



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

January 12, 2016

Gorman School

Closed Session: 3:00 P.M.

Regular Session: 3:30 P.M.

I. CALL TO ORDER

Salute the flag

Roll Call – Members:

Steve Sonder, President

Julie Ralphs, Clerk

Patricia Edwards, Member

Roll Call – Administration:

Johannis Andrews, Superintendent/Principal

Jean Cummings, Business Manager/Consultant

Lise Wastafarro, 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 January 12, 2016.

Moved by _____ Seconded by _____ Vote: yes ___no___

III. ADJOURN TO CLOSED SESSION

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

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

Moved by _____ Seconded by _____ Vote: yes ___no___

IV. RECONVENED TO REGULAR SESSION

Reconvened to Regular Session at _____ P.M.

Moved by _____ Seconded by _____ Vote: yes ___no___

ACTION FROM CLOSED SESSION (IF ANY)

V. PRESENTATIONS/INFORMATION/DISCUSSION

A. Presentation

1. Superintendent, Rodney Wallace, El Tejon Unified School District, regarding District of Choice

B. Information

1. Superintendent/Principal's Report
2. Trial Balance by Fund Report Period 6
3. Gorman Learning Center Report dated December 9, 2015
4. Gorman Learning Center Agenda dated December 9, 2015
5. Gorman Learning Center Minutes dated December 9, 2015
6. The Gorman Quail Newsletter dated January 2016

C. Comments

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

D. Discussion

VI. ACTION ITEMS

A. Administrative and Business Office Items:

1. Approve the Minutes of the Organizational Meeting December 8, 2015.

Moved by _____ Seconded by _____ Vote: yes ___no___

2. Approve Purchase Orders #15-16-132 through 15-16-148 of which \$18,457.65 was paid from the General Fund and \$4,959.26 from other funds.

Moved by _____ Seconded by _____ Vote: yes ___no___

3. Approve B Warrants #11875-11909 in the amount of \$43,254.58.

Moved by _____ Seconded by _____ Vote: yes ___no___

4. Approve Quarterly Report on Williams Uniform Complaints 2015-16 October 1 to December 31 (2nd QTR.).

Moved by _____ Seconded by _____ Vote: yes ___no___

5. Approve the P1 Report of School District Attendance 2015-16.

Moved by _____ Seconded by _____ Vote: yes ___no___

6. Approve standard business mileage reimbursement rate for 2016 at 54.0 cents per mile, effective January 1, 2016 in accordance with the Internal Revenue Service (IRS) IR-2015-137.

Moved by _____ Seconded by _____ Vote: yes ___no___

B. Personnel:

C. Board Policy

VII. ADVANCE PLANNING

The next regular meeting of the Board of Trustees will be held Tuesday, February 9, 2016 at 3:00 P.M. closed session and 3:30 P.M. regular session.

Items for next meeting

1. _____ 2. _____

VIII. ADJOURNMENT

Approve adjournment at _____ P.M.

Moved by _____ Seconded by _____

Vote: yes ___no___



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

Gorman Elementary School District

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

Johannis L. Andrews II
Superintendent/Principal

Superintendent's Report January 2016

Enrollment **104 students**

District

Gorman Joint School District received a letter from El Tejon requesting that our district comply with the requirements set forth in Education Code sections 48300-48316 that applies to District of Choice.

1. Education Code section 48301 requires that for each year the receiving district participates in the School District of Choice (SDOC) program:
 - Its superintendent must recommend to its governing board the number of SDOC transfer students that the district will accept and delineate the schools, grades and programs in which those student may enroll.
 - Upon receiving its superintendent's recommendation, the governing board must determine the number of students that will be accepted through the SDOC program for that school year.
 - That determination must be reflected in the minutes of the governing board's meeting.
2. Education Code section 48308 requires that:
 - The deadline for receipt of all SDOC transfer applications can be not later than January 1st of the school year preceding the school year for which the student is requesting to be transferred.
 - Final acceptance or rejection of each SDOC transfer application must no later than May 15th of the preceding school year for which the student is requesting to be transferred.
3. Education Code 48307 places a 3% annual and a 10% program cap on the number of El Tejon students who may transfer to Gorman under the SDOC program. El Tejon claims that both the 3% and 10 % cap for the 2015-16 school year have been exceeded by Gorman.
4. Education Code section 48311 provides that the receiving district participating in the SDOC program may not provide transportation beyond its own school's attendance area.

We will take official action during a school board meeting reflecting in the minutes of the governing board's minutes on that determination. Parents will submit an application for the SDOC program for the next school year between November 1st, and January 1st for the board to review. I am having legal counsel research the transportation issue. I believe that there is a law that allows SDOC to exit 25 miles into another district for the safety of students coming to the SDOC.

Santa Clarita Resource Center under Gorman Learning Center Charter School would like to relocate to the Pinecrest School at 16530 Lost Canyon Road, Canyon Country California. Under the charter school education code the sponsoring district needs to be notified and discuss any concerns. If there are no concerns the district will need to amend the charter, later, with the new location and address information.

Human Resources

None at this time

Curriculum

None at this reporting period

Professional Development

- This month's staff development has been rescheduled for February 24, 2016
- January 25-29, 2016, I will be attending ACSA's Superintendents' Symposium Conference. The program will be a balance of workshops and interactive sessions focusing on the hot topics facing the superintendency, including leadership, legislation, legal issues, budget, diversity and accountability.
- February 23-25, 2016, I will be attending PARMA (Public Agency Risk Manager Association) conference. The conference promotes, develops, and facilitates education and leadership in public agency risk management.
- February 26, 2016, I will be attending Regional Executive Leadership Center (ELC). One of the primary purposes of the Regional ELC's is to help superintendents understand how to plan, initiate and implement systemic change and program quality improvement in their districts. The seminars focus on the best practices of effective leaders and include reviews of current research and literature related to instructional and organizational leadership.

Facilities

None at this reporting period.

Budget

- Gorman's group health insurance coverage is coming up for renewal on March 1, 2016. Gorman's new premium will increase by 1% over the current monthly rate. This is an estimate based on current enrollment and for the staff it will be \$75 per month. Gorman is currently paying \$7,889 per month for staff and family's health insurance and starting in March it would be paying \$7,964 for staff and families.

Events

1. Progress reports will be sent home Friday, January 15, 2016.
2. Thanks, to all who donated items to the food and clothing drive during the months of November and December. Everyone's donation helped needy families during the holidays in the local community. Mountain Community FRC sent Gorman a thank you card.
3. Students will be participating in the Pennies for Patients campaign with the Leukemia and Lymphoma Society. We will have a kickoff assembly on March 1st beginning our coin drive and

continuing until March 25th. Students and community members are encouraged to drop their spare change in a collection box located in their classroom or front office. This fantastic service-learning project will promote caring, citizenship, and team work amongst our students. We're looking forward to helping a great organization that helps so many kids.

Report ID : LAGL0085
 District : 64584
 Fiscal Year : 2016
 To Period : 6

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

Page No. 1
 Run Date 01/01/2016
 Run Time 00:57:30
 MONTHLY

Object	Object Description	Debit	Credit
1110	Teachers' Salaries-Full-Time	163,873.01	0.00
1160	Teachers' Salaries-Substitute	402.50	0.00
1300	Cert Supervisors & Admin Sal	38,251.47	0.00
1310	Cert Supervisor & Admin Sal-FT	26,250.00	0.00
	Total for Major Object: 1000	228,776.98	0.00
2130	Instruct Aide Sal-Hourly/Daily	13,531.16	0.00
2200	Classif Support Sal	3,247.14	0.00
2210	Classif Support Sal-Full-Time	11,298.33	0.00
2410	Cler Tech Office Staff Sal-FT	13,372.84	0.00
2460	Cler Tech Off Staff Sal-Sub	4,956.63	0.00
2990	TBD	6,100.00	0.00
2999	Classified Error Account	236.67	0.00
	Total for Major Object: 2000	52,742.77	0.00
3111	STRS, Certificated Positions	17,739.87	0.00
3212	PERS, Certificated Positions	2,922.79	0.00
3311	OASDI, Certificated Positions	14.26	0.00
3312	OASDI, Classified Positions	2,256.48	0.00
3331	Medicare, Cert Positions	2,936.63	0.00
3332	Medicare, Class Positions	694.01	0.00
3411	Hlth & Wlfr Benefits, Cert	25,364.15	0.00
3412	Hlth & Wlfr Benefits, Class	34,982.60	0.00
3511	State Unemploy Insur, Cert Pos	114.43	0.00
3512	State Unemploy Insur, Clas Pos	23.95	0.00
3611	Worker Comp Insur, Cert Pos	11,076.56	0.00
3612	Worker Comp Insur, Class Pos	3,011.74	0.00
3999	Benefits-Error	1,048.51	0.00
	Total for Major Object: 3000	102,185.98	0.00
4110	Textbooks	23,111.41	0.00
4310	Materials and Supplies	6,739.45	0.00
4340	Computer Software & Relat Exp	2,689.29	0.00
4350	Office Supplies - Admin	1,567.63	0.00
4360	Tires, Fuel and Oil	1,512.80	0.00
4370	Custodial/Operation Supplies	2,433.74	0.00
4380	Maintenance Supplies	2,442.63	0.00
4400	NonCapitalized Equipment	347.71	0.00
	Total for Major Object: 4000	40,844.66	0.00
5210	Mileage & Car Allowances	714.96	0.00
5220	Travel and Conferences	3,320.49	0.00
5310	Dues and Memberships	3,868.24	0.00
5410	Insurance	7,769.00	0.00
5510	ELECTRICITY	8,921.73	0.00

Report ID : LAGL008S
 District : 64584
 Fiscal Year : 2016
 To Period : 6

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

Page No. 2
 Run Date 01/01/2016
 Run Time 00:57:30
 MONTHLY

Object	Object Description	Debit	Credit
5520	Natural Gas Services	514.93	0.00
5530	Water	1,716.61	0.00
5560	Waste Disposal	696.40	0.00
5565	Waste Disposal - Other	3,235.00	0.00
5610	Rentals, Leases and Repairs	1,727.73	0.00
5630	Repairs	8,989.91	0.00
5640	Computer Repairs	225.00	0.00
5800	Oth Contracted Services	28,920.00	0.00
5803	Late Int Chrgs/Penalties	4.55	0.00
5812	Contract Srvc (2) - TBA	33,416.93	0.00
5820	Legal, Audit, & Election Costs	18,053.09	0.00
5830	Advertisement	217.20	0.00
5840	Computer/Technlgy Related Serv	3,375.00	0.00
5850	Consult/Ind Contractors (NonEmp)	26,640.00	0.00
5860	Fingrprt, Phys, XRY&Oth Emp Cst	55.00	0.00
5880	Other Charges/Fees	1,628.25	0.00
5890	Other Services	461.63	0.00
5910	Communications	1,516.03	0.00
Total for Major Object: 5000		155,987.68	0.00
8011	Rev Limit State Aid-Cyr	0.00	329,668.00
8012	Education Protection Account E	0.00	75,713.00
8021	Home Owners Exemption	0.00	42.66
8029	Othr Subvntns/In-Lieu of Taxes	0.00	162.35
8041	Secured Tax Rolls	0.00	25,123.42
8042	Unsecured Roll Taxes	0.00	2,379.12
8043	Pior Year's Taxes	0.00	2,717.91
8044	Supplemental Taxes	0.00	28,382.01
8045	Edu RevAugmntn Fnd	0.00	1,868.33
8048	Prlts & Intrst from Digt Tax	0.00	649.73
8181	Spec Ed Entlmt per UDC	0.00	49,726.00
8290	All Other Federal Revenues	0.00	1,996.00
8550	Manated Cost Reimbursements	0.00	25,794.00
8560	State Lottery	0.00	9,178.36
8660	Interest	0.00	6,162.39
8699	All Other Local Revenues	0.00	35.21
8791	Tfirs of Apptmtns fm Distrcts	0.00	396,247.78
Total for Major Object: 8000		0.00	955,846.27
Net Increase (Decrease) to Fund Balance			375,308.20
9110	Cash in County Treasury	3,808,720.00	0.00
9130	Revolving Cash	2,000.00	0.00
9200	Accounts Receivable	260,457.82	0.00
9342	Earned Salary Advance	1,455.00	0.00
9514	STRS Liability	4,484.61	0.00

Report ID : LAGL0085
 District : 64584
 Fiscal Year : 2016
 To Period : 6

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

Page No. 3
 Run Date 01/01/2016
 Run Time 00:57:30
 MONTHLY

Object	Object Description	Debit	Credit
9517	Voluntary Deductions	27.18	0.00
9520	Accnts Payable-Manual Accrual	0.00	2,121,745.71
9521	Salaries Payable	0.00	1,500.00
9525	FB Subs-STRS	0.00	3,388.88
9526	FB Subs-PERS	889.69	0.00
9528	FB Subs-OASDI	0.00	17,757.03
9529	FB Subs-MEDICARE	0.00	20,882.46
9531	FB Subs-SUI	4,389.21	0.00
9532	FB Sub-W/C	0.00	77,522.60
9533	FB Subs-PERS Reduction	0.00	549.24
9543	Direct Deposit Payable	0.00	164.39
9650	Deferred Revenue	0.00	86,374.83
9791	Beginning Fund Balance	0.00	1,377,230.17
	ENDING Fund Balance		1,752,538.37

Total for Fund: 01.0 4,662,961.58 4,662,961.58

Report ID : LAGL008S
 District : 64584
 Fiscal Year : 2016
 To Period : 6

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

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

Object	Object Description	Debit	Credit
2230	Classif Support Sal-Hrly/Daily	3,287.01	0.00
	Total for Major Object: 2000	3,287.01	0.00
3312	OASDI, Classified Positions	203.79	0.00
3332	Medicare, Class Positions	47.66	0.00
3412	Hlth & Wlfr Benefits, Class	2,512.48	0.00
3512	State Unemploy Insur, Clas Pos	1.65	0.00
3612	Worker Comp Insur, Class Pos	194.71	0.00
	Total for Major Object: 3000	2,960.29	0.00
4710	Food	16,470.27	0.00
4790	Food Supplies	414.05	0.00
	Total for Major Object: 4000	16,884.32	0.00
8634	Food Service Sales	262.00	0.00
	Total for Major Object: 8000	262.00	0.00
	Net Increase (Decrease) to Fund Balance		(23,393.62)
9110	Cash in County Treasury	0.00	22,931.47
9200	Accounts Receivable	14,711.16	0.00
9521	Salaries Payable	0.02	0.00
9526	FB Subs-PERS	34.66	0.00
9528	FB Subs-OASDI	0.00	2,231.03
9529	FB Subs-MEDICARE	39.49	0.00
9531	FB Subs-SUI	0.00	113.18
9532	FB Sub-W/C	0.00	1,243.12
9791	Beginning Fund Balance	0.00	11,660.15
	ENDING Fund Balance		(11,733.47)
	Total for Fund: 13.0	38,178.95	38,178.95

Report ID : LAGL008S
 District : 64584
 Fiscal Year : 2016
 To Period : 6

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

Page NO. 5
 Run Date 01/01/2016
 Run Time 00:57:30
 MONTHLY

Object	Object Description	Debit	Credit
5630	Repairs	11,966.02	0.00
	Total for Major Object: 5000	11,966.02	0.00
6510	Equipment Replacement	1,285.00	0.00
	Total for Major Object: 6000	1,285.00	0.00
8660	Interest	0.00	170.28
	Total for Major Object: 8000	0.00	170.28
	Net Increase (Decrease) to Fund Balance		(13,080.74)
9110	Cash in County Treasury	85,001.46	0.00
9200	Accounts Receivable	220.58	0.00
9791	Beginning Fund Balance	0.00	98,302.78
	ENDING Fund Balance		85,222.04
	Total for Fund: 14.0	98,473.06	98,473.06

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

Report ID : LAGL008S
 District : 64584
 Fiscal Year : 2016
 TO Period : 6

Object	Object Description	Debit	Credit
8660	Interest	0.00	110.91
	Total for Major Object: 8000	0.00	110.91
	Net Increase (Decrease) to Fund Balance		110.91
9110	Cash in County Treasury	61,757.68	0.00
9200	Accounts Receivable	142.43	0.00
9791	Beginning Fund Balance	0.00	61,789.20
	ENDING Fund Balance		61,900.11
	Total for Fund: 21.0	61,900.11	61,900.11

Report ID : LAGL008S
 District : 64584
 Fiscal Year : 2016
 To Period : 6

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

Page No. 7
 Run Date 01/01/2016
 Run Time 00:57:30
 MONTHLY

Object	Object Description	Debit	Credit
8660	Interest	0.00	78.33
	Total for Major Object: 8000	0.00	78.33
	Net Increase (Decrease) to Fund Balance		78.33
9110	Cash in County Treasury	43,612.24	0.00
9200	Accounts Receivable	100.52	0.00
9791	Beginning Fund Balance	0.00	43,634.43
	ENDING Fund Balance		43,712.76
	Total for Fund: 25.0	43,712.76	43,712.76

Report ID : LAGL008S
 District : 64584
 Fiscal Year : 2016
 To Period : 6

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

Page No. 8
 Run Date 01/01/2016
 Run Time 00:57:30
 MONTHLY

Object	Object Description	Debit	Credit
8660	Interest	0.00	123.80
	Total for Major Object: 8000	0.00	123.80
	Net Increase (Decrease) to Fund Balance		123.80
9110	Cash in County Treasury	68,932.69	0.00
9200	Accounts Receivable	159.45	0.00
9791	Beginning Fund Balance	0.00	68,968.34
	ENDING Fund Balance		69,092.14
	Total for Fund: 30.0	69,092.14	69,092.14

Report ID : LAGL008S
 District : 64584
 Fiscal Year : 2016
 To Period : 6

64584-GORMAN ELEMENTARY SCHOOL DIST.
 TRIAL BALANCE BY FUND
 Fund: 35.0--County School Facilities Fund
 PRELIMINARY

Page No. 9
 Run Date 01/01/2016
 Run Time 00:57:30
 MONTHLY

Object	Object Description	Debit	Credit
8660	Interest	0.00	21.40
	Total for Major Object: 8000	0.00	21.40
	Net Increase (Decrease) to Fund Balance		21.40
9110	Cash in County Treasury	11,914.25	0.00
9200	Accounts Receivable	27.05	0.00
9519	Accounts Payable-Current Liab.	0.00	0.12
9791	Beginning Fund Balance	0.00	11,919.78
	ENDING Fund Balance		11,941.18
	Total for Fund: 35.0	11,941.30	11,941.30

Report ID : LAGL0085
 District : 64584
 Fiscal Year : 2016
 To Period : 6

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

Page No. 10
 Run Date 01/01/2016
 Run Time 00:57:30
 MONTHLY

Object	Object Description	Debit	Credit
	Net Increase (Decrease) to Fund Balance		0.00
9110	Cash in County Treasury	0.00	28,128.68
9200	Accounts Receivable	0.00	16,185.64
9507	Medicare Contributions	0.00	21,309.48
9511	Federal Tax Withholding	78,007.15	0.00
9512	State Tax Withholding	0.00	1,239.44
9513	OASDI Liability	0.00	18,649.53
9514	STRS Liability	0.00	2,825.67
9515	PERS Liability	3.41	0.00
9517	Voluntary Deductions	9,906.12	0.00
9518	Tax Shelter Annuity	0.00	200.00
9519	Accounts Payable-Current Liab.	0.00	469.12
9528	FB Subs-OASDI	243.53	0.00
9529	FB Subs-MEDICARE	60.57	0.00
9531	FB Subs-SUI	786.78	0.00
	ENDING Fund Balance		0.00
Total for Fund: 76.0		89,007.56	89,007.56

Report ID : LAGL008S
 District : 64584
 Fiscal Year : 2016
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64584-GORMAN ELEMENTARY SCHOOL DIST,
 TRIAL BALANCE BY FUND
 PRELIMINARY

Page No. 11
 Run Date 01/01/2016
 Run Time 00:57:30
 MONTHLY

Object	Object Description	Debit	Credit

	Total for District: 64584	0.00	0.00



BRINGING ACADEMIC EXCELLENCE
HOME

DATE: December 9, 2015

TO: Board of Trustees
Gorman School District

FROM: Denice Burchett
Executive Director

SUBJECT: MONTHLY BOARD REPORT

BOARD REPORT NO. 201512-9

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. December 2015 REPORT

On Wednesday December 9, 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:

- I shared with the board regarding our recent lock-down as a result of the San Bernardino shootings. I commended my staff for their calmness and for following procedure during the incident. We had a staff meeting the day after to debrief and discuss how we can improve in an emergency.
- We have scheduled active shooter training for our business office and the Resource Centers.

- Santa Clarita Resource Center building search: We met with the city planners who have requested more documentation (legal information, CDE information, etc.) because they want solid information about what GLC is and what the Resource Center would be. GLC Admin. is providing what they are asking for and is seeking to move forward with pursuit of purchasing the building (that used to be a District Admin. Office) if everything is approved by the city.
- Redlands Resource Center: GLC Admin. is looking for a new location because of growth and needing more space. In 2013 the center opened with 89 students, then grew to 172 in 2014, and currently has 272 attending. A building is being considered nearby the Redlands office.

2. Dr Hawkins Report:

- GLC is looking into Career Tech Education, and seeking information from other charters to see how they operate their CTE programs for students who are looking to go into various vocational fields.
- --Facilities Update: In Redlands they installed an alarm intrusion system, an HVAC unit was replaced, the aquarium was serviced, and the landscaping redone to save over 80% on watering costs. In the AV, suite 306 is being put into use this week. It has a seating capacity of 180 and was able to be used for the music programs Monday night.

3. Information Items

- -Education Effectiveness Funding is being provided to GLC, which is funding for professional learning. There is a plan to use the funds (presented to the board) for things such as BTSA and common core training.
- Presentation by Ethan Weber: Ethan submitted a proposal for adding/updating some warehouse job descriptions and adding a position in the warehouse, due to several variables including the growing student population, among other things.

4. Action Items

- After reviewing the graduation survey results, the board approved a motion to have two graduation locations. One will be at the Redlands Bowl on June 3rd, and the other will be in the Antelope Valley on a different day (location and date TBD). Admin. will check into having the AV graduation at the Jethawks stadium if possible, and is also considering the Palmdale outdoor amphitheater. There were 102 responses to the survey (about half responded). 40% preferred two graduations, 33% preferred one graduation, and 27% had no preference. 69% said they would attend an AV/SC graduation and 31% said they would attend a Redlands graduation, if two graduations were offered.
- The 1st Interim Financial Report was approved.
- The Financial Audit Report was approved. Antoine commended the GLC financial team and staff for the work they do to keep everything running well and for their help in getting a good audit report.

IV. CONCLUSION

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: December 9, 2015

MEETING PLACE: 43301 Division Street
Lancaster, California 93535

TIME: 5:00 p.m.

Board Streaming: 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

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

3. PLEDGE OF ALLEGIANCE

4. APPROVAL OF THE AGENDA

5. APPROVAL OF THE MINUTES

- a. Approval of the minutes from the regular session meeting of October 7, 2015

6. COMMUNICATION FROM THE PUBLIC

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

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

8. CONSENT AGENDA

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

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

9. REPORT & COMMUNICATION TO THE BOARD OF DIRECTORS

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

10. INFORMATION/DISCUSSION/ACTION AGENDA

- a. **Information Items/Presentation**
 - i. **Early Kindergarten Student Enrollment Student ID Information – Denice Burchett**
 - ii. **Educator Effectiveness Funding – Denice Burchett**
 - iii. **Warehouse Upgrade Presentation – Ethan Weber**
 - iv. **First Read - Job Descriptions (NEW) – Naja Braddock & Melanie Anderson**
 - a. **HR Specialist**
 - b. **Warehouse Lead Technician**
 - c. **Warehouse Data Technician**
 - d. **Campus Monitor**
 - v. **First Read – Job Descriptions (UPDATE) – Naja Braddock & Melanie Anderson**
 - a. **Warehouse Supervisor**
 - b. **Warehouse Technician**

b. Action Items

- i. Graduation Location – Denice Burchett**
- ii. New Early Kindergarten Students/Candidates – Denice Burchett**
- iii. Approval of the FY 2015-16 First Interim Financial Report – Antoine Hawkins**
- iv. Acceptance of the Independent Financial Audit Report FYE 6/30/2015 – Antoine Hawkins**
- v. Approve Purchase of Devices for ISTs – Nathaniel Black**
- vi. Fifth Read – Paid Personal Leave Policy 7003.16 – Naja Braddock**
- vii. Sixth Read – Vacation Leave Policy 7003.14 – Naja Braddock**

CLOSED SESSION

11. ADJOURN TO CLOSED SESSION, IF ANY:

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

RECONVENE TO OPEN SESSION

12. DISCLOSURE OF ACTION TAKEN IN CLOSED SESSION, IF ANY

13. ITEMS FOR NEXT MEETING

14. CONFIRM MEETING PLACE AND TIME

15. ADJOURNMENT

Gorman Learning Center

A California Charter School

Bringing Academic Excellence Home

REGULAR SESSION OF THE BOARD OF DIRECTORS MINUTES

DATE: December 9, 2015

MEETING PLACE: 43301 Division Street
Lancaster, California 93535

TIME: 5:00 p.m.

Board Streaming: 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

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OPEN SESSION: PUBLIC MEETING

1. CALL TO ORDER

2. BOARD OF DIRECTORS ROLL CALL

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

3. PLEDGE OF ALLEGIANCE

4. APPROVAL OF THE AGENDA

Approved
Moved by: Brian Jasperson
Second by: Kelly Berggren
Motion Carried: 5-0

5. APPROVAL OF THE MINUTES

- a. Approval of the minutes from the regular session meeting of October 7, 2015

Approved
Moved by: Brian Jaspersen
Second by: Kelly Berggren
Motion Carried: 5-0

6. COMMUNICATION FROM THE PUBLIC

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

None

8. CONSENT AGENDA

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

Kelly Berggren discussed the possibility of bringing some summer programs to the GLC program to keep the students fresh during the break. Denice Burchett said there are no core classes during the summer is because those classes need a “highly qualified” teacher during those times. Kelly suggested a “workshop” and Denice said that was a great idea. She would like to see both math and English subjects. The students are tested almost immediately upon returning in the Fall and this may help keep the students fresh and prepared for that testing.

David Akers commended the administration team after the Wednesday, 12/2/2015, mass shooting in San Bernardino. Our security measures were put to the test. The staff used great communication and reached out to the parents, the board and students. Again, he commended the staff and he is grateful for the way the students were taken care of.

Fanny Lang asked about an expenditure for approximately \$700 that was a reimbursement to someone. She asked if this was over 2-months and Dr. Antoine Hawkins said it was.

Approved
Moved by: Fanny Lang
Second by: Vanessa Decker
Motion Carried: 5-0

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

9. REPORT & COMMUNICATION TO THE BOARD OF DIRECTORS

a. Executive Director – Denice Burchett

Denice Burchett discussed the lockdown from the December 2, 2015 events in San Bernardino. She shared information about the events that took place. She was at an appointment and upon hearing her cell phone constantly ringing, she realized it was urgent. Marissa (receptionist at the front desk) received a call from a parent giving information about the shooting. Marissa advised Melanie (Anderson), who then went to Dr. Antoine. Dr. Antoine immediately ordered the school into lockdown. They accessed the situation but there was not a lot of clear information at the moment. As soon as Denice left her appointment and returned to GLC.

The school was initially on a “hard lockdown” and then went to a “soft lockdown”. The doors were still locked but upon the “soft lockdown”, they let parents begin to pick up their students to take them home. The hard lockdown would not have allowed for parents to take their children from GLC. The staff telephoned parents to come pick up their children. Two parents were on lockdown themselves and unable to pick up their students. We assured those parents the students were safe at our location and we would care for them until they could be picked up. Staff was told they would leave as well. Dr. Antoine and Denice stayed, along with Nathaniel, HR, Facilities and Fiscal. The doors were still locked. An employee who has access to law enforcement information contacted the staff and informed us there was a gun battle not far from the office. Nathaniel had a scanner app on his phone and was giving us information. Upon hearing about the gun battle, Denice told everyone to go home. GLC was in the middle of all of the day’s activities.

The following day we had a staff meeting to help everyone debrief. Overall, the staff did great. Everyone stayed calm and we did a great job getting the students to their parents. We took suggestions on how we could increase the security at GLC. Kellie Cornish is a licenses therapist. She attended each class the day after the tragedy. She spoke to some students one-on-one and assisted anyone who felt they needed to discuss the events. Staff was also told they could talk to Kellie.

There are new procedures we are going to put in place. We have training for an active shooter coming to the learning centers and the Redlands office.

Dr. Antoine added he is going to seek out a better contact person in law enforcement. He is going to get information to each location so if something like this happens again, we have a specific person to contact for reliable information.

Denice said she and Marie Migliore met with planners with the City of Santa Clarita. They wanted to review Ed Code, the traffic study and a lot of different things. They have put further requirements to provide legal information proving we are a resource center and not a school. We keep trying to give them what they are asking for. We want to know that our district is going to approve the revision of the charter. We are going to keep going further and try to get the building. Brian Jaspersen asked if the city was fighting us. Denice explained because of situations in the past with other charters that have caused problems in the past, the city is required specific information from us.

David Akers asked where the city line ends in Santa Clarita and where the Castaic limits. Marie

explained the city limits. She said there is an old Ralph's market in Castaic that would be great for space but it can make things difficult for students out of the area. She explained if buildings are zoned for a specific use, the parking lot is limited.

We are looking for a new location for the Redlands Resource Center. There is an available space near the current Redlands office. We have looked at it and it appears to be a good fit. We do not have the specific costs relating to expand to that location yet. If the resource center relocated, the space would be utilized by Title I so the tutors could meet with students and Special Ed needs to expand. The upstairs area will also be used for ISTs to meet with families.

b. Chief Business Officer – Antoine Hawkins

Dr. Antoine Hawkins shared the SB740 workshop has still not been held. As soon as that information is available he will share.

Dr. Antoine applied for a grant that is designed to ensure we have pupil support services for students who may not be going to college, but rather a trade. We have contacted other charter schools for suggestions and to see how they are conducting their programs.

The costs broken down for PTO (Paid Time Off) for employees is \$20,128.80. A facilities update, other than what Denice touched on, include an alarm update, one HVAC unit was replaced, one HVAC unit was upgraded and we updated the landscaping at the Redlands location. The new landscaping will reduce water use by 86%. We will continue updating the HVAC units.

The Antelope Valley expansion is almost completed. Cheryl Stafford said they occupied the newer section last Monday for a performance. They have not occupied it since then because there are items still needing attention. The air conditioning needs to be reconfigured, along with cosmetic issues.

10. INFORMATION/DISCUSSION/ACTION AGENDA

a. Information Items/Presentation

i. Early Kindergarten Student Enrollment Student ID Information – Denice Burchett

Denice Burchett presented the early kindergarten student enrollment student ID information from the last board meeting. She provided a memo with the new student ID numbers. Brian Jaspersen said that is what they asked for in the last meeting.

ii. Educator Effectiveness Funding – Denice Burchett

Denice Burchett presented Educator Effectiveness Funding (EEF). The funding will be used for professional development for the teachers. There are requirements for the funding such as the plan and how the funds will be used. The plan has to be explained in a public meeting, such as the current board meeting. Suggestions can be made. Denice gave specific details on items regarding BTSA that are no longer funded by the State of California.

The monies will be used for BTSA, administrator training on current research and school operational environment and for IST-requested training opportunities. Support material, books and other resources will be purchased. We will design and implement intervention for struggling students. We want to add to the knowledge base to provide assistance to our ISTs and that information will then be given to families. We will be reporting back to the State by June 30, 2018. They have not developed the

template for reporting of funds spent. We will track the monies spent. The funding is for three years, not each year. As soon as we have the plan as an action item for February is approved by the board, we can start using the funds.

David Akers said he would like to see IST mentoring and programs that help keep our current ISTs. This is provided through BTSA training and is different from the new teacher mentor program, which they receive in addition to. David Akers asked if this is something that could help take a Facilitator and getting them to a credentialed stage. Denice said if the Facilitators are in a credentialed program, this can help them complete their BTSA program.

Denice presented what will be the plan they will implement to use the monies provided to GLC by EEF. Brian Jasperson said he is asking because he foresees questions regarding spending as it varies from year to year.

iii. Warehouse Upgrade Presentation – Ethan Weber

Ethan Weber presented the item regarding the warehouse upgrade. He would like to increase the warehouse department by two positions, in house fulfillment and a warehouse technician. Certain duties are being pushed back to meet the goals of getting students' books to them.

Every year we gain more students. More orders have to be placed, books received and processed and sent to the teachers to be given to the student. Upon return of those same books, they have to be checked for damage and shelved to start over again at a later time.

We are also increasing the IST staff. With each new IST we need to ensure we are providing quality customer service, especially to new ISTs. They have questions and sometimes have problems ordering in our system.

We have started early ordering and this has a great impact on the warehouse. This allows GLC to put in our orders earlier and getting books in a timely manner. While talking to representatives, they like that we do this because we are ordering books at a time during the year when they are not getting as many orders. We are receiving items within two weeks, as opposed to four weeks. At the end of the year, we have all of the ISTs returning books and this is about the same time we are doing our early book ordering. The warehouse has been amazing and they were working 5 days a week, up to 50 hours a week at times. This is a perfect example of why the warehouse can utilize two additional staff members.

GLC has implemented the "expanded box set" availability. The more sets we have available for the students, means more the space we need in the warehouse, the more books need to be ordered to fulfill the students' orders.

The bundles are similar to the box sets but are smaller and specific to subjects. There has been great feedback on the bundles. Ethan said he would like to increase the amount of bundles available in the future but this will require more time. Brian Jasperson asked for clarification that the warehouse staff is the group putting together the box sets and bundles. Ethan stated it is the warehouse staff who puts together the box sets and bundles to be sent to the teachers who then give them to the students.

Ethan went on to say there is a growing demand for digital content. Digital content is still in its infancy (online courses, digital textbooks) and it is quickly changing. With the changes that occur often, there is a need in the warehouse for a staff member who is able to address needs, understands the changes and can then give the information to

teachers for the students.

Ethan says the warehouse has a great need for in depth data management. There are over 64,000 unique entries, of those there are over 44,000 active items that can be ordered by our teachers. Ethan said he would like to have someone be able to add content from the vendors as they become available. He would like the system to easily show student textbooks and the teacher versions to include books and CD-ROM.

The first position he would like to see created are a Warehouse Lead Technician that will be a second-in-command to Ethan. This person can step in and take on some supervision rolls so there is no downtime if he is unavailable. He would also like to add a Warehouse Data Technician. A good portion of this position would be addressing the data management. In addition, the position would handle new material requests from the ISTs, purchase orders and during the “rush months” they will assist with all warehouse duties. Human Recourses will cover more detailed information during Melanie Anderson’s presentation later in the meeting. An additional warehouse position will help to process orders in a timely manner.

David Akers asked how many employees are currently in the warehouse. Ethan stated it was currently four employees and himself running the warehouse. Brian Jaspersen asked if they are all 12-month positions and Ethan said they are, as well as full time. Ethan said one new person is to be hired, the Lead is someone who is promoted within and the Data Technician will be someone who is already working with GLC. Ethan said it is fine tuning positions within the warehouse. He said as the school continues to grow, he will likely ask for more positions to be added.

Kelly Berggren asked if the positions to be redefined will do their same duties. Ethan said the positions will hold more responsibility of the specific duties he covered. He explained that the specific duties will be during specific times of the year and during the off time, they will continue to assist in overall warehouse duties.

Dr. Antoine explained the main purpose of the item is to redistribute the duties within the warehouse.

David Akers said he is not sure he is sold on redefining the levels/reclassifying of employees currently at the warehouse.

iv. First Read - Job Descriptions (NEW) – Naja Braddock & Melanie Anderson

a. HR Specialist

Melanie Anderson presented the HR Specialist job description. She reviewed specific duties according to the job description. She pointed out items like extensive sitting and some travel is required due to visiting both Antelope Valley and Santa Clarita locations. Employees will be given a copy of their job description and they will be asked to sign it showing they are aware of their required duties.

b. Warehouse Lead Technician

Melanie presented the Warehouse Lead Technician position. It shows the Lead Technician responsibilities related to being able to fill the supervisory role when necessary. The Lead position will continue to touch all aspects of warehouse duties. It clearly shows the physical demands of the position, as well.

c. Warehouse Data Technician

Melanie presented the Warehouse Data Technician job description. This position will require more sitting, as they will be provided data entry.

d. Campus Monitor

Melanie presented the Campus Monitor job description. We currently have someone who holds this position in Santa Clarita. She said this is an important position due to safety issues. If the board approves of the job description, it is a position that will be expanded to other campuses. The job does not cover any type of a security like school police.

David Akers asked if the warehouse positions will have a pay rate change. She said at this time, the pay rate will remain the same. Melanie advised the board that if they see a reason for more pay, that is something that can be discussed. Kelly Berggren and Brian Jasperson both stated that as a lead position, a pay raise is reasonable. Denice said she spoke to Ethan and believes once the positions are approved then they can be added to the pay salary schedule accordingly, with a like pay raise. Denice said these positions will be filled upon the board's approval so they can be trained and ready for the "June rush".

David said he would like more convincing in regards to adding more layers in supervisory (regarding the Lead Technician job description). Brian Jasperson asked for clarification as to how often Ethan is unavailable and the new Lead position would be required to step in for him. Ethan said on a normal basis, he is present. Ethan says he handles most of the IST communication and any problems that may arise. He prefers to handle any issues in person. Because his attention is focused on dealing with issues, he would like to have someone who has that specific title that will be there to assist other employees and not to have to wait for him to get off the phone or return from a meeting at the business office.

Denice Burchett suggested revising the phrase "in their absence" related to Supervisory Responsibilities so it clearly reflects what Ethan is asking for the board to approve.

Denice asked for clarification on what the board wanted to see changes on regarding the Warehouse Lead position. David Akers said he did not feel the position was necessary at this time. He said if each item can be voted separately, then they can be approved individually.

Brian Jasperson said he is good with what was presented. He believes having leads under a supervisor works.

Dr. Antoine suggested keeping a lead position, but as non-supervisory, and simply as a "go to" person in Ethan's absence. Ethan can come back at another time if additional positions are added and possibly add a lead at that time. Kelly Berggren believes a lead is a position that would be helpful to Ethan. Denice said there is already a person at the warehouse who assists when Ethan is busy or out of the warehouse. Brian explained that a power struggle may ensue with another "supervisory" position in the warehouse, as some people do not want to answer to their peers. Kelly Berggren says she believes a title makes it clear to other staff and secures the duties of what they are already doing.

Denice gave the example that in an emergency/crisis it needs to be clear that the executive staff/supervisor will be making important decisions and staff is expected to

follow their direction.

Brian Jasperson and Kelly Berggren both agree a Lead Warehouse Technician is necessary. David Akers had no suggestion to change the language on any job description. Brian Jasperson commented on how detailed the job descriptions and said HR had done a great job.

v. **First Read – Job Descriptions (UPDATE) – Naja Braddock & Melanie Anderson**

a. **Warehouse Supervisor**

Melanie Anderson presented the Warehouse Supervisor job description revisions. She reviewed the updates for the board to include duties specific to supervising the warehouse staff.

b. **Warehouse Technician**

Melanie Anderson presented the Warehouse Technician job description revisions. She reviewed the updates and additions to the description, such as TB testing and criminal background information.

The board did not ask for any specific changes to be made before the policies are brought back for a second read.

b. **Action Items**

i. **Graduation Location – Denice Burchett**

Denice Burchett presented the action item regarding graduation 2016 locale. A board member had asked at a previous meeting about attendance of seniors in the past three years. Denice said in 2013, 140 students attended. In 2014, 137 students attended and in 2015, we had 139 students attend.

Denice had a Survey Monkey poll done with the parents. Only 102 out of 220 families responded. Questions asked was whether or not the student will attend the graduation ceremony and most were yes. When asked what day of the week they would prefer to attend the ceremony, most said Saturday and Friday was second. When asked the time of the day they preferred, evening was the first choice. They were asked what the reasonable distance was for travel to the ceremony. Most survey takers chose 20-40 miles. They were asked what city they reside. The survey responders were mostly from the Lancaster/Santa Clarita areas with the second most responses from the Redlands area. The survey included a question asking if they prefer two, separate locations and “no preference” was the number one choice.

Dee Cardona has contacted multiple locations throughout the Santa Clarita, Lancaster, and Greater Los Angeles areas for possible graduation locations. The JetHawks stadium was emailed and contacted multiple times but no one responded. The Palmdale Amphitheater will hold over 1,000 people. Dee has contacted Peggy Martindale at the Lancaster Performing Arts Center. She has also spoken to Chester McCurry at the Antelope Valley College Performing Arts Theater. Both venues are available on 6/2 and 6/3/2016. The Redlands Bowl is already reserved for Friday, 6/3/2016. Denice said the ISTs have discussed the location possibilities with their families of having two separate ceremonies.

The JetHawks Stadium is a good location with permanent seating for parents (within the stands) and the students seated on the field on folding chairs. There is great

parking and it is close to the freeway.

Denice asked the board to vote on the ceremony location and date. In addition, she would like them to consider one or two locations (one in Redlands and one in the Antelope Valley area).

Craig Wilson suggested the board simply approve two, separate, graduations and allow administration to finalize the dates, times and exact locations.

Approved two locations for graduation

Moved by: Brian Jasperson

Second by: Kelly Berggren

Motion Carried: 5-0

ii. New Early Kindergarten Students/Candidates – Denice Burchett

Denice Burchett presented the New Early Kindergarten Students/Candidates to the board. She would like to add two additional local ID numbers of 83714 & 83038.

Approved

Moved by: Brian Jasperson

Second by: Kelly Berggren

Motion Carried: 5-0

iii. Approval of the FY 2015-16 First Interim Financial Report – Antoine Hawkins

Antoine Hawkins presented the FY 2015-16 First Interim Financial Report. He covered the significant items for the board, asking for questions as they follow.

David Akers asked for clarification regarding certificated salaries are ISTs. He noted that we were unable to capture the salary information and Dr. Antoine said that was due to hiring additional teachers. Denice said we had two or three ISTs dropping out but they have since been replaced.

Approved

Moved by: Brian Jasperson

Second by: Fanny Lang

Motion Carried: 5-0

iv. Acceptance of the Independent Financial Audit Report FYE 6/30/2015 – Antoine Hawkins

Dr. Antoine Hawkins presented the Independent Financial Audit Report FYE 6/30/2015 action item. This item should reflect FYE ending 6/30/2016, not 2015. Charter schools are obligated to report an annual financial report to their district. An independent audit firm, VT&D, reviews our financials. They have prepared the audit. Truth Encube, a supervisor auditor, has come to review the audit report before the board.

Truth spoke to the board and summarized important issues of the audit for the board members. The audit is conducted in/around June of each year. They review the internal controls to ensure accuracy. Items related to payroll, accounts payable, IT controls and cash receipts are closely reviewed. The audit team returns to GLC around October or November and the financial balance sheet numbers to ensure everything

has been covered and there are no errors or fraudulent entries. The auditors give an “opinion” that says whether they believe there are any errors or fraudulent entries. Truth reviewed the auditors “opinion” from page 32 with the board. It shows they gave a “clean opinion” and/or unmodified, which means there were no major weaknesses or significant deficiencies.

Truth said the administration works hard to provide information to the auditors so they can provide an efficient audit in return.

David Akers thanked Truth for his diligence and accountability to provide an efficient audit, along with the administration for their efforts.

Dr. Antoine said he would like to add that GLC has a phenomenal fiscal department made up of Laura Steidley, Kathi Bernhagen, David Piccoli, Sharon Silva and Claudia Gomez. Nathaniel Black also assists with the IT portion of the needs of the fiscal department. The fiscal department is quick to provide information, make adjustments, and assist Dr. Antoine when he asks.

Approved
Moved by: Brian Jasperson
Second by: Vanessa Long
Motion Carried: 5-0

v. Approve Purchase of Devices for ISTs – Nathaniel Black

Nathaniel Black presented the approve purchase of devices for ISTs item. He gave background to the board regarding how each IST uses their own personal device to perform job duties remotely. This can lead to technical issues while using their own devices away from the office. Another issue is that student data is being housed on the IST’s personal devices and this does not allow IT at GLC to easily protect the information.

Nathaniel is purposing four different types of devices to be used: Lenovo ThinkPad, Apple MacBook Air, Samsung Chromebook 2 or iPad Pro. The maximum expenditure will be approximately \$140,000. All industry standards will be followed to provide asset management and sanitization. Nathaniel reviewed the options of productivity software choices, along with costs.

Brian Jasperson said he believes it is a good idea to give the ISTs a device to use, but wants to know why there are so many different options. He also wants to know what the plan is for back up devices. Nathaniel said the current plan is to have the ISTs continue using their Google Drive for back up of critical data. Nathaniel has factored in a 10% reserve of units that can go back to the IST while their unit is being serviced. Again, Brian asked why we were giving so many options. He sees it is more practical to have one option, keep units on hand for back up to provide while devices are being repaired.

Dr. Antoine said when they met with Nathaniel, they wanted to give ISTs a choice. He said it is up to the board to decide how many options are given to the ISTs. Kelly Berggren suggested offering two devices and Brian Jasperson agrees that it is a better option.

Brian Jasperson asked if bringing in so many devices, would it require adding staff to our current IT department of two people. Nathaniel said that he does not see it necessary immediately. Dr. Antoine said there is always a possibility to add to IT due

to the rate GLC is growing.

Kelly Berggren asked what currently happens when an IST goes down and it needs repair. She said she agrees this will help them because GLC IT will be directly involved in making repairs. She says it may be necessary to give four choices to ensure the ISTs are using them.

David Akers feels that Gorman is innovative and flexible, which is reflected in the choices being given to the ISTs with new devices.

Brian Jasperson made a motion to approve purchasing devices for ISTs and utilizing Office 365.

Approved

Moved by: Brian Jasperson

Second by: Vanessa Decker

Motion Carried: 5-0

vi. Fifth Read – Paid Personal Leave Policy 7003.16 – Naja Braddock

Melanie Anderson presented the fifth read of the Paid Personal Leave Policy 7003.16. With this read, it is suggested that paid personal leave is paid out in order to phase it out as of June 2016. Any employee who currently has paid personal leave, will be able to use the leave time up until June 2016 and no further personal leave will be granted after that time.

Costs were calculated for remaining employees who currently have leave and may cash out in June 2016. If someone is hired full-time before June 30, 2016 they will be receiving paid personal leave, but retroactive. The current cost is \$20,128.80, but that number can change if employees use their leave or additional full-time employees are hired. As of July 1, 2016 the policy will no longer be effective, as no further paid personal leave will be offered.

Brian Jasperson moved to approve that the personal paid leave policy terminates at the end of the school year.

Approved

Moved by: Brian Jasperson

Second by: David Akers

Motion Carried: 5-0

vii. Sixth Read – Vacation Leave Policy 7003.14 – Naja Braddock

Melanie Anderson presented the sixth read of Vacation Leave Policy 7003.14 with changes to reflect that we are going back to the accrual process for all employees.

If an employee is hired prior to July 1, 2015, employees continue to receive the accrual of 120 hours of paid vacation leave (from your date of employment to your 10th year of employment). Any employees with more than 10 years of employment at GLC will receive 150 hours per year of paid vacation leave.

Any employee hired after July 1, 2016, the employee accrues at the rate of 80 hours per year. This is for employees from their date of hire until their 10th year and then they gain an additional three additional days from their 10th year on.

The policy states vacation cannot be used until the employee has completed their 91st

day of employment. HR tracks this and will communicate with the employee. There is a cap on accrued vacation time.

Brian Jasperson asked why the policy was changed and how it started. Dr. Antoine explained the prior Board President was concerned that a new employee was getting the same amount of vacation that a long-term employee was receiving.

Approved
Moved by: Vanessa Decker
Second by: Kelly Berggren
Motion Carried: 5-0

CLOSED SESSION

11. ADJOURN TO CLOSED SESSION AT 7:58 PM

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

RECONVENE TO OPEN SESSION AT 8:41 PM

12. DISCLOSURE OF ACTION TAKEN IN CLOSED SESSION, IF ANY

No action to report

13. ITEMS FOR NEXT MEETING

HR will bring back the second reads for job descriptions presented at today's meeting. Additionally, Craig Wilson said the processes for the upcoming Board of Directors election to fill two upcoming vacant spots should be in motion at the February 2016 meeting.

14. CONFIRM MEETING PLACE AND TIME

February 10, 2016, 5:00 p.m. at the Antelope Valley Resource Center

15. ADJOURNMENT AT 8:51 PM

The Gorman Quail

Gorman Website: gorman.k12.ca.us

January 2016

PRINCIPAL'S MESSAGE

Welcome back! As we ring in the New Year of 2016, I hope we may pause to reflect upon those many things we can be grateful for and for our hopes. We closed out 2015 with a school favorite, our annual Holiday Program. The two holiday performances were wonderful events. A special thank you goes out to teachers and staff, for the hours spent in decorating and preparation to put on the two joyous events.

I hope the students have come back to school with energy and enthusiasm for the New Year and its challenges. On behalf of the faculty and staff of Gorman Elementary School, I extend to all of our school community best wishes for a healthy and prosperous new year. We thank you for all of your efforts and dedication to your children during the first half of this school year. We also look forward to your continued support and involvement as we move forward together in 2016.

SCHOOL DELAYS OR CANCELLATIONS

Gorman Elementary School will notify families of school delays or cancellations due to inclement weather by using the BrightArrow Notification System. You will receive a telephone call to the **primary phone number** that we have on record, which most likely is your home phone. In addition to being called at your primary phone, you will also be notified through the various phone numbers you have included on your child's school registration form.

LATE START . . .

If school is "a delayed start" (two hours), buses will also run on a two hour delay. No breakfast will be served.



PROGRESS REPORTS

Progress report cards will be sent home Friday January 15th. Please continue to communicate and share your concerns with your child's teacher as the year progresses. By continuing to work together, we can maximize success for our children. Please be reminded that we consider you our most important partner in helping your child be a successful learner. By showing interest and enthusiasm in your child's school life, you give your child a great advantage toward success in school.



- | | |
|-------------|--|
| January 15 | Progress Reports |
| January 12 | School Board Meeting 3:00 PM |
| January 13 | PTSO Meeting 2:45 PM |
| January 14 | LCAP Parent Advisory Meeting
9:30 AM |
| January 18 | Martin Luther King, Jr. Day
(No School) |
| January 22 | Family Movie Night "Minions"
4:30 PM |
| February 3 | LCAP Parent Advisory Meeting
6:30 PM |
| February 5 | Awards Assembly 8:45 AM |
| February 12 | Lincoln's Birthday (No School) |
| February 15 | Washington's Birthday
(No School) |
| February 19 | Science Fair Night |

P.T.S.O. NEWS

Box Tops for Education is still in full swing. Please continue to send in your Box Tops to earn money for our school. All proceeds go toward activities for the students and teachers.



the difference
1 can make.

THANK YOU

Thanks to all who donated items to the food drive. Everyone's donation helped needy families during the holidays. Our donations were taken to Mountain Community Family Resource Center. Our donations helped to fill their pantry and was able to help us fill the needs of many community members.

Santa's Workshop was successful. Thanks to the volunteers who took time during this busy season to shop with students and sort items. The students look forward to this each year and without parents to support the program, it wouldn't be possible.

ATTENDANCE

Thank you to all the students who make an effort to arrive on time and be in school everyday! Thank you to all of the parents who see that they do! Attendance does matter! In accordance with our attendance policy you may have received a letter indicating your child needs to improve their attendance. Our goal is to change patterns of poor attendance, because attendance does affect your child's achievement. Please continue to help your child arrive on time and attend school everyday.

LOST AND FOUND

The Lost and Found is overflowing with sweatshirts, sweaters and jackets. Please ask your child to look for any clothing, lunch boxes, hats, scarves that they might be missing. Also, parents feel free to come by during school hours, sign in at the office, and take a look through these items to see if any of them belong to your child.

START SAVING YOUR PENNIES

Students will be participating in the Pennies for Patients campaign with the Leukemia and Lymphoma Society. We will have a kickoff assembly on March 1st beginning our coin drive and continuing until March 25th, 2015. Students are encouraged to drop their spare change in a collection box located in their classroom. This fantastic service-learning project will promote caring, citizenship, and team work amongst our students. We're looking forward to helping a great organization that helps so many kids.

Martin Luther King, Jr. Day is a United States Federal Holiday marking the birthday of Rev. Dr. Martin Luther King, Jr. It is observed on the third Monday in January each year, this year it is observed on January 18, 2016, which is around the time of King's birthday, January 15. King was the chief spokesman for nonviolent activism in the civil rights movement, which successfully protested racial discrimination in federal and state law. The campaign for a federal holiday in King's honor began soon after his assassination in 1968. Ronald Reagan signed the holiday into law in 1983, and it was first observed on January 20, 1986.



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 ORGANIZATIONAL MEETING

December 8, 2015

The President of the Board, Steve Sonder, called the Organizational 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
Julie Ralphs, Clerk
Patricia Edwards, Member

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

Others Absent:

Others Present: Teachers-Michi Knight, Lisa Davis, School Secretary, Denise Saenz and parent Tonya Spellins

The Oath of Office was administered to Steven Sonder by Johannis Andrews II, Superintendent.

The Oath of Office was administered to Patricia Edwards by Johannis Andrews II, Superintendent.

5501 The Board approved the Agenda as presented for December 8, 2015.

Motion made by Julie Ralphs, Seconded by Patricia Edwards Vote: yes 3/no 0

5502 Adjourn to Closed Session at 3:03 P.M. to discuss personnel, employer/employee relations. (Govt. Code 54957, 54957.6):

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

Motion made by Julie Ralphs, Seconded by Patricia Edwards Vote: yes 3/no 0

5503 Reconvened to Regular Session at 3:30 P.M.

Motion made by Julie Ralphs, Seconded by Patricia Edwards Vote: yes 3/no 0

No action taken in closed session

President, Steve Sonder, asked for any comments from the Board.

President Sonder stated to Jean Cummings that the board appreciates her hard work and the positive certification on the budget and that they know it is not an easy task.

President Sonder asked Jean if she had a need to identify any areas of concern regarding the budget.

Jean Cummings stated that she had concerns about the increase of 1.5%-2% a year for the retirement employer portion and the change of health cost effective in March of 2016. Jean stated that this is the last year to be grandfathered and will have to comply with the Affordable Health Care Act by 2016. Jean also stated that we had an increase in staff/dependents this year and the health benefit costs projected are expected to be \$124,349 for 2015-16.

Jean also stated that we will need to replace the roof on the main building.

President Sonder thanked Jean and asked her to check to see if we could get a better rate on health care costs.

Mr. Andrews said that they had done that last year and found Kaiser to be the least expensive.

Jean stated that she would check with Mirna at Poms about the increase.

President Sonder said that we would address this again at the January Board Meeting.

Superintendent Andrews stated that he passed on the responsibility of the Quail newsletter on to Denise Saenz.

President, Steve Sonder, asked for any comments from the staff.

Michi Knight thanked Julie Ralphs for the wonderful cookies and candies for the staff.

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

5504 The Board nominated Steven Sonder for President of the Board of Trustees.

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

5505 The Board nominated Julie Ralphs for Clerk of the Board of Trustees.

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

5506 The Board selected the second Tuesday of each month at 3:00 P.M. closed session and 3:30 P.M. regular session for their regular scheduled meetings, to be held at the Gorman School for the period of January through December 2016.

Motion made by Julie Ralphs, Seconded by Patricia Edwards Vote: yes 3/no 0

5507 The Board approved the appointment of Johannis Andrews II, Superintendent/Principal as Secretary to the Board of Trustees.

Motion made by Julie Ralphs, Seconded by Patricia Edwards Vote: yes 3/no 0

5508 The Board selected Patricia Edwards, Member of the Board of Trustees, as their representative to the Antelope Valley School Boards' Association.

Motion made by Julie Ralphs, Seconded by Steve Sonder Vote: yes 2/no 0

5509 Board approved retention of all current policies and bylaws in effect for the period of December 1, 2015, until the organizational meeting in December 2016 or until such time as they are revised or deleted by the Board.

Motion made by Julie Ralphs, Seconded by Patricia Edwards Vote: yes 3/no 0

5510 The Board approved Authorized Signature Resolution effective December 8, 2015.

Motion made by Julie Ralphs, Seconded by Patricia Edwards Vote: yes 3/no 0

5511 The Board selected Patricia Edwards, Board Representative, to the Los Angeles County School Trustees Association, who shall be the Board's voting delegate to all such elections by said organization for the 2015/2016 school year, pending changes from LACOE.

Motion made by Julie Ralphs, Seconded by Steve Sonder Vote: yes 2/no 0

5512 The Board selected Patricia Edwards; Board's voting Representative, to elect members to the Los Angeles County Committee on School District Organization at the annual election in October/November 2016.

Motion made by Julie Ralphs, Seconded by Steve Sonder Vote: yes 2/no 0

5513 The Board approved the Minutes of the Regular Meeting November 10, 2015.

Motion made by Julie Ralphs, Seconded by Patricia Edwards Vote: yes 3/no 0

5514 The Board approved Purchase Orders #15-16-112 through 15-16-131 of which \$23,268.59 was paid from the General Fund and \$5,775.31 from other funds.

Motion made by Julie Ralphs, Seconded by Patricia Edwards Vote: yes 3/no 0

5515 The Board approved B Warrants #11844-11874 in the amount of \$60,573.56.

Motion made by Julie Ralphs, Seconded by Patricia Edwards Vote: yes 3/no 0

5516 The Board approved 1 year Learning A-Z License for 4th-5th grade, in the amount of \$99.95.

Motion made by Julie Ralphs, Seconded by Patricia Edwards Vote: yes 3/no 0

5517 The Board approved budget revisions for the First Interim Report 2015-16 and declared a positive certification.

Motion made by Julie Ralphs, Seconded by Patricia Edwards Vote: yes 3/no 0

5518 The Board approved to transfer, not to exceed, \$30,000 from the (01.0) General Fund to the (13.0) Cafeteria Fund for the 2015-16 fiscal year.

Motion made by Julie Ralphs, Seconded by Patricia Edwards Vote: yes 3/no 0

5519 The Board declined to nominate anyone for the CSBA Delegate Assembly.

Motion made by Julie Ralphs, Seconded by Patricia Edwards Vote: yes 3/no 0

5520 The Board approved Conference/Mileage Report #03-15-16.

Motion made by Julie Ralphs, Seconded by Patricia Edwards Vote: yes 3/no 0

The next regular meeting of the Board of Trustees will be held Tuesday,
January 12, 2016 at 3:00 P.M. closed session and 3:30 P.M. regular session.

5521 The Board adjourned the meeting at 3:41P.M.

Motion made by Julie Ralphs, Seconded by Patricia Edwards Vote: yes 3/no 0

Steve Sonder, President

PURCHASE ORDER LOG
12/11/15-12/31/15

PO#	DATE	VENDOR	DESCRIPTION	ESTIMATED AMOUNT	AMOUNT PAID GENERAL	AMOUNT PAID OTHER	DATE PAID
15-16-132	12/1/15	LORI MICHI KNIGHT	CONF EXP-MILEAGE, HOTEL, PARKING, INTERNET 10/24/15	\$345.63	\$345.63		12/2/15
15-16-133	12/2/15	MICHAEL DUCKWORTH	CONF EXP-MILEAGE, HOTEL, PARKING, MEAL 10/24/15	\$345.68	\$345.68		12/2/15
15-16-134	12/2/15	CECELIA J CUMMINGS, CPA	BUSINESS MANAGER SERVICE 11/15	\$3,600.00	\$3,600.00		12/7/15
15-16-135		STORER TRANSPORTATION	HOME TO SCHOOL SERVICE 11/15	\$7,086.85	\$7,086.85		12/4/15
15-16-136		ACE HARDWARE	MAINTENANCE & OPERATION SUPPLIES	\$153.13	\$153.13		12/9/15
15-16-137		SCV FOOD SERVICE	MEALS 11/15	\$3,674.26		\$3,674.26	12/4/15
15-16-138	12/4/15	READY REFRESH BY NESTLE	SERVICE 10/27/15-11/26/15	\$35.36	\$35.36		12/9/15
15-16-139	12/8/15	BK HEATING & AIR	LABOR-REPLACE FORCED AIR HEATER, VALVE, HEATER BLOWER	\$1,285.00		\$1,285.00	12/16/15
15-16-140		PRENTIS EDWARDS	TECH SERVICE 11/15	\$450.00	\$450.00		12/16/15
15-16-141		AKA WATER SERVICE, INC.	BACTI WATER SAMPLING 11/17/15	\$75.00	\$75.00		12/16/15
15-16-142		INFINITY COMMUNICATIONS	YR 19 ERATE CONSULTING FEE 50%	\$1,575.00	\$1,575.00		12/21/15
15-16-143		LEARNING A-Z	LICENSE 1 YR 4-5TH GRADE	\$99.95			
15-16-144	12/15/15	PATRICIA EDWARDS	MILEAGE 11/15	\$60.95	\$60.95		12/16/15
15-16-145		MARK PETERSON	TECH SERVICE 12/11/15	\$225.00	\$225.00		12/21/15
15-16-146	12/16/15	ATKINSON, ANDELSON, LOYA, RUUD, ROMO	LEGAL SERVICE 11/15 DISTRICT	\$1,930.00	\$1,930.00		12/23/15
15-16-147	12/17/15	CECELIA J. CUMMINGS, CPA	MILEAGE 11/15	\$100.05	\$100.05		12/18/15
15-16-148		VAVRINEK, TRINE, DAY & CO., LLP	AUDITING SERVICE 10/15 FOR 2014-15 FISCAL YR LESS 10%	\$2,475.00	\$2,475.00		12/23/15
			TOTALS	\$23,516.86	\$18,457.65	\$4,959.26	
			REMAINING UNPAID	\$99.95			

PAYEE	VOUCHER REF NO	PO NUMBER	Fund ResPrj	Goal Func	Obj	Sch/Loc	Per/FY	AMT BY ACCOUNT	AMT BY WARRANT	WARRANT NUMBER	PMT PAY MTD CYCLE	SEQ NBR	STAT
ATKINSON, ANDELSON, LOYA, RUUD	11904		01.0-00000.0-000000-71000-5820-00000000	06/16			06/16	1930.00					
							Total	1930.00		22639274	CHK PAYOUT	6818	
VAVRINEK, TRINE, DAY & CO., LL	11907		01.0-00000.0-000000-71910-5820-00000000	06/16			06/16	2475.00					
							Total	2475.00		22639275	CHK PAYOUT	6818	
<p>REGISTER TOTAL AMOUNT Issues : 4,405.00 Voids : 0.00 Net Disbursed : 4,405.00</p> <p>SYSTEM WARRANTS ISSUED 2 From 22639274 To 22639275 Total number of vouchers : 2 Number of Vouchers Audited 2</p> <p>MANUAL WARRANTS ISSUED 0 From 0 To 0</p> <p>NUMBER OF VOIDS 0</p> <p>SYSTEM WARRANTS ISSUED MTD 35 MANUAL WARRANTS ISSUED MTD 0 WARRANTS VOIDED MTD 0</p> <p>SYSTEM WARRANTS ISSUED YTD 222 MANUAL WARRANTS ISSUED YTD 0 WARRANTS VOIDED YTD 0</p> <p>Fund Summary Issues 4,405.00 Voids 0.00</p>													

Legal Service 11/15 - District
1930.00, 22639274
Auditing Service 10/15 2014/15 fiscal year Less
1690 Retention

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

VOUCHER REF NO	PO NUMBER	Fund ResPrj	Goal Func	Obj	Sch/Loc	Per/FY	AMT BY ACCOUNT	AMT BY WARRANT	WARRANT NUMBER	PMT PAY MTD CYCLE	SEQ NBR	STAT
11897		01.0-00000.0-000000-72000-5850-00000000	06/16			06/16	1575.00					
					Total		1575.00					
11901		01.0-00000.0-000000-77000-5840-00000000	06/16			06/16	225.00					
					Total		225.00					
REGISTER TOTAL AMOUNT Issues : 1,800.00 Voids : 0.00 Net Disbursed : 1,800.00 SYSTEM WARRANTS ISSUED 2 From 22633814 To 22633815 Total number of vouchers : 2 Number of Vouchers Audited 2 MANUAL WARRANTS ISSUED 0 From 0 To 0 NUMBER OF VOIDS 0 SYSTEM WARRANTS ISSUED MTD 33 MANUAL WARRANTS ISSUED MTD 0 WARRANTS VOIDED MTD 0 SYSTEM WARRANTS ISSUED YTD 220 MANUAL WARRANTS ISSUED YTD 0 WARRANTS VOIDED YTD 0												
Fund Summary	Issues											
01.0	1,800.00	Voids 0.00										

Yrs 19-50% Enrate Consulting Services

Tech Service 12/15

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 : 2015-12-17 Issue Date : 2015-12-18

Page No : 1
 Run Date : 2015-12-17
 Run Time : 19:37:41

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
11905			01.0-00000.0-00000-72000-5210-00000000			06/16	100.05	100.05					
							Total	100.05	100.05	22630909	CHK PAYOUT	6812	
<i>mileage 11/15</i>													
11908			01.0-00000.0-11100-10000-3411-00000000			06/16	60.31	60.31					
11908			01.0-14000.0-11100-10000-3411-00000000			06/16	60.31	60.31					
11908			01.0-00000.0-11100-10000-3412-00000000			06/16	63.78	63.78					
11908			01.0-14000.0-00000-36000-3412-00000000			06/16	21.26	21.26					
11908			13.0-53100.0-00000-37000-3412-00000000			06/16	30.16	30.16					
11908			01.0-00000.0-00000-72000-3412-00000000			06/16	40.77	40.77					
11908			01.0-00000.0-11100-10000-3412-00000000			06/16	30.15	30.15					
11908			01.0-00000.0-00000-71100-3412-00000000			06/16	60.31	60.31					
11908			01.0-00000.0-00000-27000-3411-00000000			06/16	12.37	12.37					
11908			01.0-00000.0-00000-71500-3411-00000000			06/16	12.36	12.36					
							Total	391.78	391.78	22630911	CHK PAYOUT	6812	
<i>11/16</i>													
<i>11/16</i>													

KAISER FOUNDATION HEALTH PLAN, 11909 01.0-00000.0-11100-10000-3411-00000000 06/16 1381.00
 11909 01.0-14000.0-11100-10000-3411-00000000 06/16 623.00
 11909 01.0-00000.0-11100-10000-3412-00000000 06/16 2820.00
 11909 01.0-14000.0-00000-36000-3412-00000000 06/16 940.00
 11909 13.0-53100.0-00000-37000-3412-00000000 06/16 530.50
 11909 01.0-00000.0-00000-72000-3412-00000000 06/16 1125.00
 11909 01.0-00000.0-00000-72000-3412-00000000 06/16 530.50
 11909 01.0-00000.0-00000-72000-3412-00000000 06/16 -4253.00
 11909 76.0-00000.0-00000-00000-9517-00000000 06/16 1000.00
 11909 01.0-00000.0-00000-27000-3411-00000000 06/16 321.50
 11909 01.0-00000.0-00000-71500-3411-00000000 06/16 321.50

SULPHUR SPRINGS UNION SCHOOL D 11906 01.0-65000.0-57700-11900-5800-00000000 06/16 3400.00
 Total 3400.00

REGISTER TOTAL AMOUNT Issues : 9,231.83 Voids : 0.00 Net Disbursed : 9,231.83
 SYSTEM WARRANTS ISSUED 4 From 22630909 To 22630912 Total number of vouchers : 4 Number of Vouchers Audited 0
 MANUAL WARRANTS ISSUED 0 From 0 To 0
 NUMBER OF VOIDS 0

SYSTEM WARRANTS ISSUED MTD 31 MANUAL WARRANTS ISSUED MTD 0 WARRANTS VOIDED MTD 0
 SYSTEM WARRANTS ISSUED YTD 218 MANUAL WARRANTS ISSUED YTD 0 WARRANTS VOIDED YTD 0

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.

Report Id : LRAPO2951
 District : 64584
 Fiscal Year: 2016

GORVAN ELEMENTARY SCHOOL DIST. (Bank Acct: GORM)
 COMMERCIAL WARRANT REGISTER
 Voids Date :2015-12-15 Issue Date :2015-12-16

Page No : 1
 Run Date : 2015-12-15
 Run Time : 19:32:37

PAYEE	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	STAT
AKA WATER SERVICES, INC.	11895			01.0-00000.0-00000-82000-5530-0000000			06/16	75.00						
				Total				75.00						
BK'S HEATING & AIR	11891			14.0-00000.0-00000-81000-6510-0000000			06/16	1285.00						
				Total				1285.00						
EMPLOYMENT DEVELOPMENT DEPARTM	11896			01.0-00000.0-00000-00000-9531-0000000			06/16	102.87						
	11896			01.0-00000.0-00000-00000-9531-0000000			06/16	82.90						
	11896			01.0-00000.0-00000-00000-9531-0000000			06/16	635.28						
	11896			01.0-00000.0-00000-00000-9531-0000000			06/16	260.47						
	11896			01.0-00000.0-00000-00000-9531-0000000			06/16	310.14						
	11896			01.0-00000.0-00000-00000-9531-0000000			06/16	376.06						
				Total				1767.72						
FOUNDATION FOR EDUCATIONAL ADM	11899			01.0-00000.0-00000-72000-5220-0000000			06/16	895.00						
				Total				895.00						
MOUNTAINSIDE DISPOSAL, INC.	11902			01.0-00000.0-00000-82000-5560-0000000			06/16	174.10						
				Total				174.10						
PATRICIA EDWARDS	11900			01.0-00000.0-00000-71100-5210-0000000			06/16	60.95						
				Total				60.95						
PRENTIS EDWARDS	11892			01.0-00000.0-00000-77000-5840-0000000			06/16	450.00						
				Total				450.00						
SOUTHERN CALIFORNIA EDISON	11903			01.0-00000.0-00000-82000-5510-0000000			06/16	1012.35						
				Total				1012.35						
THE MOUNTAIN ENTERPRISE	11898			01.0-00000.0-00000-72000-5630-0000000			06/16	72.00						
				Total				72.00						
REGISTER TOTAL AMOUNT	Issues :	5,792.12					0.00							
Net Disbursed :														5,792.12
SYSTEM WARRANTS ISSUED	9	From 22624319	To 22624327	Total number of vouchers :										9
				Number of Vouchers Audited										3

Bacteriological Sampling 11/15/15

Tabor - Replace heater & parts

*541 - under payment fee
 1st - 4th Oct 2009, 1st & 2nd Qtr
 2010*

*Registration TA - Supt Symposium
 895.00 ✓ 22624322 CHK PAYOUT 6808
 1/25 - 1/29/16*

Service 11/15

Mileage 11/15

Tech Service 11/15

Service 11/6/15 - 12/19/15

ad - Reduced price breakfast / lunch program

Report Id : LAAP029S1
 District : 64584
 Fiscal Year: 2016

GORMAN ELEMENTARY SCHOOL DIST. (Bank Acct: GORM)
 COMMERCIAL WARRANT REGISTER
 Voids Date :2015-12-08 Issue Date :2015-12-09

Page No : 1
 Run Date : 2015-12-08
 Run Time : 19.35.09

VOUCHER REF NO	PO NUMBER	Fund ResPrj	Goal Func	Obj	Sch/Loc	Per/FY	AMT BY ACCOUNT	AMT BY WARRANT	WARRANT NUMBER	PMT PAY MTD CYCLE	SEQ NBR	STAT
11890		01.0-00000.0-00000-81000-4380-0000000			06/16		91.37					
11890		01.0-00000.0-00000-81100-4370-0000000			06/16		61.76					
		Total					153.13				22609676	6798
<i>Maintenance supplies</i>												
<i>operation supplies</i>												
ATKINSON, ANDELSON, LOYA, RUUD	11876	01.0-00000.0-00000-71000-5820-0000000			06/16		500.00					
		Total					500.00					
<i>Legal Service 10/15</i>												
READY REFRESH BY NESTLE	11893	01.0-00000.0-00000-82000-5530-0000000			06/16		35.36					
		Total					35.36					
<i>Service 10/27/15 - 11/26/15</i>												
THE GAS COMPANY	11894	01.0-00000.0-00000-82000-5520-0000000			06/16		355.49					
		Total					355.49					
<i>Service 10/26/15 - 11/25/15</i>												

REGISTER TOTAL AMOUNT	Issues :	1,043.98	Voids :	0.00	Net Disbursed :	1,043.98
SYSTEM WARRANTS ISSUED	4	From 22609676	To	22609679	Total number of vouchers :	4
MANUAL WARRANTS ISSUED	0	From	To		Number of Vouchers Audited	
NUMBER OF VOIDS	0					
SYSTEM WARRANTS ISSUED MTD	18	MANUAL WARRANTS ISSUED MTD	0	WARRANTS VOIDED MTD		0
SYSTEM WARRANTS ISSUED YTD	205	MANUAL WARRANTS ISSUED YTD	0	WARRANTS VOIDED YTD		0

Fund Summary Issues 1,043.98
 01.0 1,043.98
 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
CECELIA J. CUMMINGS, CPA	11886			01.0-00000.0-00000-72000-5850-0000000				06/16	2340.00					
	11886			01.0-65000.0-57700-21000-5850-0000001				06/16	900.00					
	11886			01.0-65000.0-57700-21000-5850-0000000				06/16	360.00					
				Total					3600.00	3600.00	22603623	CHK PAYOUT	6794	

Business Manager Service 11/15

REGISTER TOTAL AMOUNT	Issues :	3,600.00	Voids :	0.00	Net Disbursed :	3,600.00
SYSTEM WARRANTS ISSUED	1 From	22603623	To	22603623	Total number of vouchers :	1
MANUAL WARRANTS ISSUED	0 From		To		Number of Vouchers Audited	1
NUMBER OF VOIDS	0					
SYSTEM WARRANTS ISSUED MTD	14	MANUAL WARRANTS ISSUED MTD	0	WARRANTS VOIDED MTD		0
SYSTEM WARRANTS ISSUED YTD	201	MANUAL WARRANTS ISSUED YTD	0	WARRANTS VOIDED YTD		0
Fund Summary	Issues		Voids			
01.0	3,600.00		0.00			

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

PAYEE	VOUCHER ID	REF NO	PO NUMBER	Fund Resptj	Goal Func	Obj	Sch/Loc	Per/FY	AMT BY ACCOUNT	WARRANT NUMBER	AMT BY WARRANT	PMT PAY MTD CYCLE	SEQ NBR	STAT
SANTA CLARITA VALLEY FOOD SERV	11887			13.0-53100.0-00000-37000-4710-00000000				06/16	3674.26	22601181	3674.26		6792	
							Total		3674.26	22601181	3674.26			
STORER TRANSPORTATION	11888			01.0-00000.0-00000-36000-5812-00000000				06/16	7086.85	22601182	7086.85		6792	
							Total		7086.85	22601182	7086.85			
VINSA INSURANCE ASSOCIATES	11889			01.0-00000.0-00000-27000-3611-00000000				06/16	256.34					
	11889			01.0-00000.0-00000-71000-3611-00000000				06/16	170.89					
	11889			01.0-00000.0-11100-10000-3611-00000000				06/16	782.44					
	11889			01.0-14000.0-11100-10000-3611-00000000				06/16	279.53					
	11889			01.0-41260.0-11100-10000-3611-00000000				06/16	21.97					
	11889			01.0-00000.0-00000-27000-3612-00000000				06/16	6.31					
	11889			01.0-00000.0-00000-72000-3612-00000000				06/16	176.39					
	11889			01.0-00000.0-00000-81000-3612-00000000				06/16	117.39					
	11889			01.0-00000.0-11100-10000-3612-00000000				06/16	218.29					
	11889			01.0-14000.0-00000-36000-3612-00000000				06/16	43.13					
	11889			13.0-53100.0-00000-37000-3612-00000000			Total		2106.25	22601183	2106.25		6792	

Meals 11/15
Home to Sch Serv 11/15
3rd Qtr
Workers Comp

REGISTER TOTAL AMOUNT	Issues :	12,867.36	Voids :	0.00	Net Disbursed :	12,867.36
SYSTEM WARRANTS ISSUED	3 From	22601181	To	22601183	Total number of vouchers :	3
MANUAL WARRANTS ISSUED	0 From		To		Number of Vouchers Audited	0
NUMBER OF VOIDS	0					

Fund Summary	Issues	13	MANUAL WARRANTS ISSUED MTD	0	WARRANTS VOIDED MTD	0
SYSTEM WARRANTS ISSUED MTD	200		MANUAL WARRANTS ISSUED YTD	0	WARRANTS VOIDED YTD	0
Issues			Voids			
01.0	9,159.53		0.00			
13.0	3,707.83		0.00			

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

Report Id : LAAP02951
 District : 64584
 Fiscal Year: 2016

GORMAN ELEMENTARY SCHOOL DIST. (Bank Acct: GORM)
 COMMERCIAL WARRANT REGISTER
 Voids Date : 2015-12-02 Issue Date : 2015-12-03

Page No : 1
 Run Date : 2015-12-02
 Run Time : 19.38.51

VOUCHER ID	REF NO	PO NUMBER	Fund ResPj	Goal Func	Obj	Sch/Loc	Per/FY	AMT BY ACCOUNT	WARRANT NUMBER	AMT BY WARRANT	PMT PAY MTD CYCLE	SEQ NBR	STAT
11884			01.0-00000.0-00000-71100-3412-00000000				06/16	500.00					
							Total	500.00	22597871	500.00			
11885			01.0-00000.0-00000-71100-3412-00000000				06/16	500.00					
							Total	500.00	22597872	500.00			

Health Stipend 12/15

Health Stipend 12/15

REGISTER TOTAL AMOUNT	Issues :	1,000.00	Voids :	0.00	Net Disbursed :	1,000.00
SYSTEM WARRANTS ISSUED	2 From 22597871	To	22597872	Total number of vouchers :	2	Number of Vouchers Audited
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	197	MANUAL WARRANTS ISSUED YTD	0	WARRANTS VOIDED YTD	0	
Fund Summary	Issues		Voids			
01.0	1,000.00		0.00			

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

Report ID : LPAR029S1
 District : 64584
 Fiscal Year: 2016

GORMAN ELEMENTARY SCHOOL DIST. (Bank Acct: GORM)
 COMMERCIAL WARRANT REGISTER
 Voids Date : 2015-12-01 Issue Date : 2015-12-02

Page No : 1
 Run Date : 2015-12-01
 Run Time : 19.43.34

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	
11875			01.0-00000.0-00000-81100-4370-0000000				06/16	79.78						
11875			01.0-00000.0-00000-72000-5220-0000000				06/16	221.17						
11875			13.0-53100.0-00000-37000-4790-0000000				06/16	102.35						
			Total					403.30	403.30	22594599		6788		
11877			01.0-00000.0-11100-10000-5220-0000100				06/16	330.00						
			Total					330.00						
11883			76.0-00000.0-00000-00000-9517-0000000				06/16	414.50						
11883			76.0-00000.0-00000-00000-9517-0000000				06/16	414.50						
			Total					829.00	829.00	22594601		6788		
11878			01.0-14000.0-00000-36000-4360-0000000				06/16	463.68						
			Total					463.68	463.68	22594602		6788		
11879			01.0-00000.0-00000-82000-5565-0000000				06/16	647.00						
			Total					647.00	647.00	22594603		6788		
11882			76.0-00000.0-00000-00000-9517-0000000				06/16	75.00						
11882			76.0-00000.0-00000-00000-9517-0000000				06/16	75.00						
			Total					150.00	150.00	22594604		6788		
11880			01.0-00000.0-11100-10000-5210-0000100				06/16	135.70						
11890			01.0-00000.0-11100-10000-5220-0000100				06/16	209.93						
			Total					345.63	345.63	22594605		6788		
11881			01.0-00000.0-11100-10000-5210-0000100				06/16	135.70						
11881			01.0-00000.0-11100-10000-5220-0000100				06/16	209.96						
			Total					345.66	345.66	22594606		6788		
REGISTER TOTAL AMOUNT							Issues :	3,514.29	Voids :	0.00	Net Disbursed :	3,514.29		
SYSTEM WARRANTS ISSUED							From	22594599	To	22594606	Total number of vouchers :	8	Number of Vouchers Audited	0
MANUAL WARRANTS ISSUED							From	0	To	0				
NUMBER OF VOIDS							From	0	To	0				

operation supplies
Dist conf exp - Lodging
CAFE supplies
Registration - CA Reading Conf
MK + PD 10/24/15
Teacher member dues
10/15 + 11/15
Gas Vans 10/22 - 11/13/15
Sewer Service 11/15
Teachers CTA Local dues
10/15 + 11/15
Mileage 10/15
Conf exp - Lodging, parking,
345.63 22594605. CHK PAYOUT 6788 internet
Mileage 10/15
Conf exp - Lodging, parking, meal
345.68 22594606. CHK PAYOUT 6788

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.



**Los Angeles County
Office of Education**
Serving Students • Supporting Communities
Leading Educators

Williams Lawsuit Settlement Quarterly Report on Uniform Complaints 2015-2016

District Name: Gorman Joint School District Date: January 12, 2016

Person completing this form: Lise Wastafarro Title: Accounting/Data Processing

Quarter covered by this report (Check One Below):

- | | | |
|---|--------------------------|-----------------|
| <input type="checkbox"/> 1st QTR | July 1 to September 30 | Due 15-Oct 2015 |
| <input checked="" type="checkbox"/> 2nd QTR | October 1 to December 31 | Due 15-Jan 2016 |
| <input type="checkbox"/> 3rd QTR | January 1 to March 31 | Due 15-Apr 2016 |
| <input type="checkbox"/> 4th QTR | April 1 to June 30 | Due 15-Jul 2016 |

Date for information to be reported publicly at governing board meeting: January 12, 2016

Please check the box that applies:

- No complaints were filed with any school in the district during the quarter indicated above.
- Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

	Number of Complaints Received in Quarter	Number of Complaints Resolved	Number of Complaints Unresolved
Instructional Materials	0	0	0
Facilities	0	0	0
Teacher Vacancy and Misassignment	0	0	0
TOTAL	0	0	0

Print Name of District Superintendent Johannis Andrews II

Signature of District Superintendent _____ Date January 12, 2016

Return the **Quarterly Summary** to:
Williams Legislation Implementation Project
Los Angeles County Office of Education
c/o Kirit Chauhan, Williams Settlement Legislation
9300 Imperial Highway, ASM/Williams ECW 284
Downey, CA 90242

Telephone: (562) 803-8382
FAX: (562) 803-8325
E-Mail: Chauhan_Kirit@lacoed.edu

Certification

County: Los Angeles
District: Gorman Elementary
CDS CODE 19 64584

Fiscal Year: FY 2015-16
P-1
0F4C9EA9

Attendance School District

I hereby certify that, to the best of my knowledge, all data have been compiled and reported in accordance with all applicable laws, regulations and instructions.

School District Superintendent: _____ Date: _____

County Superintendent of Schools: _____ Date: _____

Any inquiries concerning this report should be directed to:

CONTACT NAME Cecelia Cummings
PHONE (661)248-6441 *
FAX (661)248-0604
E-Mail cecelia@cjcummingsscpa.com

Attendance School District

County: Los Angeles Fiscal Year: 2015-16
 District: Gorman Elementary P-1
 CDS CODE 19 64584 Certificate Number: 0F4C9EA9

Regular ADA

Total

	TK/K-3	Grades 4-6	Grades 7-8	Grades 9-12	Total
Regular ADA (includes Opportunity Classes, Home and Hospital, Special Day Class, and Continuation Education)	A-1 40.11	38.83	21.85	0.00	100.79
Extended Year Special Education [EC 56345 (b) (3)] A-2 (Divisor 175)	0.00	0.00	0.00	0.00	0.00
Special Education - Nonpublic, Nonsectarian Schools [EC 56366 (a) (7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions	A-3 0.00	0.00	0.00	0.00	0.00
Extended Year Special Education - Nonpublic, Nonsectarian Schools [EC 56366 (a) (7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions (Divisor 175)	A-4 0.00	0.00	0.00	0.00	0.00
Community Day School [EC 48660] (Divisor 70/135/180)	A-5 0.00	0.00	0.00	0.00	0.00
ADA Totals (Sum of A-1 through A-5)	A-6 40.11	38.83	21.85	0.00	100.79

Other

Full-Time Traditional Independent Study ADA, pursuant to EC 51747, included in Section A or in the Attendance Supplement School District, Attendance Basic Aid Choice/Court-Ordered Voluntary Pupil Transfer, and Attendance Basic Aid Open Enrollment entry screens	B-1 0.00	0.00	0.00	0.00	0.00
Full-Time Traditional Independent Study ADA not eligible for general funding, pursuant to EC 51745.6, and not included in Section A or in the Attendance Supplement School District, Attendance Basic Aid Choice/Court-Ordered Voluntary Pupil Transfer, and Attendance Basic Aid Open Enrollment entry screens	B-2 0.00	0.00	0.00	0.00	0.00

Attendance School District

County: Los Angeles

Fiscal Year: 2015-16

District: Gorman Elementary

P-1

CDS CODE 19 64584

Certificate Number: 0F4C9EA9

Course Based Independent Study ADA, pursuant to EC 51749.5, included in Section A or in the Attendance Supplement School District, Attendance Basic Aid Choice/Court-Ordered Voluntary Pupil Transfer, and Attendance Basic Aid Open Enrollment entry screens	0.00	0.00	0.00	0.00	0.00
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Course Based Independent Study ADA not eligible for general funding, pursuant to EC 51745.6, and not included in Section A or in the Attendance Supplement School District, Attendance Basic Aid Choice/Court-Ordered Voluntary Pupil Transfer, and Attendance Basic Aid Open Enrollment entry screens	0.00	0.00	0.00	0.00	0.00
--	------	------	------	------	------

ADA for Students in Transitional Kindergarten pursuant to EC 46300 included in Section A (Lines A-1 through A-5, TK/K-3 Column, First Year ADA Only)	0.94	[REDACTED]	[REDACTED]	[REDACTED]	0.94
--	------	------------	------------	------------	------

ADA for Students in Continuation Education included in Section A (Line A-1, Grades 9-12 Column)	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	0.00
---	------------	------------	------------	------------	------

ADA for Students in Opportunity Classes included in Section A (Line A-1, Total Column)	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	0.00
--	------------	------------	------------	------------	------

Attendance School District

County: Los Angeles Fiscal Year: 2015-16
 District: Gorman Elementary P-1
 CDS CODE 19 64584 Certificate Number: 0F4C9EA9

Prior Year ADA Adjustment (P-1 and P-2 only)	TK/K-3	Grades 4-6	Grades 7-8	Grades 9-12	Total
Prior Year P-2 ADA for pupils attending a charter school sponsored by the district in the current year who attended a non-charter school of the district in the prior year [EC 42238.051(a)(2)(B)].	0.00	0.00	0.00	0.00	0.00
Regular ADA (includes Opportunity Classes, Home and Hospital, Special Day Class, and Continuation Education)	0.00	0.00	0.00	0.00	0.00
Extended Year Special Education [EC 56345 (b) (3)] C-2 (Divisor 175)	0.00	0.00	0.00	0.00	0.00
ADA Totals (C-1 + C-2)	0.00	0.00	0.00	0.00	0.00

Prior Year P-2 ADA for pupils attending a non-charter school in the current year who attended a charter school sponsored by the district in the prior year [EC 42238.051(a)(2)(C)].

Regular ADA (includes Opportunity Classes, Home and Hospital, Special Day Class, and Continuation Education)	0.00	0.00	0.00	0.00	0.00
Extended Year Special Education [EC 56345 (b) (3)] C-5 (Divisor 175)	0.00	0.00	0.00	0.00	0.00
ADA Totals (C-4 + C-5)	0.00	0.00	0.00	0.00	0.00

Attendance School District

County: Los Angeles

Fiscal Year: 2015-16

District: Gorman Elementary

P-1

CDS CODE 19 64584

Certificate Number: 0F4C9EA9

Prior Year P-2 ADA attributable to district resident pupils attending a non-charter school [EC 42238.052].

Regular ADA (includes Opportunity Classes, Home and Hospital, Special Day Class, and Continuation Education)

C-7	0.00	0.00	0.00	0.00	0.00
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Extended Year Special Education [EC 56345 (b) (3)] C-8 (Divisor 175)

C-8	0.00	0.00	0.00	0.00	0.00
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ADA Totals (C-7 + C-8)

C-9	0.00	0.00	0.00	0.00	0.00
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Gain or Loss of ADA due to a Reorganization or Transfer of Territory [EC 42238.05 (a) (3)]. If the ADA adjustment is a loss, report the loss as a negative number in Line C-10 or C-11.

Regular ADA (includes Opportunity Classes, Home and Hospital, Special Day Class, and Continuation Education)

C-10	0.00	0.00	0.00	0.00	0.00
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Extended Year Special Education [EC 56345 (b) (3)] C-11 (Divisor 175)

C-11	0.00	0.00	0.00	0.00	0.00
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ADA Totals (C-10 + C-11)

C-12	0.00	0.00	0.00	0.00	0.00
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December 21, 2015

TO: Business, Payroll, and Personnel Administrators
HRS District Coordinators
Los Angeles County School and Community College Districts
Charter Schools and Other Local Educational Agencies

FROM: April Reynolds, Payroll Systems Coordinator
District Personnel Information Services
Division of School Financial Services

SUBJECT: Year 2016 Federal Mileage Rate – 54 Cents

The Internal Revenue Service (IRS) has announced that effective **January 1, 2016**, the standard business mileage reimbursement rate for 2016 is decreasing to **54.0 cents per mile**. This change was made effective with IR-2015-137, which may be found at the website <https://www.irs.gov/uac/Newsroom/2016-Standard-Mileage-Rates-for-Business-Medical-and-Moving-Announced>, and is attached to this bulletin.

Mileage reimbursements incurred on or after January 1, 2016, are eligible for the new rate. The medical and moving mileage rates are also decreasing from 2015 rates to 19 cents per mile.

If a district mileage rate is not greater than the standard IRS rate and if each payment is substantiated by a written employee mileage claim for business use of a personal automobile, the IRS considers each payment as made under an accountable plan and not reportable as taxable compensation on an employee's W-2 statement. However, if the IRS standard rate is exceeded, the excess is taxable compensation and is subject to W-2 reporting, withholding tax, and Social Security and Medicare taxes, if applicable to the employee.

Automobile Allowance/Mileage Allowance-AAL

An automobile or mileage **allowance** is a fixed amount paid to an employee for business use of a personal automobile. Allowances are **not** based on claims for actual miles driven, are **not** reimbursements and are **not** under an accountable plan. As a result, the entire amount of an automobile or mileage allowance is considered taxable compensation by the IRS and is subject to applicable employment taxes (withholding, Social Security and Medicare) and must be fully reported on employee W-2 statements.

Year 2016 Federal Mileage Rate – 54 Cents
December 21, 2015
Page 2

The Human Resource System (HRS) permits use of earnings type AAL. If paid in HRS, AAL allowances are automatically included in employee W-2 statements and applicable taxes are applied to each payment.

Should you have any questions regarding this bulletin, please contact me at (562) 922-6424 or through my e-mail at Reynolds_April@laco.edu.

Approved:
Patricia Smith, Executive Director
Business and Finance

AR:lt
Attachment

SFS-A37-2015-2016



2016 Standard Mileage Rates for Business, Medical and Moving Announced



IR-2015-137, Dec. 17, 2015

WASHINGTON — The Internal Revenue Service today issued the 2016 optional standard mileage rates used to calculate the deductible costs of operating an automobile for business, charitable, medical or moving purposes.

Beginning on Jan. 1, 2016, the standard mileage rates for the use of a car (also vans, pickups or panel trucks) will be:

- 54 cents per mile for business miles driven, down from 57.5 cents for 2015
- 19 cents per mile driven for medical or moving purposes, down from 23 cents for 2015
- 14 cents per mile driven in service of charitable organizations

The business mileage rate decreased 3.5 cents per mile and the medical, and moving expense rates decrease 4 cents per mile from the 2015 rates. The charitable rate is based on statute.

The standard mileage rate for business is based on an annual study of the fixed and variable costs of operating an automobile. The rate for medical and moving purposes is based on the variable costs.

Taxpayers always have the option of calculating the actual costs of using their vehicle rather than using the standard mileage rates.

A taxpayer may not use the business standard mileage rate for a vehicle after using any depreciation method under the Modified Accelerated Cost Recovery System (MACRS) or after claiming a Section 179 deduction for that vehicle. In addition, the business standard mileage rate cannot be used for more than four vehicles used simultaneously.

These and other requirements for a taxpayer to use a standard mileage rate to calculate the amount of a deductible business, moving, medical or charitable expense are in [Rev. Proc. 2010-51](#). [Notice 2016-01](#) contains the standard mileage rates, the amount a taxpayer must use in calculating reductions to basis for depreciation taken under the business standard mileage rate, and the maximum standard automobile cost that a taxpayer may use in computing the allowance under a fixed and variable rate plan.

Attachment to:
Info. Bul. No. 4266
SFS-A37-2015-2016