve Sonder Vote: yes 2/no 0

5429 The Board approved Agreement for Professional Services between the Gorman Joint School District and Mark Peterson, effective August 1, 2015-June 30, 2016, at an hourly rate of \$75.00, up to a maximum of \$1,500.00.

Motion made by Patricia Edwards, Seconded by Steve Sonder Vote: yes 2/no 0

5430 The Board approved Contract for Nursing Services between the Gorman Joint School District and Arcadia Audiometric Associates, Inc., effective August 19, 2015-June 30, 2016, in the amount of \$468.75 per day for 4 days per year for a total amount of \$1,875.00. Each day will equal five hours of service.

Motion made by Patricia Edwards, Seconded by Steve Sonder Vote: yes 2/no 0

5431 The Board approved Food Services Agreement with Santa Clarita Valley School Food Services Agency, effective August 1, 2015-June 30, 2016.

Motion made by Patricia Edwards, Seconded by Steve Sonder Vote: yes 2/no 0

5432 The Board approved paid meals purchased for breakfast to be \$2.50 and lunch to be \$4.00, effective August 19, 2015-June 13, 2016.

Motion made by Patricia Edwards, Seconded by Steve Sonder Vote: yes 2/no 0

5433 The Board approved breakfast reduced meal price to increase from \$.30 to \$.40 and lunch reduced meal price to increase from \$.40 to \$.50, effective August 19, 2015-June 13, 2016.

Motion made by Patricia Edwards, Seconded by Steve Sonder Vote: yes 2/no 0

5434 The Board approved Contract for Services with Pivot Learning Partners, effective August 1, 2015-June 30, 2016, in the amount of \$18,000.00.

Motion made by Patricia Edwards, Seconded by Steve Sonder Vote: yes 2/no 0

5435 The Board approved 1 year (10/1/15-9/30/16) renewal for Accelerated Reader Enterprise Real Time Subscription and Star Reading Enterprise Real Time Subscription, in the amount of \$1,757.00.

Motion made by Patricia Edwards, Seconded by Steve Sonder Vote: yes 2/no 0

5436 The Board approved Adoption of Houghton Mifflin Harcourt K-8 CA Go Math.

Motion made by Patricia Edwards, Seconded by Steve Sonder Vote: yes 2/no 0

5437 The Board approved purchase of Houghton Mifflin Harcourt K-8 CA Go Math in the amount of \$20,017.09.

Motion made by Patricia Edwards, Seconded by Steve Sonder Vote: yes 2/no 0

5438 The Board approved Language & Speech Specialist job description.

Motion made by Patricia Edwards, Seconded by Steve Sonder Vote: yes 2/no 0

5439 The Board approved Resource Specialist (RSP) job description.

Motion made by Patricia Edwards, Seconded by Steve Sonder Vote: yes 2/no 0

5440 The Board approved Accounting/Data Processing Technician job description.

Motion made by Patricia Edwards, Seconded by Steve Sonder Vote: yes 2/no 0

5441 The Board approved Food Services Worker job description.

Motion made by Patricia Edwards, Seconded by Steve Sonder Vote: yes 2/no 0

5442 The Board approved Special Education Certificated Salary Schedule for 2015-16.

Motion made by Patricia Edwards, Seconded by Steve Sonder Vote: yes 2/no 0

5443 The Board approved Accounting/Data Processing Technician Classified Salary Schedule for 2015-16.

Motion made by Patricia Edwards, Seconded by Steve Sonder Vote: yes 2/no 0



5444 The Board approved Resource Specialist Program (RSP) Contract for Employment as a Certificated Employee for Wendy Addington, effective August 1, 2015-June 30, 2016.

Motion made by Patricia Edwards, Seconded by Steve Sonder Vote: yes 2/no 0

5445 The Board approved Personnel Report #01-15-16.

Motion made by Patricia Edwards, Seconded by Steve Sonder Vote: yes 2/no 0

The next regular meeting of the Board of Trustees will be held Tuesday, September 8, 2015 at 3:00 P.M. closed session and 3:30 P.M. regular session.

5446 The Board adjourned the meeting at 3:38 P.M.

Motion made by Patricia Edwards, Seconded by Steve Sonder Vote: yes 2/no 0

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Steve Sonder, President

**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 SPECIAL MEETING**

**August 18, 2015**

The President of the Board, Steve Sonder, 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: Steve Sonder, President  
Patricia Edwards, Member

Members Absent: Julie Ralphs, Clerk

Also Present: Johannis Andrews, Superintendent/Principal  
Jean Cummings, Business Manager/Consultant

Others Absent: Lise Wastafarro, Bookkeeper

Others Present: Teachers-Casey Stanford, Cheri Hanshaw, Michael Duckworth,  
Felecia Davis, Michi Knight and parent-Denise Saenz

5447 The Board approved the Special Agenda as presented for August 18, 2015.

Motion made by Patricia Edwards, Seconded by Steve Sonder Vote: yes 2/no 0

President, Steve Sonder, asked for any comments from the Board.  
No comments.

President, Steve Sonder, asked for any comments from the staff.  
No comments.

Board President, Steve Sonder, asked for any comments from the public.  
No comments.

President Sonder asked for clarification on Aeries Software and asked if Jean Cummings is aware of the cost.

Superintendent Andrews stated that Aeries Software is a Student Information System for attendance and student records and that Jean is aware of the cost. He also stated that we may not use the full in-service portion.

5448 The Board approved Aeries Software and Services Proposal in the amount of \$11,500.00.

Motion made by Patricia Edwards, Seconded by Steve Sonder Vote: yes 2/no 0

5449 The Board approved **revised** proposal for purchase of Houghton Mifflin Harcourt K-8 CA Go Math in the amount of \$20,709.95. (Addition of SBAC Text Prep Student Edition Consumable Workbook Print for 8 years for K-6<sup>th</sup> grade. Addition of Practice Fluency Workbook Print for 8 years for 7-8<sup>th</sup> grade. Addition of Common Core Assessment Readiness Workbook Print for 8 years for 7-8<sup>th</sup> grade for an additional cost of \$692.86 which was previously approved at \$20,017.09).

Motion made by Patricia Edwards, Seconded by Steve Sonder Vote: yes 2/no 0

5450 The Board approved Personnel Report #02-15-16.

Motion made by Patricia Edwards, Seconded by Steve Sonder Vote: yes 2/no 0

5451 Adjourn to Closed Session at 3:05 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 Patricia Edwards, Seconded by Steve Sonder Vote: yes 2/no 0

5452 Reconvened to Regular Session at 3:24 P.M.

Motion made by Patricia Edwards, Seconded by Steve Sonder Vote: yes 2/no 0

No action taken in closed session.

The next regular meeting of the Board of Trustees will be held Tuesday, September 8, 2015 at 3:00 P.M. closed session and 3:30 P.M. regular session.

Items for next meeting:

1. Unaudited Actuals

President Sonder thanked all for a great start of the new school year and that he had received positive feedback that everyone enjoyed the PTSO BBQ on Monday, August 17<sup>th</sup>.

Denise Saenz stated that Trae was helpful in preparation and cooking for the BBQ.

Superintendent Andrews introduced the new teachers-Michael Duckworth grade 4/5 and Felecia Davis grade 2/3.

5453 The Board adjourned the meeting at 3:25 P.M.

Motion made by Patricia Edwards, Seconded by Steve Sonder Vote: yes 2/no 0

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Steve Sonder, President

PO#	DATE	VENDOR	DESCRIPTION	ESTIMATED AMOUNT	AMOUNT PAID GENERAL	AMOUNT PAID OTHER	DATE PAID
15-16-11	8/3/15	LEAF	1 YR. ESTIMATED AMOUNT OF SERVICE (7/15)	\$4,800.00	\$277.37		8/6/15
15-16-12		GOLDEN VALLEY MWD	SEWER SERVICE 7/15	\$647.00	\$647.00		8/4/15
15-16-13		CO OF LA DEPT PUBLIC HEALTH	2015-16 BACKFLOW PREVENTION FEE	\$844.00	\$844.00		8/6/15
15-16-14	8/4/15	AMERICAN EXPRESS	LW-GR 5 SCIENCE, HISTORY, READING TEXTBOOKS	\$105.85	\$105.85		8/7/15
15-16-15		LORI MICHKI KNIGHT	REIMBURSEMENT LEARNING A-Z LICENSE 9/17/15-9/17/16	\$84.95	\$84.95		8/5/15
15-16-16	8/6/15	CSBA	2015-16 MEMBERSHIP AND ED LEGAL ALLIANCE	\$1,028.00	\$1,028.00		8/7/15
15-16-17		CSBA	GAMUT ONLINE 7/1/15-6/30/16	\$805.00	\$805.00		8/7/15
15-16-18		LACSTA	2015-16 MEMBERSHIP DUES 7/1/15-6/30/16	\$60.00	\$60.00		8/7/15
15-16-19		XEROX CORP	1 YR WARRANTY/SERVICE AGREEMENT COLORQUBE 8570	\$199.00	\$199.00		8/7/15
15-16-20		ARROWHEAD	RENTAL SERVICE 6/27/15-7/26/15	\$6.44	\$6.44		8/7/15
15-16-21		THE GAS COMPANY	1 YR. ESTIMATED AMOUNT OF SERVICE (6/29/15-7/29/15)	\$3,400.00	\$14.79		8/7/15
15-16-22		AT&T	1 YR. ESTIMATED AMOUNT OF SERVICE	\$1,200.00			
15-16-23		SO. CALIFORNIA EDISON	1 YR. ESTIMATED AMOUNT OF SERVICE	\$15,000.00			
15-16-24		MOUNTAINSIDE DISPOSAL, INC	1 YR. ESTIMATED AMOUNT OF SERVICE	\$1,200.00			
15-16-25	8/10/15	GOPHER	INST SUPPLIES-PLAYGROUND BALL PACK-52 PIECES	\$703.08			
15-16-26		QUILL	INST SUPPLIES-PAPER ROLLS, INK CARTRIDGES-JC, MK, WN	\$1,465.91			
15-16-27	8/11/15	HOUGHTON MIFFLIN	K-8 CA GO MATH CURRICULUM	\$20,709.95			
15-16-28		MPLC	1 YR MOTION PICTURE LICENSE 9/10/15-9/10/16	\$99.74	\$99.74		8/13/15
15-16-29		BOOK SYSTEMS, INC.	1 YR CONCOURSE & EZCAT	\$255.00	\$255.00		8/13/15
15-16-30		ACE HARDWARE	MAINTENANCE-\$458.72 & OPERATION SUPPLIES-\$114.86	\$573.58	\$573.58		8/13/15
15-16-31		PRENTIS EDWARDS	TECH SERVICE 7/14/15	\$350.00	\$350.00		8/17/15
15-16-32		AKA WATER SERVICE, INC.	BACTI SAMPLING 7/6/15, EMER & LAB FEE TESTING FEE, DISINF	\$560.00	\$560.00		8/13/15
15-16-33		ATG AUTOMOTIVE	REPAIRS & SERVICE FORD & GMC VANS	\$2,015.99	\$2,015.99		8/13/15
15-16-34		FIRE ACE	FIRE EXTINGUISHER SERVICE	\$420.66	\$420.66		8/18/15
15-16-35	8/14/15	RENAISSANCE LEARNING	AR & STAR READING REAL TIME SUBSCRIPTION 10/1/15-7/31/16	\$1,757.00			
15-16-36	8/20/15	ATKINSON, ANDELSON, LOYA,	LEGAL SERVICE DISTRICT 7/15	\$5,310.00	\$5,310.00		8/26/15
15-16-37		RUUD, ROMO					
15-16-37		FELECIA DAVIS	REIMBURSEMENT FINGERPRINT FEES	\$55.00	\$55.00		8/21/15
15-16-38		TL SHIELD & ASSOCIATES, INC	WHEELCHAIR LIFT SERVICE 8/13/15	\$275.00	\$275.00		8/21/15
15-16-39	8/24/15	SAN JOAQUIN CO. OFFICE OF ED	2015-16 EDJOIN ACCOUNT FEES	\$450.00	\$450.00		8/26/15
15-16-40		CHEVRON	GAS MAINTENANCE-\$16.38, VANS \$181.01	\$197.39	\$197.39		8/26/15
15-16-41		USI	INSTRUCTIONAL SUPPLY-LAMINATING FILM	\$132.79			
15-16-42	8/25/15	EAI EDUCATION	7-8TH GRADE MATH MANIPULATIVES	\$215.00			
15-16-43		QUILL	INSTRUCTIONAL SUPPLIES-KINDERGARTEN	\$104.33			
15-16-44	8/28/15	P&R PAPER	OPERATION SUPPLIES-TOILET PAPER	\$168.16			
15-16-45	8/31/15	HOMETOWN PUBLISHING LLC	AD GESD REDUCED BREAKFAST/LUNCH PROGRAM 1 WEEK	\$60.00			





**Business Gold Card**

GORMAN SCHOOL DIST

LISE WASTAFERRO

Closing Date 07/24/15 Next Closing Date 08/24/15



Account Ending [REDACTED]

<b>New Balance</b>	<b>\$105.85</b>
<b>Please Pay By</b>	<b>08/08/15 ‡</b>

‡ 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	\$185.48
Payments/Credits	-\$209.47
New Charges	+\$129.84
Fees	+\$0.00
<b>New Balance</b>	<b>\$105.85</b>

Days in Billing Period: 31

See page 2 for important information about your account.

**MAKE YOUR BUSINESS PURCHASES MORE REWARDING**

Inventory. Office supplies. A new color printer.  
 Put business purchases on your Card and you can earn rewards you can put back into your business. Check your spending ability now.

Visit [americanexpress.com/spendingability](http://americanexpress.com/spendingability) to log in.

**Customer Care**

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

**Customer Care** 1-800-492-3344    **Pay by Phone** 1-800-472-9297

See page 2 for additional information.

024679 1/3

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



**Business Gold Card**  
 GORMAN SCHOOL DIST  
 LISE WASTAFERRO  
 Closing Date 07/24/15

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



Account Ending [REDACTED]

**Payments and Credits**

**Summary**

	Total
Payments	-\$185.48
Credits	-\$23.99
<b>Total Payments and Credits</b>	<b>-\$209.47</b>

**Detail** \*Indicates posting date

Payments	Amount
07/02/15* PAYMENT RECEIVED - THANK YOU	-\$185.48
Credits	Amount
07/13/15 AMAZON MKTPLACE PMTSAMZN.COM/BILL WA DIRECT MKTG MISC	-\$23.99

**New Charges**

**Summary**

	Total
<b>Total New Charges</b>	<b>\$129.84</b>

**Detail**

**LISE WASTAFERRO**  
 Card Ending [REDACTED]

	Amount
7/10/15 AMAZON MKTPLACE PMTSAMZN.COM/BILL WA BOOK STORES <i>Science Textbook gr 5</i>	\$23.99 ✓
7/10/15 AMAZON MKTPLACE PMTSAMZN.COM/BILL WA BOOK STORES <i>Social Studies Textbook gr 5</i>	\$23.97 ✓
7/10/15 AMAZON MKTPLACE PMTSAMZN.COM/BILL WA BOOK STORES <i>History Textbook gr 5</i>	\$14.49 ✓
7/13/15 AMAZON MKTPLACE PMTSAMZN.COM/BILL WA BOOK STORES <i>credited</i>	\$23.99 ✓
7/13/15 AMAZON MKTPLACE PMTSAMZN.COM/BILL WA BOOK STORES <i>4 Reading Textbook gr 5</i>	\$43.40 ✓

**Fees**

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

**2015 Fees and Interest Totals Year-to-Date**

	Amount
Total Fees in 2015	\$75.00
Total Interest in 2015	\$0.00



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
11716		2014-15	01.0-00000.0-00000-00000-9520-00000000				02/16	3500.00					
		PY				Total		3500.00	3500.00	22325420	CHK PAYOUT	6638	
11719			01.0-00000.0-00000-72000-5880-00000000				02/16	441.82	441.82	22325421	CHK PAYOUT	6638	
						Total		441.82	441.82	22325421	CHK PAYOUT	6638	
REGISTER TOTAL AMOUNT Issues : 3,941.82 Voids : 0.00 Net Disbursed : 3,941.82 SYSTEM WARRANTS ISSUED 2 From 22325420 To 22325421 Total number of vouchers : 2 Number of Vouchers Audited 3 MANUAL WARRANTS ISSUED 0 From 0 To 0 NUMBER OF VOIDS 0 SYSTEM WARRANTS ISSUED MTD 19 MANUAL WARRANTS ISSUED MTD 0 WARRANTS VOIDED MTD 0 SYSTEM WARRANTS ISSUED YTD 42 MANUAL WARRANTS ISSUED YTD 0 WARRANTS VOIDED YTD 0													
Fund Summary Issues Voids 01.0 3,941.82 0.00													

*Business Manager Service*  
*6/15*

*CVL Pen - 2008 was notified*

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.

2014-15 \$ 3500.00  
 2015-16 \$ 441.82

VOUCHER ID	REF NO	PO NUMBER	Fund ResPrj	Goal Func Obj	Sch/Loc	Per/FY	AMT BY ACCOUNT	AMT BY WARRANT NUMBER	PMT PAY MTD CYCLE	SEQ NBR	STAT
11746			01.0-00000.0-00000-81100-4370-0000000			02/16	391.24				
Total							391.24				
11748			01.0-11000.0-11100-10000-4310-0000000			02/16	1033.56				
11748			01.0-00000.0-00000-72000-4350-0000000			02/16	344.52				
Total							1378.08				

*operation supplied*

*copy paper*

REGISTER TOTAL AMOUNT	Issues :	1,769.32	Voids :	0.00	Net Disbursed :	1,769.32
SYSTEM WARRANTS ISSUED	2	From 22361996	To 22361997			
MANUAL WARRANTS ISSUED	0	From	To			
NUMBER OF VOIDS	0					
SYSTEM WARRANTS ISSUED MTD	38	MANUAL WARRANTS ISSUED MTD	0	WARRANTS VOIDED MTD	0	
SYSTEM WARRANTS ISSUED YTD	61	MANUAL WARRANTS ISSUED YTD	0	WARRANTS VOIDED YTD	0	

Fund Summary	Issues	1,769.32	Voids	0.00
01.0				

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 : LAAPO29S1  
 District : 64584  
 Fiscal Year: 2016

GORMAN ELEMENTARY SCHOOL DIST. (Bank Acct: GORM)  
 COMMERCIAL WARRANT REGISTER  
 Voids Date :2015-08-25 Issue Date :2015-08-26

Page No : 1  
 Run Date : 2015-08-25  
 Run Time : 19:29:17

VOUCHER REF NO	PO NUMBER	Fund ResPrj	Goal Func Obj	Sch/Loc	Per/FY	AMT BY ACCOUNT	AMT BY WARRANT NUMBER	WARRANT NUMBER	EMT PAY MTD CYCLE	SEQ NBR	STAT
ATKINSON, ANDELSON, LOYA, RUUD 11739		01.0-00000.0-00000-71000-5820-0000000			02/16	5310.00	5310.00	22354313		6660	
			Total			5310.00	5310.00				
CHEVRON & TEXACO BUSINESS CARD 11744		01.0-14000.0-00000-36000-4360-0000000			02/16	181.01	181.01				
		01.0-00000.0-00000-81000-4360-0000000			02/16	16.38	16.38				
			Total			197.39	197.39	22354314		6660	
LEAF 11742		01.0-00000.0-11100-10000-5610-0000000			02/16	208.02	208.02				
		01.0-00000.0-00000-72000-5610-0000000			02/16	141.72	141.72				
			Total			349.74	349.74	22354315		6660	
SAN JOAQUIN COUNTY OFFICE OF E 11745		01.0-00000.0-00000-72000-5310-0000000			02/16	450.00	450.00	22354316		6660	
			Total			450.00	450.00				
REGISTER TOTAL AMOUNT Issues : 6,307.13 Voids : 0.00 Net Disbursed : 6,307.13 SYSTEM WARRANTS ISSUED 4 From 22354313 To 22354316 Total number of vouchers : 4 Number of Vouchers Audited 2 MANUAL WARRANTS ISSUED 0 From 0 From 0 NUMBER OF VOIDS 0 SYSTEM WARRANTS ISSUED MTD 36 MANUAL WARRANTS ISSUED MTD 0 WARRANTS VOIDED MTD 0 SYSTEM WARRANTS ISSUED YTD 59 MANUAL WARRANTS ISSUED YTD 0 WARRANTS VOIDED YTD 0 Fund Summary Issues Voids 6,307.13 0.00											

*Legal Service - Dist 7/15*  
*gas Vaner 8/17/15*  
*gas maintenance 8/19+8/20/15*  
*Lease Payment Canon Copiers + 2015 Annual Property Tax assessment*  
*2015-16 Edgoin account fees*

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	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
11740			01.0-00000.0-00000-820000-5910-00000000			02/16	21.82						
Total							21.82			22341887	21.82	6654	
11741			01.0-00000.0-00000-72000-5860-00000000			02/16	55.00						
Total							55.00			22341888	55.00	6654	
11743			01.0-00000.0-00000-81000-5630-00000000			02/16	275.00						
Total							275.00			22341889	275.00	6654	

*CALNET 2 + 3*  
*7/6/15 - 8/5/15*  
*Fingerprint Fees*  
*Wheelchair Lift Service 8/13/15*

REGISTER TOTAL AMOUNT Issues : 351.82 Voids : 0.00 Net Disbursed : 351.82

SYSTEM WARRANTS ISSUED 3 From 22341889 To 22341889 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 32 MANUAL WARRANTS ISSUED MTD 0 WARRANTS VOIDED MTD 0  
 SYSTEM WARRANTS ISSUED YTD 55 MANUAL WARRANTS ISSUED YTD 0 WARRANTS VOIDED YTD 0

Fund Summary Issues 351.82 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.

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
11735			01.0-00000.0		11100	10000	3411	0000000	02/16	60.31					
11735			01.0-14000.0		11100	10000	3411	0000000	02/16	60.31					
11735			01.0-00000.0		11100	10000	3412	0000000	02/16	63.78					
11735			01.0-14000.0		00000	36000	3412	0000000	02/16	21.26					
11735			01.0-00000.0		00000	72000	3412	0000000	02/16	40.77					
11735			01.0-00000.0		00000	72000	3412	0000000	02/16	40.77					
11735			01.0-00000.0		00000	81000	3412	0000000	02/16	40.77					
11735			01.0-00000.0		00000	27000	3411	0000000	02/16	12.37					
11735			01.0-00000.0		00000	71500	3411	0000000	02/16	12.36					
Total										352.70	352.70	22335042	CHK PAYOUT	6648	

EMPIRE CLEANING SUPPLY 11736  
 Total 379.97  
 379.97  
 22335043  
 CHK PAYOUT 6648

*operation supplies - Trash bags*

FIRE ACE 11737  
 Total 420.66  
 420.66  
 22335044  
 CHK PAYOUT 6648

*Rep Vendor - Maintenance*

SOUTHERN CALIFORNIA EDISON 11738  
 Total 1493.51  
 1493.51  
 22335045  
 CHK PAYOUT 6648

*7/9/15-8/7/15*

REGISTER TOTAL AMOUNT	Issues :	2,646.84	Voids :	0.00	Net Disbursed :	2,646.84
SYSTEM WARRANTS ISSUED	4 From	22335042	To	22335045	Total number of vouchers :	4
MANUAL WARRANTS ISSUED	0 From		To		Number of Vouchers Audited	0
NUMBER OF VOIDS	0					

Fund Summary	Issues	Voids
01.0	2,646.84	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 : LAAP029S1  
 District : 64584  
 Fiscal Year : 2016

GORMAN ELEMENTARY SCHOOL DIST. (Bank Acct: GORM)  
 COMMERCIAL WARRANT REGISTER  
 Voids Date : 2015-08-12 Issue Date : 2015-08-13

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 Run Date : 2015-08-12  
 Run Time : 19:30:05

PAYEE	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
ACE HARDWARE	11729			01.0-00000.0-00000-81100-4370-0000000				02/16	114.86					
	11729			01.0-00000.0-00000-81000-4380-0000000				02/16	458.72					
			Total						573.58			22329352	6642	
AKA WATER SERVICES, INC.	11730			01.0-00000.0-00000-82000-5530-0000000				02/16	560.00					
			Total						560.00			22329353	6642	
ATG AUTOMOTIVE SPECIALISTS	11731			01.0-14000.0-00000-36000-5630-0000000				02/16	2015.99					
			Total						2015.99			22329354	6642	
BOOK SYSTEMS	11732			01.0-00000.0-11100-10000-4340-0000100				02/16	255.00					
			Total						255.00			22329355	6642	
MPLC	11733			01.0-00000.0-00000-72000-5310-0000000				02/16	99.74					
			Total						99.74			22329356	6642	
REGISTER TOTAL AMOUNT														
				Issues :	3,504.31	Voids :		0.00	Net Disbursed :		3,504.31			0
SYSTEM WARRANTS ISSUED				5	From	22329352	To	22329356	Total number of vouchers :		5	Number of Vouchers Audited		0
MANUAL WARRANTS ISSUED				0	From		To							
NUMBER OF VOIDS				0										
SYSTEM WARRANTS ISSUED MTD				24	MANUAL WARRANTS ISSUED MTD		0	WARRANTS VOIDED MTD		0				
SYSTEM WARRANTS ISSUED YTD				47	MANUAL WARRANTS ISSUED YTD		0	WARRANTS VOIDED YTD		0				
Fund Summary				Issues		Voids								
01.0				3,504.31		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.

64584 GORMAN ELEMENTARY SCHOOL DIST. PAGE 1  
 VOID\* Indicates warrants were issued and Cancelled the same day.  
 \*Total Amount by Account do not include discounts earned or lost, use tax or freight.

*operation supplies*  
*Maintenance Supplies*  
 573.58 ✓ 22329352 CHK PAYOUT 6642  
*Back Sampling, Lab & Service Fee*  
*(Emergent) & Disinfection Labor*  
 560.00 ✓ 22329353 CHK PAYOUT 6642 7/8/15  
*Ford & GMC Van Serv repair*  
 2015.99 ✓ 22329354 CHK PAYOUT 6642 7/15-7/30/15  
*1yr Concourse + Egeat*  
 255.00 ✓ 22329355 CHK PAYOUT 6642  
*1yr Motion Picture License*  
 99.74 ✓ 22329356 CHK PAYOUT 6642 9/10/15-9/10/16

VOUCHER ID	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
11716		2014-15	01.0-00000.0-00000-9520-00000000	02/16				3500.00					
		PY	Total					3500.00	22325420	3500.00	CHK PAYOUT	6638	6/15
11719			01.0-00000.0-00000-72000-5860-00000000	02/16				441.82					
			Total					441.82	22325421	441.82	CHK PAYOUT	6638	

REGISTER TOTAL AMOUNT	Issues	Voids	Net Disbursed
3,941.82	3,941.82	0.00	3,941.82
From 22325420	To 22325421	Total number of vouchers :	2
To	To	Number of Vouchers Audited	2

SYSTEM WARRANTS ISSUED	MANUAL WARRANTS ISSUED	NUMBER OF VOIDS	MANUAL WARRANTS ISSUED MTD	MANUAL WARRANTS ISSUED YTD	WARRANTS VOIDED MTD	WARRANTS VOIDED YTD
2	0	0	19	42	0	0
0	0	0				

Fund Summary Issues 3,941.82 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.

2014-15 \$ 3500.00  
 2015-16 \$ 441.82



Report Id : LAAP029S1  
 District : 64584  
 Fiscal Year: 2016

GORMAN ELEMENTARY SCHOOL DIST. (Bank Acct: GORM)  
 COMMERCIAL WARRANT REGISTER  
 Voids Date : 2015-08-06 Issue Date : 2015-08-07

Page No : 1  
 Run Date : 2015-08-06  
 Run Time : 19.31.01

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
AMERICAN EXPRESS	11715			01.0-00000.0-11100-10000-4110-0000100				02/16	105.85					
				Total					105.85					
ARROWHEAD	11726			01.0-00000.0-00000-82000-5930-0000000				02/16	6.44					
				Total					6.44					
CSBA C/O WEST AMERICA BANK	11722			01.0-00000.0-00000-72000-5310-0000000				02/16	1028.00					
	11723			01.0-00000.0-00000-72000-5310-0000000				02/16	805.00					
				Total					1833.00					
KAISER FOUNDATION HEALTH PLAN	11728			01.0-00000.0-11100-10000-3411-0000000				02/16	2285.00					
	11728			01.0-14000.0-11100-10000-3411-0000000				02/16	723.00					
	11728			01.0-00000.0-11100-10000-3412-0000000				02/16	1266.00					
	11728			01.0-14000.0-00000-36000-3412-0000000				02/16	422.00					
	11728			01.0-00000.0-00000-72000-3412-0000000				02/16	1225.00					
	11728			01.0-00000.0-00000-72000-3412-0000000				02/16	1740.00					
	11728			01.0-00000.0-00000-81000-3412-0000000				02/16	851.00					
	11728			76.0-00000.0-00000-00000-9517-0000000				02/16	200.00					
	11728			01.0-00000.0-00000-27000-3411-0000000				02/16	321.50					
	11728			01.0-00000.0-00000-71500-3411-0000000				02/16	321.50					
				Total					9355.00					
LACSTA	11724			01.0-00000.0-00000-72000-5310-0000000				02/16	60.00					
				Total					60.00					
THE GAS COMPANY	11727			01.0-00000.0-00000-32000-5520-0000000				02/16	14.79					
				Total					14.79					
XEROX CORPORATION	11725			01.0-00000.0-00000-31000-5630-0000000				02/16	199.00					
				Total					199.00					
REGISTER TOTAL AMOUNT														
Issues : 11,574.08 Voids : 0.00 Net Disbursed : 11,574.08														
7 From 22321805 To 22321811 Total number of vouchers : 8 Number of Vouchers Audited 0														
MANUAL WARRANTS ISSUED 0 From 0 To 0														
NUMBER OF VOIDS 0														

*Inst - Teylbooks g 5*

*6/27/15 - 7/26/15*

*Dues + Ed. Legal Alliance Dues 2015-16*  
*- Camut 7/1/15 - 6/30/16*

*9/15*

*2015-16 Dues 7/1/15 - 6/30/16*

*6/29/15 - 7/29/15*

*Warranty Service Agreement*  
*Colorquest 8570 Printer 8/4/15 - 8/3/16*

VOUCHER REF NO	PO NUMBER	Fund Resp	Goal Func	Obj	Sch/Loc	Per/FY	AMT BY ACCOUNT	AMT BY WARRANT	WARRANT NUMBER	PMT PAY MTD CYCLE	SEQ NBR	STAT
11709		01.0-00000.0-000000-720000-5880-00000000	02/16			02/16	844.00	844.00	22319431	CHK PAYOUT	6632	
Total												
11711		01.0-00000.0-11100-10000-5610-00000000	02/16			02/16	208.02					
11711		01.0-00000.0-000000-720000-5610-00000000	02/16			02/16	69.35					
Total												

*2015-16 Backflow Prevention Device Fee*

*Lease payment Canon copiers*

REGISTER TOTAL AMOUNT	Issues :	1,121.37	Voids :	0.00	Net Disbursed :	1,121.37	
SYSTEM WARRANTS ISSUED	2	From 22319431	To 22319432	Total number of vouchers :	2	Number of Vouchers Audited	2
MANUAL WARRANTS ISSUED	0	From	To				
NUMBER OF VOIDS	0						

SYSTEM WARRANTS ISSUED MTD	10	MANUAL WARRANTS ISSUED MTD	0	WARRANTS VOIDED MTD	0
SYSTEM WARRANTS ISSUED YTD	33	MANUAL WARRANTS ISSUED YTD	0	WARRANTS VOIDED YTD	0

Fund Summary Issues 1,121.37 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
DELTA DENTAL	11717			01.0-00000.0-11100-10000-3411-0000000				02/16	120.62					
	11717			01.0-14000.0-11100-10000-3411-0000000				02/16	60.31					
	11717			01.0-00000.0-11100-10000-3412-0000000				02/16	63.78					
	11717			01.0-14000.0-00000-36000-3412-0000000				02/16	21.26					
	11717			01.0-00000.0-00000-72000-3412-0000000				02/16	40.77					
	11717			01.0-00000.0-00000-72000-3412-0000000				02/16	40.77					
	11717			01.0-00000.0-00000-81000-3412-0000000				02/16	40.77					
	11717			01.0-00000.0-00000-27000-3411-0000000				02/16	12.37					
	11717			01.0-00000.0-00000-71500-3411-0000000				02/16	12.36					
				Total					413.01	413.01	22317666		6630	

8/15

EMPLOYMENT DEVELOPMENT DEPARTM	11718			01.0-00000.0-00000-00000-9531-0000000				02/16	63.29	63.29	22317666		6630
				Total					63.29	63.29	22317666		6630

SUI Employer Cont and oth 2015

KAISER FOUNDATION HEALTH PLAN,	11720			01.0-00000.0-11100-10000-3411-0000000				02/16	2285.00	2285.00			
	11720			01.0-14000.0-11100-10000-3411-0000000				02/16	723.00	723.00			
	11720			01.0-00000.0-11100-10000-3412-0000000				02/16	1266.00	1266.00			
	11720			01.0-14000.0-00000-36000-3412-0000000				02/16	422.00	422.00			
	11720			01.0-00000.0-00000-72000-3412-0000000				02/16	1225.00	1225.00			
	11720			01.0-00000.0-00000-72000-3412-0000000				02/16	1740.00	1740.00			
	11720			01.0-00000.0-00000-81000-3412-0000000				02/16	851.00	851.00			
	11720			76.0-00000.0-00000-00000-9517-0000000				02/16	200.00	200.00			
	11720			01.0-00000.0-00000-27000-3411-0000000				02/16	321.50	321.50			
	11720			01.0-00000.0-00000-71500-3411-0000000				02/16	321.50	321.50			
				Total					9355.00	9355.00	22317668		6630

8/15

LORI MICH KNIGHT	11721			01.0-00000.0-11100-10000-4310-0000000				02/16	84.95	84.95	22317669		6630
				Total					84.95	84.95	22317669		6630

Reimburse Learning A-2 9/17/15-9/17/16

REGISTER TOTAL AMOUNT	Issues :	9,916.25	Voids :	0.00	Net Disbursed :	9,916.25	
SYSTEM WARRANTS ISSUED	4	From 22317666	To 22317669	Total number of vouchers :	4	Number of Vouchers Audited	0
MANUAL WARRANTS ISSUED	0	From	To				
NUMBER OF VOIDS	0						
SYSTEM WARRANTS ISSUED MTD	8	MANUAL WARRANTS ISSUED MTD	0	WARRANTS VOIDED MTD	0		
SYSTEM WARRANTS ISSUED YTD	31	MANUAL WARRANTS ISSUED YTD	0	WARRANTS VOIDED YTD	0		

Fund Summary	Issues	9,716.25	Voids	0.00
01.0				

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
11710			01.0-00000.0-000000-82000-5565-0000000			02/16	647.00					
							Total	647.00	22316213	CHK PAYOUT	6628	
11713			01.0-00000.0-000000-71100-3412-0000000			02/16	500.00					
							Total	500.00	22316214	CHK PAYOUT	6628	
11712			01.0-00000.0-000000-72000-5910-0000000			02/16	294.00					
							Total	294.00	22316215	CHK PAYOUT	6628	
11714			01.0-00000.0-000000-71100-3412-0000000			02/16	500.00					
							Total	500.00	22316216	CHK PAYOUT	6628	

Net Disbursed : 1,941.00

REGISTER TOTAL AMOUNT Issues : 4 From 22316213 To 22316216 Total number of vouchers : 4 Number of Vouchers Audited 0

MANUAL WARRANTS ISSUED 0 From 0 To 0

MANUAL WARRANTS ISSUED MTD 4 MANUAL WARRANTS ISSUED YTD 0 WARRANTS VOIDED MTD 0 WARRANTS VOIDED YTD 0

SYSTEM WARRANTS ISSUED MTD 27 SYSTEM WARRANTS ISSUED YTD 0

Fund Summary Issues 1,941.00 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.



## LICENSING AGREEMENT

This Agreement effective **October 1, 2015**, is made and entered into by **Gorman Elementary School District** as Licensee and Document Tracking Services (DTS) as Licensor each a "Party" and collectively the "Parties".

Licensee desires that DTS provide a license to use DTS proprietary web-based application in accordance with the following provisions:

- A. License. DTS hereby grants to Licensee a non-exclusive license to use DTS application in order to create, edit, update, print and track specific documents as described in Exhibit **A** of this agreement.
  - (i) DTS retains all rights, title and interest in DTS application and any registered trademarks associated with the license.
  - (ii) Licensee retains all rights, title and interest in the documents as described in Exhibit **A** of this agreement.
- B. Internet Areas. All parties including third party licensees shall not be permitted to establish any "pointers" or links between the Online Area and any other area on or outside of the DTS login without the prior written approval.
- C. Term of License. The term of the Agreement is for **one (1) year** from the effective date (as noted in paragraph one) of the license agreement.
- D. Personnel. DTS will assign the appropriate personnel to represent DTS in all aspects of the license including but not limited to account set up and customer license inquiries.
- E. Content. DTS will be solely responsible for loading the content supplied by Licensee into DTS secure server and provide complete access to Licensee and its representatives.
- F. Security of Data. DTS at all times will have complete security of Licensee documents on dedicated servers that only authorized DTS personnel will have access to; all login by DTS authorized will be stored and saved as to time of log-in and log-out.
  - (i) Licensee may request DTS to only store Licensee documents for the period of time that allows Licensee and its authorized personnel to create, edit and update their documents.
- G. Management of Database. DTS shall allow Licensee to review, edit, create, update and otherwise manage all content of Licensee available through the Secure Login of DTS.
- H. Customer License. DTS shall respond promptly and professionally to questions, comments, complaints and other reasonable requests regarding any aspect of DTS application by Licensee. DTS business hours are Monday-Friday 8AM PST to 5PM PST except for national/state holidays.
- I. License Fee. Licensee shall pay a fee of **\$395**.



- J. Document Set Up Fee. The one-time set up fee for documents as described in Exhibit A and made a part of this Agreement is **\$0**.
- K. Payment Terms. Licensee shall pay the annual licensing fee upon execution of the Agreement between parties and the electronic submittal of the invoice to Licensee.
- L. Number of Documents. The maximum number of documents per school district is limited to **five (5)**.
- M. Warranty. Licensee represents and warrants that all information provided to DTS, including but not limited to narratives, editorials, information regarding schools, is owned by Licensee and Licensee has the right to use and allow use by DTS as called for hereunder and that no copyrights, trademark rights or intellectual property rights of any nature of any third party will be infringed by the intended use thereof. In the event any claim is brought against DTS based on an alleged violation of the rights warranted herein, Licensee agrees to indemnify and hold DTS harmless from all such claims, including attorney fees and costs incurred by DTS in defending such claims.
- N. Definitions.
  - (i) Document. A document is defined as **a)** a specific template provided by CDE or; **b)** any specific word document or forms that have different fields or school references such as elementary, middle or high schools\* submitted by District or CDE; or **c)** individual inserts submitted by District or CDE that are integrated into existing documents or are offered as supplemental and/or addendums to other report documents.
    - \* Licensee submits a SPSA template for their elementary, middle and high schools, which is counted as three (3) separate documents.
  - (ii) Customized Documents. Any document that is not a standard CDE template is considered a custom document and as such may be subject to additional setup fees; DTS shall provide an estimated cost of these additional fees prior to the execution of this agreement.
- O. Document Setup Fee. DTS will charge a one-time setup fee of \$200 per standard document up to a maximum of \$850 for customized documents.
- P. Additional Fees. Licensee shall pay additional fees if Licensee exceeds the number of documents as described in section L of this agreement. The fee for each additional document is \$39 per document times the number of schools in the district. The fee shall be payable within thirty (30) days from DTS invoice.
- Q. Additional Services. DTS can also provide Data Transfer and Document Translation services to Licensee for an additional fee. The fee for each additional service would be agreed upon between the parties and invoiced at the time the services were requested. The fee shall be payable within thirty (30) days from DTS invoice.



The Parties hereto have executed this Agreement as of the Effective Date.

Document Tracking Services, LLC

By: Aaron Tarazon, Director  
Document Tracking Services  
10225 Barnes Canyon Road, Suite A200  
San Diego, CA 92121  
858-784-0967 - Phone  
858-587-4640 - Corporate Fax

Date: September 1, 2015

Licensee

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

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

Gorman Elementary School District



### **Exhibit A**

The following are standard documents to be used in conjunction with the license.

1. 2015 School Accountability Report Card, English (CDE Template)
2. 2015 School Accountability Report Card, Spanish (CDE Template)
3. 2015 Single Plan for Student Achievement (CDE Template)
4. Others to be identified as needed.





September 1, 2015

Gorman Elementary School District  
4987 Gorman School Road  
Gorman, CA 93243

Re: Document Tracking Services

**INVOICE #9324305**

Pursuant to the licensing agreement between Gorman Elementary School District and Document Tracking Services (DTS):

**Document Tracking Services**

Document Tracking Services [10/1/15 to 10/1/16]: \$395  
1 school and District Personnel = 2 sites  
License Agreement includes up to 5 documents

**Translation Services**

2015 Spanish School Accountability Report Card \$150  
\$150 x 1 School Accountability Report Cards

**Total Balance Due: \$545**

**Please Make Checks Payable To: Document Tracking Services**

**Send to:**

Aaron Tarazon, Director  
Document Tracking Services  
10225 Barnes Canyon Road, Suite A200  
San Diego, CA 92121  
858-784-0967 - Phone  
858-587-4640 - Corporate Fax

Thank you!

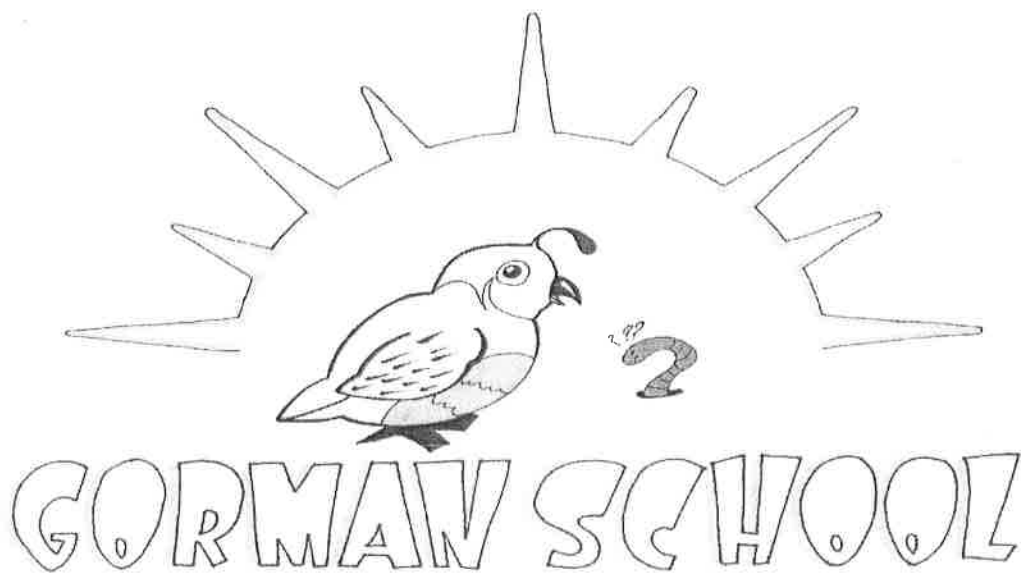
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Approved Per Payment (Signature)

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Name/Role (Printed)

GORMAN JOINT SCHOOL  
DISTRICT



HEAT ILLNESS PREVENTION  
PROGRAM

2015-16

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# GORMAN JOINT SCHOOL DISTRICT 2015 HEAT ILLNESS AND PREVENTION PROGRAM

## **I. PURPOSE**

This program is in place to protect all employees from heat hazards posed by working in the outdoor environment, as required by the heat illness prevention regulation (Title 8 CCR 3395). We are committed to preventing heat-related illness that can occur to employees working outdoors by implementing the following steps:

- A. Identifying outdoor work environments and conditions
- B. Monitoring weather conditions
- C. Monitoring employee acclimatization for working outdoors in heat
- D. Providing clean drinking water
- E. Providing adequate shade
- F. Addressing high-heat procedures
- G. Handling an ill employee and initiating emergency procedures
- H. Providing supervisor and employee training

## **II. OBJECTIVE**

This Heat Illness Prevention Plan outlines procedures to minimize and control heat illness hazards and comply with Cal/OSHA regulations (8 CCR 3395). This Heat Illness Prevention Plan adds to our Injury and Illness Prevention Program (IIPP). This plan is available on all work sites in writing (paper or electronic).

## **III. IDENTIFYING OUTDOOR WORK ENVIRONMENTS AND CONDITIONS**

The following positions have been identified as working in outdoor environments that could potentially expose employees to illnesses associated with high heat.

- A. Physical Education Teachers
- B. Maintenance/Custodians

## C. Playground Supervisor Aides

### IV. RESPONSIBILITIES

#### Supervisors

Supervisors have primary responsibility for the implementation of the Heat Illness Prevention Plan in their work area. Supervisors are responsible for the safety of their employees. Supervisors must understand and be able to communicate all elements of this Heat Illness Prevention Plan.

#### Employee Training

- Make sure all employees have received heat illness prevention training before working in hot weather
- Make sure that all employees understand and comprehend safety training

#### Water

- Follow Water procedures. Pour some water on skin to check that is fresh, pure and suitably cool.
- Provide crew water coolers or personal containers
- Refill crew water containers as needed. Make sure that employees refill their personal water containers.

#### Shade

- Make sure shade is available

#### High Heat Procedures

- How to plan work to avoid high heat as feasible
- How to check weather

#### Emergency Response

- Know the medical plan for the work site including method to contact the emergency medical service (EMS), alternative method to transport an employee (usually a vehicle on the work site) and how to locate the worksite with clear and precise directions.

#### Observation and Acclimatization

- Monitor employees and rest areas as needed
- Observe all new employees for the first 14 days of work

#### Employees

- Attend heat illness prevention training
- Follow instructions and safety training
- Wear weather appropriate clothing
- Drink water throughout the work shift, even if you are not thirsty
- Tell supervisors if crew water coolers need re-filling
- Watch themselves and fellow employees for signs and symptoms of heat illness
- Tell supervisors about any heat illnesses
- Ask supervisors if there are any questions about heat illness or safety on the job.

## V. MONITORING WEATHER

### A. *Weather Forecast*

When environmental risk factors create the possibility for heat illness, the supervisor will monitor the two-week forecast for the work area. The supervisor will review the forecasted temperature and humidity for the worksite and compare it against the National Weather Service Heat Index to evaluate the risk level for heat illness. It is important to keep in mind that the temperature at which these warning occur must be lowered as much as 15 degrees if the workers under consideration are in direct sunlight.

Weather information may be obtained by accessing the National Weather Service at [www.weather.gov](http://www.weather.gov), calling the local National Weather Service office, or watching the Weather Channel TV network. Work scheduled will be planned in advance, based on the forecast. Modifications will be made accordingly, especially if a heat wave is expected. This monitoring will take place all summer long.

### B. *Weather Monitoring prior to workday during times of risk*

Prior to each workday, the supervisor will be responsible for monitoring the weather using [www.weather.gov](http://www.weather.gov) or with the aid of a simple thermometer at the worksite. This weather information will be taken into consideration to determine when it will be necessary to make modifications to the work schedule (i.e. scheduling the job, working during the cooler hours of the day, increasing the number of water and rest breaks).

If schedule modifications are not possible and workers have to work during a heat wave, the supervisor will provide a tailgate meeting to reinforce heat illness prevention with emergency response procedures and review the weather forecast with the workers. In addition, the supervisor will provide workers with an increased number of water and rest breaks. The supervisor will also assign each employee a buddy to watch for signs of heat illness and ensure emergency procedures are initiated when someone displays signs of heat illness.

The supervisor may be responsible for using a thermometer at the jobsite and periodically checking the temperature to monitor for sudden increases. Once the temperature exceeds 85° Fahrenheit (F), the shade structures are opened and accessible to the workers. Once the temperature equals or exceeds 95° F, the additional preventative measures such as the high-heat procedures are implemented.

## **VI. MONITROING EMPLOYEE ACCLIMATIZATION FOR WORKING OUTDOORS IN HEAT**

The supervisor will watch for sudden heat waves early in the season or increase in temperatures to which employees are unaccustomed for several weeks or longer. When necessary, intensive work may be rescheduled for another day. In addition, during the summer months, we may determine if a work shift may start earlier in the day or later in the evening to reduce exposure. During any heat wave, we will observe all employees closely (or maintain frequent communication via phone or radio) and watch for possible signs of heat illness.

For new employees, the supervisor will try to find ways to lessen the intensity of work during a two-week break-in period. Steps taken to lessen the intensity of the workload for new employees will be documented. The supervisor will:

- A. Stay alert to the presence of heat-related symptoms
- B. Assign new employees a buddy or experienced co-worker to watch for discomfort or signs of heat illness

## **VII. PROVIDING CLEAN DRINKING WATER**

The supervisor will provide access to potable drinking water at the beginning of each work shift so each employee can remain hydrated throughout the workday. The supervisor will remind employees to drink sufficient amounts of water, at least one quart (4 cups) per hour, when the work environment is hot, and employees are likely to be sweating more than usual in the course of their duties. Clean drinking water is available at all district facilities via a variety of means:

- A. Drinking fountains
- B. Tap water from sinks
- C. Bottled water
- D. Water stored in personal containers or igloos

### **Water Procedures**

Employees shall have access to potable drinking water that is fresh, pure, suitably cool, and provided to employees free of charge. Water is suitably cool if it is cooler than the air temperature but not too cold that it will cause discomfort or discourage drinking of water.

Plumbed water (e.g. city or municipal water source) provides a sufficient supply of water. Do not drink from a garden hose. Do not drink from unapproved sources like untested wells.

Where water is not plumbed or continuously supplied, it shall be provided in sufficient quantity at the beginning of the work shift to provide one quart per employee per hour (about a cup every 15 min) for drinking for the entire shift.

The water shall be located as close as practical to where employees are working.

For remote outdoor work locations, provide a water cooler or container that employees can take with them to the work location. Containers must be kept clean. No shared cups can be used; use only disposable cups or individual water containers. Refill containers as needed to allow employees to drink one quart or more per hour (1 cup every 15 minutes).

Number of Employees	Water Amount per 8 Hours Gallons	Water Amount per 8 Hours Pints	Water Amount per 8 Hours Cups
1	2	16	32
2	4	32	64
10	20	160	320

## VIII. PROVIDING ADEQUATE SHADE

### Shade Procedures

"Shade" means blockage of direct sunlight. Structures that block the sun such canopies, umbrellas, trailers, buildings may be used to provide shade. Sun blockage is sufficient when objects do not cast a shadow in the area of blocked sunlight. Shade is not adequate when heat in the area of shade defeats the purpose of shade, which is to allow the body to cool. For example, a car sitting in the sun does not provide acceptable shade to a person inside it, unless the car is running with air conditioning.

### Shade Up At 80 Degrees F

Shade present: When the temperature does not exceed 80° F, shade can be provided on request or set up before work starts. When the outdoor temperature in the work area does not exceed 80° F employees shall have access to shade upon request.

Shade Up at 80°: If the predicted temperature on the previous day is for the area to exceed 80° F, shade must be up as of the beginning of the shift and present throughout the day.

Shade shall be located as close as practical to where employees are working. Shade must be easy for employees to use. The location of shade must not deter use or discourage access. Employees should not cross roads to reach shade. Shade must not be located next to toilet facilities or on wet/muddy ground or contact branches, thorns or brush, or irritating plants (e.g. poison oak).

When the outdoor temperature in the work area exceeds 80° F, employees shall have access at all times to one or more areas with shade that are either open to the air or provided with ventilation or cooling. Depending on the worksite, shade may be provided by:



- A. Natural shade (i.e. trees)
- B. District buildings and shops
- C. Sides of buildings
- D. Vehicles with air conditioning
- E. Playground/lunch shade structures

When natural shade is not available, we will provide other acceptable means of shade such as umbrellas, tents, canopies, etc., to block the sunlight. In these instances, we will provide chairs, benches, sheets, towels, or any other items to allow employees to sit and rest without contacting the bare (dirt) ground. We will also relocate the shade structure as the work environment or location changes.

The amount of shade present will be at least enough to accommodate 25% of the employees on the shift at any time, so they can sit in a normal posture, fully in the shade without having to be in physical contact with each other. The shaded area will be located as close as practicable to the areas where employee are working

In instances where natural shade is not available, supervisors will:

- A. Bring sufficient shade structures to the site
- B. Ensure sufficient shade structures are opened and placed as close as practical to the workers.
- C. Point out the daily location of the shade structures to the workers, as well as allow and encourage employees to take a five-minute cool-down rest in the shade when they feel the need to do so to protect themselves from overheating.
- D. Ensure the shade structures are relocated to follow the crew and double-check they are close as practical to the employees so access to shade is provided at all times.

If it is infeasible or unsafe to have shade structures, or to have shade present on a continuous basis, we will provide alternative procedures with equivalent protection.

In instances where natural shade such as a tree is available, supervisors will evaluate the thickness and shape of the shaded area in orchards or other areas of vegetation (given the changing angles of the sun during the entire shift), before assuming that sufficient shadow is being cast to protect employees.

In situations where it is not safe to provide shade (example winds of more than 40 mph), we will document how the determination was made and identify what steps will be taken if someone requests shade, or we will identify other cooling measures with equivalent protection. Cooling measures other than shade may be used if they are effective as shade in allowing employees to cool.

The amount of shade present shall be at least enough to accommodate the number of employees on recovery or rest periods so that they can sit in a normal posture fully in the shade without having to be in physical contact with each other. The amount of shade

during meal periods shall be at least enough to accommodate the number of onsite employees on the meal period.

### **Access to Shade**

Employees shall be allowed and encouraged to take a cool-down rest in the shade when they feel the need to protect themselves from overheating. Access to shade shall be permitted at all times.

The supervisor will monitor an individual employee who takes a preventative cool-down rest and ask if they are experiencing symptoms of heat illness. The supervisor will encourage the employee to remain in the shade. The employee shall not be ordered back to work until any signs or symptoms of heat illness go away, but in no event less than 5 minutes in addition to the time needed to get to the shade.

If an employee shows signs or reports symptoms of heat illness during a preventative cool-down rest period, appropriate first aid or emergency response shall be provided.

## **IX. ADDRESSING HIGH-HEAT PROCEDURES**

When the outdoor temperature equals or exceeds 95° F, supervisors will:

- A. Be available so employees at the work site can contact them when necessary; if a cell phone or two-way radio is used, reception must be validated.
- B. Be extra vigilant with observing employees for alertness and signs of heat illness.
- C. Remind employees to drink plenty of water throughout the work shift.
- D. Closely supervise new employees for the first 14 days of employment, unless the employee indicates at the time of hire that he or she has been doing similar outdoor work for at least 10 of the past 30 days for four or more hours per day.

### **High-Heat Procedures Over 95 Degrees Fahrenheit**

When the temperature is expected to equal or exceed 95° F these High Heat procedures will be followed:

#### **Pre Shift Meeting**

Supervisors will conduct pre-shift meetings before work starts. Topics will include:

- Review high heat procedures
- Encourage employees to drink plenty of water
- Remind employees of their right to take a cool-down rest when necessary
- Review how emergency medical services are called and directed to the work site
- Review how employees will be observed for signs and symptoms of heat illness
- Meetings will be conducted in person, by cell phone or conference call/webcast

### **Communication**

Supervisors will make sure they have an active means of communication, by voice, observation, or electronic means with employees at the work site. An employee must be able to contact a supervisor when necessary. An electronic device, such as a cell phone or text messaging device, may be used for this purpose only if reception in the area is reliable.

### **Observation**

Supervisors will regularly observe employees for alertness and signs or symptoms of heat illness. Additional observers may be designated. Designated observers will be trained in their responsibilities to watch for signs and symptoms of heat illness.

If there are more than 20 employees on the site the supervisor/foreman shall implement one or more of these observation methods:

1. Designate additional observers who are trained in their responsibilities.
2. Mandatory buddy system. A buddy system pairs employees with each other. Each employee watches their buddy for signs and symptoms of heat illness. All employees must be trained to stay in contact with their buddy, observe each other throughout the day and immediately report any signs/symptoms of heat illness.
3. Supervisors will regularly communicate with lone employees in person, by radio or cellular phone.

Any employee is authorized to call for emergency medical services if they cannot contact a Supervisor or Foreman.

Supervisors will remind employees throughout the work shift to drink plenty of water.

## **X. HANDLING AN ILL EMPLOYEE AND EMERGENCY PROCEDURES**

### **Effective Communication**

- Employees must have a method to contact the supervisor or the emergency medical service (EMS) by voice, observation or electronic means (cell phones or radios).
- If there is no cell phone or radio reception in the work site area, there must be another way to contact EMS such as driving to a location where there is cell phone coverage, use of a landline or satellite telephone or other effective means.

### **Responding To Signs and Symptoms of Heat Illness**

- If any supervisor or employee observes or reports any signs or symptoms of heat illness in any employee, the supervisor/foreman shall take immediate action according to the severity of the illness.
- If the signs or symptoms are indicators of severe heat illness (such as, but not limited to, decreased level of consciousness, staggering, vomiting, disorientation, irrational behavior or convulsions), the employee, supervisor/foreman must implement emergency response procedures.
- Any employee exhibiting signs or symptoms of heat illness shall be monitored and shall not be left alone or sent home without being offered onsite first aid and/or being provided with emergency medical services.

### **Contacting EMS**

- Contact emergency medical service (EMS) by calling 911 or as directed by local EMS.
- If an employee is showing signs and symptoms of heat illness, the supervisor must make sure that the sick employee is kept cool in the shade and comfortable until EMS arrives.
- If an EMS ambulance cannot reach the worksite, the supervisor must designate another way to transport a sick employee such as another vehicle on the work site.

### **Work Site Location**

- In an emergency, the supervisor must provide clear and precise directions to the location of the work site must be provided.
- There must be a way to access a hospital and doctor, or EMS for each work site.
- If the work area is hard to locate by an EMS responder, send another person(s) to direct the ambulance to the proper area.

Mobile crews must know their location with a map (paper or electronic) or detailed directions so that EMS can find them in an emergency.

## **XI. Medical Services and Emergency Response Procedures**

Our Medical Services program will guide response to heat illnesses.

When an employee displays possible signs of heat illness (refer to Attachment B for a detailed list of heat illness) a supervisor will:

1. Immediately call 911
2. Move the employees to a cooler/shaded area
3. *Remove excess layers of clothing*
4. *Fan and mist the worker with water*
5. *Apply ice (ice bags or ice towels)*
6. Provide cool drinking water, if able to drink

A supervisor will remain with the sick employee until emergency help arrives. If the area is remote, the supervisor may elect to have a map along with clear and precise directions (such as street or road names, distinguishing features, and distances to major roads) of the site to clearly communicate the location to emergency medical services. The supervisor will designate someone to physically go to the nearest road or highway where emergency responders can see them.

Prior to assigning a crew to a particular worksite, the supervisor will:

- A. Determine if workers and the foreman need a map along with clear and precise directions (such as streets or road names, distinguishing features, and distances to major roads) of the site to avoid a delay of emergency medical services.

- B. Ensure a qualified, appropriately trained, and equipped person will be available at the site to render first aid if necessary.
- C. Ensure responsibility for calling emergency medical service is assigned to an English-speaking worker at the site.
- D. Verify all foremen and supervisors carry cell phones or other means of communication to ensure emergency medical services can be called.
- E. Ensure all communication devices are functional at the worksite prior to each shift.

## **XII. ACCLIMATIZATION PROCEDURES**

Acclimatization is the process by which the body adjusts to increased heat exposure. The body needs time to adapt when working in hotter temperatures. Employees are more likely to experience heat illness during the first two weeks of working in hot temperatures.

All employees shall be closely observed by a supervisor or designee during a heat wave. This means any day in which the predicted high temperature for the day will be at least 80° F and at least 10° F higher than the average high daily temperature in the preceding five days.

The supervisor or designee shall closely watch an employee who has been newly assigned to a high heat area for the first 14 days of the employee's employment.

## **XIII. SUPERVISOR AND EMPLOYEE TRAINING**

### **Training Procedures**

All employees will receive training in heat illness prevention. New employees will be trained before assignment to work in a hot area.

Regular safety meetings will cover heat illness related topics as part of our IIPP. All employees must ask their supervisor if they do not understand training or have any questions.

### **All Employee Training Topics**

- This heat illness prevention plan
- Procedures for water and the importance of drinking water
- Procedures for shade and cool-down rests
- Emergency response procedures for first aid/medical care
- Access to shade, water and medical care without any retaliation
- High heat procedures
- Acclimatization procedures: observation and new employees

- Environmental and personal risk factors in heat illness
- Types of heat illness and the signs/symptoms
- Appropriate first aid for heat illness
- Heat illness may progress quickly from mild to serious symptoms and life threatening illness
- Importance of telling supervisors about heat illness signs and symptoms
- Employees must ask the supervisor if they do not understand training or how to safely do their job

### *Employees*

All employees are required to attend a health and safety training session prior to beginning work that should be reasonably anticipated to result in exposure to the risk of heat illness. The following information should be provided.

- A. The environmental and personal risk factors for heat illness, as well as the added burden of heat load on the body caused by exertion, clothing, and personal protective equipment.
- B. Our procedure for complying with the requirements of the heat illness prevention regulation.
- C. The importance of frequent consumption of small quantities of water.
- D. The importance of acclimatization.
- E. The different types of heat illness and the common signs of symptoms of heat illness.
- F. The importance of employees immediately reporting symptoms of signs of heat illness for themselves and co-workers.
- G. Our specific procedures for responding possible heat illness, including how emergency medical services will be provided should they become necessary, for transporting employees to point where they can be reached by an emergency medical service provider.
- H. Our procedures for designating a person to be available to ensure emergency procedures are invoked when appropriate.
- I. Our specific procedures for ensuring clear and precise directions to the work site will be provided as needed to emergency responders.

## *Supervisors*

Supervisors will receive the training provided to all employees AND topics on their responsibilities:

### **Supervisor Training Topics**

- Responsibilities of supervisors in this heat illness prevention plan
- How to monitor weather reports and how to respond to hot weather advisories.

### Water Procedures and the Importance of Drinking Water

- Follow water procedures. Pour some water on skin to check that is fresh, pure and suitably cool.
- Provide water coolers or personal containers
- Refill crew water containers as needed.
- Remind employees to refill their personal water containers.

### Shade Procedures

- Monitor employees and rest areas as needed
- Make sure shade is available and up at 80° F
- Procedures For Access to Shade And Cool-Down Rests
- Monitor employees who take a cool down rest
- Start emergency response procedures if needed

### High Heat Procedures

- How to plan work to avoid high heat as feasible
- Pre shift meetings
- Communication method for work site
- Observation method less than 20 employees
- Observation method for more than 20 employees on a work site: additional observers, mandatory buddy system

### Emergency Response Procedures:

- First aid/medical care for the signs and symptoms of heat illness
- Our medical services plan for the work location
- Method to contact the emergency medical service (ems)
- Alternative method to transport an employee (usually a vehicle on the work site)
- How to locate the worksite with clear and precise directions

### Acclimatization Procedures

- Observe all new employees for the first 14 days of work

### Training Procedures

- Make sure all employees have received heat illness prevention training before working in hot weather
- Make certain that employees understand and comprehend the training material
- Access to shade, water and medical care without any retaliation
- Environmental and personal risk factors in heat illness
- Types of heat illness and the signs/symptoms
- Appropriate first aid for heat illness

- Heat illness may progress quickly from mild to serious symptoms and life threatening illness
- Importance of listening to employee reports about heat illness signs and symptoms

In addition to obtaining the training required for employees listed above, supervisors will be trained before performing work that could be reasonably anticipated to result in exposure to heat illness. Training will include:

- All information provided during employee training.
- Procedures for preventing heat illness, including monitoring weather reports and how to respond to hot weather advisories.
- Information about how to identify heat illness.

### Weather conditions

Check weather conditions on radio, television or the internet.


Adjust the work schedule to avoid high heat and minimize working during mid-day heat. Heavy work should be scheduled for the cooler hours of the day.

Non-essential tasks should be postponed in the event of a heat wave.

### Heat Index (HI), Or Apparent (“Feels Like”) Temperature

Apparent temperature, Heat Index (HI): A measure of how hot it really feels in degrees Fahrenheit when relative humidity is factored with the actual air temperature. This chart is the National Weather Service’s Heat Index. This guideline should be followed for employees not wearing protective clothing such as a chemical suit.

NWS Heat Index		Temperature (°F)															
		80	82	84	86	88	90	92	94	96	98	100	102	104	106	108	110
Relative Humidity (%)	40	80	81	83	85	88	91	94	97	101	105	109	114	119	124	130	136
	45	80	82	84	87	89	93	96	100	104	109	114	119	124	130	137	
	50	81	83	85	88	91	95	99	103	108	113	118	124	131	137		
	55	81	84	86	89	93	97	101	106	112	117	124	130	137			
	60	82	84	88	91	95	100	105	110	116	123	129	137				
	65	82	85	89	93	98	103	108	114	121	128	136					
	70	83	86	90	95	100	105	112	119	126	134						
	75	84	88	92	97	103	109	116	124	132							
	80	84	89	94	100	106	113	121	129								
	85	85	90	96	102	110	117	126	135								
	90	86	91	98	105	113	122	131									
95	86	93	100	108	117	127											
100	87	95	103	112	121	132											



**Likelihood of Heat Disorders with Prolonged Exposure or Strenuous Activity**

Caution     
  Extreme Caution     
  Danger     
  Extreme Danger



## **Heat-Related Illnesses**

The human body regulates high temperatures by blood flow and sweating. Blood circulated to the skin raises the skin temperature which allows the body to give off excess heat through the skin. Sweating occurs when heat loss due to increased blood circulation is not enough to cool the body. Evaporation of the sweat cools the skin and eliminates heat from the body.

If the body is unable to release excess heat, it will store it. When this happens, the body's core temperature rises and the heart rate increases. If the body continues to store heat, the person may begin to have difficulty concentrating, may become irritable and lose the desire to drink.

Heat illness can progress rapidly from mild symptoms to life threatening illness.

## **Environmental Risk Factors for Heat Illness**

Environmental risk factors are conditions may cause heat illness, including air temperature, humidity, radiant heat from the sun and other sources, conductive heat sources such as the ground, air movement, workload, protective clothing and personal protective equipment worn by employees.

## **Personal Risk Factors for Heat Illness**

Personal risk factors for heat illness include a person's age, amount of acclimatization, general health, water consumption, alcohol consumption, caffeine consumption, and use of prescription medications that affect the body's water retention or other physiological responses to heat.

## **Heat Illness Prevention**

### Water

Drink lots of water, about 1 cup every 15 minutes. Drink enough water that you never become thirsty. Avoid alcohol and drinks with large amounts of caffeine or sugar.

### Clothing

Wear lightweight light colored breathable clothing such as cotton. Wear a hat (or hard hat if required on your work site).

### Skin Protection

Wear sunscreen (minimum SPF of 15) when the bare skin is exposed to sun for extended periods.

### Acclimatization

Acclimatization means temporary adaptation of the body to work in the heat that occurs gradually when a person is exposed to it. Acclimatization peaks in most people within four to fourteen days of regular work for at least two hours per day in the heat.

### Diet

A well-balanced diet is important to maintain the good health needed to work under hot conditions. Large meals should not be eaten during work breaks because they increase

circulatory load and metabolic rate. Salt intake, as part of a normal diet, is usually sufficient to meet the salt demands during work in hot environments. If salt is restricted by a doctor's order, the doctor should be consulted.

Life-style

A healthy life-style lowers the risk of a heat-related illness. An employee should have adequate sleep, a good diet, and exercise. A healthy life-style means no abuse of alcohol or drugs. Exposure to hot environments immediately before work increases the risk of a heat illness at work.

Health status

All employees should know that chronic illnesses such as heart, lung, kidney, or liver disease mean possible lower heat tolerance and increased risk of a heat-related illness. Employees suffering from a chronic illness should tell their doctor about their work in hot environments for advice about the potential effects of their illness or drugs used for treatment. If an employee has the symptoms of any acute illness and still reports to work, that employee should inform the immediate supervisor.

**Heat-Related Illnesses**

ILLNESS	CAUSE	SIGNS & SYMPTOMS	FIRST AID TREATMENT
Sunburn	Long exposure to UV radiation in sunlight	Redness and pain. In severe cases swelling of skin, blisters, fever, and headaches.	Use sunscreen with SPF of 15 or higher to prevent sunburn. Use ointments for mild cases if blisters appear and do not break. If blisters break, apply dry sterile dressing. Get medical treatment for serious cases.
Heat Rash	Skin irritation from heavy seating during hot humid weather	Small red blisters or pimples.	Keep area dry. Mild drying lotions or powders may be applied. Keep skin clean to prevent infection.
Heat Cramps	Heavy Sweating, loss of salt	Painful spasms of arms, legs or abdomen	Stop all activity and move to a cool shaded area. Drink water or a sports beverage. Gently massage muscles to relieve spasm. Watch the victim closely: If the victim does not promptly or completely recover, get medical treatment. Get medical treatment for workers with heart problems or on a low-sodium diet.
(Fainting) Heat Syncope	Lack of acclimatization. Pooling of blood in the legs and skin from long standing or sudden rising from a sitting posture.	Fainting. Light headedness. Dizzy. Blurred vision.	Move the victim to a cool shaded area. Drink water or a sports beverage. Flex leg muscles several times before moving. Stand or sit up slowly. Watch the victim closely: If the victim does not promptly or completely recover, get medical treatment.
Heat Exhaustion	Dehydration, non-acclimatized	Heavy sweating, Fatigue, weakness, headache, Dizziness/confusion, Nausea/vomiting, Intense thirst, skin cold, pale and clammy. Fast shallow breathing.	Move the victim to a cool shaded area. Give sips of water or a sports beverage. If nausea occurs, discontinue use. Lie down and loosen clothing. Apply cool, wet cloths. Use fans or air-conditioners. Watch the victim closely: If the victim does not

			promptly or completely recover, get medical treatment.
Heat Stroke	Excessive exposure to hot environments. Body's system of temperature regulation fails. Body temperature rises to critical levels.	Hot dry skin. Lack of sweating OR profuse sweating. Hallucinations. Chills, difficulty breathing. Rapid and strong pulse. High body temperature. Disoriented, confusion/dizziness. Slurred speech. Possible unconsciousness.	HEAT STROKE IS A SEVERE MEDICAL EMERGENCY. GET THE VICTIM TO A HOSPITAL IMMEDIATELY. DELAY CAN BE FATAL.  Move the victim to a cool shaded area. Reduce body temperature with a cool bath, sponging or soaking clothes with water. Use fans and air conditioners. DO NOT GIVE FLUIDS.

## Protecting Workers from Heat Stress

### Heat Illness

Exposure to heat can cause illness and death. The most serious heat illness is heat stroke. Other heat illnesses, such as heat exhaustion, heat cramps and heat rash, should also be avoided.

There are precautions your employer should take any time temperatures are high and the job involves physical work.

### Risk Factors for Heat Illness

- High temperature and humidity, direct sun exposure, no breeze or wind
- Low liquid intake
- Heavy physical labor
- Waterproof clothing
- No recent exposure to hot workplaces

### Symptoms of Heat Exhaustion

- Headache, dizziness, or fainting
- Weakness and wet skin
- Irritability or confusion
- Thirst, nausea, or vomiting

### Symptoms of Heat Stroke

- May be confused, unable to think clearly, pass out, collapse, or have seizures (fits)
- May stop sweating

### To Prevent Heat Illness, Your Employer Should

- Establish a complete heat illness prevention program.
- Provide training about the hazards leading to heat stress and how to prevent them.
- Provide a lot of cool water to workers close to the work area. At least one pint of water per hour is needed.



For more information:  
**OSHA** Occupational Safety and Health Administration  
[www.osha.gov](http://www.osha.gov) (800) 321-OSHA (6742)

OSHA 3154-00R 2014

- Modify work schedules and arrange frequent rest periods with water breaks in shaded or air-conditioned areas.
- Gradually increase workloads and allow more frequent breaks for workers new to the heat or those that have been away from work to adapt to working in the heat (acclimatization).
- Routinely check workers who are at risk of heat stress due to protective clothing and high temperature.
- Consider protective clothing that provides cooling.



### How You Can Protect Yourself and Others

- Know signs/symptoms of heat illnesses; monitor yourself; use a buddy system.
- Block out direct sun and other heat sources.
- Drink plenty of fluids. Drink often and BEFORE you are thirsty. Drink water every 15 minutes.
- Avoid beverages containing alcohol or caffeine.
- Wear lightweight, light colored, loose-fitting clothes.



### What to Do When a Worker is Ill from the Heat

- Call a supervisor for help. If the supervisor is not available, call 911.
- Have someone stay with the worker until help arrives.
- Move the worker to a cooler/shaded area.
- Remove outer clothing.
- Fan and mist the worker with water; apply ice (ice bags or ice towels).
- Provide cool drinking water, if able to drink.

**IF THE WORKER IS NOT ALERT or seems confused, this may be a heat stroke. CALL 911 IMMEDIATELY and apply ice as soon as possible.**

**If you have any questions or concerns, call OSHA at 1-800-321-OSHA (6742).**



For more information:  
**OSHA** Occupational Safety and Health Administration  
[www.osha.gov](http://www.osha.gov) (800) 321-OSHA (6742)

## Protección contra la hipertermia para trabajadores

### Enfermedades debidas al calor

Estar expuesto al calor puede causar malestares y llevar a la muerte. El más serio de estos males es la insolación. Otros males, como agotamiento, calambres y erupciones cutáneas causadas por el calor, también deben evitarse.

Hay precauciones que el empleador debe aplicar siempre que las temperaturas estén altas y el trabajo exija un esfuerzo físico.

### Factores de riesgo para enfermedades debidas al calor

- Temperatura y humedad altas, estar expuesto directamente al sol, falta de brisa o viento
- Poco consumo de líquidos
- Mucho esfuerzo físico
- Ropa impermeable
- No haber estado expuesto recientemente a lugares de trabajo calientes

### Síntomas del agotamiento por calor

- Dolor de cabeza, mareos o pérdida de conocimiento
- Debilidad y piel húmeda
- Irritabilidad o confusión
- Sed, náuseas o vómitos

### Síntomas de insolación

- Puede haber confusión, incapacidad de pensar claramente, desmayo, colapso o espasmos
- Puede dejar de sudar

### Para evitar enfermedad a causa del calor, su empleador debe

- Proveer capacitación sobre los factores de riesgo que llevan a la hipertermia y cómo evitarlos.
- Poner a disposición de los trabajadores bastante agua fresca cerca del lugar de trabajo. Hay que tomar por lo menos medio litro por hora.
- Programar descansos frecuentes para tomar agua a la sombra o en aire acondicionado.



## Protección contra la hipertermia para trabajadores

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- Ropa impermeable
- No haber estado expuesto recientemente a lugares de trabajo calientes

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- Puede haber confusión, incapacidad de pensar claramente, desmayo, colapso o espasmos
- Puede dejar de sudar

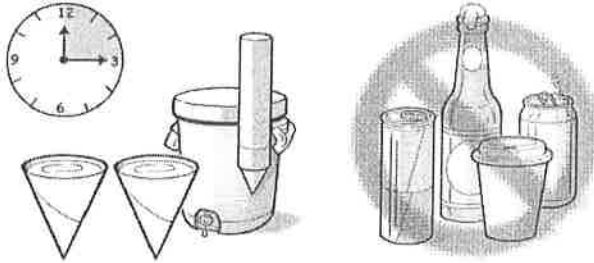
### Para evitar enfermedad a causa del calor, su empleador debe

- Proveer capacitación sobre los factores de riesgo que llevan a la hipertermia y cómo evitarlos.
- Poner a disposición de los trabajadores bastante agua fresca cerca del lugar de trabajo. Hay que tomar por lo menos medio litro por hora.
- Programar descansos frecuentes para tomar agua a la sombra o en aire acondicionado.



# Stay safe and healthy!

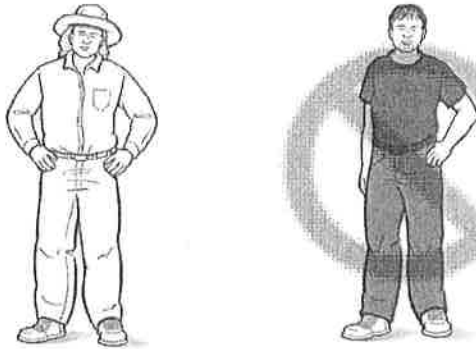
Drink water even if you aren't thirsty –  
every 15 minutes



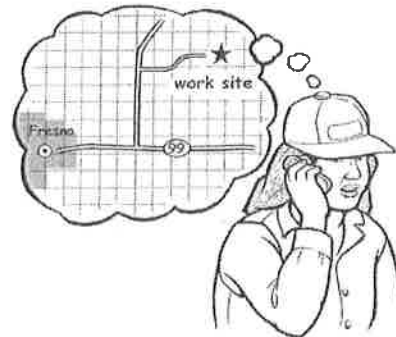
Watch out for each other



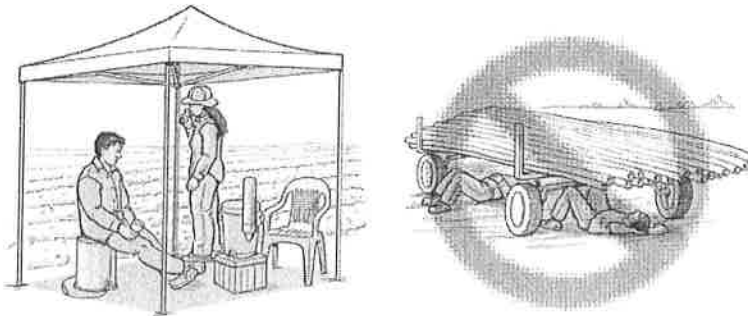
Wear a hat and light-colored clothing



Know where you are working  
in case you need to call 911



Rest in the shade



**Attachment A**  
**Heat Illness Employee Training Handout**

Department: \_\_\_\_\_  
*Name*

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

We have developed a training program to increase employee awareness of the occurrence of exposure to heat illness when working outdoors and to motivate employees to protect themselves.

**Overview of Heat Illness Prevention Regulation**

The Heat Illness Prevention Regulation is intended to ensure both employers and employees understand the dangers associated with working in heat in outdoor workplaces. The following information is a review of the specific requirements of a heat illness prevention program, including water, shade, high-heat procedures, and training.

**Written Heat Illness Prevention Program**

We have a written program that outlines how we provide information on and control exposures that can result in heat illness while performing outdoor work in the heat. This program is available to you during our training or during your work shift from Human Resources/Risk Management.

**Work Environment and Conditions in Our Workplace**

Our written program includes the identification of work that is performed outdoors when the weather is hot. This list is not all inclusive and when other types of work or conditions are identified, we will update our program and our training. The most important element is to realize that when it is hot outside and you are working, take precautions to protect yourself.

**Water**

We will provide enough fresh drinking water so you have access to at least one quart of water per hour and actively encourage you to drink it. Refrain from alcoholic beverages and beverages that contain caffeine, such as soft drinks, coffee and tea.

**Shade**

Our goal is to provide shade so everyone who needs it has access to it to cool off when the weather is hot. If infeasible, or unsafe to provide shade, we will provide other means to help keep you cool.

**High-Heat Procedures**

When the outside temperatures reach or exceed 95° F, additional precautions, to the extent they are feasible, will be taken to ensure your safety and health. This includes good communication, close supervision if you have not recently worked outdoors in the heat for four or more hours per day, observing you, and reminding you to drink plenty of water.

**Training**

All employees and supervisors who have potential heat exposures receive the same training so everyone understands our policy and procedures for keeping everyone safe when working outdoors. Training addresses how to acclimate to the heat, how much water to drink, the signs and symptoms of heat illness, the importance of reporting symptoms to your supervisor, and how to get help in an emergency.

You can read the California heat illness prevention regulation for additional information on any specific program element at [www.dir.ca.gov/DOSH/Heatillnessinfo.html](http://www.dir.ca.gov/DOSH/Heatillnessinfo.html).



## **Attachment B Types of Heat Illness**

Heat illness is a serious medical condition resulting from the body's inability to cope with a particular heat load and includes heat cramps, heat exhaustion, heat syncope, and heat stroke.

### **Heat Stroke**

The most life-threatening heat-related illness; heat stroke happens when the body can no longer control its temperature. The body's temperature rises fast. The body cannot sweat and is unable to cool itself. Warning signs include, red, hot, dry skin; very high body temperature; dizziness; nausea; confusion; strange behavior or unconsciousness; rapid pulse or throbbing headaches. Heat stroke can cause death or disability if treatment is not given.

### **Heat Exhaustion**

Heat exhaustion is milder illness that happens when the body has lost too much water and salt in sweat. Warning signs include heavy sweating, cramps, headaches, nausea or vomiting, paleness, tiredness, weakness, dizziness, and fainting. If heat exhaustion is not treated, it can turn into heat stroke. Get medical assistance if the symptoms are severe or if the victim has heat problems or high blood pressure.

### **Heat Syncope**

Heat syncope is fainting (syncope) episode or dizziness that usually occurs with prolonged standing or sudden rising from a sitting or lying position. Factors that may contribute to heat syncope include dehydration and lack of acclimatization. Symptoms of heat syncope include light-headedness, dizziness, and fainting.

### **Heat Cramps**

Heat cramps are muscle pains and spasms due to heavy activity. They usually involve the stomach muscles or the legs. It is generally thought that the loss of water and salt from heavy sweating causes the cramps. If you have heart problems or are on a low-sodium diet, get medical attention for heat cramps.

### **Heat Rash**

Heat rash is skin irritation caused by excessive sweating during hot, humid weather. Symptoms include red cluster of pimples or small blisters. Heat rash is more likely to occur on the neck and upper chest, in the groin, under the breasts, and in the elbow creases.

### **Sunburn**

Sunburn is when the skin becomes red, painful, and usually warm after being in the sun. Sunburn should be avoided because it damages the skin and could lead to more serious illness.

***Safety Meeting: BEAT THE HEAT***

Work site		Date	
Supervisor		Interpreter	

**Key Points Covered**

1.	Heat illness can result when the body is unable to cool itself through sweating. This can occur when the temperature and/or the humidity is high. Heat illness can progress rapidly from mild symptoms to life threatening illness. Prevent heat illness by drinking water and resting in shade. Employees have the right to access water, shade and emergency/first aid without reprisal. <hr/>
2.	Water: Employees have access to fresh drinking water that is cool and free of charge. Drink about a cup of water every 15 minutes. If you have a personal container, refill it so you have water near you. If you see a crew water cooler that needs water, tell your supervisor. Plumbed city water has a supply of water. Do not drink from a garden hose. Do not drink from unapproved sources like untested wells. The water procedure for this work site is <hr/>
3.	Shade: When the temperature does not exceed 80° F, employees have access to shade on request. When the temperature is more than 80° F shade must be easy to access. Employees can take a cool-down rest in the shade when they feel the need to protect themselves from overheating. Access to shade is always allowed. If an employee shows signs or reports symptoms of heat illness during a cool-down rest appropriate first aid or emergency response shall be provided. The shade procedure for this work site is <hr/>

4.	<p>Access to first aid/medical: Employees must know how to contact the supervisor or the emergency medical service (EMS) by voice or cell phones/radios. If there is no cell phone or radio reception at the work site, there must be another way to contact EMS such as driving to a location where there is cell phone coverage or use of a landline. Any employee showing signs or symptoms of heat illness shall be monitored and not left alone or sent home without being offered onsite first aid or being provided with emergency medical services. Contact emergency medical service (EMS) by calling 911 or as directed by local EMS. If an EMS ambulance cannot reach the worksite, the supervisor must know another way to transport a sick employee such as another vehicle on the work site. Mobile crews must know their location with a map (paper or electronic) or detailed directions so that EMS can find them in an emergency. At this worksite, this is how to access a hospital and doctor, or EMS: _____.</p>
5.	<p>Acclimatization: Acclimatization is how the body adjusts to increased heat. The body needs time to adapt when working in hot temperatures. Employees are more likely to get heat illness during the first two weeks of working in hot temperatures. Be careful working in hot areas for the first 14 days and keep drinking water.</p> <p>The supervisor or someone they designate must closely watch an employee who has been newly assigned to a high heat area for the first 14 days of the employee's employment.</p>
6.	<p>Fainting (Heat Syncope Symptoms): Fainting Light headed Dizzy Blurred vision</p>

7.	<p>Heat Exhaustion can move into heat stroke if not treated. Symptoms:</p> <p>Headaches Light headed Dizzy Irritability, confusion Upset stomach or vomiting Fainting or passing out Pale clammy skin.</p>
8.	<p>Heat Stroke is a Medical Emergency. If a person has heat stroke, call 911 immediately.</p> <p>Symptoms:</p> <p>Hot dry red skin with no sweating Confusion or inability to think clearly Collapse Seizure(fits) Unconsciousness</p>
9.	<p>What YOU should do if a person has heat illness:</p> <ul style="list-style-type: none"><li>➤ Move the victim to a cool shaded area to rest. Don't leave the victim alone</li><li>➤ Loosen and remove heavy clothing</li><li>➤ Have the victim drink cool water (about a cup every 15 min) unless sick to the stomach</li><li>➤ Cool the person's body by fanning, spraying with cool water mist or with wet cloths</li><li>➤ Call 911 for help if the person does not get better</li></ul>
10.	<p>How to prevent Heat Illness:</p> <ul style="list-style-type: none"><li>➤ Perform the heaviest work in the coolest part of the day</li><li>➤ Build up tolerance to work in the heat – this takes about 4 to 14 days.</li><li>➤ Bring water to the job: Drink a cup of cool water every 15 minutes</li><li>➤ Wear light colored loose-fitting breathable clothing such as cotton</li><li>➤ Wear sunscreen (SPF of 15 or higher) when the skin is exposed to sun for long times.</li><li>➤ Avoid large meals before working in the heat</li><li>➤ Avoid alcohol or caffeine-they make the body lose water and increase heat illness risk.</li><li>➤ Watch other people for signs of heat illness</li><li>➤ Report any heat illness cases to the supervisor immediately.</li><li>➤ Call 911 if the victim is suffering heat stroke.</li></ul>

11.	Know:  How to contact your supervisor. Our company procedures for heat illness prevention, water and shade. How to contact the Emergency Medical System (usually call 911). How you can help keep this job safe and heat illness free.
12.	If you don't know how to do your job or have safety questions, stop and ask your supervisor.





INFINITY COMMUNICATIONS & CONSULTING, INC.  
AGREEMENT FOR PROFESSIONAL SERVICES

Client No: 0373

This Agreement for Professional Services ("Agreement") is entered into as of this day, September 2, 2015, between Infinity Communications & Consulting, Inc. hereinafter referred to as "Infinity," and Gorman Joint School District hereinafter referred to as the "Client." The parties agree as follows:

1. SERVICES

Infinity agrees to perform Consulting and Professional Services ("Services") on behalf of the Client for the term of this Agreement. Infinity's responsibilities and determination of reimbursable costs for said Services are set forth in the following attachments, which are made a part of this Agreement:

- a) Attachment "A" titled "*Scope of Work*"
- b) Attachment "B" titled "*Compensation and Reimbursable Expenses Schedule*"

2. BASIS OF COMPENSATION

Infinity shall bill Client's services as the rate(s) set forth in Attachment B titled "*Compensation and Reimbursable Expenses Schedule*". The Client will render payment to Infinity upon receipt of invoice(s).

3. SCOPE OF WORK

The scope of Infinity's responsibilities for this agreement are defined in the *Attachment A titled Scope of Work*.

4. TERM AND TERMINATION OF SERVICE

Infinity services are provided on a term commitment basis as specified in Attachment B titled "*Compensation and Reimbursable Expenses Schedule*". The term commences on the contract executed date. The Client agrees that unless terminated by written notice to Infinity within Thirty (30) days following the end of the term specified in Attachment B, this agreement will automatically renew on an annual basis.

The Client and/or Infinity may terminate this Agreement, without cause, at any time by submitting written notice to the other party. The written Notice of Termination must be received no less than Thirty (30) days prior to the desired date of Termination.

In the event that the Client terminates this Agreement without cause, the Client agrees to compensate Infinity for all work, Service Fees, and reimbursable expenses completed prior to the date of termination, and release Infinity from all liability, claims and causes of action resulting from negligent acts or omissions of the Client, its agents and/or employees performed after the date of termination.

In the event that the Agreement is terminated; Infinity shall deliver copies of all data and files related to this Agreement to the Client within Thirty (30) days.

5. CLIENT'S RESPONSIBILITY

The Client agrees to comply with the responsibilities as specified in Attachment A to ensure the successful completion of services covered in this Agreement.

6. RECORDS

Infinity will maintain full and accurate records in connection with this Agreement and will make them available to the Client for inspection during normal business hours, Monday to Friday, 8am to 5pm.

7. STATUS OF INFINITY

The Client and Infinity agree that Infinity, in performing the services specified in this Agreement, shall act as an independent contractor and shall have control of all work and the manner in which it is performed. Infinity shall be free to contract for similar service to be performed for other parties while under contract with the Client. Infinity is not entitled to participate in any pension plan, insurance, bonus or similar benefits the Client provides for its employees.

8. COPYRIGHTS AND LICENSES

The Client and Infinity agree that in transmitting "Instruments of Services", or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for the use of this project.

Infinity and/or its Consultants shall be deemed the authors and owners of their respective "Instruments of Service", including, but not limited to Infinity's, E-rate Template Forms, Bid Documents, Drawings and Specifications, and Infinity shall retain all common law, statutory and other reserved rights, including copy rights. The Submission or distribution of these "Instruments of Service" to meet the

# INFINITY

COMMUNICATIONS AND CONSULTING

requirement of this Agreement shall not be construed as a publication in derogation of the reserved rights of Infinity and/or its consultants.

Upon execution of this Agreement, Infinity grants the Client a nonexclusive limited license to use Infinity's "Instrument of Service" solely and exclusively for the purposes of constructing, using, maintaining, altering and adding to the projects associated to this Agreement, provided that the Client substantially performs its obligation, including prompt payment of all fees due to Infinity, under this Agreement. If Infinity rightfully terminates this Agreement for cause the license granted to the Client shall terminate.

In the event that the Client uses the "Instruments of Service" without obtaining Infinity's written consent, the Client releases Infinity from all liability, claims and causes of action arising from such use.

**9. HOLD HARMLESS & LIMITATION OF LIABILITY**

Infinity and Client agree to hold the other party, its officers, agents, and employees harmless, from all suits, claims and liabilities resulting from negligent acts or omissions of the other party, its officers, agents or employees under this Agreement. In the event Infinity is found in breach of this Agreement and/or negligent, the parties agree that the maximum amount of damages the Client may receive from Infinity shall not exceed the aggregate payment(s) Infinity has actually received from Client under this Agreement during the particular year of the breach and/or negligence.


**10. COMPLIANCE WITH LAWS**

Infinity shall comply with all applicable federal, state and local laws, rules, regulations and ordinances involving its employees, including workers' compensation and tax laws.

**11. MODIFICATION, ASSIGNMENT & ATTORNEY'S FEES**

This Agreement may not be assigned by either party without the express written consent of the other. No modification shall be effective unless approved/acknowledge by both parties under a writing Addendum. If any action is brought concerning this Agreement, the prevailing party will be entitled to reasonable attorney's fees.

IN WITNESS THEREOF, the parties hereto have executed this Agreement on the date written below.

<p><b>Infinity Communications &amp; Consulting, Inc.</b></p> <p>          _____          Signature</p> <p>September 2, 2015          _____          Date</p> <p>Cherese Grell          _____          Name</p> <p>General Manager          _____          Title</p> <p>P.O. Box 999, Bakersfield, Ca. 93302          _____          Address/City/State/Zip</p> <p>82-0573429          _____          Federal Tax ID#</p>	<p><b>Gorman Joint School District</b></p> <p>_____          Signature</p> <p>_____          Date</p> <p>_____          Name</p> <p>_____          Title</p> <p>_____          Address/City/State/Zip</p>
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## ATTACHMENT "A" – SCOPE OF WORK

Agreement No: 0373-15A

### SERVICES: CATEGORY ONE E-RATE CONSULTING SERVICES

#### INFINITY'S RESPONSIBILITIES

Infinity shall perform the following tasks for our Category One E-rate Consulting Services:

##### E-rate and California Teleconnect Fund (CTF) Consulting Service

1. Client Access – Infinity will be available to the Client by phone, email, or in person to address Client related E-rate Funding issues. Client will provide Infinity with a minimum of 72 hours' notice of a request for onsite service.
2. Program Updates – Infinity will update the Client on changes in the E-rate and CTF process and help staff to take advantage of newly eligible products and services.
3. Program Compliance – Infinity will assist the Client to verify that USAC rules are being followed and, if necessary, provide guidance on new processes or procedures to ensure program compliance, in regards to Bid Evaluations, Procurement, Technology Plans, CIPA compliance, Technology Budget, and Document Retention.

##### E-rate Application Management

1. Needs Assessment and Strategic Planning – Infinity will assist the Client to determine a Filing Strategy that best meets the Client's needs to maximize the Client's E-rate funding opportunities.
2. Determination of Funding Request Amount – Infinity will prepare the required "Item 21 Attachment Sheet", by; review one (1) month of the Client's bills from eligible Service Providers to determine an estimated annual funding request, review of Client's current annual contract(s) for eligible services, and/or review of new contract(s) for eligible services.
3. File Forms – Infinity will prepare and file the following forms required by USAC's School and Library Division to receive E-rate Category One Telecommunications and Internet Access funding: Form 470, Form 471, and Form 486.
4. Administration of PIA Process – Infinity will assist the Client in responses to and delivery of the required documentation for USAC's "Program Integrity Assurance" (PIA) information requests.
5. Service Provider Collections – Infinity will prepare the Service Provider's required forms ("Discount Grids") to have the Client's eligible discounts added to the monthly Service provider Bills (SP1 Method), or prepare and file the Form 472 (BEAR Method) to have a reimbursement check issued for the eligible discount amount.
6. Application Status – Infinity will provide the Client with progress status on applications, reviews, and modifications, for the Client's open funding requests.

##### Request For Proposal (RFP) Management Services

1. Develop RFP Documents – Infinity will develop a Request for Proposal (RFP) for Category One Services in compliance with the Client's Local/State and the E-rate Program's procurement requirements. If newspaper publication is required, Infinity will assist the Client with compliance at least 20 days prior to receipt of responses to the Form 470.
2. RFP Tracking – Infinity will distribute and track, in electronic form only, the "RFP Documents" to prospective bidders thru Infinity's "Projects" website.
3. Administration of RFP Process – Infinity will prepare and distribute project clarification(s) and/or addenda(s) to address questions from prospective bidders.
4. Bid Opening – Infinity will conduct the opening of bid response(s). All bid openings will be held at Infinity's offices, unless otherwise agreed upon between the Client and Infinity.
5. Bid Evaluation – Infinity will evaluate the bid responses based on the E-rate Program's requirements for the "Evaluation of Bids", and provide the Client with recommendations for the award of contract(s).
6. Contract Administration – Infinity will collect the documents necessary for the award of contract from the successful bidder and coordinate the delivery to the Client for execution.

##### Audit Assistance

1. Document Retention – Infinity will maintain a copy of the documents required for E-rate Program's "Document Retention Policy", including: "Pre-bidding Process", "Bidding Process", "Award of Contracts", "Application Process", "Purchase and Delivery of Service", "Invoicing", "Inventory", and "Forms and Rules Compliance", for up to 10 years from the last date of service.
2. Document Assistance – Infinity will assist the Client in the preparation and delivery of the Auditor requested documentation.
3. Support Services – Infinity will represent the Client during all E-rate Audits.



**CLIENT'S RESPONSIBILITIES**

The Client's responsibilities, for the successful completion of our Category One E-rate Consulting Services, shall include:

1. Appointing a representative to act on their behalf, with respect to this agreement and the subsequent projects, who has the authority to render decisions and approve Requests from Infinity, in a timely manner as not to cause unreasonable delay in the progress of Infinity's service.
2. Provide Infinity with reasonable access to the site, if applicable, to allow Infinity the ability to perform the work detailed in this agreement.
3. Provide Infinity all information, required for the successful completion of the agreed service, within 10 days, after the receipt of a request from Infinity. This includes at a minimum, but not limited to; Copies of Monthly Service Provider Bills, Copies of Service Provider Contracts, Approved Free & Reduced Lunch numbers, Budget Information, Copy of Approved Technology Plan, Copy of CIPA Compliance, and "Authorized Contact" information.
4. Provide a Letter of Authorization (LOA), authorizing Infinity, to act on the Client's behalf to file E-rate forms and respond to the USAC's request for information.
5. Sign and certify the E-rate forms required for the Client's application for funding, in a timely manner, as not to cause a failure to comply with the E-rate Program's time sensitive deadlines.
6. For New Contracted Services or Month to Month Services, *only*
  - a. Conduct an "Open and Competitive" bid process, to comply with all applicable Local/State/Federal/E-rate Program procurement requirements, and bidding laws for all "new" requested services and contracts: including , but not limited to, publication of notice of the request for proposal in a newspaper of general circulation twice at least 10 days prior to receipt of the responses.
  - b. Conduct a non-bias bid evaluation, per the E-rate Program's "Evaluations of Bid" requirements, for all bid responses received as the result of posting a Form 470 (RFP).
  - c. Comply with all Local/State/Federal/E-rate Program requirements for the Award of Contract(s), including waiting a minimum of 28 days (after the filing of the Form 470 or RFP, whichever comes later) to execute contracts and/or to submit a Form 471 for the requested service.
  - d. Provide Infinity copies of all documents pertaining to an award of contract for each funding request, to comply with the E-rate Program's "Document Retention Policy", including but not limited to: Bidding Documents, Evaluation of responses, Board Meeting Minutes, Copies of the winning bidder's response, and Bidder's Item 21 Attachment Sheet.
7. Require the Service Provider, for the eligible services the Clients is entitled to receive California Teleconnect Fund (CTF) support, to invoice USAC by the SPI Method (Form 474).
8. Maintain and update an "Equipment Asset Register" (EAR). The EAR shall detail the make, model, serial number, and location of all equipment purchased with the support of the Universal Services Fund (E-rate Program). The Client will provided Infinity a copy of the EAR for compliance with the "Inventory" section of E-rate's "Document Retention Policy".
9. Maintain and update a "Service Provider Reimbursement Reconciliation" (SPRR) spread sheet. The SPRR shall include, by FRN(s), the total amount of funds associated with each reimbursement, and/or the total amount of discounts (in the form of discounted bills, checks, or credits) received from the Service Provider. The Client will provided Infinity a copy of the SPRR for compliance with the "Invoicing" section of E-rate's "Document Retention Policy".
10. Retain documents, for each funding request, related to the "Pre-bidding Process", "Bidding Process", "Award of Contracts", "Application Process", "Purchase and Delivery of Service", "Invoicing", "Inventory", and "Forms and Rules Compliance" for a period of at least 10 years from the last date of service.

IN WITNESS THEREOF, the parties hereto have executed this Agreement on the date written below.

**Infinity Communications & Consulting, Inc.**

**Gorman Joint School District**

Signature

September 2, 2015

Date

Signature

Date

Cheresse Grell

General Manager

Name

Title

Name

Title

P.O. Box 999, Bakersfield, Ca. 93302

Address/City/Sate/Zip

Address/City/Sate/Zip

82-0573429

Federal Tax ID#



**ATTACHMENT "B" - COMPENSATION AND REIMBURSABLE EXPENSES SCHEDULE**

Agreement No: 0373-15A

**TERM OF CONTRACT:**

This Agreement is for a term of 3 years, with an expiration date of June 30, 2018.

**BASIS OF COMPENSATION: CATEGORY ONE E-RATE CONSULTING SERVICES**

Infinity's fee will be an annual flat rate fee of \$3,150.00. Infinity's Services Fee includes our Category One E-rate Consulting Services for all existing categories of services.

**Standard Hourly Rates Schedule**

For additional works that is required outside the scope of the original project, the hourly rates listed will be charged. Standard Hourly Rates are subject to review and adjustment. The hourly rates effective on the date of the Agreement are:

Principal	\$175.00/hour
Sr. Systems Designer	\$145.00/hour
Systems Designer	\$105.00/hour
CAD Operator	\$58.00/hour
Sr. Construction Manager	\$125.00/hour
Construction Manager	\$95.00/hour
Contracts Administrator	\$61.00/hour
Erate Consultant	\$140.00/hour
Erate Specialist, III	\$90.00/hour
Erate Specialist, II	\$72.00/hour
Erate Specialist, I	\$51.00/hour
Support Staff	\$48.00/hour

# INFINITY

## COMMUNICATIONS AND CONSULTING

### Reimbursable Expenses Schedule


Reimbursable Expense rates are subject to annual review and adjustment. The rates effective on the date of the Agreement are:

Newspaper Advertisement	at cost + 15%
8"x11" Copies/Impression	\$0.05/sheet
Blue Print Copies	at cost + 15%
Reproducible Copies (Mylar)	at cost + 15%
Reproducible Copies (Paper)	at cost + 15%
Long Distance Phone Calls	at cost + 15%
Legal Counsel	at cost + 15%
Travel Expenses:	
Mileage (auto)	\$0.565/mile
Airfare	at cost + 15%
Meals	at cost + 15%
Lodging	at cost + 15%
Standard Labor Rate	See Hourly Rate Schedule Above

IN WITNESS THEREOF, the parties hereto have executed this Agreement on the date written below.

**Infinity Communications & Consulting, Inc.**

**Gorman Joint School District**

	September 2, 2015	_____	_____
Signature	Date	Signature	Date
Cheresé Greff	General Manager	_____	_____
Name	Title	Name	Title
P.O. Box 999, Bakersfield, Ca. 93302	_____	_____	_____
Address/City/State/Zip		Address/City/State/Zip	
82-0573429	_____		
Federal Tax ID#			

## GORMAN JOINT SCHOOL DISTRICT

FIELD TRIP REPORT #01-15-16

September 8, 2015

### Mr. Duckworth

Kern County Library  
September 25, 2015  
Grades 4<sup>th</sup>-5<sup>th</sup> 20 students  
Use of vans  
Cost of admission-free

# GORMAN JOINT SCHOOL DISTRICT

CONFERENCE/MILEAGE REPORT #01-15-16

September 8, 2015

PERSONNEL

Joe Andrews

DATE(S)

October 29-30, 2015

CONFERENCE

Superintendent's Professional Collaborative  
Conference

LOCATION

Pasadena, CA

ESTIMATE

Registration	\$ 100.00
Mileage	\$ 78.20
Lodging	\$ 206.17
Parking	<u>\$ 25.00</u>
Total	\$ 409.37

Mileage expense

01.0-00000.0-00000-72000-5210-0000000

District conference expense

01.0-00000.0-00000-72000-5220-0000000

## GORMAN JOINT SCHOOL DISTRICT

PERSONNEL REPORT #03-15-16

September 8, 2015

### **Certificated**

#### **Resignation**

4<sup>th</sup>-5<sup>th</sup> grade teacher  
Employee #RB1092359  
Effective July 31, 2015

### **Classified**

Office Clerk/Director of Food Services  
Retirement of employee #UD9963625  
Effective July 6, 2015

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 # 02-15-16**

**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 August 11, 2015 and the Special Board Meeting held August 18, 2015.

**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 August 2015.

**PASSED AND ADOPTED** this 8th day of September, 2015 by the Board of Trustees of the Gorman Joint School District.

---

Steve Sonder, President





## GORMAN SCHOOL DISTRICT

49847 Gorman School Road  
P.O. Box 104  
Gorman, CA 93243

### CONTRACT FOR EMPLOYMENT AS A CERTIFICATED EMPLOYEE

THIS AGREEMENT, made between the Gorman Elementary School District and Felecia F. Davis provides as follows:

#### RECITALS

1. Applicant represents that she possess the following California credentials and Certificates, duly registered with the County Superintendent of Schools:

<u>TYPE</u>	<u>EXPIRES</u>
Clear Multiple Subject	2/1/2018

2. Applicant further represents that he/she is not now under contract to any other school district or public or private school entity in the State of California, except as set forth by a memorandum attached to this Agreement, and applicant does not intend to enter into any such contractual obligation.
3. District by law is empowered to hire certificated persons and is desirous of filling a certificated position at this time.
4. District expressly relies on the above representations of the applicant in entering into this agreement.

#### THE PARTIES AGREE AS FOLLOWS:

##### A. Employment

District offers to Applicant, and Applicant accepts, employment in the certificated service of the District pursuant to the further terms of this Agreement.

**B. Term of Employment**

This Agreement is made effective August 17, 2015 and will continue until the occurrence of the earliest of the following events:

1. June 30, 2016;
2. Resignation by Applicant: It is understood that the District Superintendent is empowered to receive and accept resignations and the District may set the effective date at any time during the fiscal year, with the understanding that a resignation is irrevocable after acceptance by the Superintendent;
3. Abandonment of position by Applicant;
4. Termination of employment due to layoff under Education Code Section 44955 (see Attachment #1)
5. Termination of probationary employment due to non-reelection under Education Code Section 44929.23 (see Attachment #1)
6. Retirement;
7. Dismissal pursuant to Education Code Section 44948.5 (see Attachment #1)
8. Failure to maintain a credential or certificate (as further provided in paragraph "C" below);
9. Failure to pass either CBEST or District-prescribed proficiency test (as further provided in paragraph "D" below).
10. Termination for any other reason authorized by law.

**C. Maintenance of Credential(s):**

Applicant warrants and represents that he/she will, with respect to each credential recited above and any other credential subsequently obtained by Applicant:

1. Immediately register each credential with all appropriate agencies including the County Superintendent of Schools.
2. Take and pass all examinations or continuing education courses which are now or may be required for renewal of each credential.
3. Refrain from any act or omission, which is intended to, or will result in suspension, revocation, or deregistration of any or all credentials.

Applicant acknowledges that his/her continuing employment with the District is expressly subject to maintenance of each credential. Failure to maintain each credential may be treated by the District, at its sole option, as a material breach of this contract and as grounds for dismissal for unprofessional conduct and insubordination.

A decision by the District not to pursue its remedies under this section "Maintenance of Credential(s)" shall not be deemed to be a waiver of District's rights with respect to a later incident of failure to maintain a credential.

**D. Failure to pass CBEST or District-prescribed proficiency test:**

The parties expressly agree that Applicant must take and pass both CBEST and any District-prescribed proficiency test. No employment under this Agreement may continue beyond the date of notification that Applicant either (1) failed such a test or (2) failed to appear for that test. In the event of either type of failure, this Agreement shall automatically terminate and Applicant will no longer be employed by the District.

**E. Compensation:**

Applicant will be compensated for services in accordance with applicable policies. Initial placement and compensation for the 2015-2016 school year as determined by the Board Approved Teacher Salary Schedule approved June 9, 2015. Applicant will be rated in on Step 4, Column BA+45/MA+15 at \$40,497 annual salary.

District shall be entitled to recover for any erroneous excess of payment, regardless of cause. Excess payments discovered within a fiscal year may be recovered, in whole or in part, by adjustment of further payments during or on account of that fiscal year.

**F. Final Approval of Contract:**

Upon execution by Employee, this Contract constitutes an irrevocable acceptance of employment but confers no equitable or legal rights until and unless the Contract is approved by the District Board at a lawfully conducted public meeting or by a designee of the Board who has been delegated by the Board the authority to approve such contracts.

**G. Adherence to Laws and Regulations:**

This Agreement constitutes an offer of employment only and confers no legal or equitable rights until and unless it is approved by the District at a lawfully conducted public meeting.

Applicant agrees that he/she will faithfully adhere to all laws of the State of California and the United States, the regulations of the State Board of Education, the regulations, policies, and directives of the District and all lawful directives of Applicant's superiors.

Executed at Gorman, California, this 8th day of September, 2015.

Applicant

GORMAN ELEMENTARY SCHOOL DISTRICT

\_\_\_\_\_  
Felecia F. Davis  
Certificated Employee

\_\_\_\_\_  
Johannis Andrews  
Superintendent



## GORMAN SCHOOL DISTRICT

49847 Gorman School Road  
P.O. Box 104  
Gorman, CA 93243

### CONTRACT FOR EMPLOYMENT AS A CERTIFICATED EMPLOYEE

THIS AGREEMENT, made between the Gorman Elementary School District and Michael J. Duckworth provides as follows:

#### RECITALS

1. Applicant represents that she possess the following California credentials and Certificates, duly registered with the County Superintendent of Schools:

<u>TYPE</u>	<u>EXPIRES</u>
Preliminary Multiple Subject	8/1/2016

2. Applicant further represents that he/she is not now under contract to any other school district or public or private school entity in the State of California, except as set forth by a memorandum attached to this Agreement, and applicant does not intend to enter into any such contractual obligation.
3. District by law is empowered to hire certificated persons and is desirous of filling a certificated position at this time.
4. District expressly relies on the above representations of the applicant in entering into this agreement.

#### THE PARTIES AGREE AS FOLLOWS:

##### A. Employment

District offers to Applicant, and Applicant accepts, employment in the certificated service of the District pursuant to the further terms of this Agreement.

**B. Term of Employment**

This Agreement is made effective August 17, 2015 and will continue until the occurrence of the earliest of the following events:

1. June 30, 2016;
2. Resignation by Applicant: It is understood that the District Superintendent is empowered to receive and accept resignations and the District may set the effective date at any time during the fiscal year, with the understanding that a resignation is irrevocable after acceptance by the Superintendent;
3. Abandonment of position by Applicant;
4. Termination of employment due to layoff under Education Code Section 44955 (see Attachment #1)
5. Termination of probationary employment due to non-reelection under Education Code Section 44929.23 (see Attachment #1)
6. Retirement;
7. Dismissal pursuant to Education Code Section 44948.5 (see Attachment #1)
8. Failure to maintain a credential or certificate (as further provided in paragraph "C" below);
9. Failure to pass either CBEST or District-prescribed proficiency test (as further provided in paragraph "D" below).
10. Termination for any other reason authorized by law.

**C. Maintenance of Credential(s):**

Applicant warrants and represents that he/she will, with respect to each credential recited above and any other credential subsequently obtained by Applicant:

1. Immediately register each credential with all appropriate agencies including the County Superintendent of Schools.
2. Take and pass all examinations or continuing education courses which are now or may be required for renewal of each credential.
3. Refrain from any act or omission, which is intended to, or will result in suspension, revocation, or deregistration of any or all credentials.

Applicant acknowledges that his/her continuing employment with the District is expressly subject to maintenance of each credential. Failure to maintain each credential may be treated by the District, at its sole option, as a material breach of this contract and as grounds for dismissal for unprofessional conduct and insubordination.

A decision by the District not to pursue its remedies under this section "Maintenance of Credential(s)" shall not be deemed to be a waiver of District's rights with respect to a later incident of failure to maintain a credential.

**D. Failure to pass CBEST or District-prescribed proficiency test:**

The parties expressly agree that Applicant must take and pass both CBEST and any District-prescribed proficiency test. No employment under this Agreement may continue beyond the date of notification that Applicant either (1) failed such a test or (2) failed to appear for that test. In the event of either type of failure, this Agreement shall automatically terminate and Applicant will no longer be employed by the District.

**E. Compensation:**

Applicant will be compensated for services in accordance with applicable policies. Initial placement and compensation for the 2015-2016 school year as determined by the Board Approved Teacher Salary Schedule approved June 9, 2015. Applicant will be rated in on Step 2, Column BA+30/MA at \$35,625 annual salary.

District shall be entitled to recover for any erroneous excess of payment, regardless of cause. Excess payments discovered within a fiscal year may be recovered, in whole or in part, by adjustment of further payments during or on account of that fiscal year.

**F. Final Approval of Contract:**

Upon execution by Employee, this Contract constitutes an irrevocable acceptance of employment but confers no equitable or legal rights until and unless the Contract is approved by the District Board at a lawfully conducted public meeting or by a designee of the Board who has been delegated by the Board the authority to approve such contracts.

**G. Adherence to Laws and Regulations:**

This Agreement constitutes an offer of employment only and confers no legal or equitable rights until and unless it is approved by the District at a lawfully conducted public meeting.

Applicant agrees that he/she will faithfully adhere to all laws of the State of California and the United States, the regulations of the State Board of Education, the regulations, policies, and directives of the District and all lawful directives of Applicant's superiors.

Executed at Gorman, California, this 8th day of September, 2015.

Applicant

GORMAN ELEMENTARY SCHOOL DISTRICT

---

Michael J. Duckworth  
Certificated Employee

---

Johannis Andrews  
Superintendent