



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

August 9, 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, Accounting/Data Processing Technician

ITEMS FROM THE FLOOR

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

II. AGENDA

1. Approve the Agenda as presented for August 9, 2016.

Moved by _____ Seconded by _____ Vote: yes ___ no ___

III. ADJOURN TO CLOSED SESSION

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

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

Moved by _____ Seconded by _____ Vote: yes ___ no ___

IV. RECONVENED TO REGULAR SESSION

Reconvened to Regular Session at _____ P.M.

Moved by _____ Seconded by _____ Vote: yes ___ no ___

ACTION FROM CLOSED SESSION (IF ANY)

V. PRESENTATIONS/INFORMATION/DISCUSSION

A. Presentation

B. Information

1. Superintendent/Principal's Report-None at this time
2. Trial Balance by Fund Report Period 1
3. Gorman Learning Center Report-none at this time
4. Gorman Learning Center Regular Session Minutes dated June 22, 2016
5. Gorman Learning Center Regular Session Agenda dated July 6, 2016
6. Gorman Learning Center Regular Session Minutes dated July 6, 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 Regular Meeting July 12, 2016.

Moved by _____ Seconded by _____ Vote: yes ___ no ___

2. Approve Purchase Orders #15-16-302 through 15-16-303 of which \$66.91 was paid from the General Fund and \$0.00 from other funds (15-16).

Moved by _____ Seconded by _____ Vote: yes ___ no ___

3. Approve Purchase Orders #16-17-01 through 16-17-25 of which \$12,974.60 was paid from the General Fund and \$00.0 from other funds (16-17).

Moved by _____ Seconded by _____ Vote: yes ___ no ___

4. Approve B Warrants #12126-12128, 12136-12144 in the amount of \$18,112.06 (15-16).

Moved by _____ Seconded by _____ Vote: yes ___ no ___

5. Approve B Warrants #12129-12135, 12145-12156 in the amount of \$22,050.11 (16-17).

Moved by _____ Seconded by _____ Vote: yes ___ no ___

6. Return to the table and award contract for roof bid with _____ for the Gorman Joint School District to replace and/or repair roof.

Moved by _____ Seconded by _____ Vote: yes ___ no ___

7. Approve Agreement for Professional Services between the Gorman Joint School District and Gertrude Monroe, effective August 9, 2016-June 30, 2017, at a daily rate of \$500.00, up to a maximum of 15 days, not to exceed \$7,500.00.

Moved by _____ Seconded by _____ Vote: yes ___ no ___

8. Approve Agreement for Professional Services between the Gorman Joint School District and Mark Peterson, effective August 1, 2016-June 30, 2017, at an hourly rate of \$75.00, up to a maximum of \$1,500.00.

Moved by _____ Seconded by _____ Vote: yes ___ no ___

9. Approve Contract for Nursing Services between the Gorman Joint School District and Arcadia Audiometric Associates, Inc., effective August 17, 2016-June 30, 2017, in the amount of \$493.75 per day for 4 days per year for a total amount of \$1,975.00. Each day will equal five hours of service.

Moved by _____ Seconded by _____ Vote: yes ___no___

10. Approve Food Services Agreement with Santa Clarita Valley School Food Services Agency, effective August 1, 2016-June 30, 2017.

Moved by _____ Seconded by _____ Vote: yes ___no___

11. Approve 1 year renewal for STAR Reading Enterprise Real Time Subscription and Annual All Product RP Hosting Fee renewal for 10/1/16-9/30/17, AR, STAR Math & STAR Reading Enterprise Real Time Subscription Alignment & RP Hosting Alignment 8/1/16-9/30/16 in the amount of \$1,563.85.

Moved by _____ Seconded by _____ Vote: yes ___no___

12. Approval to issue a Request for Qualification Proposition 39 Energy Conservation and Energy Efficiency Services.

Moved by _____ Seconded by _____ Vote: yes ___no___

13. Approve Licensing Agreement between the Gorman Elementary School District and Document Tracking Services for DTS forms service in the amount of \$395.00.

Moved by _____ Seconded by _____ Vote: yes ___no___

B. Personnel:

14. Approve Conference/Mileage Report #01-16-17.

Moved by _____ Seconded by _____ Vote: yes ___no___

C. Board Policy

VII. ADVANCE PLANNING

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

Items for next meeting

1. _____ 2. _____

VIII. ADJOURNMENT

Approve adjournment at _____ P.M.

Moved by _____ Seconded by _____

Vote: yes ___ no ___

Report ID : LAGL008S
 District : 64584
 Fiscal Year : 2017
 To Period : 1

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

Page No. 1
 Run Date 08/01/2016
 Run Time 00:59:15
 MONTHLY

Object	Object Description	Debit	Credit
1300	Cert Supervisors & Admin Sal	6,266.95	0.00
1310	Cert Supervisor & Admin Sal-FT	5,800.00	0.00
	Total for Major Object: 1000	12,066.95	0.00
2130	Instruct Aide Sal-Hourly/Daily	1,000.00	0.00
	Total for Major Object: 2000	1,000.00	0.00
3111	STRS, Certificated Positions	1,518.03	0.00
3331	Medicare, Cert Positions	118.90	0.00
3332	Medicare, Class Positions	14.50	0.00
3411	Hlth & Wlfr Benefits, Cert	2,789.12	0.00
3412	Hlth & Wlfr Benefits, Class	4,835.23	0.00
3511	State Unemploy Insur, Cert Pos	6.03	0.00
3512	State Unemploy Insur, Clas Pos	0.50	0.00
3611	Worker Comp Insur, Cert Pos	345.12	0.00
3612	Worker Comp Insur, Class Pos	28.60	0.00
3999	Benefits-Error	56.07	0.00
	Total for Major Object: 3000	9,712.10	0.00
4340	Computer Software & Relat Exp	959.00	0.00
	Total for Major Object: 4000	959.00	0.00
5220	Travel and Conferences	150.00	0.00
5310	Dues and Memberships	3,448.23	0.00
5410	Insurance	5,840.00	0.00
5530	Water	865.00	0.00
5610	Rentals, Leases and Repairs	277.37	0.00
5630	Repairs	199.00	0.00
5880	Other Charges/Fees	844.00	0.00
5940	Communication -Postage	392.00	0.00
	Total for Major Object: 5000	12,015.60	0.00
8011	Rev Limit State Aid-CYr	0.00	37,934.00
8043	Prior Year's Taxes	22.52	0.00
8048	Phlts & Intrst from Dlgnt Tax	7.07	0.00
8560	State Lottery	0.00	7,077.63
	Total for Major Object: 8000	29.59	45,011.63
	Net Increase (Decrease) to Fund Balance		9,228.39
9110	Cash in County Treasury	0.00	13,897.82
9342	Earned Salary Advance	0.00	1,455.00

Report ID : LAGL008S
 District : 64584
 Fiscal Year : 2017
 To Period : 1

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

Page No. 2
 Run Date 08/01/2016
 Run Time 00:59:15
 MONTHLY

Object	Object Description	Debit	Credit
9519	Accounts Payable-Current Liab.	11,819.13	0.00
9521	Salaries Payable	10,671.25	0.00
9525	FB Subs-STRS	1,989.63	0.00
9526	FB Subs-PERS	670.92	0.00
9529	FB Subs-MEDICARE	0.00	189.47
9531	FB Subs-SUI	0.00	6.53
9532	FB Sub-W/C	0.00	373.72
ENDING Fund Balance			9,228.39
Total for Fund: 01.0		60,934.17	60,934.17

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

Report ID : LAGL008S
 District : 64584
 Fiscal Year : 2017
 To Period : 1

Object	Object Description	Debit	Credit
3412	Hlth & Wlfr Benefits, Class	651.16	0.00
	Total for Major Object: 3000	651.16	0.00
	Net Increase (Decrease) to Fund Balance		(651.16)
9110	Cash in County Treasury	0.00	1,529.54
9519	Accounts Payable-Current Liab.	22.14	0.00
9521	Salaries Payable	856.24	0.00
	ENDING Fund Balance		(651.16)
	Total for Fund: 13.0	1,529.54	1,529.54

Report ID : LAGL008S
 District : 64584
 Fiscal Year : 2017
 To Period : 1

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

Page No. 4
 Run Date 08/01/2016
 Run Time 00:59:15
 MONTHLY

Object	Object Description	Debit	Credit
	Net Increase (Decrease) to Fund Balance		0.00
9110	Cash in County Treasury	0.00	6,270.79
9519	Accounts Payable-Current Liab.	6,270.79	0.00
	ENDING Fund Balance		0.00
Total for Fund: 14.0		6,270.79	6,270.79

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

Report ID : LAGL008S
 District : 64584
 Fiscal Year : 2017
 To Period : 1

Object	Object Description	Debit	Credit

	Net Increase (Decrease) to Fund Balance		0.00

9110	Cash in County Treasury	0.00	8,730.19
9507	Medicare Contributions	0.00	335.51
9511	Federal Tax Withholding	6,752.72	0.00
9512	State Tax Withholding	877.98	0.00
9513	OASDI Liability	0.00	564.72
9514	STRS Liability	1,760.03	0.00
9517	Voluntary Deductions	539.69	0.00
9518	Tax Shelter Annuity	0.00	300.00

	ENDING Fund Balance		0.00

Total for Fund: 76.0		9,930.42	9,930.42

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

Report ID : LAGL008S
 District : 64584
 Fiscal Year : 2017
 To Period : 1

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

Gorman Learning Center

A California Charter School

Bringing Academic Excellence Home

REGULAR SESSION OF THE BOARD OF DIRECTORS MINUTES

DATE: June 22, 2016

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 may 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 5 PM

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 (Present)
Vanessa Decker	Member at Large, Parent Representative (Present)
Kathleen Kefoury	Member at Large, Parent Representative (Present)
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: Vanessa Decker
Second by: Timothy Hughes
Motion Carried: 7-0

5. APPROVAL OF THE MINUTES

- a. Approval of the minutes from the Board Meeting June 08, 2016

David Akers requested the video be reviewed and the Minutes edited to include the statement Adam Cornish made at the beginning of the LCAP presentation on how the LCAP was not intended to limit or diminish parental choice, but to empower parents.

Attorney Craig Wilson recommended the Minutes return for approval at the next meeting.

Motioned for Changes and Minutes to Return

Moved by: Vanessa Decker

Second by: Fanny Lang

Motion Carried: 7-0

6. COMMUNICATION FROM THE PUBLIC

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

NONE

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

Kelly Berggren thanked everyone for allowing her to sit on the Board. Kelly also thanked everyone for the opportunity to learn more about Gorman than she would have if she had not been a part of the Board.

David Akers said he appreciated Kelly Berggren's and Kathleen Kefoury's service and how willing they were to come on board when they had no prior experience. David commended them for being willing to learn.

The Board thanked Kelly Berggren and Kathleen Kefoury for their service.

Kathleen Kefoury thanked everyone for their support and friendship.

8. REPORT & COMMUNICATION TO THE BOARD OF DIRECTORS

- a. **Executive Director – Denice Burchett**

Denice Burchett thanked Kathleen Kefoury and Kelly Berggren for serving on the Board. Denice said the two had made a big difference on the Board, especially to her. Denice thanked them for giving her confidence and encouragement. Denice also thanked them because she knew that serving on the Board meant they were spending time away from family.

9. INFORMATION/DISCUSSION/ACTION AGENDA

a. Information Items/Presentation

i. Policy 4009.1 Funding Independent Study ADA - First Read – Denice Burchett

Denice Burchett brought before the Board changes to Policy 4009.1. The changes included changes to the language so no IST may go over 30 students and changes to the pupil to IST ratio. The pupil to IST ratio is now 25:1 per policy changes.

Vicki McClure asked about some of the wording within the Policy: “administration will in no way approve a ratio of greater than 30:1”. Vicki asked if the word “ratio” needed to be changed to “roster”/“caseload.” Denice Burchett said the language would be reviewed.

Kelly Berggren asked if there are currently IST’s with more than 30 students. Denice Burchett replied no and stated that administration will not let that happen. Denice said administration needs to consider the reason carefully before making exceptions. Timothy Hughes pointed out that the language was vague and fluid as far as defining what exceptions would be permissible.

Timothy Hughes asked what the current student to IST ratio is. Adam Cornish answered that as of April 2016 the ratio was 24:1.

Timothy Hughes asked if this number is usually reported to the Board. Denice Burchett answered that it was not usually reported to the Board. Timothy Hughes asked if Gorman perhaps could establish a way to report the number so there would be accountability and so growth and hiring could be more easily managed. David Akers suggested adding the student to IST ratio on to the HR monthly report because of its impact on hiring.

The Board asked for a way to review the student to IST ratio on a consistent basis and for better definition to the language in Policy 4009.1 which appears too vague at this time.

ii. Delta Management Presentation – Jodi Jones

Jodi Jones from Delta Management presented on SB740 requirements and Reserve management. Gorman will need to file the SB740 application by February 2017 but there is a way to file early if Gorman would prefer to do so. The SB740 filed in 2017 will be based on the financial activities of the 2015/2016 school year. The SB740 if approved will give a minimum of 2 years funding or a maximum of 5 years funding. Mitigating circumstances would be something like the one time monies Gorman received which may throw off Gorman’s percentages. However, as long as Gorman meets the percentage of spending requirements, there is no reason for funding to be reduced.

Jodi Jones explained that while reserves do not directly count in Gorman’s percentages, the CDE and SBE will consider them. Jodi explained that Gorman should create a designated reserve with 2 to 3 months of expenditures to cover expenses in the event money gets tight. Timothy Hughes asked if putting 20% of Gorman’s operating budget into a reserve was necessary. Jodi Jones responded that it is considered both appropriate and fiscally sound to be prepared for any times when there may be lapses in funding due to unforeseen government issues.

b. Action Items

i. 2016 GLC Board of Directors Election Results – Denice Burchett

Denice Burchett presented the results of the 2016 Board Election. Denice told of how 1741 electronic ballots were sent out and 200 were submitted. Denice also noted that 800 paper ballots went out and 66 were returned. The Elections yielded two new Board Members; Yvette Barringer and Dondi Henderson. The newly elected Board Members will be present at the next Board Meeting, where they will be sworn in. Denice recommended the Board approve the Election Results.

Motion to approve the election results.

Moved by: Brian Jaspersen
Second by: Vanessa Decker
Motion Carried: 7-0

ii. Math Placement Policy – Second Read – Denice Burchett

Denice Burchett presented the Math Placement Policy without change because at the first read, the Board desired no changes.

Kathleen Kefoury moved to approve the Math Placement Policy.

David Akers voiced his concern that the policy being presented was not in alignment with Gorman's values. David was concerned the policy may be too limiting when it comes to a parent/guardians right to choose courses for their student because the policy -places emphasis on "The Charter School" choosing proper placement for students and parents/guardians only have refusal rights.

Timothy Hughes asked if procedure 4.c. gave the policy enough flexibility for parents/guardians to override the test for placement. David Akers said he would like 4.c. to be reversed so the emphasis is on parents/guardians choosing correct curriculum for personalized learning based on the tools provided by "The Charter School" and learning enrichment staff.

Brian Jaspersen advised the administration to be aware of what language they change as they address the issue being brought up by the Board and make sure the language changes are consistent throughout the policy.

David Akers reminded the Board that there was a motion on the table to approve.

Attorney Craig Wilson said the motion could fail as no second was forthcoming.

David Akers announced the motion failed for lack of a second.

Motion to table the vote on Math Placement Policy for further consideration and revisions by administration.

Moved by: Timothy Hughes
Second by: Vanessa Decker
Motion Carried: 7-0

iii. **Signer Resolutions – Second Read – Denice Burchett**

a. **Wells Fargo Checking: Adam Cornish**

Denice Burchett explained that this Resolution is to add Adam Cornish to the Wells Fargo Checking Account. Timothy Hughes asked if once Gorman hires a Director of Finance, if he/she could then be added to the account. Denice replied, yes.

Approved the addition of Adam Cornish to Wells Fargo Checking Account #XXXXXX3230 (see attached resolution).

Moved by: Timothy Hughes

Second by: Brian Jasperson

Motion Carried: 7-0

b. **Wells Fargo Checking: Adam Cornish**

Approved the addition of Adam Cornish to Wells Fargo Checking Account #XXXXXX0060 (see attached resolution).

Moved by: Timothy Hughes

Second by: Brian Jasperson

Motion Carried: 7-0

c. **Wells Fargo Business Market Rate Account: Adam Cornish**

Denice Burchett explained that this account represents the Resource Centers and ASB funds.

Approved the addition of Adam Cornish to the Wells Fargo Business Market Rate Account #XXXXXX3770 (see attached resolution).

Moved by: Timothy Hughes

Second by: Brian Jasperson

Motion Carried: 7-0

d. **Wells Fargo Checking: Brian Jasperson**

Timothy Hughes suggested this function would be better placed under the Board Treasurers job description. Timothy recommended the proposal be brought back after the Board Elects new officials at the beginning of the school year and the newly elected Treasurer will already be aware that this responsibility will fall to them.

Attorney Craig Wilson asked for clarification on whether or not the Administration would be withdrawing the request.

Denice Burchett confirmed Administration was withdrawing the three requests.

Removed by Administration. No Action Taken

e. **Wells Fargo Checking: Brian Jasperson**

Removed by Administration. No Action Taken

f. Wells Fargo Business Market Rate Account: Brian Jasperson

Removed by Administration. No Action Taken

iv. Job Description – Fourth Read – Naja Braddock

a. CTE Coordinator

Naja Braddock presented the changes to the CTE Coordinator position. Per Board request the “Reports To” section was changed to Academic Support Coordinator. Also, per Board request the “Supervisor Responsibilities” were changed to none and a “leads teams,” job duty was added.

David Akers made a note that the communication from the Board is that they support the position and the program, they just wished for it to be properly placed on the organizational chart. David asked if Denice was happy with the placement of the program on the organizational chart.

Denice Burchett replied that yes, she was happy with the program and positions new placement on the chart. Denice said that even though it is no longer under her directly, she will be involved in the program. David Akers said she could be as involved as she liked as long as she wasn't directly over-seeing it.

The Board advised Administration to take it slow when developing the CTE program as it goes along so as to not overwhelm the Budget.

Motion to approve the CTE Coordinator job description.

Moved by: Brian Jasperson

Second by: Timothy Hughes

Motion Carried: 7-0

v. APlus+ PR Campaign – Denice Burchett

Denice Burchett asked David Akers to begin by telling the Board about his conversation with Jeff Rice, Director of APlus+.

David Akers reminded the Board that Jeff Rice gave a great presentation at the April 20, 2016 Board Meeting. David also reminded the Board that Timothy Hughes had requested an invoice or an itemized outline from APlus+. David Akers said that at this time there are really only options being presented for the intended funds. David commented that he thought the options were good options, like signs in supporter's home, informational videos, and the hiring of a PR firm. David said at this time there are no proposals from APlus+. David said from a personal standpoint, having worked in PR in his first career, these suggestions are things which Gorman could do on its own. However, David also said that because of the events taking place in California, Gorman bears some responsibility to support this movement because there is a possibility that if Gorman does not support the movement then others may not either.

Timothy Hughes asked if Gorman was following the Budget recommendations made by APlus+ on page 5 of the services offered. Timothy said if Gorman is not following those recommendations then that would be like saying, Gorman will put in \$25,000.00 to the campaign, but we don't intend to follow the recommended steps to improve personalized

learning public charter school awareness. Timothy said this would directly reflect on how committed Gorman really is to the cause.

Denice Burchett responded by saying she hoped the Community Liaison would work towards completing some of the recommended steps listed on page 5. Denice mentioned that Gorman already has school shirts and open house events.

David Akers asked if the Administration thought the items listed in the PR Campaign might be items Gorman could accomplish on its own. Denice Burchett said she did not think so. Denice said that Gorman is a part of the APlus+ organization and Gorman is committed to the campaign. Denice said Gorman will even be a part of a march in October with APlus+ in Sacramento.

Timothy Hughes stated for the record, that he does support the APlus+ Campaign. Timothy said he was concerned at the meeting on June 08, 2016, that Gorman did not have something more definitive such as possible future expenses. Timothy said he wanted to know what the donation is going towards. Timothy also wanted to know if the Administration is all in for doing what APlus+ recommends. Timothy is uncomfortable with the vague language.

Brian Jasperson asked if giving the donation means Gorman will have access to the slogans APlus is creating or would the slogans be copyrighted and inaccessible except through APlus+.

David Akers said the Board needed clarification on whether this was a donation, a purchase order, or a contract needing Board approval. If the proposal is either of the latter two, then David felt it did not come up to expectations.

Brian Jasperson said that it was his understanding that Jeff Rice would provide certain quantities of certain items. However, if Gorman needs more, will there be additional fees which Gorman must pay to APlus+ or can Gorman have more printed up.

Denice Burchett said she would ask Jeff Rice for clarification on both the rights to slogans and the future expenses of advertising materials.

The Board is supportive of being a part of a campaign which would promote personalized learning public charter schools. The Board would like to have specifics on whether or not promotional items will be available to Gorman without further expense, as well as, whether or not slogans will be licensed for Gorman's use or copyrighted exclusively for APlus+.

Timothy Hughes asked Attorney Craig Wilson if the Board could allow for \$25,000.00 to be set aside for use on the APlus+ Campaign, but restrict the funds so they may only be released upon receipt of a viable invoice or promises.

Attorney Craig Wilson said the motion could be made for such a request.

Motion to commit Gorman Learning Center to \$25,000.00 for the APlus+ PR Campaign and authorize staff to set aside said amount in the 2016/2017 Budget; payable upon the receipt and validation of invoices which can provide a quantifiable service or product to Gorman Learning Center.

Moved by: Timothy Hughes

Second by: Brian Jasperson

Motion Carried: 7-0

vi. **LCAP – Adam Cornish**

Adam Cornish began by explaining a few of the notable changes to the LCAP. The changes tie into the changes in the Budget. There were some changes to the verbiage which shifted the measureable outcomes from percentages of students participating in services to the number of services provided by Gorman. Also, changes to the integration of the CTE program into Goal 1 and changes to the CTE program in Goal 2 were made. Goal 3 is completely different now in that it establishes a goal baseline for compliance.

Adam Cornish clarified that per earlier discussion, the LCAP now holds Gorman to developing just 1 year of one pathway each year within the CTE program rollout.

Timothy Hughes asked about the funding for growth in the HQT/HET component of Goal 3. Timothy noted a small increase in each year. Adam Cornish explained that the LCAP commits Gorman to the minimum of what is expected for compliance spending as far as HQT's/HET's are concerned.

Timothy Hughes said he saw a lot of progress made on the LCAP. David Akers thanked Adam for hearing both the demands of the State and the demands of the Board and presenting a well-balanced LCAP.

Motion to approve the LCAP as presented.

Moved by: Timothy Hughes

Second by: Brian Jaspersen

Motion Carried: 7-0

Adjourn For Recess At 6:57 PM

Reconvene From Recess At 7:12 PM

vii. **2016/2017 Gorman Learning Center Budget – Denice Burchett, Naja Braddock, Laura Steidley, Adam Cornish, Tamara Campbell, David Piccoli**

Denice Burchett opened the presentation by telling the board how working so closely with the Budget has allowed her to learn a great deal about the Budget. Denice thanked Adam Cornish and Laura Steidley for working so hard on developing the current Budget. Denice thanked the entire Budget team for their late nights and long hours in preparation for the presentation.

Adam Cornish explained the process by which the team went about revising the proposed Budget. First the team went back to the current school years Budget and decided to move forward by maintaining the curriculum and programs already in place. The team then assembled a list of the expansions desired and what they would cost, then the administrative team prioritized them by timeliness and need. The team then allowed for the Regional Services expansion, established an IT support position for the Santa Clarita and Antelope Valley areas, and set apart a surplus for a future proposal to update the salary and wage scale for the Resource Center staffs while keeping everything else at cost to maintain. Adam explained that at times cost to maintain meant including inflation and that the Board would see this reflected throughout the Budget.

The Board asked about the list of desired expansions and what would happen to those programs. Denice Burchett said the Administration still intends to expand the items on the list, but that they would do so as the Budget allowed. Adam Cornish clarified that no programs were cut, the Administration merely decided to slowly expand throughout the year.

Timothy Hughes asked if the Administration would then return to the Board for approval as the Budget allowed for expansion. Adam Cornish said that yes they would return with a fiscal impact component for approval.

Brian Jasperson asked what enrollment level was used for the base numbers. Laura Steidley said 2600 students were used for the base numbers.

Laura Steidley explained that Gorman has brought their total expenditures for 2016/2017 to \$22,526,606.00 which leaves the total ending fund balance at \$14,327,517.00. Laura Steidley also explained that the ending fund balance is representative of the different Reserves. The 5% reserve is the initial \$1,126,000.00. Laura explained that as part of the discussions from earlier in the meeting, Gorman is including the newly established designation reserve of three months of operating expenditures as well as the fixed assets, and the two million dollars in unrestricted reserves.

David Akers asked if the large net difference from the original budget was in the certificated positions. Adam Cornish explained that the IST extra duties were the most affected because positions which would have resulted in IST's with extra duties, are not being rolled out immediately.

Timothy Hughes asked what percentage of our estimated certificated salaries spending Gorman is at for the current Budget.

Jodi Jones responded that the first look at Gorman's data showed Gorman at 38% of the 40% Total Public Revenue required for Certificated employee salaries and benefits. There was 73% of the 80% needed for instruction and instruction related activities. Jodi explained that there were still a few different places which needed further exploration, like the one time revenues. Those one time revenues could swing Gorman over the percentages. Jodi said they also needed to look at SPED spending on staff. Jodi said that Gorman is in a range that will get Gorman over the percentages and with the reserves and breakouts, Jodi is hoping for a 5 year funding consent.

David Akers specifically asked about Category 4400; the equipment portion of the Budget. David asked about why the 2015/2016 Budget had a large amount for this year, but the 2016/2017 Budget goes down in this department.

Laura Steidley responded that many one-time purchases were included in the 2015/2016 Budget. Brian Jasperson asked if the numbers in this category for 2016/2017 would then accurately reflect the LCAP goals. Specifically the LCAP goal to move forward with Chrome Book purchases.

Adam Cornish explained that the Budget split the cost for that particular LCAP goal between both the IT department and the Assessments Department. Adam said the first year of the LCAP is as tightly bound to the Budget as it can be at this time. Adam said the LCAP needs to undergo the same revisions as the Budget did for years 2 and 3, but that the numbers for year 1 are tied in to the Budget the Board was presented with at the meeting.

Brian Jasperson asked when the Administration plans to bring back more of the expansion needs/wishes. Adam Cornish explained that the goal at this time is to return at the first interim budget meeting with a more complete look at the actual Budget numbers. At that time if there is room in the Budget there will also be more requests for expansion.

The Board commended the team on a job well done. The Board acknowledged that there is a gap in the administration because the Director of Finance position has not yet been filled. The Board said they were happy to see members of the team step up and fill in that gap in order to accomplish this task. The Board thanked the team for stepping up.

Motion to approve the budget as presented.
Moved by: Timothy Hughes
Second by: Brian Jasperson
Motion Carried: 7-0

CLOSED SESSION 7:46 PM

10. ADJOURN TO CLOSED SESSION, IF ANY:

- i. Personnel Matter – Government Code Section 54957**

RECONVENE TO OPEN SESSION 9:08 PM

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

NONE

12. ITEMS FOR NEXT MEETING

Board has requested the Minutes from June 8th, 2016 return after revision on the LCAP section. As well as the return of the Math Placement Policy after revision. Other items to address at the next meeting include; Director of Finance Contract, Charter Safe Renewal, Alarm Contract for SCRC, Alarm POTS line for SCRC, and Officer Elections.

13. CONFIRM MEETING PLACE AND TIME

July 6th, 2016 at 5 pm at the Antelope Valley Resource Center

14. ADJOURNMENT 9:12 PM

Gorman Learning Center

A California Charter School

Bringing Academic Excellence Home

SPECIAL SESSION OF THE BOARD OF DIRECTORS AGENDA

DATE: July 06, 2016

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 agendaized. 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 may 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
Brian Jaspersen	Secretary, Parent Representative
Timothy Hughes	Treasurer, Parent Representative
Vanessa Decker	Member at Large, Parent Representative
Fanny Lang	Member at Large, Parent Representative
Yvette Barringer	Member at Large, Parent Representative
Dondi Henderson	Member at Large, Parent Representative
Joe Andrews	District Representative

3. PLEDGE OF ALLEGIANCE

4. INTRODUCTION AND SWEARING IN OF NEW BOARD MEMBERS

5. APPROVAL OF THE AGENDA

6. APPROVAL OF THE MINUTES

- a. Approval of the Minutes from the Board Meeting on June 08, 2016
- b. Approval of the Minutes from the Board Meeting on June 22, 2016

7. COMMUNICATION FROM THE PUBLIC

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

8. ELECTION OF OFFICERS

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

10. INFORMATION/DISCUSSION/ACTION AGENDA

a. Information Items/Presentation

- i. Resource Center Pay Scale – Vicki McClure**
- ii. Resource Center Supervisor Band Change – Vicki McClure**

b. Action Items

- i. Math Placement Policy – Third Read – Adam Cornish**
- ii. SCRC Tenant Improvement Change Orders – Marie Migliore and David Piccoli**
 - a. Change Order #1**
 - b. Change Order #2**
 - c. Change Order #3**
 - d. Change Order #4**
 - e. Change Order #5**
- iii. Networking Equipment for SCRC – Chris Campbell**
- iv. Computers for SCRC – Chris Campbell**
- v. Alarm Service for SCRC – David Piccoli**
- vi. Charter Safe Renewal Contract – Naja Braddock**
- vii. Director of Finance Contract Form – 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

SPECIAL SESSION OF THE BOARD OF DIRECTORS MINUTES

DATE: July 06, 2016

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 5:00 PM

2. BOARD OF DIRECTORS ROLL CALL

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

3. PLEDGE OF ALLEGIANCE

4. INTRODUCTION AND SWEARING IN OF NEW BOARD MEMBERS

David Akers introduced the new board members. Yvette Barringer and Dondi Henderson were sworn in as board members by Attorney Craig Wilson.

5. APPROVAL OF THE AGENDA

Motion to approve the Agenda as presented.

Moved by: Vanessa Decker

Second by: Fanny Lang

Carried: 7-0

6. APPROVAL OF THE MINUTES

- a. Approval of the Minutes from the Board Meeting on June 08, 2016

Motion to approve the Minutes from June 08, 2016 as presented.

Moved by: Brian Jasperson

Second by: Vanessa Decker

Motion Carried: 7-0

- b. Approval of the Minutes from the Board Meeting on June 22, 2016

Motion to approve the Minutes from June 22, 2016 as presented.

Moved by: Brian Jasperson

Second by: Vanessa Decker

Motion Carried: 7-0

7. COMMUNICATION FROM THE PUBLIC

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

NONE

8. ELECTION OF OFFICERS

David Akers asked for a nomination for Board President. Brian Jasperson nominated David Akers for President. David Akers accepted.

Motion to elect David Akers as Board President.

Moved by: Brian Jasperson

Second by: Vanessa Decker

Carried: 7-0

David Akers asked for a nomination for Board Vice President. David Akers nominated Vanessa Decker for Vice President. Vanessa Decker accepted.

Motion to elect Vanessa Decker as Board Vice President.

Moved by: David Akers

Second by: Brian Jasperson

Carried: 7-0

David Akers asked for nominations for Board Secretary. Vanessa Decker nominated Brian Jasperson for Secretary. Brian Jasperson accepted.

Motion to elect Brian Jasperson as Board Secretary.

Moved by: Vanessa Decker

Second by: Fanny Lang

Carried: 7-0

David Akers asked for nominations for Board Treasurer. David Akers nominated Timothy Hughes.

Motion to elect Timothy Hughes as Board Secretary.

Moved by: David Akers

Second by: Brian Jasperson

Carried: 7-0

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

David Akers said he is grateful that the Board Elections from 2016 had resulted in getting Redlands a representative on to the Board.

10. INFORMATION/DISCUSSION/ACTION AGENDA

a. Information Items/Presentation

i. Resource Center Pay Scale – Vicki McClure

Vicki McClure presented an updated pay scale for the Resource Centers. The revisions included a \$1 increase in levels 1 through 4. There is also a general increase in Levels 5 through 8 which represent the longevity increase reflective of 5 years of service.

Adam Cornish clarified that the accepted budget for 2016/2017 did not have a specific area for this increase because it hadn't been approved, but that some of the surplus was earmarked for this increase.

Yvette Barringer asked if a market survey had been conducted. Naja Braddock responded that it was conducted two years ago.

The Board would like to see current comparisons and salary surveys of competitive personalized learning public charter schools near the Gorman Resource Centers.

ii. Resource Center Supervisor Band Change – Vicki McClure

Vicki McClure presented an updated Resource Center Supervisor Band which would bring the supervisors up to a more competitive level of pay when compared to other charter schools.

The Board would like to see the current pay band and where it lies within the Classified Positions pay bands. They would also like for the new band to be placed within the structure of the pay bands as it should be if approved.

b. Action Items

i. Math Placement Policy – Third Read – Adam Cornish

Motion to approve Policy 8001.2 as presented.

Moved by: Brian Jasperson

Second by: Vanessa Decker

Carried: 7-0

ii. SCRC Tenant Improvement Change Orders – Marie Migliore and David Piccoli

David Piccoli reminded the Board that in January 2016, they approved Tenant Improvements of about \$318,000.00. These approved improvements were meant to be for mostly ADA compliance issues. However, upon finally entering the premise after the previous tenant left, there are other issues which need addressing.

David Piccoli informed the Board that Change Order #4, which included proper fire detectors and an alarm system, must be approved and in place before the buildings could be used as a Resource Center.

a. Change Order #1

The Board felt that cosmetic maintenance and upkeep, such as painting walls, was something the maintenance team Gorman currently employs, and/or a group of volunteers could do.

The Board wishes to honor the accepted budget and stay as close to budgeted amounts as possible. The Board would also like to see the Gorman Facilities and Maintenance Supervisor consulted on all future tenant improvement questions or recommendations.

Motion to reject Change Order #1 as proposed, but delegate authority to the Executive Director to negotiate with the contractor work not to exceed 50% of the proposed \$11,742.00.

Moved by: Timothy Hughes

Second by: Brian Jasperson

Carried: 7-0

b. Change Order #2

Motion to reject Change Order #2 as proposed, but delegate authority to the Executive Director to negotiate with the contractor work not to exceed 50% of the proposed \$17,783.00.

Moved by: Timothy Hughes

Second by: Vanessa Decker

Carried: 7-0

c. Change Order #3

Motion to reject Change Order #3 as proposed, but delegate authority to the Executive Director to negotiate with the contractor work not to exceed 50% of the proposed \$10,510.00

Moved by: Timothy Hughes

Second by: Fanny Lang

Carried: 7-0

d. Change Order #4

Change Order #4 is for improvements to the fire alarms and security system. These improvements are required by the State before students may be allowed to attend enrichment courses.

Motion to approved Change Order #4

Moved by: Brian Jaspersen

Second by: Vanessa Decker

Carried: 7-0

e. Change Order #5

Motion to reject Change Order #5 as proposed, but delegate authority to the Executive Director to negotiate with the contractor work not to exceed 50% of the proposed \$36,832.00

Moved by: Timothy Hughes

Second by: Brian Jaspersen

Carried: 7-0

iii. Networking Equipment for SCRC – Chris Campbell

Chris Campbell presented this contract for networking equipment which would allow for the SCRC to have Internet.

Motion to approve the contract as presented.

Moved by: Timothy Hughes

Second by: Vanessa Decker

Carried: 7-0

iv. Computers for SCRC – Chris Campbell

Motion to reject the purchase of computers for SCRC as proposed, but delegate authority to the Executive Director to purchase computer equipment for the SCRC as long as the purchase remains within the Approved 2016/2017 Budget of \$20,000.00.

Moved by: Timothy Hughes

Second by: David Akers

Carried: 7-0

v. Alarm Service for SCRC – David Piccoli

Motion to approve contract as presented.

Moved by: Brian Jaspersen

Second by: Fanny Lang

Carried: 7-0

vi. Charter Safe Renewal Contract – Naja Braddock

The Board would like to have the Director of Finance review Gorman's coverage at a later time due to concerns of possible under coverage and/or a lack of renter's insurance.

Motion to approve the Charter Safe Contract Renewal as presented.

Moved by: Timothy Hughes

Second by: Vanessa Decker

Carried: 7-0

vii. Director of Finance Contract Form – Naja Braddock

Naja Braddock presented an updated contract for the Director of Finance position. Attorney Craig Wilson commented that the contract being presented reflects an updated language and job description reflective of a Director of Finances duties.

Timothy Hughes asked for clarification regarding whether or not the Administration expected the Director of Finance to also perform all of the duties of a CFO and CBO. The Administration responded that, yes, the intent is for the Director of Finance to be the equivalent of a CFO or CBO.

Motion to approve the Director of Finance Contract Form with changes to paragraph one to include the language, "Director of Finance (referred to variably as Director of Finance, Chief Financial Officer and Chief Business Officer in corporate documents)."

Moved by: Timothy Hughes

Second by: Fanny Lang

Motion Carried: 7-0

CLOSED SESSION 7:21 PM

11. ADJOURN TO CLOSED SESSION, IF ANY:

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

RECONVENE TO OPEN SESSION 8: 17 PM

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

The Board unanimously approved the Administration's candidate for Director of Finance and gave Administration approval to move forward with final contract negotiations.

13. ITEMS FOR NEXT MEETING

Board has requested the Final Director of Finance Contract and action items for Resource Center Supervisor Pay Band and Resource Center Pay Scale return for the next meeting.

14. CONFIRM MEETING PLACE AND TIME

August 10th, 2016 at 5pm at the Antelope Valley Resource Center.

15. ADJOURNMENT 8:19 PM

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

BOARD OF TRUSTEES

MINUTES OF THE REGULAR MEETING

July 12, 2016

The President of the Board, Steve Sonder, called the Regular Meeting of the Gorman Joint School District Board of Trustees to order at 3:00 P.M.

The Flag salute was held.

Members Present: Steve Sonder, President
Julie Ralphs, Clerk
Patricia Edwards, Member

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

Others Present: Teachers, Casey Stanford, Lisa Davis, Michi Knight, School Secretary, Denise Saenz, Maintenance, Trae Talley, Resource Specialist, Wendy Addington, parent, Kim Lowe, John Weingarden of Tremco, Inc.

5631 The Board approved the Agenda as presented for July 12, 2016.

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

5632 Adjourn to Closed Session at 3:00 P.M. to discuss personnel, employer/employee relations. (Govt. Code 54957, 54957.6):

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

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

President Sonder stated that the closed session will be extended an extra 15 minutes.

5633 Reconvened to Regular Session at 3:45 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.
No comments.

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

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

5634 The Board approved the Minutes of the Regular Meeting June 14, 2016.

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

5635 The Board approved the Minutes of the Special Meeting June 21, 2016.

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

5636 The Board approved Purchase Orders #15-16-269 through 15-16-301 of which \$28,632.59 was paid from the General Fund and \$7,699.07 from other funds.

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

5637 The Board approved B Warrants #12085-12125 in the amount of \$52,132.67.

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

5638 The Board approved the Gorman Joint School District Educator Effectiveness Funding Plan for the 2015-2018 Fiscal Years.

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

5639 The Board approved the 2016-17 CARS Reports (Consolidated Application Reporting System) 2016-17 Certification of Assurances, 2016-17 Protected Prayer Certification, 2016-17 Application for Funding and 2016-17 Substitute System for Time Accounting.

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

5640 The Board approved Annual Report of School District Attendance for fiscal year 2015-16.

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

5641 The Board approved Annual Report of School District Audit Adjustments to CALPADS Data for fiscal year 2015-16.

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

5642 The Board approved Agreement for Professional Services between the Gorman Joint School District and Prentis Edwards, effective July 1, 2016-June 30, 2017, at an hourly rate of \$50.00, up to a maximum of \$10,000.00.

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

5643 The Board approved Water Sampling Agreement between the Gorman Joint School District and AKA Water Services, Inc., effective July 1, 2016-June 30, 2017.

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

5644 The Board approved CSBA membership dues and Education Legal Alliance membership dues in the California School Boards Association (CSBA) for fiscal year July 1, 2016-June 30, 2017, in the amount of \$1,156.00.

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

5645 The Board approved Gamut Online with the California School Boards Association (CSBA) for fiscal year July 1, 2016-June 30, 2017, in the amount of \$950.00.

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

5646 The Board approved membership dues with Los Angeles County School Trustees Association (LACSTA) for fiscal year July 1, 2016-June 30, 2017, in the amount of \$60.00.

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

5647 The Board approved Software Support and eZcat Support with Book Systems, Inc. for fiscal year July 1, 2016-June 30, 2017, in the amount of \$255.00.

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

5648 The Board approved one year service agreement with Xerox Corporation for the Colorcube 8570 printer from August 4, 2016 to August 3, 2017, in the amount of \$199.00.

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

5649 The Board approved the 2015-16 4th Quarterly Report on Williams Uniform Complaints.

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

5650 The Board approved Agreement for Financial Manager Services between the Gorman Joint School District and Cecelia J. Cummings, CPA, effective July 1, 2016-June 30, 2017 in the monthly amount of \$3,700.00, up to a maximum of \$44,400.00 per year.

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

President Sonder stated that item #18 & #19 for 2 individuals ACSA dues will be one time only not to set precedence.

5651 The Board approved, with stipulation one time only, 2016-17 ACSA Regular Membership Application for Lori Michi Knight, in the amount of \$487.87.

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

5652 The Board approved, with stipulation one time only, 2016-17 ACSA Regular Membership Application for Wendy Addington, in the amount of \$265.50.

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

5653 The Board approved adoption of Houghton Mifflin Harcourt Journeys K-5 and Collections 6-8 Premium Package 8 Yr.

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

5654 The Board approved purchase of Houghton Mifflin Harcourt Journeys K-5 and Collections 6-8 Premium Package 8 YR in the amount of \$33,911.91.

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

5655 The Board approved 1 year (8/1/16-7/31/17) STAR Math Enterprise Real Time Subscription and Reactivation Fee in the amount of \$704.00.

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

5656 The Board tabled to award contract for roof bid for the Gorman Joint School District to replace and/or repair roof.

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

5657 The Board approved the Gorman Elementary School District 2016-17 Certificated Daily-Hourly short term and long term substitutes Salary Schedule T.

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

5658 The Board approved the Gorman Elementary School District 2016-17 Classified Salary Schedule Z.

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

5659 The Board approved the Gorman Elementary School District 2016-17 Classified Salary Schedule B.

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

5660 The Board approved the Gorman Elementary School District 2016-17 Special Education Certificated Salary Schedule S.

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

5661 The Board approved Contract for Employment as a Certificated Employee for Lori M. Knight, effective August 1, 2016-June 30, 2017.

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

5662 The Board approved Contract for Employment as a Certificated Employee for Felecia F. Davis, effective August 1, 2016-June 30, 2017.

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

5663 The Board approved Contract for Employment as a Certificated Employee for Cheri M. Hanshaw, effective August 1, 2016-June 30, 2017.

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

5664 The Board approved Contract for Employment as a Certificated Employee for Casey B. Stanford, effective August 1, 2016-June 30, 2017. Stipend Additional Duty (F) effective July 1, 2016-June 30, 2017.

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

5665 The Board approved Contract for Employment as a Resource Specialist Program (RSP) for Wendy Addington, effective July 1, 2016-June 30, 2017.

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, August 9, 2016 at 3:00 P.M. closed session and 3:30 P.M. regular session.

5666 The Board adjourned the meeting at 3:56 P.M.

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

Steve Sonder, President

PURCHASE ORDER LOG
7/1/16-7/31/16

PO#	DATE	VENDOR	DESCRIPTION	ESTIMATED AMOUNT	AMOUNT PAID GENERAL	AMOUNT PAID OTHER	DATE PAID
16-17-01	7/1/16	SSDA	REGISTRATION PISMO REGIONAL MEETING 7/1/16 JA	\$150.00	\$150.00		7/22/16
16-17-02		CENTRAL SANITARY SUPPLY	OPERATION SUPPLIES	\$456.92			
16-17-03		P&R PAPER	OPERATION SUPPLIES	\$158.08			
16-17-04		EMPIRE CLEANING	OPERATION SUPPLIES	\$592.66			
16-17-05		XPEDX PAPER	DISTRICT & INSTRUCTIONAL SUPPLIES	\$1,476.20			
16-17-06		FOLLETT	BOOKS 4-8TH GRADE HISTORY, SCIENCE	\$791.56			
16-17-07		QUILL	DISTRICT, SCHOOL ADMIN, INST SUPPLIES	\$2,952.92			
16-17-08		STAPLES	DISTRICT, SCHOOL ADMIN, INST, OPERATION SUPPLIES	\$1,223.78			
16-17-09		OFFICE DEPOT	DISTRICT, SCHOOL ADMIN, INST, OPERATION SUPPLIES	\$871.68			
16-17-10		POSTMASTER	1 YR. PO BOX 104 RENTAL	\$110.00	\$110.00		7/5/16
16-17-11		ACSA	JA-2016-17 FULL REGULAR MEMBERSHIP 7/1/16-6/30/17	\$1,180.50	\$1,180.50		7/5/16
16-17-12		K/P CORPORATION	INSTRUCTIONAL SUPPLIES	\$139.15			
16-17-13		SIRMA II	2016-17 MEMBER CONTRIBUTIONS PROPERTY & LIABILITY	\$5,840.00	\$5,840.00		7/5/16
16-17-14		POSTMASTER	STAMPS	\$282.00	\$282.00		7/22/16
16-17-15	7/21/16	RENAISSANCE LEARNING	STAR MATH SUBSCRIPTION 8/1/16-7/31/17	\$704.00	\$704.00		7/22/16
16-17-16		XEROX CORP.	1 YR WARRANTY COLORCUBE 8570 PRINTER 8/4/16-8/3/17	\$199.00	\$199.00		7/22/16
16-17-17		BOOK SYSTEMS, INC.	1 YR CONCOURSE & EZCAT RENEWAL 7/1/16-6/30/17	\$255.00	\$255.00		7/22/16
16-17-18		CSBA	GAMUT ONLINE 7/1/16-6/30/17	\$950.00	\$950.00		7/22/16
16-17-19		CSBA	MEMBERSHIP & ELA MEMBERSHIP 7/1/16-6/30/17	\$1,156.00	\$1,156.00		7/22/16
16-17-20		LACSTA	2016-17 ASSOCIATION MEMBER DUES 7/1/16-6/30/17	\$60.00	\$60.00		7/22/16
16-17-21		CO OF LA DEPT PUBLIC HEALTH	2016-17 BACKFLOW PREVENTION DEVICE FEE	\$844.00	\$844.00		7/25/16
16-17-22		AKA WATER SERVICE, INC.	BACTI & 2 RETESTS, MANGANESE & NITRATE TEST, TANK DISINFECTION, SAMPLING FEE	\$865.00	\$865.00		7/22/16
16-17-23		MPLC	MOTION PICTURE LICENSING 9/10/16-9/10/17	\$101.73	\$101.73		7/22/16
16-17-24		ACSA	2016-17 REGULAR MEMBERSHIP M. KNIGHT, W. ADDINGTON	\$753.37			
16-17-25		LEAF	1 YR. ESTIMATED AMOUNT OF SERVICE	\$5,040.00	\$277.37		7/25/16
			TOTALS	\$27,153.55	\$12,974.60	\$0.00	
			REMAINING UNPAID	\$14,178.95			

2015-16

Report Id : LAAP02951
 District : 64584
 Fiscal Year: 2017
 GORMAN ELEMENTARY SCHOOL DIST. (Bank Acct: GORM)
 COMMERCIAL WARRANT REGISTER
 Voids Date : 2016-07-15 Issue Date : 2016-07-18
 Page No : 1
 Run Date : 2016-07-15
 Run Time : 19.30.01

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
AAA BACKFLOW DEVICE TESTING	12143		01.0-00000.0-00000-81000-5630-0000000			12/16	95.00						
		Total					95.00			95,000			
SOUTHERN CALIFORNIA EDISON	12144		01.0-00000.0-00000-82000-5510-0000000			12/16	2191.17			23117027			
		Total					2191.17			23117028			

*Annual Backflow Prevention
 Device Field Testing & Maint
 Report.*

6/8/16 - 7/8/16

REGISTER TOTAL AMOUNT	Issues :	2,286.17	To	23117028	To	0.00	Net Disbursed :	2,286.17
SYSTEM WARRANTS ISSUED	2	From	23117027	To	23117028	0.00		
MANUAL WARRANTS ISSUED	0	From		To				
NUMBER OF VOIDS	0							
SYSTEM WARRANTS ISSUED MTD	19							
SYSTEM WARRANTS ISSUED YTD	19							
Fund Summary								
01.0		2,286.17						

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.

2015-16

Report Id : LAAP029S1 District : 64584 Fiscal Year: 2017
 GORMAN ELEMENTARY SCHOOL DIST. (Bank Acct: GORM) COMMERCIAL WARRANT REGISTER
 Voids Date :2016-07-13 Issue Date :2016-07-14

Page No : 1
 Run Date : 2016-07-13
 Run Time : 19.39.40

PAYEE VOUCHER REF NO PO NUMBER Fund ResPrj Goal Func Obj Sch/Loc Per/FY AMT BY ACCOUNT AMT BY WARRANT NUMBER PMT PAY MTD CYCLE SEQ STAT

MOUNTAINSIDE DISPOSAL, INC. 12142 01.0-00000.0-00000-82000-5560-00000000 12/16 174.10 174.10 174.10 ✓ 23110604 174.10 7092

Service 6/16

REGISTER TOTAL AMOUNT Issues : 174.10 Voids : 0.00 Net Disbursed : 174.10
 Total 174.10 0.00 174.10

SYSTEM WARRANTS ISSUED 1 From 23110604 To 23110604 Total number of vouchers : 1 Number of Vouchers Audited 0
 MANUAL WARRANTS ISSUED 0 From 0 To 0

SYSTEM WARRANTS ISSUED MTD 17 MANUAL WARRANTS ISSUED MTD 0 WARRANTS VOIDED MTD 0
 SYSTEM WARRANTS ISSUED YTD 17 MANUAL WARRANTS ISSUED YTD 0 WARRANTS VOIDED YTD 0

Fund Summary Issues 174.10 Voids 0.00
 01.0 174.10 0.00

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

2015-16

Report Id : LAAP02951
 District : 64584
 Fiscal Year: 2017
 GORMAN ELEMENTARY SCHOOL DIST. (Bank Acct: GORM)
 COMMERCIAL WARRANT REGISTER
 Voids Date : 2016-07-12 Issue Date : 2016-07-13
 Page No : 1
 Run Date : 2016-07-12
 Run Time : 19.36.46

VOUCHER ID	REF NO	PO NUMBER	Fund ResPj	Goal Func	Obj	Sch/Loc	Per/FY	AMT BY ACCOUNT	AMT BY WARRANT NUMBER	PMT PAY MTD CYCLE	SEQ NBR	STAT
12140			01.0-00000.0-000000-72000-5830-00000000				12/16	123.88				
Total								123.88				
12141			14.0-00000.0-000000-81000-5630-00000000				12/16	6270.79				
Total								6270.79				

Ad-Budget Clearing 6/9/16 in AV Pressof 123.88 ✓ 23107412 CHK PAYOUT 7090

Dry maintenance - Repair Vendor Publp. Control box. float switch 6270.79 23107413 CHK PAYOUT 7090

REGISTER TOTAL AMOUNT	Issues :	Voids :	Net Disbursed :
SYSTEM WARRANTS ISSUED	2 From 23107412 To 23107413	0	6,394.67
MANUAL WARRANTS ISSUED	0 From	0	
NUMBER OF VOIDS	0	0	
SYSTEM WARRANTS ISSUED MTD	16	0	
SYSTEM WARRANTS ISSUED YTD	16	0	
Fund Summary	Issues	Voids	
01.0	123.88	0.00	
14.0	6,270.79	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.

2015-16

Report Id : LAAP029S1
 District : 64584
 Fiscal Year: 2017

GORMAN ELEMENTARY SCHOOL DIST. (Bank Acct: GORM)
 COMMERCIAL WARRANT REGISTER
 Voids Date : 2016-07-06 Issue Date : 2016-07-07

Page No : 1
 Run Date : 2016-07-06
 Run Time : 19.35.16

VOUCHER REF NO	PO NUMBER	Fund ResPrj	Goal Func	Obj	Sch/Loc	Per/Yr	AMT BY ACCOUNT	AMT BY WARRANT	WARRANT NUMBER	PMT PAY MTD CYCLE	SEQ NBR	STAT
12136		13.0-53100.0-00000-37000-4790-00000000				12/16	22.14					
12136		01.0-00000.0-00000-81100-4370-00000000				12/16	63.83					
12136		01.0-11000.0-11100-10000-4310-00000000				12/16	4.37					
		Total					90.34		90.34	23096613		7082
CO. OF LOS ANGELES DEPT OF PUB 12137												
		01.0-00000.0-00000-82000-5510-00000000				12/16	10.00					
		Total					10.00		10.00	23096614		7082
DELL MARKETING L.P. 12138												
		01.0-00000.0-00000-72000-4400-00000000				12/16	1194.79					
		Total					1194.79		1194.79	23096615		7082
READY REFRESH BY NESTLE 12139												
		01.0-00000.0-00000-82000-5530-00000000				12/16	56.91					
		Total					56.91		56.91	23096616		7082

ACE HARDWARE
 12136 - CAFE supplies
 12136 - operation supplies
 12136 - Inst supplies

CO. OF LOS ANGELES DEPT OF PUB 12137
 2015-16 Annual Street Light Assessment

DELL MARKETING L.P. 12138
 GA - Computer Monitor, soundbar

READY REFRESH BY NESTLE 12139
 Rental Service 5/27/16 - 6/26/16

REGISTER TOTAL AMOUNT	Issues :	1,352.04	Voids :	0.00	Net Disbursed :	1,352.04
SYSTEM WARRANTS ISSUED	4	From 23096613	To 23096616	Total number of vouchers :	4	Number of Vouchers Audited
MANUAL WARRANTS ISSUED	0	From	To			
NUMBER OF VOIDS	0					
SYSTEM WARRANTS ISSUED MTD	14	MANUAL WARRANTS ISSUED MTD	0	WARRANTS VOIDED MTD	0	
SYSTEM WARRANTS ISSUED YTD	14	MANUAL WARRANTS ISSUED YTD	0	WARRANTS VOIDED YTD	0	

Fund Summary	Issues	Voids
01.0	1,329.90	0.00
13.0	22.14	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.

2015-16

Report Id : LAAP02951
 District : 64584
 Fiscal Year: 2017

GORMAN ELEMENTARY SCHOOL DIST. (Bank Acct: GORM)
 COMMERCIAL WARRANT REGISTER
 Voids Date : 2016-07-05 Issue Date : 2016-07-06

Page No : 1
 Run Date : 2016-07-05
 Run Time : 19:59.45

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
12126			01.0-00000.0-000000-72000-5850-00000000				12/16	4680.00					
12126			01.0-65000.0-57700-21000-5850-00000001				12/16	1800.00					
12126			01.0-65000.0-57700-21000-5850-00000000				12/16	720.00					
Total								7200.00	7200.00	23093442	CHK PAYOUT	7080	

Business Manager Service
 5/16 + 6/16

REGISTER TOTAL AMOUNT	Issues :	Voids :	Net Disbursed :
7,200.00	7,200.00	0.00	7,200.00

SYSTEM WARRANTS ISSUED 1 From 23093442 To 23093442 Total number of vouchers : 1 Number of Vouchers Audited 1
 MANUAL WARRANTS ISSUED 0 From 0 To 0
 NUMBER OF VOIDS 0
 SYSTEM WARRANTS ISSUED MTD 10 MANUAL WARRANTS ISSUED MTD 0 WARRANTS VOIDED MTD 0
 SYSTEM WARRANTS ISSUED YTD 10 MANUAL WARRANTS ISSUED YTD 0 WARRANTS VOIDED YTD 0

Fund Summary Issues Voids
 01.0 7,200.00 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.

2015-16

Report Id : LARP029S1
 District : 64584
 Fiscal Year: 2017
 GORMAN ELEMENTARY SCHOOL DIST. (Bank Acct: GORM)
 COMMERCIAL WARRANT REGISTER
 Voids Date : 2016-06-30 Issue Date : 2016-07-01
 Page No : 1
 Run Date : 2016-06-30
 Run Time : 19.25.58

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
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12127		01.0-00000.0-00000-82000-5565-00000000			12/16	647.00					
GOLDEN VALLEY MUNICIPAL WATER											
12128		01.0-00000.0-00000-82000-5520-00000000			12/16	58.08					
THE GAS COMPANY											

Sewer Service 6/16
 647.00 647.00/23088263 CHK PAYOUT 7076
 5/27/16-6/28/16
 58.08/23088264 CHK PAYOUT 7076

REGISTER TOTAL AMOUNT	Issues :	705.08	Voids :	0.00	Net Disbursed :	705.08
SYSTEM WARRANTS ISSUED	2	From 23088263	To 23088264	Total number of vouchers :	2	Number of Vouchers Audited
MANUAL WARRANTS ISSUED	0	From	To			0
NUMBER OF VOIDS	0					
SYSTEM WARRANTS ISSUED MTD	2	MANUAL WARRANTS ISSUED MTD	0	WARRANTS VOIDED MTD	0	
SYSTEM WARRANTS ISSUED YTD	2	MANUAL WARRANTS ISSUED YTD	0	WARRANTS VOIDED YTD	0	
Fund Summary	Issues	705.08	Voids	0.00		
01.0						

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

2016-17

Report Id : LAAP029S1 District : 64584 Fiscal Year : 2017
 GORMAN ELEMENTARY SCHOOL DIST. (Bank Acct: GORM)
 COMMERCIAL WARRANT REGISTER
 Voids Date : 2016-07-22 Issue Date : 2016-07-25

Page No : 1
 Run Date : 2016-07-22
 Run Time : 19:25:27

VOUCHER ID	REF NO	PO NUMBER	Fund ResPrj	Goal Func Obj	Sch/Loc	Per/EY	AMT BY ACCOUNT	AMT BY WARRANT NUMBER	PMT PAY MTD CYCLE	SEQ NBR	STAT
12147			01.0-00000.0-00000-72000-5880-0000000		01/17	844.00	844.00	23130121	844.00	7106	
<p style="text-align: center;"><i>2016-17 Backflow Prevention Device Fee</i></p>											
12151			01.0-00000.0-11100-10000-5610-0000000		01/17	208.02	208.02				
12151			01.0-00000.0-00000-72000-5610-0000000		01/17	69.35	69.35				
<p style="text-align: center;"><i>Less payment 2 Canon 4035 copies</i></p>											
Total						277.37	277.37	23130122	277.37	7106	

REGISTER TOTAL AMOUNT Issues : 1,121.37 Voids : 0.00 Net Disbursed : 1,121.37

SYSTEM WARRANTS ISSUED 2 From 23130121 To 23130122 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 30 MANUAL WARRANTS ISSUED MTD 0 WARRANTS VOIDED MTD 0
 SYSTEM WARRANTS ISSUED YTD 30 MANUAL WARRANTS ISSUED YTD 0 WARRANTS VOIDED YTD 0

Fund Summary Issues 1,121.37 Voids 0.00

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

2016-17

VOUCHER ID	REF NO	PO NUMBER	Fund ResPrj	Goal Func	Obj	Sch/Loc	Per/FY	AMT BY ACCOUNT	AMT BY WARRANT	WARRANT NUMBER	PMT PAY MTD	SEQ CYCLE	STAT	
12145			01.0-00000.0-00000-82000-5530-00000000				01/17	865.00						
			Total					865.00						
12146			01.0-00000.0-11100-10000-4340-0000100				01/17	255.00						
			Total					255.00						
12148			01.0-00000.0-00000-72000-5310-00000000				01/17	950.00						
12149			01.0-00000.0-00000-72000-5310-00000000				01/17	1156.00						
			Total					2106.00						
12150			01.0-00000.0-00000-72000-5310-00000000				01/17	60.00						
			Total					60.00						
12152			01.0-00000.0-00000-72000-5310-00000000				01/17	101.73						
			Total					101.73						
12153			01.0-00000.0-00000-72000-5940-00000000				01/17	282.00						
			Total					282.00						
12154			01.0-00000.0-11100-10000-4340-0000100				01/17	704.00						
			Total					704.00						
12155			01.0-00000.0-00000-72000-5220-00000000				01/17	150.00						
			Total					150.00						
12156			01.0-00000.0-00000-81000-5630-00000000				01/17	199.00						
			Total					199.00						
REGISTER TOTAL AMOUNT							Issues :	4,722.73	Voids :	0.00	Net Disbursed :	4,722.73		
SYSTEM WARRANTS ISSUED							9 From	23128416	Total number of vouchers :		10	Number of Vouchers Audited		0
MANDAL WARRANTS ISSUED							0 From							
NUMBER OF VOIDS							0							
SYSTEM WARRANTS ISSUED MTD							28		MANUAL WARRANTS ISSUED MTD		0	WARRANTS VOIDED MTD		0

Barti + 2 Piteritz, manganese + Nitrate test, Tank disinfection, sampling fee
1 yr concourse + egypt 7/1/16-6/30/17
Garnet Online 7/1/16-6/30/17
Membership + ELA 7/1/16-6/30/17
2016-17 membership Dues 7/1/16-6/30/17
Umbrella license - motion picture 9/10/16-9/10/17
Stamps
Star Match 8/1/16-7/31/17
Registration SDDA Conf - JA 7/1/16
Warranty/Service Colongube 8/5/16-8/3/17

2016-17

Report Id : LAAP029S1 District : 64584 Fiscal Year: 2017
 GORMAN ELEMENTARY SCHOOL DIST. (Bank Acct: GORM)
 COMMERCIAL WARRANT REGISTER
 Voids Date : 2016-07-01 Issue Date : 2016-07-05
 Page No : 1 Run Date : 2016-07-01 Run Time : 19.21.45

PAYEE	VOUCHER ID	REF NO	PO NUMBER	Fund ResPrtj	Goal Func	Obj	Sch/Loc	Per/FY	AMT BY ACCOUNT	WARRANT NUMBER	AMT BY WARRANT	PMT PAY MTD CYCLE	SEQ NBR	STAT
ACSA	12129			01.0-00000.0-00000-72000-5310-0000000				01/17	1180.50		1180.50			
				Total										
				2016/17 Full Regular Membership 7/16										
				1180.50 ✓ 23091211 CHK PAYOUT 7078 J.A.										
DELTA DENTAL	12130			01.0-00000.0-11100-10000-3411-0000000				01/17	101.08					
	12130			01.0-14000.0-11100-10000-3411-0000000				01/17	60.31					
	12130			01.0-00000.0-11100-10000-3412-0000000				01/17	63.78					
	12130			01.0-14000.0-00000-36000-3412-0000000				01/17	21.26					
	12130			13.0-53100.0-00000-37000-3412-0000000				01/17	30.16					
	12130			01.0-00000.0-00000-72000-3412-0000000				01/17	24.73					
	12130			01.0-00000.0-11100-10000-3412-0000000				01/17	30.15					
	12130			01.0-00000.0-00000-71100-3412-0000000				01/17	60.31					
	12130			01.0-00000.0-00000-27000-3411-0000000				01/17	12.37					
	12130			01.0-00000.0-00000-71500-3411-0000000				01/17	12.36					
				Total										
				416.51 ✓ 23091212 CHK PAYOUT 7078										
JULIE RALPHS	12131			01.0-00000.0-00000-71100-3412-0000000				01/17	500.00					
				Total										
				500.00 ✓ 23091213 CHK PAYOUT 7078										
				Health Stipend 7/16										
KAISER FOUNDATION HEALTH PLAN,	12132			01.0-00000.0-11100-10000-3411-0000000				01/17	1358.50					
	12132			01.0-14000.0-11100-10000-3411-0000000				01/17	612.50					
	12132			01.0-00000.0-11100-10000-3412-0000000				01/17	1658.25					
	12132			01.0-14000.0-00000-36000-3412-0000000				01/17	552.75					
	12132			13.0-53100.0-00000-37000-3412-0000000				01/17	621.00					
	12132			01.0-00000.0-00000-72000-3412-0000000				01/17	803.00					
	12132			01.0-00000.0-00000-72000-3412-0000000				01/17	621.00					
	12132			76.0-00000.0-00000-00000-9517-0000000				01/17	800.00					
	12132			01.0-00000.0-00000-27000-3411-0000000				01/17	316.00					
	12132			01.0-00000.0-00000-71500-3411-0000000				01/17	316.00					
				Total										
				7659.00 ✓ 23091214 CHK PAYOUT 7078										
				P.O. Box Rental (104) / y.										
POSTMASTER	12133			01.0-00000.0-00000-72000-5940-0000000				01/17	110.00					
				Total										
				110.00 ✓ 23091215 CHK PAYOUT 7078										
SIRMA II	12134			01.0-00000.0-00000-27000-5410-0000000				01/17	4380.00					
	12134			01.0-00000.0-00000-72000-5410-0000000				01/17	1460.00					
				Total										
				5840.00 ✓ 23091216 CHK PAYOUT 7078										
				2016/17 Member Contributions Property Liability										
STEVE SONDER	12135			01.0-00000.0-00000-71100-3412-0000000				01/17	500.00					
				Total										
				500.00 ✓ Health Stipend 7/16										

2016-17

Report Id : LAAP029S1
 District : 64584
 Fiscal Year: 2017

GORMAN ELEMENTARY SCHOOL DIST. (Bank Acct: GORM)
 COMMERCIAL WARRANT REGISTER
 Voids Date : 2016-07-01 Issue Date : 2016-07-05

Page No : 2
 Run Date : 2016-07-01
 Run Time : 19.21.45

VOUCHER REF NO PO NUMBER Fund ResPrj Goal Func Obj Sch/Loc Per/FY AMT BY ACCOUNT AMT BY WARRANT NUMBER WARRANT MTD CYCLE NBR STAT

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 NBR	STAT
REGISTER TOTAL AMOUNT														
Issues :			16,206.01											
7 From 23091211			To	23091217										
0 From			To	23091217										
0			Total number of vouchers : 7 Number of Vouchers Audited 0											
SYSTEM WARRANTS ISSUED MTD			500.00											
MANUAL WARRANTS ISSUED MTD			500.00											
NUMBER OF VOIDS			0.00											
SYSTEM WARRANTS ISSUED YTD			500.00											
MANUAL WARRANTS ISSUED YTD			500.00											
Fund Summary			0.00											
Issues			14,754.85											
01.0			13.0											
76.0			800.00											

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



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

Gorman Joint School District

49847 Gorman School Road
P.O. Box 104

Gorman, CA 93243
(661) 248-6441 – FAX (661) 248-0604

Johannis L. Andrews II
Superintendent/Principal

Board Meeting:

July 12, 2016 – Regular Board Meeting

Category:

Business Services – Action Item

Subject:

Award Contract for Roofing Bid, Gorman Joint School District

Type:

Action

Dollar Amount:

82,293.00

Budgeted Source:

Deferred Maintenance Funds

Recommended Action:

It is recommended that the board of Trustees award the Gorman Joint District Office Reroof Project to Chapman Coast Roof Co., Inc., and authorize Johannis L. Andrews to execute the construction agreement on behalf of the District.

Submitted By:

Johannis L. Andrews, Superintendent/Principal

Summary Statement:

The Gorman Joint School District Office Building is in need of re-roofing and repair. Bids were received on or before June 22, 2016. After careful review of the bids submitted. It was determined that the apparent lowest, responsive, responsible, and qualified bidder that met District requirement of removal of damage and insult new roof instead of applying a coat of elastomeric/polyester material over the existing roof. Chapman Coast was the lowest bid that will remove existing roof and replace as needed before applying elastomeric/polyester material.

Budget Implications:

Deferred maintenance funds will be used to fund this project at a cost of \$82,293.00.

Recommendations:

It is recommended that the Board of Trustees award the Gorman Joint District Office Reroof Project to Chapman Coast Roof Co., Inc., and authorize Johannis L. Andrews to execute the construction agreement on behalf of the District.



Chapman Coast Roof Co., Inc.
California License No. 927543

Plant: 2301 East Orangethorpe Avenue | Fullerton, California 92831
Mail: Post Office Box 7050 | Fullerton California 92834
Telephone: (714) 738-6611 | Fax: (714) 738-0143 | info@chapmancoastroof.com | www.chapmancoastroof.com

ROOFING PROPOSAL
Wednesday, June 8, 2016

Contractor: TREMCO INC WTI		Contact: JOHN WEINGARDEN	
Phone No: 714-287-3049		EMAIL: jweingarden@tremcoinc.com	
Project: GORMAN SCHOOL ON SECTIONS ONE AND TWO INSTALL A TREMCO TPA SYSTEM PER SPECIFICATIONS. ON SECTIONS THREE AND FOUR INSTALL A TREMLASTIC AND POLYESTER ROOF SYSTEM PER SPECIFICATIONS. ON SECTIONS FIVE, SIX, SEVEN AND EIGHT. REMOVE EXISTING ASBESTOS SHINGLES AND INSTALL NEW SHINGLES PER SPECIFICATIONS.			
Union: YES	Bondable: YES	MBE: NO	WBE: NO
DIR #: 1000002150		DBE: NO	SBA: NO
PIP Bonds, if Required: ADD 1.5%			

BASE BID:					
SECTION	AREA	DESCRIPTION	SQ.FT.	MANUFACTURE	BID AMOUNT(S)
SCHOOL	1 AND 2	SCOPE OF WORK TREMCO TPA SYSTEM	2,200	TREMCO	\$ 36,608.00
SCHOOL	3 AND 4	SCOPE OF WORK TREMCO TREMLASTIC SYS.	2,700	TREMCO	\$ 27,799.00
	5,6,7AND 8	SCOPE OF WORK NEW SHINGLES	700	MALARKEY	\$ 17,886.00
				LUMP SUM TOTAL	\$ 82,293.00

ALTERNATES / V.E.				
ALTERNATE:	AREA:	DESCRIPTION	MANUFACTURE	BID AMOUNT(S)
			LUMP SUM TOTAL	\$

ARCHITECT:

PLAN/SPEC DATE: ADDENDUM: OTHER NOTE: BID GOOD FOR: 30-DAYS

BID QUALIFICATIONS / EXCLUSIONS: The following items are **NOT** included:
Over-time, premium time, bonds, permits, roof demo, new metal counter-flashings, MEP Lead Flashings, cleanup of the interior of the building, repairs or work to any other roof sections, water testing, existing roof leaks, wood work, hvac work or any item

Chapman Coast Bid Proposal Indemnity Clause & Materials Terms

Indemnity Clause
The parties to this subcontract expressly agree that an indemnity clause contained with the Contractor's proposed subcontract is null and void. In lieu of that clause, the parties expressly agree that the following clause will be the operative clause in

Chapman Coast agrees to indemnify, defend and hold harmless Contractor and Owner with respect to any claims, suits, or legal action arising out of personal injury, including death, and/or property damage to the extent that such claims, suits, or legal act

Materials Terms
Asphalt products, Isocyanurate insulation, steel products and other roofing products are sometimes subject to unusual and severe price volatility and availability due to political and other conditions that are beyond the control of Chapman Coast. If the

Authorized Signature:		Date:	6/8/2016
Name:	Julio Gonzalez	Title:	VICE PRESIDENT

ASPHALT SHINGLES

SECTION 07311 – ASPHALT SHINGLES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 1 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section Includes:

- 1. Tear-off and properly dispose of existing roof systems, metal flashings, roofing accessories, and metal flashings down to the decking over identified buildings.
- 2. Installation of shingle roof system including but not limited to:
 - a. Leak barrier and roof deck protection.
 - b. Asphalt roofing shingles.
 - c. Metal flashing associated with shingle roofing.

1.2 DEFINITIONS

- A. American Society for Testing and Materials (ASTM) - Annual Book of ASTM Standards

- 1. ASTM A 653/A 653M - Standard Specification for Steel Sheet, Zinc Coated (Galvanized) or Zinc-Iron Alloy-Coated (Galvannealed) by the Hot-Dip Process.
- 2. ASTM B 209 - Standard Specification for Aluminum and Aluminum-Alloy Sheet and Plate.
- 3. ASTM B 370 - Standard Specification for Copper Sheet and Strip for Building Construction.
- 4. ASTM D 2218 – Impact Resistance of Prepared Roof Covering Materials.
- 5. ASTM D 3018 - Standard Specification for Class A Asphalt Shingles Surfaced with Mineral Granules.
- 6. ASTM D 3161 - Standard Test Method for Wind-Resistance of Asphalt Shingles (Fan-Induced Method).
- 7. ASTM D 3462 - Standard Specification for Asphalt Shingles Made From Glass Felt and Surfaced with Mineral Granules.
- 8. ASTM D 4586 - Standard Specification for Asphalt Roof Cement, Asbestos-Free.
- 9. ASTM D 7158 - Standard Test Method for Wind-Resistance of Sealed Asphalt Shingles (Uplift Force/Uplift Resistance Method).
- 10. ASTM E 903 - Standard Test Method for Solar Absorptance, Reflectance, and Transmission of Materials Using Integrating Spheres.
- 11. Underwriters Laboratories (UL) – Roofing Systems and Materials Guide (TGFU R 1306).
- 12. UL 790 – Tests for Fire Resistance of Roof Covering Materials.
- 13. UL 997 – Wind Resistance of Prepared Roof Covering Materials.

- B. Asphalt Roofing Manufacturers Association (ARMA)

- C. National Roofing Contractors Association (NRCA)

ASPHALT SHINGLES

- D. Roofing Terminology: Refer to ASTM D1079 and the glossary of the National Roofing Contractors Association (NRCA) Roofing and Waterproofing Manual for definitions of roofing terms related to this section.

1.3 SUBMITTALS

- A. Two full size samples.
- B. Shop Drawings: Indicate specially configured metal flashings, jointing methods and locations, fastening methods and locations and installation details.
- C. Product Data: Provide data indicating material characteristics, performance criteria, limitations and weights.
- D. Manufacturer's Installation Instructions: Indicate preparation required and installation procedures.
- E. Maintenance Data: For roofing system to include in maintenance manuals.
- F. Warranties: Copy of roofing system manufacturer's warranty.

1.4 QUALITY ASSURANCE

- A. Perform Work in accordance with NRCA Steep Roofing Manual and applicable sections of Chapter 15, California Building Code.
- B. Maintain copy of specification on site.
- C. Manufacturer: Company specializing in manufacturing products specified in this Section with minimum of five years experience.
- D. Applicator: Company specializing in applying specified roofing system with minimum of five years experience and approved by manufacturer.
- E. Regulatory Requirements:
 - 1. Conform to Section 1507, California Building Code and ASTM D 3018 Class A, UL 790 fire resistance, UL 580 wind uplift for shingle types specified.
 - 2. Provide certificate of compliance from manufacturer indicating approval of specified products.
 - 3. Provide UL labels on all materials.
- F. Pre-installation Conference: Before installing roofing system, conduct conference at Project site. Notify participants at least 5 working days before conference.
 - 1. Meet with Owner's representative, Architect, roofing Installer, roofing system manufacturer's representative, and installers whose work interfaces with or affects roofing, including installers of roof accessories and roof-mounted equipment.
 - 2. Review methods and procedures related to roofing installation, including manufacturer's written instructions.

ASPHALT SHINGLES

3. Examine deck substrate conditions and finishes for compliance with requirements, including pitch and attachment to structural members.
4. Review loading limitations of deck during and after roofing.
5. Review flashings, special roofing details, roof drainage, roof penetrations, equipment curbs, and condition of other construction that will affect roofing.
6. Review governing regulations and requirements for certifications, and inspection and testing, if applicable.
7. Review temporary protection requirements for roofing system during and after installation.
8. Review roof observation and repair procedures after roofing installation.
9. Document proceedings, including corrective measures or actions required, and furnish copy of record to each participant.

1.5 DELIVERY, STORAGE, AND HANDLING

- A. Store all products in manufacturer's unopened, labeled packaging until they are ready for installation.
- B. Store products in a covered, ventilated area, at temperature not more than 110 degrees F do not store near steam pipes, radiators, or in direct sunlight.
- C. Store bundles on a flat surface. Maximum stacking height shall not exceed manufacturer's recommendations. Store all rolls on end.
- D. Store and dispose of solvent-based materials in accordance with all federal, state and local regulations.

1.6 PROJECT CONDITIONS

- A. Maintain environmental conditions (temperature, humidity, and ventilation) within limits recommended by manufacturer for optimum results. Do not install products under environmental conditions outside manufacturer's absolute limits.
- B. Weather Limitations: Proceed with installation only when existing and forecasted weather conditions permit roofing system to be installed according to manufacturer's written instructions and warranty requirements.
- C. Field measurements and material quantities:
 1. Contractor shall have sole responsibility for accuracy of all measurements, estimates of material quantities and sizes, and site conditions that will affect work.
- D. Waste Disposal:
 1. Do not re-use, re-cycle or dispose of material manufacturers product containers except in accordance with all applicable regulations. The user of manufactured products is responsible for proper use and disposal of product containers.
- E. Safety requirements:
 1. All application, material handling, and associated equipment shall conform to and be operated in conformance with OSHA safety requirements.
 2. Comply with federal, state, local and Owner fire and safety requirements.

ASPHALT SHINGLES

3. Advise Owner whenever work is expected to be hazardous to Owner, employees, and/or operators.
4. Maintain a crewman as a floor area guard whenever roof decking is being repaired or replaced.
5. Maintain fire extinguisher within easy access whenever power tools, roofing kettles, fuels, solvents, torches, and open flames are being used.

F. Protection:

1. Contractor shall be responsible for the full and adequate protection of the Owner's facilities, existing roof systems, personnel, equipment, products and materials, as well as protection of its own employees and equipment. Contractor shall comply with all federal, state, and local OSHA, EPA, and NIOSH requirements. Lawns, shrubbery, paved areas, and buildings shall be protected from damage. Repair damage at no extra cost to Owner.
 - a. Prior to leaving the site daily, the contractor shall remove all trash from the roofing project and grounds such as paper, insulation or pieces and all other trash/scrap generated by the roofing crew.
 - b. Contractor will protect existing roof systems by placing temporary plywood in areas of access.

1.7 WARRANTY

- A. Provide 40 year manufacturer's limited warranty.
- B. Installation Warranty: Warrants products of this section, as installed, to be in accord with the Contract Documents and free from faults and defects in materials and workmanship for a period of 2 years after completion. Warranty shall cover damage caused by failing to resist moisture penetration.

1.8 EXTRA MATERIALS

- A. Provide an additional one full square, for Owner's use in roof maintenance.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

- A. Available Manufacturers: Subject to compliance with requirements, available manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:
 1. GAF/ELK – Basis of Design.
 2. CertainTeed.
 3. Owens Corning.

2.2 ASPHALT SHINGLES

- A. Asphalt Shingles – GAF/ELK Timberline Natural Shadow: ASTM D3018 and ASTM E 108, Class A, Type I Self-Sealing, UL Class A Fire Resistance Rating and Wind Resistance Label passes UL 997, glass fiber mat base, mineral granule surface type, ASTM D 3462; heavyweight shingle. Colors and design combinations selected by Architect.

ASPHALT SHINGLES

2.3 SHEET MATERIALS

- A. Leak Barrier: ASTM D 6163, Type I, Grade S SBS-modified sheet with SIS modified self-adhesive bitumen blend below the fiberglass reinforcement protected by a perforated split release film, and surfaced with polyolefin film formulated to accept self-adhering SBS modified bitumen membrane.
- B. Underlayment: ASTM D 4601, Type II, nonperforated, asphalt-coated, SBS-modified fiberglass/fiberglass/ polyester reinforced sheet dusted with fine mineral surfacing on both sides.
- C. Hip and Ridge Cap Shingles: Class A Fire rated UL 790, multi-layered design, 12" wide, 6" exposure, manufacturer's standard model, color to match shingles.
- D. Self sealing starter shingle designed for premium roof shingles.

2.4 ACCESSORIES

- A. Sheet Flashings: ASTM A653, G-90 (ASTM A653M, Z275); 24 gauge thick steel with minimum 0.0396 thick, galvanized coating.
- B. Asphalt Mastic: ASTM D 4586, Type II, Class I, one-part, asbestos-free, cold-applied mastic specially formulated for compatibility and use with specified roofing membranes and flashings.
- C. Bituminous Paint: Acid and alkali resistant type; black color.
- D. Shingle-Match Roof Accessory Paint.
- E. Nails: Standard round wire shingle type, hot dipped zinc coated steel, minimum 3/8" head diameter and 7/16" shank diameter. Length must be sufficient to penetrate into solid wood at least 3/4 inch (19mm) or through plywood or oriented strand board by at least 1/8 inch (3.18mm).
- F. Fasteners: Factory-coated steel fasteners and metal plates meeting corrosion-resistance provisions in FM 4470; designed for fastening roofing components to substrate; tested by manufacturer for required pullout strength; and acceptable to roofing system manufacturer.

2.5 FLASHING FABRICATION

- A. Form flashings to profiles indicated on Drawings, and to protect roofing materials from physical damage and to shed water.
- B. Form sections square and accurate to profile, in maximum possible lengths, free from distortion or defects detrimental to appearance or performance. Provide for expansion and contractions.
- C. Hem exposed edges of flashings minimum 1/4 inch on underside.
- D. Apply bituminous paint on concealed surfaces of flashings.

ASPHALT SHINGLES

PART 3 - EXECUTION

3.1 REMOVAL AND EXAMINATION

- A. Remove and properly dispose of any existing roofing, related roofing materials, flashings, and any owner identified equipment to leave all portions of the building decks in a fit condition to have new roof system installed.
 - 1. Proceed with installation only after unsatisfactory conditions have been corrected.
- B. All rotted or deteriorated wood shall be removed and replaced. Deck type and attachment shall conform to local code requirements. Fastener heads shall be recessed into the wood surface.
- C. Substrate inspection:
 - 1. The Applicator shall inspect the substrate for defects such as excessive surface roughness, contamination, structural inadequacy, or any other condition that will adversely affect the quality of work.
 - 2. The substrate shall be clean, smooth, dry, free of flaws, sharp edges, loose and foreign material, oil and grease. Roofing shall not start until all defects have been corrected.
 - 3. Verify that roof openings and penetrations are in place and braced and that roof drains are securely clamped in place.
 - 4. Proceed with installation only after unsatisfactory conditions have been corrected.

3.1 PREPARATION

- A. Clean substrate of dust, debris, and other substances detrimental to roofing installation according to roofing system manufacturer's written instructions. Remove sharp projections.
- B. Prevent materials from entering and clogging roof gutters and conductors and from spilling or migrating onto surfaces of other construction.
- C. Fill knot holes and surface cracks with latex filler.
- D. Use sheet metal to cover any irregularities in the wood deck.
- E. Protection:
 - 1. Contractor shall be responsible for protection of property during course of work. Lawns, shrubbery, paved areas, and building shall be protected from damage. Repair damage at no extra cost to Owner.
 - 2. Roofing, flashings, membrane repairs, and insulation shall be installed and sealed in a watertight manner on same day of installation or before arrival of inclement weather.
 - 3. At start of each work day drains within daily work area shall be plugged. Plugs to be removed at end of each work day or before arrival of inclement weather.
 - 4. Preparation work shall be limited to those areas that can be covered with installed roofing material on same day and before arrival of inclement weather.
 - 5. Arrange work sequence to avoid use of newly constructed roofing for storage, walking surface, and equipment movement. Move equipment and ground storage areas as work progresses.

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6. Protect building surfaces at set-up areas with tarpaulin. Secure tarpaulin. Spilled or scattered debris shall be cleaned up immediately. Removed material to be disposed from roof as it accumulates.
7. At end of each working day, seal removal areas with water stops along edges to prevent water entry.
8. Provide clean plywood walkways and take other precautions required to prevent tracking of aggregate/debris from existing membrane into new work area where aggregate/debris pieces can be trapped within new roofing membrane. Contractor shall instruct and police workmen to ensure that aggregate/debris is not tracked into new work areas on workmen's shoes or equipment wheels. Discovery of entrapped aggregate/debris within new membrane is sufficient cause for its rejection.

3.2 UNDERLAYMENT INSTALLATION

A. Eaves:

1. Install leak barrier along entire lengths.
2. Install eaves edge metal flashing tight with fascia boards; lap joints 2 inches (51mm) and seal with mastic; nail at the top of the flange at 6" o.c..

B. Hips and Ridges:

1. Install leak barrier along entire lengths. If ridge vents are to be installed, position the leak barrier so that the ridge slots will not be covered.

C. Penetrations:

1. Vent pipes: Install a 24 inch square piece of leak barrier lapping over roof deck underlayment; seal tightly to pipe.
2. Curbs: Install eaves protection membrane from under the built-in counterflashing and 12 inches on to the roof surface lapping over roof deck underlayment.

D. Rake Edges:

1. Install leak barrier along entire lengths.
2. Install metal edge flashing over eaves protection membrane and roof deck underlayment; set tight to rake boards; lap joints at least 2 inches and seal with mastic; secure with nails at 6" o.c..

- E. Single-Layer Felt Underlayment: Install single layer of felt underlayment on roof deck perpendicular to roof slope in parallel courses. Lap sides a minimum of 2 inches over underlying course. Lap ends a minimum of 4 inches. Stagger end laps between succeeding courses at least 72 inches. Fasten with roofing nails per manufacturer's written instructions and local building code.

3.3 INSTALLATION OF SHINGLES

A. General:

1. Install in accordance with Manufacturer's instructions and local building codes.
2. Minimize breakage of shingles by avoiding dropping bundles on edge, by separating shingles carefully, and by taking extra precautions in temperatures below 40 degrees F.

ASPHALT SHINGLES

B. Placement and Nailing:

1. Beginning with the starter strip, trim shingles so that they "nest" within the shingle located beneath it.
2. Install manufacturer starter strip containing sealant to underlayment and each other in a 4" width of asphalt plastic roof cement.
3. Laterally, offset the new shingles from the existing keyways, to avoid waves or depressions caused by excessive dips in the roofing materials.
4. Secure with 6 nails per shingle per manufacturer's written instructions.
5. Nails must be driven flush with the shingle surface. Do not overdrive or under drive the nails.
6. Coordinate installation of roof-mounted components of work projecting through roof with weather tight placement of counterflashings.
7. Complete installation to provide weather tight service.

C. Penetrations:

1. All penetrations are to be flashed according to manufacturer's written instructions, ARMA, and NRCA application instructions and construction details.
2. Install metal umbrellas with drawband and sealant to counterflash.

D. Ventilation:

1. Ventilation must meet local code requirements.

3.4 FIELD QUALITY CONTROL

- A. Field inspection will be performed by material's manufacturer.
- B. Allow for inspections and verify that the approved roof material is used and installed as per specifications.

3.5 PROTECTING AND CLEANING

- A. Protect roofing system from damage and wear during remainder of construction period. When remaining construction will not affect or endanger roofing, inspect roofing for deterioration and damage, describing its nature and extent in a written report, with copy to Owner.
- B. Correct deficiencies in or remove shingles that do not comply with requirements, repair substrates, reinstall roofing, and repair flashings to a condition free of damage and deterioration at the time of Substantial Completion and according to warranty requirements.

END OF SECTION 07311

REHABILITATION OF BUILT-UP ROOFING

SECTION 07 01 50.72 – REHABILITATION OF BUILT-UP ROOFING

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. This Section includes the following:
 - 1. Roof re-coating preparation.
 - 2. Application of fully reinforced emulsion and coating system over existing built-up asphalt roofing.

1.3 MATERIALS OWNERSHIP

- A. Demolished materials shall become Contractor's property and shall be removed from Project site.

1.4 DEFINITIONS

- A. Roofing Terminology: Refer to ASTM D 1079 and glossary in NRCA's "The NRCA Roofing Manual" for definition of terms related to roofing work in this Section.
- B. Existing Roofing System: Built-up asphalt roofing, and components and accessories between deck and roofing membrane.
- C. Roofing Re-Coating Preparation: Existing roofing that is to remain and be prepared to accept restorative coating application.
- D. Patching: Removal of a portion of existing membrane roofing system from deck or removal of selected components and accessories from existing membrane roofing system and replacement with similar materials.
- E. Remove: Detach items from existing construction and legally dispose of them off-site unless indicated to be removed and reinstalled.
- F. Existing to Remain: Existing items of construction that are not indicated to be removed.

1.5 ACTION SUBMITTALS

- A. Product Data: For each type of product specified.

1.6 INFORMATIONAL SUBMITTALS

- A. Contractor's Product Certificate: Submit certificate, indicating products intended for Work of this Section, including product names and numbers and manufacturers' names, with statement indicating that products to be provided meet the requirements of the Contract Documents.

REHABILITATION OF BUILT-UP ROOFING

- B. Qualification Data: For Installer, Manufacturer, and Roofing Inspector.
 - 1. Letter written for this Project indicating manufacturer approval of Installer to apply specified products and provide specified warranty.
- C. Product Test Reports: Based on evaluation of comprehensive tests performed by manufacturer and witnessed by a qualified testing agency, for components of roofing rehabilitation system.
- D. Warranties: Unexecuted sample copies of special warranties.
- E. Photographs or Videotape: Show existing conditions of adjoining construction and site improvements, including exterior and interior finish surfaces, which might be misconstrued as having been damaged by re-coating operations. Submit before Work begins.
- F. Inspection Reports: Daily reports of Roofing Inspector. Include weather conditions, description of work performed, tests performed, defective work observed, and corrective actions required and carried out.

1.7 CLOSEOUT SUBMITTALS

- A. Maintenance Data: To include in maintenance manuals.
- B. Warranties: Executed copies of approved warranty forms.

1.8 QUALITY ASSURANCE

- A. Installer Qualifications: An employer of workers trained and certified by manufacturer, including a full-time on-site supervisor with a minimum of five years' experience installing products comparable to those specified, able to communicate verbally with Contractor, Architect, and employees, and the following:
 - 1. Qualified by the manufacturer to install manufacturer's product and furnish warranty of type specified.
- B. Manufacturer Qualifications: Minimum five years' experience in manufacture of comparable products in successful use in similar applications, and able to furnish warranty with provisions matching specified requirements.
 - 1. Approval of Other Manufacturers and Comparable Products: Submit the following in accordance with project substitution requirements, within time allowed for substitution review:
 - a. Product data, including certified independent test data indicating compliance with requirements.
 - b. Samples of each component.
 - c. Sample submittal from similar project.
 - d. Project references: Minimum of five installations of specified products not less than five years old, with Owner and Architect contact information.
 - e. Sample warranty.
- C. Roofing Inspector Qualifications: A technical representative of manufacturer not engaged in the sale of products and experienced in the installation and maintenance of the specified roofing system, qualified to perform roofing observation and inspection specified in Field Quality Control Article, to determine Installer's compliance with the requirements of this Project, and approved by the manufacturer to issue warranty certification. The Roofing Inspector shall be one of the following:
 - 1. An authorized full-time technical employee of the manufacturer.
 - 2. An independent party certified as a Registered Roof Observer by the Roof Consultants Institute, retained by the Contractor or the Manufacturer and approved by the Manufacturer.

REHABILITATION OF BUILT-UP ROOFING

- D. Roofing Rehabilitation Preinstallation Conference: Conduct conference at Project site to comply with requirements in Division 01 Section "Project Management and Coordination." Review methods and procedures related to roofing system.
1. Meet with Owner; roofing re-coating materials manufacturer's representative; roofing re-coating Installer including project manager and foreman; and installers whose work interfaces with or affects re-coating including installers of roof accessories and roof-mounted equipment requiring removal and replacement as part of the Work.
 2. Review methods and procedures related to re-coating preparation, including membrane roofing system manufacturer's written instructions.
 3. Review temporary protection requirements for existing roofing system that is to remain, during and after installation.
 4. Review roof drainage during each stage of re-coating and review roof drain plugging and plug removal procedures.
 5. Review and finalize construction schedule, and verify availability of materials, Installer's personnel, equipment, and facilities needed to make progress and avoid delays.
 6. Review base flashings, special roofing details, drainage, penetrations, equipment curbs, and condition of other construction that will affect re-coating.
 7. Review HVAC shutdown and sealing of air intakes.
 8. Review shutdown of fire-suppression, -protection, and -alarm and -detection systems.
 9. Review procedures for asbestos removal or unexpected discovery of asbestos-containing materials.
 10. Review existing conditions that may require notification of Owner before proceeding.

1.9 PROJECT CONDITIONS

- A. Weather Limitations: Proceed with rehabilitation work only when existing and forecasted weather conditions permit Work to proceed without water entering into existing roofing system or building.
1. Store all materials prior to application at temperatures between 60 and 90 deg. F.
 2. Apply coatings within range of ambient and substrate temperatures recommended by manufacturer. Do not apply materials when air temperature is below 50 or above 110 deg. F.
 3. Do not apply roofing in snow, rain, fog, or mist.
- B. Protect building to be rehabilitated, adjacent buildings, walkways, site improvements, exterior plantings, and landscaping from damage or soiling from rehabilitation operations.
- C. Maintain access to existing walkways, corridors, and other adjacent occupied or used facilities.
- D. Daily Protection: Coordinate installation of roofing so insulation and other components of roofing system not permanently exposed are not subjected to precipitation or left uncovered at the end of the workday or when rain is forecast.

1.10 WARRANTY

- A. Manufacturer's Warranty for Roof Rehabilitation: Written warranty in which Manufacturer agrees to repair roof rehabilitation installations that fail due to defects in rehabilitation materials or workmanship within specified warranty period.
1. Failures include, but are not limited to, the following:
 - a. Rehabilitated membrane failures including rupturing or cracking due to a manufacturing or installation defect.
 - b. Deterioration of applied rehabilitation materials beyond normal weathering.
 2. Limit of Warranty Coverage for Repair of Roof Rehabilitation: Not to exceed original purchase price of manufacturer's recoating materials, except that manufacturer may elect to apply the limit amount toward the following:

REHABILITATION OF BUILT-UP ROOFING

- a. Purchase of a new replacement roof within the first five years following completion of rehabilitation work.
 3. Qualified Installer Warranty Requirement: Installer must meet requirements of Quality Assurance Article.
 4. Installation Inspection Warranty Requirement: By Roofing Inspector in accordance with requirements of Part 3 Field Quality Control Article.
 5. Warranty Period: 10 years from date of completion of rehabilitation work.
- B. Manufacturer Inspection and Preventive Maintenance Requirement: By manufacturer's technical representative, to report maintenance responsibilities to Owner necessary for preservation of Owner's warranty rights. The cost of manufacturer's annual inspections and preventive maintenance is included in the Contract Sum. Inspections to occur in Years 2 and 5 following completion.
- C. Installer's Warranty: Submit roofing Installer's warranty, on warranty form at end of this Section, signed by Installer, covering the Work of this Section, for the following warranty period:
1. Warranty Period: Two years from date of Substantial Completion.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

- A. Basis-of-Design Manufacturer/Product: The roof system specified in this Section is based upon products of Tremco, Inc., Beachwood, OH, www.tremcoroofing.com that are named in other Part 2 articles. Subject to compliance with requirements, provide the named product or an approved comparable product approved by Owner. Local representative - Steve Tolsma, stolsma@tremcoinc.com.

2.2 PERFORMANCE REQUIREMENTS

- A. General Performance: Rehabilitated roofing shall withstand exposure to weather without failure or leaks due to defective manufacture or installation.
1. Accelerated Weathering: Roofing system shall withstand 2000 hours of exposure when tested according to ASTM G 152, ASTM G 154, or ASTM G 155.
- B. Material Compatibility: Provide roofing materials that are compatible with one another under conditions of service and application required, as demonstrated by roofing manufacturer based on testing and field experience.
- C. Energy Performance: Roofing system shall have an initial solar reflectance index of not less than 0.70 and an emissivity of not less than 0.75 when tested according to CRRC-1.

2.3 MATERIALS, GENERAL

- A. General: Re-coating materials recommended by roofing system manufacturer for intended use and compatible with components of existing membrane roofing system.
- B. Temporary Roofing Materials: Selection of materials and design of temporary roofing is responsibility of Contractor.
- C. Infill Materials: Where required to replace test cores and to patch existing roofing, use infill materials matching existing membrane roofing system materials, unless otherwise indicated.

REHABILITATION OF BUILT-UP ROOFING

2.4 RESTORATIVE COATINGS AND TOP COATINGS

- A. Restoration Coating, Rubberized: Water-based, low-VOC, cold-applied neoprene rubber-modified asphalt emulsion formulated for use as a resurfacer base for coating applications, specially formulated for compatibility with standard and quick-set reinforcing fabrics.
 - 1. Volatile Organic Compounds (VOC), maximum, ASTM D 3960: 5 g/L.
- B. White Roof Coating: Solar-reflective, high-solids, acrylic latex elastomeric roof coating formulated for use on bituminous roof surfaces; water-based, Energy Star qualified, CRRC listed and California Title 24 Energy Code compliant.
 - 1. Volatile Organic Compounds (VOC), ASTM D 3960: 39 g/L.
 - 2. Reflectance, minimum, ASTM C 1549: 86 percent.
 - 3. Emissivity, minimum, ASTM C 1370: 0.93.
 - 4. Solar Reflectance Index (SRI), ASTM E 1980: 103.

2.5 FLASHING MATERIALS

- A. Bio-Based Polyurethane Roof Coating Base Coat: ASTM D7311, Two-part catalyzed low-odor polyurethane roof base coating formulated for direct application and for use with fiber reinforcement in conjunction with a compatible top coat.
- B. Bio-Based Polyurethane Roof Coating Top Coat: ASTM D7311, Two-part catalyzed low-odor polyurethane roof top coating formulated for direct application over compatible reinforced base coat.
- C. Polyurethane Roof Mastic: Medium single component, high solids, moisture curing, aromatic polyurethane mastic compatible with specified membrane or coating material and reinforcing fabric, in heavy brush or trowel grade formulation.
- D. Urethane Sealant and Coating Primer: Water-based, quick-drying, brush-grade one-part primer for use as an adhesion promoter for urethane sealants and coatings to non-porous surfaces.

2.6 AUXILIARY MATERIALS

- A. General: Auxiliary materials recommended by roofing system manufacturer for intended use and compatible with existing roofing system.
- B. Polyester Reinforcing Fabric: Stitch-bonded mildew-resistant recycled content polyester fabric intended for reinforcement of compatible fluid-applied membranes and flashings, with quick-break additive for accelerated drying of compatible asphalt emulsion.
 - 1. Breaking Strength, ASTM D 5034: Not less than 65 lbf/in. (222 N).
 - 2. Elongation, machine direction, ASTM D 5034: Not less than 24 percent.
 - 3. Weight: 2.5 oz. /sq. yd. (85 g/sq. m).
 - 4. Recycled Content, Post-consumer: Not less than 80 percent.
- C. Elastomeric Roofing Mastic, Solvent-Free: One-part, low-odor elastomeric roof mastic specially formulated for compatibility and use with specified roofing membranes and flashings.
 - 1. Volatile Organic Compounds (VOC), maximum, ASTM D 3960: 20 g/L.
 - 2. Elongation at 77 deg. F (25 deg. C), minimum, ASTM D 412: 300 percent.
- D. Mastic Sealant: Polyisobutylene, plain or modified bitumen, nonhardening, nonmigrating, nonskinning, and nondrying.

REHABILITATION OF BUILT-UP ROOFING

- E. Metal Flashing Sheet: Provide metal flashing sheet matching type, thickness, finish, and profile of existing metal flashing and trim.
- F. Water-Based Asphalt Primer: Water-based, polymer modified, asphalt primer with the following physical properties:
 - 1. Asbestos Content, EPA 600/R13/116: None.
 - 2. Non-Volatile Content, minimum, ASTM D 2823: 30 percent.
 - 3. Volatile Organic Compounds (VOC), maximum, ASTM D 3960: 2 g/L.
- G. Miscellaneous Accessories: Provide miscellaneous accessories recommended by roofing system manufacturer.

2.7 WALKWAYS

- A. Walkway Pads: Mineral-granule-surfaced, reinforced asphaltic composition, slip-resisting pads, manufactured as a traffic pad for foot traffic and acceptable to roofing system manufacturer, 1/2 inch thick, minimum.
 - 1. Flexural Strength at max. load, minimum, ASTM C 203: 218 psi (1.5 kPa).
 - 2. Granule adhesion (weight loss), maximum, ASTM D 4977: 1.1 gram.
 - 3. Impact Resistance at 77 deg. F (25 deg. C), ASTM D 3746: No Damage to Roof.
 - 4. Pad Size: 3 by 4 foot (914 by 1220 mm).
- B. Rubber Blocks: 100% rubber blocks with steel channels and reflective strips designed for supporting conduit.

PART 3 - EXECUTION

3.1 PREPARATION

- A. Protect existing roofing system that is indicated not to be rehabilitated, and adjacent portions of building and building equipment.
 - 1. Mask surfaces to be protected. Seal joints subject to infiltration by coating materials.
 - 2. Limit traffic and material storage to areas of existing roofing membrane that have been protected.
 - 3. Maintain temporary protection and leave in place until replacement roofing has been completed.
- B. Maintain roof drains in functioning condition to ensure roof drainage at end of each workday. Prevent debris from entering or blocking gutters and conductors. Use roof-drain plugs specifically designed for this purpose. Remove roof-drain plugs at end of each workday, when no work is taking place, or when rain is forecast.
 - 1. Do not permit water to enter into or under existing membrane roofing system components that are to remain.

3.2 ROOFING COATING PREPARATION

- A. Existing Flashing and Detail Preparation: Repair flashings, gravel stops, copings, and other roof-related sheet metal and trim elements. Reseal joints, replace loose or missing fasteners, and replace components where required to leave in a watertight condition.
 - 1. Do not damage metal counterflashings that are to remain. Replace metal counterflashings damaged during removal with counterflashings [of same metal, weight or thickness, and finish.
 - 2. Roof Drains: Remove drain strainer and clamping ring. Grind metal surfaces down to clean, bare, metal.

REHABILITATION OF BUILT-UP ROOFING

- B. Membrane Surface Preparation:
1. Remove blisters, ridges, buckles, and other substrate irregularities from existing roofing membrane that would inhibit application of uniform, waterproof coating.
 2. Cut back all loose roofing material at edge and any split edge joints. Clean prime and seal with a three-course application of solvent free mastic and fiberglass reinforcement.
 3. Repair membrane at locations where irregularities have been removed.
 4. Broom clean existing substrate.
 5. Substrate Cleaning: Clean substrate of contaminants such as dirt, debris, oil, and grease that can affect adhesion of coating by power washing at maximum 2,000 psi. Allow to dry thoroughly.
 6. Verify that existing substrate is dry before proceeding with application of coating. Spot check substrates with an electrical capacitance moisture-detection meter.
 7. Verify adhesion of new products.
- C. Surface Priming: Prime surfaces to receive fluid-applied coating using coating manufacturer's recommended product for surface material. Apply at application rate recommended by manufacturer.
1. Ensure primer does not puddle and substrate has complete coverage.
 2. Allow to cure completely prior to application of coating.

3.3 REPLACEMENT FLASHING AND STRIPPING INSTALLATION

- A. Install replacement base flashing over cant strips and other sloping and vertical surfaces, at roof edges, and at penetrations through roof, and secure to substrates according to roofing system manufacturer's written instructions and as follows:
1. Prime substrates with asphalt primer if required by roofing system manufacturer.
 2. Flashing Sheet Application: Adhere polyester sheet to substrate in emulsion applied at rate recommended by roofing system manufacturer.
 3. Extend base flashing up walls or parapets under counterflashings and 150 mm (6 inches) onto field of roofing membrane.
 4. Mechanically fasten top of base flashing securely at terminations and perimeter of roofing.
 5. Seal top termination of base flashing with skirt metal counterflashing and TF tape. Secure every 8".

3.4 ROOF COATING APPLICATION

- A. Restorative Coat: Promptly after preparing membrane substrate and base flashings and stripping, flood-coat roof surface with 5 gal./100 sq. ft. (2.0 L/sq. m) of restorative coating.
1. Immediately embed polyester ply sheet into wet emulsion. Broom reinforcement to assure full adhesion in emulsion.
 2. Install additional ply through all waterways, low spots, and behind all curbs.
- B. Reflective Coating: Once restorative flood coat has adequately cured, apply reflective top coat according to manufacturer's written instructions, by spray, roller, or other suitable application method. Apply in two coat application of 2 gal./100 sq. ft. per coat.

3.5 WALKWAY INSTALLATION

- A. Install walkpads surrounding all serviceable equipment and in a path designated by the architect. Set pads in a spot application of solvent free adhesive.
- B. Pipe/conduits sitting on roofs shall be set on and clamped to new rubber blocks with steel channels.

REHABILITATION OF BUILT-UP ROOFING

1. Support lines every 8 feet on pipe runs along with support on each side of every union, junction, and direction change.

3.6 PROTECTING AND CLEANING

- A. Protect roofing system from damage and wear during remainder of construction period.
- B. Correct deficiencies in or remove coating that does not comply with requirements, repair substrates, and reapply coating.
- C. Clean overspray and spillage from adjacent construction using cleaning agents and procedures recommended by manufacturer of affected construction.

END OF SECTION

POLYVINYL-CHLORIDE (PVC-TPA) ROOFING 075419

SECTION 075419 – POLYVINYL-CHLORIDE (PVC-TPA) ROOFING

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section Includes:
 - 1. Installation of single ply roof system, including but not limited to:
 - a. Install gypsum substrate board.
 - b. Install 60 mil TPA single ply roof system.
 - c. Install elastomeric flashings.

1.3 DEFINITIONS

- A. Roofing Terminology: See ASTM D 1079 and glossary of NRCA's "The NRCA Roofing and Waterproofing Manual" for definition of terms related to roofing work in this Section.

1.4 PERFORMANCE REQUIREMENTS

- A. General Performance: Installed membrane roofing and base flashings shall withstand specified uplift pressures, thermally induced movement, and exposure to weather without failure due to defective manufacture, fabrication, installation, or other defects in construction. Membrane roofing and base flashings shall remain watertight.
- B. Material Compatibility: Provide roofing materials that are compatible with one another under conditions of service and application required, as demonstrated by membrane roofing manufacturer based on testing and field experience.
- C. Energy Performance: Provide roofing system with initial Solar Reflectance not less than 0.70 and Thermal Emittance not less than 0.75 when tested according to Cool Roof Rating Council's CRRC-1.
- D. Fire-Test-Response Characteristics: Provide roofing system that has a UL Class A fire rating to the required slopes.
- E. Roofing system shall comply with the following:
 - 1. FM 1-49 Loss Prevention Data Sheet for Perimeter Flashing.
 - 2. FM 1-28 Loss Prevention Data Sheet for Wind Loads to Roof Systems and Roof Deck Securement.
 - 3. FM 1-29 Loss prevention Data Sheet Above Deck Roof Components.
 - 4. NRCA Manual for Low-Slope Roofing Construction Details (Fourth Edition).
 - 5. SMACNA Manual (Fifth Edition).
 - 6. ASCE 7, Chapter 6.

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1.5 ACTION SUBMITTALS

- A. Product Data and MSDS Sheets: For each type of product specified.
 - 1. Highlight characteristics that confirm compliance with specified products.
- B. Samples in the following quantities:
 - 1. 3-by-5 inch sample of substrate board.
 - 2. 3-by-5 inch sample of single ply sheet.
 - 3. Substrate board fastener and disc.

1.6 INFORMATIONAL SUBMITTALS

- A. Contractor's Product Certificate: Submit certificate, indicating products intended for Work of this Section, including product names and numbers and manufacturers' names, with statement indicating that products to be provided meet the requirements of the Contract Documents.
- B. Qualification Data: For Installer and Roofing Inspector. Include letter from Manufacturer written for this Project indicating approval.
- C. Manufacturer Certificates: Signed by roofing manufacturer certifying that roofing system complies with requirements specified in "Performance Requirements" Article.
 - 1. Submit evidence of compliance with performance requirements.
 - 2. Indicate that proposed system components are compatible.
- D. Product Test Reports: Based on evaluation of comprehensive tests performed by manufacturer and witnessed by a qualified testing agency, for components of single ply roofing.
- E. Warranties: Sample of special warranties.

1.7 CLOSEOUT SUBMITTALS

- A. Maintenance Data: For single ply roofing to include in maintenance manuals.

1.8 QUALITY ASSURANCE

- A. Installer Qualifications: An employer of workers trained and certified by manufacturer, including a full-time on-site supervisor with a minimum of five years experience installing similar work, and qualified by the manufacturer to furnish warranty of type specified.
- B. Manufacturer Qualifications: A qualified manufacturer that is UL listed for single ply roofing identical to that used for this Project.
- C. Roofing Inspector Qualifications: A technical representative of manufacturer not engaged in the sale of products and experienced in the installation and maintenance of the specified roofing system, qualified to perform roofing observation and inspection specified in Field Quality Control Article, to determine Installer's compliance with the requirements of this Project, and approved by the manufacturer to issue warranty certification. The Roofing Inspector shall be one of the following:

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1. An authorized full-time technical employee of the manufacturer.
- D. Source Limitations: Obtain roofing system components from or approved in writing by roofing system manufacturer.
- E. Exterior Fire-Test Exposure: UL Class A; as determined by testing identical membrane roofing materials by a qualified testing agency. Materials shall be identified with appropriate markings of applicable testing agency.
- F. Preinstallation Roofing Conference: Conduct conference at Project site.
 1. Meet with Owner, roofing Installer, roofing system manufacturer's representative, and installers whose work interfaces with or affects roofing, including installers of roof accessories and roof-mounted equipment.
 2. Review methods and procedures related to roofing installation, including manufacturer's written instructions.
 3. Review and finalize construction schedule and verify availability of materials, Installer's personnel, equipment, and facilities needed to make progress and avoid delays.
 4. Examine deck substrate conditions and finishes for compliance with requirements, including flatness and fastening.
 5. Review structural loading limitations of roof deck during and after roofing.
 6. Review base flashings, special roofing details, roof drainage, roof penetrations, equipment curbs, and condition of other construction that will affect roofing system.
 7. Review governing regulations and requirements for insurance and certificates if applicable.
 8. Review temporary protection requirements for roofing system during and after installation.
 9. Review roof observation and repair procedures after roofing installation.

1.9 DELIVERY, STORAGE, AND HANDLING

- A. Deliver roofing materials to Project site in original containers with seals unbroken and labeled with manufacturer's name, product brand name and type, date of manufacture, approval or listing agency markings, and directions for storing and mixing with other components.
- B. Store liquid materials in their original undamaged containers in a clean, dry, protected location and within the temperature range required by roofing system manufacturer. Protect stored liquid material from direct sunlight.
 1. Discard and legally dispose of liquid material that cannot be applied within its stated shelf life.
- C. Protect roof substrate board materials from physical damage and from deterioration by sunlight, moisture, soiling, and other sources. Store in a dry location. Comply with insulation manufacturer's written instructions for handling, storing, and protecting during installation.
- D. Handle and store roofing materials and place equipment in a manner to avoid permanent deflection of deck.

1.10 PROJECT CONDITIONS

- A. Weather Limitations: Proceed with installation only when existing and forecasted weather conditions permit roofing system to be installed according to manufacturer's written instructions and warranty requirements.

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- B. Field measurements and material quantities:
 - 1. Contractor shall have sole responsibility for accuracy of all measurements, estimates of material quantities and sizes, and site conditions that will affect work.
- C. Waste Disposal:
 - 1. Do not re-use, re-cycle or dispose of material manufacturers product containers except in accordance with all applicable regulations. The user of manufactured products is responsible for proper use and disposal of product containers.
 - 2. Do not dispose of any materials in District containers.
- D. Safety requirements:
 - 1. All application, material handling, and associated equipment shall conform to and be operated in conformance with OSHA safety requirements.
 - 2. Comply with federal, state, local and Owner fire and safety requirements.
 - 3. Maintain a crewman as a floor area guard whenever roof decking is being repaired or replaced.
 - 4. Maintain fire extinguisher within easy access whenever power tools, roofing kettles, fuels, solvents, torches, and open flames are being used.

1.11 WARRANTY

- A. Warranty, General: Warranties specified shall be in addition to, and run concurrent with, other warranties required by the Contract Documents. Manufacturer's disclaimers and limitations on product warranties do not relieve Contractor of obligations under requirements of the Contract Documents.
- B. Roof System Warranty, General: Warranties specified in this Section include the following components and systems specified in other sections supplied by the roofing system Manufacturer, and installed by the roofing system Installer:
 - 1. Sheet metal flashing and trim, including roof penetration flashings.
 - 2. Roof curbs, hatches, and penetration flashings.
 - 3. Roof and parapet expansion joint assemblies.
- C. Special Warranty: Manufacturer's standard or customized form, in which manufacturer agrees to repair or replace components of single ply roofing that fails in materials or workmanship within specified warranty period. One manufacturer must provide the warranty for all roof sections. Failure includes roof leaks.
 - 1. Special warranty includes roofing membrane, base flashings, roofing membrane accessories, roof insulation, fasteners, cover boards, walkway products, and other components of single ply roofing.
 - 2. Manufacturer will provide, at no cost to owner, the following services in Years 2, 5, 10, and 15:
 - a. Inspection by a Technical Representative and delivery of a written inspection report documenting roof conditions.
 - 3. Warranty Period: 20 years from date of Substantial Completion.
- D. Installer's Warranty: Submit roofing Installer's warranty, signed by Installer, covering the Work of this Section and related Sections indicated above, including all components of the single ply roof system such as the substrate board, roofing membrane, base flashing, fasteners, and walkway products, for the following warranty period:
 - 1. Warranty Period: Two years from date of Substantial Completion.

PART 2 - PRODUCTS

2.1 GENERAL

- A. Basis of Design: Materials, manufacturer's product designations, and/or manufacturer's names specified herein shall be regarded as the minimum standard of quality required for work of this Section. All products are also 'or equal'. Comply with all manufacturer and contractor/fabricator quality and performance criteria specified in Part 1 and performance requirements in Part 2.

2.2 SINGLE PLY MANUFACTURERS

- A. The roofing materials specified in this Section are based upon Tremco, Inc. products named in other Part 2 articles. Subject to compliance with contract requirements, provide the specified product or an approved comparable product.

2.3 PERFORMANCE REQUIREMENTS

- A. General Performance: Roofing shall withstand exposure to weather without failure or leaks due to defective manufacture or installation.
1. Accelerated Weathering: Roofing system shall withstand 2000 hours of exposure when tested according to ASTM G 152, ASTM G 154, or ASTM G 155.
- B. Material Compatibility: Provide roofing materials that are compatible with one another under conditions of service and application required, as demonstrated by single ply roofing manufacturer based on testing and field experience.
- C. Flashings and Fastening: Provide base flashings, perimeter flashings, detail flashings and component materials and installation techniques that comply with recommendations of the following:
1. FM Global 1-49: Loss Prevention Data Sheet for Perimeter Flashings.
 2. FM Global 1-29: Loss Prevention Data Sheet for Above Deck Roof Components.
 3. NRCA Roofing Manual (Sixth Edition) for construction details and recommendations.
 4. SMACNA Architectural Sheet Metal Manual (Seventh Edition) for construction details.
- D. Energy Performance: Roofing system shall have an initial solar reflectance index of not less than 0.70 and an emissivity of not less than 0.75 when tested according to CRRC-1.

2.4 SUBSTRATE BOARD

- A. General: Provide preformed substrate boards that comply with requirements and referenced standards, selected from manufacturer's standard sizes and of thicknesses indicated.
- B. Substrate Board: ASTM C 1177/C 1177M, glass-mat, water-resistant gypsum substrate, 1/4 inch thick.
- C. Substrate Board Adhesive (for areas where deck is exposed from underneath the roof): Two-component, solvent-free, low odor, elastomeric urethane adhesive formulated to adhere roof insulation to substrate.
1. Flame Spread Index, ASTM E 84: 10.
 2. Smoke Developed Index, ASTM E 84: 30.

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3. Volatile Organic Compounds (VOC), maximum, ASTM D 3960: 0 g/L.
4. Tensile Strength, minimum, ASTM D 412: 250 psi (1724 kPa).
5. Peel Adhesion, minimum, ASTM D 903: 17 lbf/in (2.98 kN/m).
6. Flexibility, 70 deg. F (39 deg. C), ASTM D 816: Pass.

2.5 THERMOPLASTIC TRI-POLYMERSHEET

- A. Thermoplastic Tri-Polymer Alloy (TPA) Sheet: ASTM D 4434, Type IV, internally fabric reinforced, uniform, flexible TPA sheet; Energy Star qualified, CRRC listed and California Title 24 Energy Code compliant.
1. Tensile Strength at 0 deg. F (-18 deg. C), minimum, ASTM D 751: 300 lbf/in (52 kN/m).
 2. Tear Strength at 77 deg. F (25 deg. C), minimum, ASTM D 751: 100 lbf (440 N).
 3. Elongation at 0 deg. F (-18 deg. C), minimum at fabric break, ASTM D 751: machine direction, 25 percent; cross machine direction, 25 percent.
 4. Minimum Thickness, ASTM D 751: 60 mils (1.5 mm), nominal.
 5. Exposed Face Color: White.
 6. Reflectance, ASTM C 1549: 86 percent.
 7. Thermal Emittance, ASTM C 1371: .86.
 8. Solar Reflectance Index (SRI), ASTM E 1980: 108
 9. Recycled Content, Minimum: 25 percent preconsumer.
- B. Single Ply Membrane Bonding Adhesive, Water-Based (for use over adhered insulation/substrate board): Elastomeric, low-VOC water-based contact-type adhesive for bonding TPA fleece-backed single ply membranes and flashings to substrates.
1. Asbestos Content, EPA/600/R-93/116: None.
 2. VOC, maximum, ASTM D 3960: 180 g/L.

2.6 FLASHING MATERIALS

- A. General: Furnish auxiliary materials recommended by roofing system manufacturer for intended use and compatible with membrane roofing material.
1. Furnish liquid-type auxiliary materials that meet VOC limits of authorities having jurisdiction.
- B. Sheet Flashing: Manufacturer's standard sheet flashing of same material, type, thickness, and color as sheet membrane.
- C. Single Ply Flashing Sheet Bonding Adhesive, Low VOC: Elastomeric, low-VOC solvent-based contact-type adhesive for bonding TPA single ply flashings to substrates.
1. Asbestos Content, EPA/600/R-93/116: None.
 2. Density at 77 deg. F (25 deg. C), minimum, ASTM D 1475: 7.0 lb/gal (0.84 kg/L).
 3. Percent solids: 25 percent minimum.
 4. VOC, maximum, ASTM D 3960: 200 g/L.
- D. TPA Coated metal: TPA membrane laminated to 24 gauge G-90 galvanized steel with acrylic backwash coating.
- E. Edge metal:
1. Clad metal.
 2. Fabricate with a 4" flange.

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- F. Piping through roof box and T-tops:
 - 1. Clad metal.
 - 2. T-Tops must have sides and screens.
- G. TPA Prefabricated Flashing: pipe boots, inside corners, outside corners.
- H. Urethane sealant: manufacturer's gun grade, moisture cured, one component polyurethane sealant.
- I. Drawband:
 - 1. Gold Seal stainless steel worm gear clamp by Murray Corporation, Cockeysville, MD.
 - 2. Power-Seal stainless steel worm drive clamps by Breeze Clamp Company, Saltsburg, PA.
- J. Acrylic Coating Primer: acrylic-based primer formulated for use with acrylic latex coatings.
 - 1. Asbestos Content, EPA 600 R-93/116: None.
 - 2. Volatile Organic Compounds (VOC), maximum, ASTM D 3960: 80 g/L.
- K. Elastomeric Coating: ASTM D 6083, solar-reflective acrylic elastomer emulsion coating.
 - 1. Volatile Organic Compounds (VOC), maximum, ASTM D 3960: Less than 50 g/L.
 - 2. Tensile Strength at 73 deg. F (23 deg. C), minimum, ASTM D 2370: Greater than 250 psi (1700 kPa).
 - 3. Elongation at 73 deg. F (23 deg. C), minimum, ASTM D 2370: Greater than 350 percent.
 - 4. Flexibility at -15 deg F (-26 deg C), ASTM D 522: Pass 1/2 inch mandrel after 1000 hrs. accelerated weathering.
 - 5. Hardness, Shore A, minimum, ASTM D 2240: 80.
 - 6. Color: architect to select.
- L. Miscellaneous Accessories: Provide sealers, preformed cone, coated metal, sheet flashings, preformed inside and outside corner sheet flashings, T-joint covers, seam calk, termination reglets, and other accessories recommended by roofing system manufacturer for intended use.
- M. General purpose sealant: Solvent free, low odor urethane sealant.

2.7 FASTENERS

- A. Fasteners: Factory-coated steel fasteners and metal plates meeting corrosion-resistance provisions in FMG 4470, designed for fastening roofing membrane components to substrate, tested by manufacturer for required pullout strength, and acceptable to roofing system manufacturer.
- B. Sheet Metal Fasteners: Galvanized ring shank nails, min. 1" penetration into wood.
- C. Manufacturer's fasteners. The following guidelines provide the appropriate uses for approved fasteners:
 - 1. Fasteners must penetrate a minimum 1" into the wood deck.
 - 2. Fasteners must engage the top flange of the steel deck. Use the shortest screw which is at least ¼" longer than the assembly being secured.
- D. Substrate Board Fasteners: Must be approved by Manufacturer. Manufactured from heat treated carbon steel. #3 Phillips trusshead with a self piercing drill point.

- E. Substrate Board Plates: Manufacturer's 3" diameter, galvanized metal plates.

2.8 WALKWAYS

- A. TPA Walkway Roll: Thermoplastic tri-polymer alloy reinforced elastomeric membrane roll, ASTM D 4434, with serrated, slip-resistant surface fabricated for heat welding to TPA tri-polymer alloy membrane surface.
 1. Roll Size: 36 inches by 60 foot (914 mm by 18.3 m).
 2. Thickness: 0.08 inch (2 mm).
 3. Color: Grey.

2.9 AUXILIARY ROOFING MEMBRANE MATERIALS

- A. General: Auxiliary materials recommended by roofing system manufacturer for intended use and compatible with roofing membrane.
- B. Miscellaneous Accessories: Provide miscellaneous accessories recommended by roofing system manufacturer.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Substrate inspection:
 1. The Applicator shall inspect the substrate for defects such as excessive surface roughness, contamination, structural inadequacy, or any other condition that will adversely affect the quality of work.
 2. The substrate shall be clean, smooth, dry, free of flaws, sharp edges, loose and foreign material, oil and grease. Roofing shall not start until all defects have been corrected.
 3. Verify that roof openings and penetrations are in place and braced and that roof drains are securely clamped in place.
 4. Verify that wood blocking, curbs, and nailers are securely anchored to roof deck at penetrations and terminations and that the nailers match thicknesses of insulation.
 5. Use sheet metal to cover any irregularities in the wood deck.
 6. Proceed with installation only after unsatisfactory conditions have been corrected.
 7. All broken and disconnected conduits must be reattached and repaired by the Applicator.

3.2 PREPARATION

- A. Clean substrate of dust, debris, moisture, and other substances detrimental to roofing installation according to roofing system manufacturer's written instructions. Remove sharp projections.
- B. Prevent materials from entering and clogging roof drains and conductors and from spilling or migrating onto surfaces of other construction. Remove roof-drain plugs when no work is taking place or when rain is forecast.
- C. Protection:

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1. Contractor shall be responsible for protection of property during course of work. Lawns, shrubbery, paved areas, and building shall be protected from damage. Repair damage at no extra cost to Owner.
2. Roofing, flashings, membrane repairs, and insulation shall be installed and sealed in a watertight manner on same day of installation or before arrival of inclement weather.
3. At start of each work day drains within daily work area shall be plugged. Plugs to be removed at end of each work day or before arrival of inclement weather.
4. Preparation work shall be limited to those areas that can be covered with installed roofing material on same day and before arrival of inclement weather.
5. Arrange work sequence to avoid use of newly constructed roofing for storage, walking surface, and equipment movement. Move equipment and ground storage areas as work progresses.
6. Protect building surfaces at set-up areas with tarpaulin. Secure tarpaulin. Spilled or scattered debris shall be cleaned up immediately. Removed material to be disposed from roof as it accumulates.
7. At end of each working day, seal removal areas with water stops along edges to prevent water entry.
8. Provide clean plywood walkways and take other precautions required to prevent tracking of aggregate/debris from existing membrane into new work area where aggregate/debris pieces can be trapped within new roofing membrane. Contractor shall instruct and police workmen to ensure that aggregate/debris is not tracked into new work areas on workmen's shoes or equipment wheels. Discovery of entrapped aggregate/debris within new membrane is sufficient cause for its rejection.

3.3 INSTALLATION, GENERAL

- A. Install roofing system in accordance with manufacturer's recommendations. Have specification and product data sheets on the job site.
- B. Start installation of single ply roofing membrane in presence of roofing system manufacturer's technical personnel.
- C. Cooperate with testing and inspecting agencies engaged or required to perform services for installing single ply roofing system.
- D. Coordinate installing roofing system components so insulation and roofing membrane sheets are not exposed to precipitation or left exposed at the end of the workday or when rain is forecast.
 1. Provide tie-offs at end of each day's work to cover exposed roofing membrane sheets and insulation with a course of coated felt set in roofing mastic with joints and edges sealed.
 2. Complete terminations and base flashings and provide temporary seals to prevent water from entering completed sections of roofing system.
 3. Remove and discard temporary seals before beginning work on adjoining roofing.
- E. NRCA Installation Details: Install roofing system in accordance with the following NRCA Manual Plates and NRCA recommendations; modify as required to comply with specific instructions in section 3.6:
 1. TP-1 Base Flashing at Parapet Wall With Metal Coping
 2. TP-2 Raised Perimeter Edge With Metal Flashing [Fascia Cap]
 3. TP-3 Embedded Edge-metal Flashing [Gravel Stop] With Membrane Coating
 4. TP-4 Draining Perimeter Edge Metal With Membrane Coating
 5. TP-5 Embedded Edge-metal Flashing [T-type] With Membrane Coating
 6. TP-6 Base Flashing With Surface-mounted Counterflashing at Concrete Wall
 7. TP-7 Base Flashing With Two-piece Sheet-metal Counterflashing
 8. TP-8 Base Flashing at Roof-to-wall Expansion Joint
 9. TP-9 Base Flashing at Expansion Joint With Metal Cover

10. TP-10 Base Flashing at Area Divider in Roof System
11. TP-11 Base Flashing at Lightweight Equipment Support Curb
12. TP-12 Equipment Support Stand Leg [Premanufactured Split Pipe Flashing Boot]
13. TP-12A Equipment Support Stand Leg [Field Wrap]
14. TP-13 Base Flashing at Prefabricated Metal Curb
15. TP-14 Base Flashing at Wood Curb
16. TP-15 Base Flashing at Structural Member Through Roof Deck
17. TP-16 Base Flashing at Sheet-metal Enclosure for Piping Through Roof Deck
18. TP-17 Base Flashing at Membrane-coated Sheet-metal Hood for Piping Through Roof Deck
19. TP-18 Base Flashing at Stack Vent With Curb [Hot or Cold]
20. TP-19 Sheet Metal Stack Vent [Hot or Cold]
21. TP-20 Plumbing Vent [Premanufactured Boot]
22. TP-20A Plumbing Vent [Field Wrap]
23. TP-23 Pipe Support Curb
24. TP-23A Pipe Support
25. TP-24 Cable Penetration
26. TP-26 Roof Drain (Adhered Membrane Roof Systems)
27. TP-27 Roof Drain (Mechanically Attached Membrane Roof Systems)
28. TP-28 Base Flashing at Through-wall Scupper
29. TP-29 Base Flashing at Overflow Scupper
30. TP-30 Gutter With Membrane-coated Perimeter Edge Metal
31. Guide for Clearances between Pipes / Walls / Curbs – Table 4
32. Guide for Crickets and Saddles – Table 5
33. Guide for Edge Scuppers with Tapered Saddles - Table 6

- F. Details not addressed in specification shall be in accordance with NRCA Manual Plates and recommendations, and the Architectural Sheet Metal Manual, as issued by Sheet Metal and Air Conditioning Contractors' National Association, Inc., (SMACNA).

3.4 INSULATION AND SUBSTRATE BOARD INSTALLATION

- A. Coordinate installing roofing system components so substrate board is not exposed to precipitation or left exposed at the end of the workday.
- B. Install polyisocyanurate crickets between drain points and at the high side of all curbs.
- C. Install substrate board with long joints in a continuous straight line with end joints staggered between rows, abutting edges and ends between boards. Fill gaps exceeding 1/4 inch (6 mm) with insulation.
 1. Cut and fit insulation within ¼ inch of nailers, projections, and penetrations.
- D. Installation:
 1. Mechanically attach crickets and substrate board with screws and plates. Secure with a minimum of 6 fasteners per board. Adhere substrate board over decking where fasteners heads would be visible on the underside of the decking using low-rise foam adhesive.

3.5 MEMBRANE INSTALLATION

- A. Mechanically fasten membrane roofing over area to receive roofing and install according to roofing system manufacturer's written instructions.
 1. Install sheet according to ASTM D 5082.

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2. Two perimeter sheets required. Fasten perimeter and field sheets per manufacturer's requirements.
- B. Start installation of membrane roofing in presence of roofing system manufacturer's technical personnel.
- C. Accurately align membrane roofing and maintain uniform side and end laps of minimum dimensions required by manufacturer. Stagger end laps.
- D. Mechanically fasten membrane roofing securely at terminations, penetrations, and perimeter of roofing.
- E. Apply membrane roofing with side laps shingled with slope of roof deck where possible.
- F. In-Seam Attachment: Secure one edge of PVC sheet using fastening plates or metal battens centered within membrane seam and mechanically fasten PVC sheet to roof deck.
- G. Welded Seams: Clean seam areas, overlap membrane roofing, and hot-air weld side and end laps of membrane roofing and sheet flashings according to manufacturer's written instructions to ensure a watertight seam installation.
 1. Test lap edges with probe to verify seam weld continuity. Apply lap sealant to seal cut edges of sheet membrane.
 2. Verify field strength of seams a minimum of twice daily and repair seam sample areas.
 3. Repair tears, voids, and lapped seams in roofing that does not comply with requirements.
- H. Spread sealant bed over deck drain flange at roof drains and securely seal membrane roofing in place with clamping ring.

3.6 FLASHINGS

- A. Fabricate and install all flashings to comply with the Tremco TPA Single Ply Installation Guidelines Manual.
 1. All flashing, other than TPA membrane, shall be fabricated out of TPA coated Metal.
 2. Adhere flashing sheet in flashing adhesive at rate required by manufacturer.
- B. Fasten Tremco TPA coated metal flashings 3" o.c. to treated wood nailers using galvanized annular ring nails. Metal flashings shall have a 4" minimum nailing flange. Fasteners shall penetrate the wood a minimum of 1".
- C. Flash irregular penetrations with TPA membrane. Field fabricate and seal with stainless steel pipe clamps, TF tape, and polyurethane sealant. Fabricate TPA umbrellas to counterflash.
- D. Metal shall be installed to provide adequate resistance to bending and to allow for normal thermal expansion and contraction. Install adjacent pieces of coated metal flashing with ¼" gap. Apply a 2" wide continuous strip of aluminum tape over the gap to act as a bond breaker. Hot air weld a 6" strip of TPA membrane, over the duct tape, to each piece of flashing to form a watertight splice.
- E. Prime and paint flashing areas identified in plans. Prime at a rate of 300 square feet/gallon and paint at a rate of 3.0 gallons/square in a two coat application.

POLYVINYL-CHLORIDE (PVC-TPA) ROOFING 075419

- F. Pipe/conduits and duct supports sitting on roofs shall be set on rubber blocks with metal channels set over TPA grey walkpad sections heat welded to the roof membrane. All pipe/conduit clamps shall be one size over to allow slippage without damage to roof surface. Space blocks no greater than 8' apart.

3.7 WALKWAY INSTALLATION

- A. Flexible Walkways: Install walkway products in locations indicated on plans. At a minimum continuous walkways must be installed from the roof access points to and surrounding all serviceable equipment. Heat weld to substrate according to roofing system manufacturer's written instructions.

3.8 MEMBRANE REPAIR

- A. Correction of damage to the membrane may be accomplished by hot-air welding a membrane section over the affected area.
- B. If the defect is not smooth, cut out and remove material to provide an even surface. If any mechanical fasteners are encountered, the repair should include provisions to fasten the repair materials.
- C. Repair material shall overlap the field sheet a minimum of 3" to provide adequate room for a proper weld. Hand welds shall be minimum of 2"; machine welds shall be a minimum of 1 1/2".
- D. Cut all corners of repair materials round.
- E. Caulk all edges of cut membrane.

3.9 FIELD QUALITY CONTROL

- A. Final Roof Inspection: Arrange for roofing system manufacturer's technical personnel to inspect roofing installation on completion and submit report to Owner.
- B. Repair or remove and replace components of roofing system where test results or inspections indicate that they do not comply with specified requirements.
- C. Additional testing and inspecting, at Contractor's expense, will be performed to determine compliance of replaced or additional work with specified requirements.

3.10 PROTECTING AND CLEANING

- A. Protect roofing system from damage and wear during remainder of construction period. When remaining construction will not affect or endanger roofing, inspect roofing for deterioration and damage, describing its nature and extent in a written report, with copies to Owner.
- B. Correct deficiencies in or remove roofing system that does not comply with requirements, repair substrates, and repair or reinstall roofing system to a condition free of damage and deterioration at time of Substantial Completion and according to warranty requirements.

POLYVINYL-CHLORIDE (PVC-TPA) ROOFING 075419

- C. Clean overspray and spillage from adjacent construction using cleaning agents and procedures recommended by manufacturer of affected construction.

END OF SECTION 075419



W.V. ROOFING & CONSTRUCTION, INC.
P.O. BOX 192 LANCASTER, CA 93584
OFFICE:(661)945-5811 FAX:(661)940-6652
LICENSE #804868

DATE:	6-13-16
NO OF PAGES(including cover):	1
TO COMPANY:	Gorman Joint School District
ATTN:	Joe Andrews
EMAIL:	jandrews@lws.lacoe.edu
SUBJECT	Gorman School-Main Building 49847 Gorman School Road, Gorman, CA

New Title 24 Roof Reconditioning System-Four (4) Flat Roof Sections:

- 1. Power wash and prepare all roof areas for application of new roof reconditioning system. Note: It is the responsibility of the School District to have roof drain plumbing cleaned if necessary.**
- 2. Over the prepared roof and air conditioning ducting surfaces seal all joints, roof penetrations, roof transitions and roof drains with "Karnak" white elastomeric/polyester reinforced roof patch system.**
- 3. Apply "Karnak" base coat over the entire roof surface and air conditioning ducting.
Note: "Karnak" corrosion resistant base coat to be used on metal surfaces.**
- 4. Apply final coat of "Karnak" Title 24 compliant White Elastomeric Roof Coating over the entire roof areas.**
- 5. Upon completion we will issue our ten (10) year service guarantee all flat roof areas.**

Total Bid Amount \$ 14,500.00



P.O. BOX 192 LANCASTER, CA 93584
OFFICE:(661)945-5811 FAX:(661)940-6652
LICENSE #804868

DATE:	6-13-16
NO OF PAGES(including cover):	1
TO COMPANY:	Gorman Joint School District
ATTN:	Joe Andrews
EMAIL:	jandrews@lws.lacoe.edu
SUBJECT	Gorman School-Main Building 49847 Gorman School Road, Gorman, CA

Roof Replacement-Four (4) Shingle Roof Sections:

1. Remove the existing roofing and haul away. Prepare roof deck for application of new shingle roof.
2. Furnish and install new perimeter edge flashing.
3. Apply complete new thirty (30) year Class A composition shingle roof over the entire residence including 15# felt underlayment membrane. Color to be selected.
4. Paint all pipe penetration flashings to match roof color as close as possible.
5. Clean the area around the job site of all roof related debris and haul away.
6. Upon completion we will issue our five (5) year service guarantee.

Total Bid Amount \$ 6,400.00

The amount of \$ 2,400.00 has been included for asbestos abatement on the Southwest shingle roof section.



Small Business 8(a) Small Business Administration (SBA) - Certified-
NEW ROOF PROPOSAL

June 20, 2016

—Addendums #5 acknowledged—

Mr. Joe Andrews
Gorman Unified School District
49847 Gorman School Road
Gorman, CA

Project:
Roof Replacements and Roof Restorations
Gorman Elementary School
Buildings:1-4; 5-8

Job/project Description:

Classroom buildings; Roof replacement to Buildings 1-8. Replacement of Roofing on Buildings 1,2, 5-8 (shingle roofs) and installation of a Roof Restoration on Buildings number 3,4. Prepare decking to receive New Roof Membrane Systems as per Tremco, Inc. Specifications and recommendations.

SPECIFICATION:

#TPA Single Ply Roofing Membrane System, Tremlastic Restoration Systems & 30 Shingle Roofing System
System Components

Bldgs. 1,2

- #1/4" Dens Deck, primed 1 layer
- #45 Mil TPA Mechanically Fastened
- #Bonding Adhesive
- #FleeceBack Membrane Adhesive
- #Pipe Boots
- #Coping Joints, seal
- #TPA base flashings
- #3 Tremco Inspection Days

Bldgs. 3,4

- Tremprime
- Tremlastic
- Polyester Membrane
- Ice Coating T24

Building 5-8

- 30 Year Dimensional Shingle
- Synthetic Underlayment
- Edge Metal

Payment Terms:

The buyer shall pay seller the Contract Sum in current funds for the sellers' performance of the contract. The contract sum shall be **One Hundred Three Thousand Two Hundred Thirteen Dollars**, amount is subject to additions and/or deletions as provided in the contract documents and/or change orders. Progressive payments schedule shall be arranged prior to the work starting.

PRICE QUOTED FOR THE BASE BID, BLDGS. 1 & 2 (TPA SinglePly Roofing Membranes): \$59,870.00—Price

PRICE QUOTED FOR THE BASE BID, BDGS. 3 & 4 (Tremlastic Restoration System): \$43,343.00—Price

PRICE TOTAL: \$103,213.00—Price

Alternates/Additive Costs:

PRICE QUOTED FOR THE BASE BID, BLDGS. 5-8 (Shingle Roof System..Roof Removal Not Included): \$13,000.00—Price

Plywood sq.ft pricing...\$3.95/sq.ft

1x6 decking Bldg...\$4.50 per lineal foot

Performance and Application:

Contractor agrees to furnish at the project, all labor, materials, tools, equipment, services and other facilities required for the efficient execution of the work described within the scope of this contract.

Exclusions:

Asbestos Removal or ACM Removal, Rough Carpentry, new wood decking, Gutters & Downspouts unless noted, Insulation unless noted; Joint Sealants; Plumbing, Mechanical, Roof Accessories (Examples-Skylights, Roof Hatches, etc.), Painting, Electrical connections or disconnections or anything not specified in system components.

Guarantee:

2 Year Contractor Warranty for Workmanship; 20 year Manufacturers Warranty.

Price Protection: This proposal is good for 30 days. Davis bacon wages included.

Small Business Certified: Yes-Small Business Administration-8(a) MBE,DBE,SBE.

FC & SONS ROOFING INC.

Dated: June 20, 2016

By: Armando Cabral

Name

Authorized By: _____

State Capacity



Proposal & Contract

Phone (661) 718-1322 Fax (661) 718-1323
Wasson Roofing and General Contracting
8150 W. Ave K-8 Lancaster, CA 93536
Lic#643804 Email: fwasson@rpmwin.com
Website: www.wassonroofing.com

Date: 6/22/16

Proposal submitted to:

Work to be performed at:

Name: Gorman joint school district
Street
City: **State:**
Phone: (661)248-6441

Street: 49847 Gorman School Rd
City: Gorman **State** Ca, 93243

We hereby propose to furnish all materials and perform all the labor necessary for the completion thereof.

I will remove all old shingles on 5 different shingle roof. On 1 roof I will replace all wood with new 1x12" boards on the complete roof deck, I will build a small cricket on this deck to shed the water from back of wall into gutter area. On all 5 roof sections I will install a new 2x2" L metal w/drip around edges. Install a 15Lb felt over all wood. Install a shingle starter strip around edges. Install a 30 year dimensional shingle on all 5 roof sections. Clean up & haul away all roofing debris. On 3 low pitched sections of roof I will clean off all roofs. Install an emulsion with chopped fiberglass roofing sprayed over existing roof. Spray a white finish coating over emulsion & fiberglass. I will fix leak around vent coming into duct work on upper tile roof. All of my work comes with a 5 year warranty. All work is material & labor And all necessary equipment for a complete roofing job according to our conversation.
Total price material & labor. \$16,500.00

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for the above work, and completed in a substantial workmanlike manner for the sum of with payments to be made as follows. Dollars: ()

TO BE PAID BY CASH OR CHECK IN FULL UPON COMPLETION

Any alterations or deviations or deviations from above specifications involving extra cost will be executed only upon written orders. And will be an extra charge over and above the written estimate.

Respectively submitted by: **Forest Wasson**

Note: This proposal may be withdrawn by us if not accepted within 90 days.

Acceptance of proposal & contract

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. **Payment will be made as outlined above.**

Accepted _____ **Date** _____

Signature#1 _____ **Signature#2** _____

AGREEMENT FOR PROFESSIONAL SERVICES

This agreement is entered into between the Gorman Joint School District ("District") and Gertrude Monro ("Contractor") and is dated, for reference, August 9, 2015.

The parties agree as follows:

1. **Consultant Services.** Contractor agrees to perform during the term of this Agreement, the tasks, obligations and services of Special Education/Administrative substitute.
2. **Payment for Services.** Contractor agrees to undertake this work at a daily rate of \$500.00, up to a maximum of 15 days, not to exceed \$7,500.00. Number of days to be approved by the Superintendent prior to working.
All payments will be based on invoices submitted to District by Contractor and approved by District's authorized representative.
Contractor will invoice District for services performed during the previous month. District will render payment to contractor within 30 days of receipt of invoice.
3. **Term of Agreement.** This Agreement begins on August 9, 2016 and ends at the expiration of June 30, 2017. Extension or renewal requires approval of District's Governing board or its authorized representative. This agreement may be terminated by either party at any time on 30 days prior written notice
4. **Time for Performance.** All services required of the Contractor will be completed on or before the specified end of the term.
5. **Records.** Contractor will maintain full and accurate records in connection with this Agreement and will make them available to District for inspection at any time. Contractor's work product produced under this Agreement shall be the property of the District.
6. **Status of Contractor.** District and Contractor agree that Contractor, in performing the services specified in this Agreement, shall act as an independent contractor and shall have control of all work and the manner in which it is performed. Contractor shall be free to contract for similar services to be performed for other employers while under contract with District. Contractor will not accept such engagements which interfere with performance under this Agreement. Contractor is not an agent or employee of District. Contractor is not entitled to participate in any pension plan, insurance, or similar benefits the District provides for its employees.

7. **Hold Harmless.** Contractor shall hold District, its officers, agents and employees harmless from all suits, claims and liabilities resulting from negligent acts or omissions of Contractor, its officers, agents or employees taken under this Agreement.
8. **Compliance with Laws.** Contractor shall comply with all applicable federal, state and local laws, rules, regulations and ordinances involving its employees, including workers' compensation and tax laws.
9. **Modification or Assignment.** This Agreement may not be assigned by either party without the express written consent of the other. No modification shall be effective unless approved in writing by District's Governing Board or authorized representative.
10. **Designation of Representatives.** For purposes of performance and notifications, the representatives of the parties and their business addresses are as follows:

A. Contractor: Gertrude Monro
78895 Cadence Lane
Palm Desert, CA 92211
310-798-2050

B. District: Gorman Joint School District
Johannis Andrews, Superintendent
49847 Gorman School Road
Gorman, CA 93243
661-248-6441

Approved by the Board of Trustees, Gorman Joint School District, Gorman, California on August 9, 2016.

Contractor

District

Signature
Consultant

Signature
Superintendent

AGREEMENT FOR PROFESSIONAL SERVICES

This agreement is entered into between the Gorman Joint School District and Mark Peterson and is dated, for reference, August 1, 2016.

The parties agree as follows:

1. **Consultant Services.** Contractor agrees to perform during the term of this Agreement, the tasks, obligations and services of technology engineer.
2. **Payment for Services.** Contractor agrees to undertake this work at an hourly rate of \$75.00, up to a maximum of \$1,500.00. All work will be pre-arranged and pre-approved by the Superintendent. All payments will be based on invoices submitted to District by Contractor and approved by District's authorized representative. Contractor will invoice District for services performed during the previous month. District will render payment to Contractor within 30 days of receipt of invoice.
3. **Term of Agreement.** This Agreement begins on August 1, 2016 and ends at the expiration of June 30, 2017. Extension or renewal requires approval of District's Governing Board or its authorized representative. This agreement may be terminated by either party at any time on 30 days prior written notice
4. **Time for Performance.** All services required of the Contractor will be completed on or before the specified end of the term.
5. **Records.** Contractor will maintain full and accurate records in connection with this Agreement and will make them available to District for inspection at any time. Contractor's work product produced under this Agreement shall be the property of the District.
6. **Status of Contractor.** District and Contractor agree that Contractor, in performing the services specified in this Agreement, shall act as an Independent Contractor and shall have control of all work and the manner in which it is performed. Contractor shall be free to contract for similar services to be performed for other employers while under contract with District; Contractor will not accept such engagements which interfere with performance under this Agreement. Contractor is not an agent or employee of District. Contractor is not entitled to participate in any pension plan, insurance, or similar benefits the District provides for its employees.
7. **Hold Harmless.** Contractor shall hold District, its officers, agents and employees harmless from all suits, claims and liabilities resulting from

negligent acts or omissions of Contractor, its officers, agents or employees taken under this Agreement.

8. **Compliance with Laws.** Contractor shall comply with all applicable federal, state and local laws, rules, regulations and ordinances involving its employees, including workers' compensation and tax laws.
9. **Modification or Assignment.** This Agreement may not be assigned by either party without the express written consent of the other. No modification shall be effective unless approved in writing by District's Governing Board or authorized representative.
10. **Designation of Representatives.** For purposes of performance and notifications, the representatives of the parties and their business addresses are as follows:

A. Contractor: Mark Peterson
46819 70th Street West
Lancaster, CA 93536
661-524-5080

B. District: Gorman School District
Johannis Andrews, Superintendent
49847 Gorman School Road
Gorman, CA 93243
661-248-6441

Approved by the Board of Trustees, Gorman Joint School District, Gorman, California on August 9, 2016.

Contractor

District

Signature
Consultant

Signature
Superintendent

**ARCADIA AUDIOMETRIC ASSOCIATES, INC.
21630 FARMINGTON LANE
SAUGUS, CALIFORNIA 91350
PHONE/FAX (661) 296-1838**

This proposal for services is dated **May 12, 2016** and is submitted by **ARCADIA AUDIOMETRIC ASSOCIATES, INC.**, hereinafter referred to as **“AGENCY”** AND **GORMAN SCHOOL DISTRICT** hereinafter referred to as **“DISTRICT”**.

Upon acceptance and signature by both **DISTRICT AND AGENCY**, this proposal becomes an agreement for services wherein each mutually agree as follows:

1. **AGENCY** shall:
 - (a) Arcadia Audiometric Associates, Inc (AAA) to perform hearing and vision screenings on all Kindergarten, second, fifth, eighth, plus referral students identified by **DISTRICT**.
 - (b) AAA to complete mandated reports for hearing, pertussis, oral health and TDAP per the state requirements.
 - (c) AAA to check for compliance with immunizations for kindergarten and complete the state mandated report.
 - (d) AAA to submit the results of all screenings to the **DISTRICT** and document in the student’s cum pertinent results and send out any referrals as needed.
 - (e) AAA to conduct 5th grade hygiene presentation.
 - (f) **AGENCY (AAA)** will be available for phone consultation as needed during school hours, during the school year at **661-510-1905**.

2. **DISTRICT** shall be solely responsible for the identification, retrieval, conduct and supervision of students. **DISTRICT** shall provide adequate personnel to control and supervise students at all times during the course of the testing and screenings.

3. **DISTRICT** shall designate staff or other officer as its authorized agent to coordinate the implementation of the Agreement. **DISTRICTS** shall also provide adequate assistance which may be in the form of volunteer adult help to assist with testing administrative procedures as agreed upon between **DISTRICT** and **AGENCY**.

4. For the services rendered under this Agreement, **DISTRICT** shall pay to the **AGENCY, a rate of \$1975 for the 2016/2017 school year**. Payment shall be 30 days upon receipt of invoice.
Each day will equal two hours of on site service and unlimited telephone consultation.

5. **AGENCY** shall perform school nursing services 4 days per year between August 2016 and June 2017. Specific days of service are to be determined.

6. **AGENCY** agrees to supply upon request of **DISTRICT** a Certificate of Insurance upon request.

7. **AGENCY** has the right to terminate this contract at any time.

Accepted:

ARCADIA
AUDIOMETRIC ASSOCIATES, INC.
(AGENCY)

GORMAN
SCHOOL DISTRICT
(DISTRICT)

By: *Al Schmidt*

By: _____

Title: *President*

Title: _____

Date: *5/12/14*

Date: _____

Names and Qualifications of supervisory personnel (**DISTRICT**):

Names and Qualifications of supervisory personnel (**AGENCY**):

<u>Alison Schmidt, R.N., MSN</u>	<u>Credentialed School Nurse, Certified Audiometrist</u>
<u>Pam Ritenour</u>	<u>Certified Audiometrist</u>
<u>Mike Denmeade</u>	<u>Certified Audiometrist</u>

SANTA CLARITA VALLEY SCHOOL FOOD SERVICES AGENCY

AGREEMENT TO FURNISH FOOD SERVICES

This agreement is effective on this first day of August, 2016 by and between Santa Clarita Valley School Food Services Agency (SCVSFSA), hereinafter referred to as Agency and **Gorman School District**, hereinafter referred to as Institution.

WHEREAS, the facilities of the Institution are not adequate for preparing meals for the food services program; and,

WHEREAS, the facilities of the Agency are adequate to prepare product for students at the Institution; and,

WHEREAS, the Agency is willing to provide such services to the Institution on a cost reimbursement basis;

THEREFORE, both parties hereto agree as follows:

→Both parties will be responsible for maintaining the proper temperature of the meals/snacks until they are served.

AGENCY AGREES TO:

1. Prepare and deliver selected meals by 5:00 P.M. on each of the Institution's school days in accordance with the number of meals requested and at the cost agreed upon in this contract:

School Breakfast with Milk	\$ 2.04
School Lunch with Milk	\$ 3.41
Delivery charge:	\$75.00 per delivery (twice/week)

All prepared meals shall meet USDA requirements for reimbursement.

2. Maintain full and accurate records that the Institution will need to meet its responsibility including the following:
Production records, including daily number of meals delivered by type. Those records must be reported to the Institution promptly at the end of the month.
3. Retain required records for a period of three (3) years after the end of the fiscal year to which they pertain (or longer, if an audit is in progress); and upon request, to make all accounts and records pertaining to the Program available to representatives of the State Department of Education, the US Department of Agriculture, and the U. S. General Accounting Office for audit or administrative review at a reasonable time and place.

INSTITUTION AGREES TO:

1. Deliveries will be twice per week; food items will be delivered, then prepared for service on-site by institution staff.
2. Request for meal count changes need to be called in or faxed to the Agency 48 Hours before the next delivery date. Errors in counts called or faxed in shall be the responsibility of the Institution.
3. Consult with the Agency five days in advance regarding any special item request.
4. Pay Agency by the 10th of each month, the full amount as presented on the one itemized invoice per month.
5. In the event that market circumstances change dramatically, the Agency reserves the right to increase our prices accordingly, pending fifteen (15) days written notice.

TERMS OF THE AGREEMENT:

This agreement shall be effective as of August 1, 2016 through June 30, 2017. It may be terminated by notification, in writing, given by any party hereto to the other parties at least 30 days prior to the date of termination.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the dates indicated below.

Lynelle Grumbles
Agency Official

Institution Official

Chief Executive Officer
Title

Title

Signature

Signature

August 16, 2016
Date

Date

RENAISSANCE LEARNINGSM

Accelerating learning for all

PO Box 8036, Wis. Rapids, WI 54495-8036 - Phone:(800) 338-4204 Fax:(877) 280-7642 Federal I.D. 39-1559474

Quote #: 1626070

Gorman Elementary School District - 307192

PO Box 104

Lebec, CA 93243-0104

Contact: Casey Stanford - (661) 248-6441

Email: caseystanford@gmail.com

Reference ID: 159449

Created: 08/02/2016

Quote Summary	School Count : 1
Product & Services Total	\$1,563.85
Shipping and Processing	\$0.00
Sales Tax	\$0.00
Grand Total	\$1,563.85

To place an order, please submit your organization's required purchase order with reference to quote number 1626070. An invoice will be sent upon receipt of your purchase order. Payment is due net 30 days from the invoice date. If your organization does not require a purchase order, please contact our order services team at 877-444-3172 for assistance with placing your order.

Mail: PO Box 8036, Wis. Rapids, WI 54495-8036

Fax: (877)280-7642

Email: electronicorders@renaissance.com

If changes are necessary, or additional information is required, please contact your account executive (s) Dan Schurman at (866)563-1091, Thank You.

Use your Prop 98 funding to lock in multi-year discounts on the programs you need.

This quote is valid for 30 days. All quotes and orders are subject to availability of merchandise. Professional development expires one year from purchase date. Alterations to this quote will not be honored without Renaissance Learning approval. Please note: Any pricing or discount indicated is subject to change with alterations to the quote. Tax has been estimated and is subject to change without notice. Unless you provide Renaissance Learning with a valid and correct tax exemption certificate applicable to your purchase of product and the product ship-to location, you are responsible for sales and other taxes associated with this order.

Renaissance Place is an advanced, web-based, software system. Renaissance Learning personnel are available to assist with each step of the detailed implementation to help you realize the multiple benefits that Renaissance Place provides. To ensure a successful implementation, please allow 30 to 90 days for the remote installation and setup.



RENAISSANCE LEARNING™

Accelerating learning for all

Quote #: 1626070

PO Box 8036, Wis. Rapids, WI 54495-8036 - Phone:(800) 338-4204 Fax:(877) 280-7642 Federal I.D. 39-1559474

Gorman School - 374841					
Products & Services		Quantity	Unit Price	Discount	Total
AR Enterprise Real Time Subscription Alignment **	08/01/2017 - 09/30/2017	240	\$1.00	\$0.00	\$240.00
STAR Math Enterprise Real Time Subscription Alignment **	08/01/2017 - 09/30/2017	100	\$0.65	\$0.00	\$65.00
STAR Reading Enterprise Real Time Subscription Renewal	10/01/2016 - 09/30/2017	120	\$4.05	\$0.00	\$486.00
STAR Reading Enterprise Real Time Subscription Alignment **	08/01/2016 - 09/30/2016	120	\$0.65	\$0.00	\$78.00
RP Hosting Alignment **	08/01/2016 - 09/30/2016	1	\$95.85	\$0.00	\$95.85
Annual All Product RP Hosting Fee Renewal	10/01/2016 - 09/30/2017	1	\$599.00	\$0.00	\$599.00
Gorman School Total				\$0.00	\$1,563.85

**This item is pro-rated for less than full year subscription period.

GORMAN JOINT
SCHOOL DISTRICT

REQUEST FOR QUALIFICATIONS
PROPOSITION 39 ENERGY CONSERVATION AND
ENERGY EFFICIENCY SERVICES

OWNER

GORMAN JOINT SCHOOL DISTRICT
49847 Gorman School Road
Gorman, CA 93243

SEALED SUBMITTALS MUST BE RECEIVED BY AUGUST 31, 2016 AT 3:00 P.M.

GORMAN JOINT SCHOOL DISTRICT
ENERGY CONSERVATION AND ENERGY EFFICIENCY SERVICES
REQUEST FOR QUALIFICATIONS

ALL CONTACT REGARDING THIS REQUEST FOR QUALIFICATIONS MUST BE MADE TO JOHANNIS ANDREWS, SUPERINTENDENT AT 49847 GORMAN SCHOOL ROAD, GORMAN, CA 93243, AND RECEIVED BEFORE 3:00 P.M. ON AUGUST 31, 2016.

OVERVIEW

Gorman Joint School District (GJSD) seeks submittal of qualifications from interested firms capable of designing and implementing energy conservation, energy efficiency, energy generation and other energy related capital improvement services as described within this Request for Qualifications (RFQ). GJSD expects major reduction in annual utility costs through the implementation of these services. It is our intent to enter into an agreement with the successful firm to conduct a District-Wide Energy Conservation/Efficiency Audit, and award contract(s) to implement cost-effective energy retrofits.

SCHEDULE

Date	Event
AUGUST 10, 2016	RFQ Issued
RFQ Issued + 1 Weeks	Deadlines for questions and information requests
RFQ Issued + 3 Weeks	RFQ Due Date (August 31, 2016)
RFQ Issued + 4 Weeks	Interviews (At District's Discretion) September 6, 2016
RFQ Issued + 5 Weeks	Announcement of Award September

Site Walks will be provided upon request. Please contact Jesus Cruz, Superintendent to R.S.V.P.

BACKGROUND

The Gorman Joint School District is home to one school site. Our students range from Transitional Kindergarten through 8th grade. A list of sites is attached in Appendix A.

QUALIFICATIONS

GJSD may award a contract to the Energy Services Company (Provider) that, in its sole opinion, is the most capable of providing the range of services described in the RFQ, and in the long-term best interest of the District. To be considered for this project a provider must demonstrate knowledge and experience in similar projects:

- Adequate financial resources to support the range of alternatives anticipated
- California K-12 references that can attest to the quality of the Provider's past work
- An established record of technical performance on typical projects within California
- A proven record of on-time and on-budget performance

- Excellent safety record
- Established records of the Provider's ability to complete the work
- Credentialed, trained, and knowledgeable staff
- Competent management support at all levels
- Ability to effectively communicate with GJSD Board, administration, staff, students, and community as needed

GJSD reserves the right to investigate the qualifications of all Providers under consideration and to confirm any part of the information furnished, or to require other evidence of managerial, financial, or technical capabilities that are considered necessary for the successful performance of the possible energy design-build services.

SERVICES REQUESTED

GJSD is interested in the identification, engineering, design, installation, training, maintenance, and financing of approved Energy Projects for all of its facilities. If GJSD contracts project financing through the Provider, financing shall be structured so that costs are paid by the utility cost savings and/or Proposition 39 funding associated with the energy conservation program. The District will choose the amount financed, if any.

Upon selection, the Provider shall perform an Investment Grade Energy Audit of the specified facilities. The audit must be of acceptable quality to GJSD's Governing Board and meet Proposition 39 mandated requirements.

GJSD shall have 45 working days in which to accept the energy audit or to request changes or additions to it. Changes or additions will be negotiated in good faith. If the parties cannot agree to the content of the audit within 60 working days from the date the request for change is made, the Governing Board, at its sole discretion, may cancel negotiations with the Provider, terminate the contract, and enter into negotiations with other Providers.

The following technologies and/or energy management approaches serve as examples of solutions to be considered under this RFQ:

- Packaged HVAC Equipment Replacements
- HVAC Controls Retrofits
- Interior/exterior lighting system fixture retrofits/replacements.
- Solar Generation

Other Energy Projects proposed by Provider will also be considered. All equipment provided by the Provider for this program shall have a history of successful operating experience in similar installations and shall be in new, unused condition. This equipment shall be current technology with readily available non-proprietary replacement parts. All equipment used for this program shall be approved by GJSD prior to installation.

SUBMITALL REQUIREMENTS

The submitting firms must have demonstrated technical and managerial capability across a broad range of energy, analysis, design, construction, funding, operations, and maintenance areas. GJSD will consider the following background and experience factors in the evaluation of all submittals.

Address the following items as completely as possible; response to each item is mandatory:

1. Describe your firm's approach to manage the Energy Projects.
2. Describe your firm's safety program. Include proof of your firm's safety Experience Modification Rating (EMR) or equivalent.
3. Describe your firm's approach to developing a scope of work for the project. How are the various components of a project prioritized and evaluated?
4. Describe in detail your firm's methodology for calculating energy cost savings.
5. Describe your firm's experience with various project delivery methods. Address the areas that are self-performed, sub-contracted, team delivered, etc. The following areas must be addressed: design, engineering, procurement, and installation.
6. Provide a step-by-step description of typical project implementation and the specifications of a typical K-12 project.
7. Describe the qualifications and relevant energy project experience of the Provider, its team, and its staff. Include a clear description of your firm's proposed team with names, resumes, and project responsibilities.
8. Describe your firm's financial capacity to handle the project. Include company bond rating, bond limits, and evidence of insurability.
9. Describe your firm's expertise in applying/securing funding for energy conservation/efficiency/generation infrastructure improvements for CA K-12 clients, including but not limited to:
 - a. Third party funding, including but not limited to state, federal, and utility funds, grants, rebates, incentives, etc.
 - b. Financing options, procurement options, etc.
10. Describe any unique capabilities of the Provider that would be useful to the specific needs of the district/project.
11. Provide a description of your firm's commitment to and experience with obtaining OPSC Project Closure status, as well as experience with DSA, for public school projects.
12. Provide names and contact information for five (5) Energy Project Design/Build references for projects in California public schools in which your firm was the Prime Contractor. Provide a brief description of the work performed for these clients.
13. Provide a brief description of your firm's ability to provide remote monitoring of equipment and utility meters. Describe your firm's stance on open platform vs. proprietary technology for EMS and controls-related systems.
14. Is or has your firm been a party to suits, claims, or similar actions related to:
 - a. Construction claims relating to performance or delay
 - b. OSHA, labor relations, or similar issues affecting the progress of the work
 - c. California State Contractor License suspensions or code violations
 - d. If "yes" to any of the above, provide a summary and current status of the issue under separate attachment to the response to this RFQ.
15. Provide a draft scope of work and pricing for the Investment Grade Energy Audit that meets Proposition 39 mandated requirements.

SUBMITTAL EVALUATION PROCESS

Providers will be evaluated and preference given to those that illustrate demonstrated range of services, innovative approaches, technical and contractual solutions, additional services, and flexibility developing and implementing successful projects.

GJSD will address the following criteria in evaluation of submittals in order to gauge the ability of the Provider. The same general criteria will be used to judge both the submittal and the interview, should GJSD choose to conduct interviews with Providers.

Criteria Explanation Weight

1. **Merit of Submittal (10pts)**
General thoroughness and responsiveness of the submittal.
2. **Knowledge and Expertise of Personnel/Firm (25 pts)**
Capability of personnel/firm; demonstrated experience of Provider's team; firm's qualifications.
3. **Understanding of Project and Technical Approach (25 pts)**
Knowledge of project requirements; comprehensiveness of approach; responsiveness to specific concerns in the RFQ; flexibility to accommodate needs of GJSD; ability to communicate effectively with District staff and related parties.
4. **Record of Past Performance and Experience (40 pts)**
References; quality of past projects; demonstrated ability to complete work tasks within project timelines and budget; quality of submitted work samples.

GJSD reserves the right to:

- Reject any or all submittals at its sole discretion.
- Cancel the Request for Qualifications (RFQ).
- Modify any requirements contained within the RFQ and request a revised submission from all providers.
- Establish other evaluation criteria determined to be in the best interest of GJSD.
- Contract with any of the firms responding to this RFQ based solely upon its judgment of the qualifications and capabilities of the firm.

A Selection Committee, as deemed necessary, will be formed to evaluate the submittals. Composition and creation of this committee, should one be formed, is at the sole discretion of GJSD. The Selection Committee may review the submittals for format to ensure conformance with the requirements of the RFQ and may select finalist to interview with the committee as part of the evaluation process. GJSD does not guarantee that an interview will take place, thus reserving the right to select a Provider based solely on the information provided in the submittals received in response to the RFQ. Should an interview take place, the key personnel responsible for fulfilling the requirements of the project shall be required to be present for the interview. GJSD will take all steps necessary to ensure that any discussions and interviews conducted in connection to this RFQ will be done in a fair and impartial manner.

This RFQ does not commit GJSD to negotiate a contract. GJSD will not be responsible for any expenses incurred by any firm in preparing and submitting a proposal or response to this RFQ.

SUBMITTAL FORMAT AND COMMENTS

The submittal should be prepared in a way that provides a straightforward and concise description of the respondent's capabilities to satisfy the requirements of the project. Emphasis should be placed on completeness and clarity of content. All submittal requirements listed above should be addressed in full.

The Provider shall describe any relationships with manufacturers of proposed energy equipment, including those manufactured by the respondent or listed subcontractors. The Provider shall describe any relationships with the organizations providing training, if not provided by the Provider.

Content shall be tabbed and numbered per the items included in the Submittal Requirements.

SUBMITTAL INFORMATION

Deadline for submission of three (3) copies or electronic pdf submission of your submittal is 3:00 PM, AUGUST 31, 2016. Submittals received after the deadline may be returned. All submittals become the sole property of GJSD and the content will be held confidential until the selection of a firm is made. Any proprietary information must be designated clearly and should be bound separately and labeled with words "PROPRIETARY INFORMATION". An entire submittal marked as such will not be accepted.

Submit sealed submittals clearly marked "RFQ for District-Wide Energy Conservation Services" to the following location:

Gorman Joint School District
49847 Gorman School Road
Gorman, CA 93243

Questions or clarifications may be submitted in writing to Johannis Andrews, at the address listed above or e-mailed to jandrews@lws.lacoe.edu.

Appendix A: List of Gorman Joint School District Sites

SITE	ADDRESS	SQUARE FOOTAGE
Gorman Elementary School	49847 Gorman School Road Gorman, CA 93243	12,000



August 2, 2016

Gorman Elementary School District
49847 Gorman School Road
Gorman, CA 93243

Re: Document Tracking Services

INVOICE #DTF9324301

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

DTSforms Service

DTSforms Add-On: Single School District License Agreement includes up to 5 Custom Forms Each Site Receives an Independent Link	\$395
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Total Balance Due: \$395

Please Make Checks Payable to: Document Tracking Services

Send to:

Aaron Tarazon, Director
Document Tracking Services
10225 Barnes Canyon Road, Suite A200
San Diego, CA 92121
858-784-0960 - Phone
858-587-4640 - Corporate Fax

Thank you!

Approved Per Payment (Signature)

Name/Role (Printed)

GORMAN JOINT SCHOOL DISTRICT

CONFERENCE/MILEAGE REPORT #01-16-17

August 9, 2016

PERSONNEL

Michi Knight, Cheri Hanshaw, Felicia Davis,
and possibly a new teacher

DATE(S)

September 17, 2016

CONFERENCE

Daily 5 Workshop

LOCATION

Anaheim, CA

ESTIMATE

Registration	\$1180.00 for 4	\$885.00 for 3
Mileage	\$ 102.60	
Meals	\$ 48.00 for 4	\$36.00 for 3
Total	\$1330.60 for 4	\$1023.60 for 3