



Gorman Joint School District

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

BOARD OF TRUSTEES

NOTICE OF REGULAR MEETING

AGENDA

November 18, 2014

Gorman School

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

I. CALL TO ORDER

Salute the flag

Roll Call – Members:

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

Roll Call – Administration:

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

ITEMS FROM THE FLOOR

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

II. AGENDA

1. Approve the Agenda as presented for November 18, 2014.

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
 - A. Consumer Confidence Report (CCR Report)
2. Trial Balance by Fund Report Period 4
3. Gorman Learning Center Report – November 6, 2014
4. Gorman Learning Center Agenda dated November 6, 2014
5. Gorman Learning Center Special Agenda and Workshop dated September 20, 2014
6. Gorman Learning Center Minutes dated September 10, 2014
7. The Gorman Quail Newsletter dated November 2014
8. Call for Nominations for CSBA Delegate Assembly

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 October 14, 2014.

Moved by _____ Seconded by _____ Vote: yes ___no___

2. Approve Purchase Orders #14-15-76 through 14-15-100 of which \$23,644.48 was paid from the General Fund and \$3,576.02 from other funds.

Moved by _____ Seconded by _____ Vote: yes ___no___

3. Approve B Warrants #11365-11403 in the amount of \$37,655.78.

Moved by _____ Seconded by _____ Vote: yes ___no___

4. Approve Gorman Joint School District Employee Prevention Programs-Injury & Illness Prevention Program (IIPP), Heat Illness Prevention Program, Blood Borne Pathogens Program, Hazard Communication Program.

Moved by _____ Seconded by _____ Vote: yes ___no___

B. Personnel:

5. Approve Conference/Mileage Report #3-14-15.

Moved by _____ Seconded by _____ Vote: yes ___no___

6. Approve Personnel Report #03-14-15.

Moved by _____ Seconded by _____ Vote: yes ___no___

7. Approve Custodial/Maintenance/Grounds Tasks.

Moved by _____ Seconded by _____ Vote: yes ___no___

8. ~~App~~rove job description for School Secretary/Clerk/Receptionist.

Moved by _____ Seconded by _____ Vote: yes ___no___

9. Approve job description for Child Nutrition Assistant.

Moved by _____ Seconded by _____ Vote: yes ___no___

C. Board Policy

VII. ADVANCE PLANNING

The next regular meeting of the Board of Trustees will be held Tuesday, December 9, 2014 at 3:00 P.M. closed session and 3:30 P.M. regular session.

Items for next meeting

1. _____ 2. _____

VIII. ADJOURNMENT

Approve adjournment at _____ P.M.

Moved by _____ Seconded by _____ Vote: yes ___no___



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

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Johannis L. Andrews II
Superintendent/Principal

Superintendent's Report November 2014

Enrollment 107 students

As of November 13, 2014, Gorman School has 107 students enrolled.

District

Cal-OSHA T8 Section 3203 requires every employer to establish, implement and maintain an effective Injury and Illness Prevention Program.

Effective July 1, 1991, every employer shall establish, implement and maintain an effective Injury and Illness Prevention Program (Program). The Program shall be in writing and, shall, at a minimum:

- Identify the person or persons with authority and responsibility for implementing the Program.
- Include a system for ensuring that employees comply with safe and healthy work practices. Substantial compliance with this provision includes recognition of employees who follow safe and healthful work practices, training and retraining programs, disciplinary actions, or any other such means that ensures employee compliance with safe and healthful work practices.
- Include a system for communicating with employees in a form readily understandable by all affected employees on matters relating to occupational safety and health, including provisions designed to encourage employees to inform the employer of hazards at the worksite without fear of reprisal. Substantial compliance with this provision includes meetings, training programs, posting, written communications, a system of anonymous notification by employees about hazards, labor/management safety and health committees, or any other means that ensures communication with employees.
- Include procedures for identifying and evaluating work place hazards including scheduled periodic inspections to identify unsafe conditions and work practices. Inspections shall be made to identify and evaluate hazards.

Attached in this month's agenda is the Injury and Illness Prevention Program including Hazard Communication, Heat Illness Prevention and Blood Borne Pathogen Programs.

Gorman Learning Center-Charter Renewal

As a result of the data shared with the California Charter Schools Association (CCSA), CCSA is able to document that the Gorman Learning Center is making consistent progress for student's achievement, has adapted new assessments to its needs and is on a growth trajectory. Gorman Learning Center for the last three years of CST data shows a school making steady gains. In addition CAHSEE rates have been going up and had a large jump last year, particularly for socio-economically disadvantaged students. This seems to indicate that the school would have continued to make progress on state standardized testing for this last year. The implementation of Let's Go Learn, a robust assessment system that documents reading gains in proficiency and math as well as substantial reductions in the number of students below proficient, also shows compelling increase in data for student achievement. These data points all coalesce to form a picture of a school that is experiencing a turnaround and beginning to gain momentum in achieving clear academic results for all students.

Gorman Learning Center can count on CCSA's full renewal advocacy support. CCSA is happy to advise GLC as we prepare for renewal. Math continues to be an area of needed focus as GLC transition to Common Core, as well as continuing to focus on increasing the graduation rate and decreasing student dropouts. Many congratulations on the success of GLC team's efforts thus far and as the staff continue to work to increase student learning at Gorman Learning Center.

Human Resources

Included in the agenda is several updated job descriptions for our first reading. Tasks and responsibilities naturally change over time and sometimes roles can even alter beyond all recognition as individuals respond to the emerging needs of the organization, and these changes need to be reflected in the company's records like the positions needing to be filled at this time. Not only is this essential in terms of ensuring that there is an up-to-date version on hand should the company need to recruit for a position which is shortly to be vacated, but of course it is vital because the job description is what the performance of your workers is measured against. Although I completed the actual update, the process was collaboration amongst the staff. The update was an opportunity to better reflect the employee's progress and a time to redirect strategies to uphold the vision of the organization. Keeping job descriptions fully up-to-date not only guards against last-minute scrambles to define roles after positions have been vacated and before they can be advertised, but it also ensures that employees are assessed fairly at the time of their performance appraisals according to the work that they *actually* do, so don't just leave these important documents to gather dust, but give them and annual airing and revitalization.

Curriculum

Goal Setting, Evaluation and Curriculum Process for the rest of 2014-2015 school year.

- Review and develop School Site Action Plans and Achievements.
- Review and revise the Local Control Action Plan (LCAP)
- Work with site teacher leadership team to develop school site objectives and activities toward California Common State Standards and lessons.

- Develop a Response To Intervention (RTI) Model that will work for all students at Gorman.
- Develop model classrooms for student engagement.
- Have all staff read “Fish” and “Principal” books.

Professional Development

- We continue with the implementation of the California Common Core State Standards. Pivot and I am working with teachers and staff to go deeper on issues and working on a more effective roll out of the California Common Core State Standards. During October staff development training, teachers reviewed content of Rigor and ELD Standards, de-privatized classroom practice learning from each other, applied Tier 2 and Tier 3 vocabulary to their math lessons, and applied academic language and rigor using the Rigorous Lesson Planner for upcoming lesson planning.

Facilities

The County Health Department of Los Angeles requires public water suppliers that serve the same people year round (community water systems or schools) to provide consumer confidence reports (CCR) to their customers. I am proud to announce the Jonnie Allison has completed our report and it has been submitted for approval. Our report provides information on our local drinking water quality, including the water's source, the contaminants found in the water, and how consumers can get involved in protecting drinking water.

All Consumer Confidence Reports must contain basic information mandated by the United States Environmental Protection Agency (EPA), including:

- Source of drinking water.
- Levels and/or range of levels of any contaminant found in local drinking water.
- EPA's health-based standard (maximum contaminant level)
- Information on *Cryptosporidium*. Do not be alarmed to see information about *Cryptosporidium* listed on your report. Every community water utility must test for *Cryptosporidium spp.* and supply an educational statement about *Cryptosporidium spp.*, even if it was **not** found in local drinking water.
- Other important drinking water information.

Budget

On November 14, 2014 the State Board of Education (State Board) adopted the final Local Control Funding Formula (LCFF) regulations with no additional changes. The adoption of these regulations marks a critical milestone for the finance and planning requirements that all school districts must adhere to. The inclusion of language that appropriate LCFF funding be “principally directed” to high-needs kids will help ensure that districts across the state invest in high-needs kids and help them meet their goals to close the gap in student achievement.

As the regulations are approved, the focus shifts to the development of evaluation rubrics, another critical step in the implementation of LCFF. The evaluation rubrics are important as they reflect the critical role the state must play to ensure accountability and to monitor districts' progress in each of the state priority areas identified in the newly adopted regulations.

- The evaluation rubrics should focus on growth, student needs, impact for all subgroups, resource alignment, and the state priorities.
- The evaluation rubrics should distinguish between assessing and providing resources that support effective process, implementation, and outcomes.
- There could be options for a simple display as well as supporting details to balance simple with complete.
- The evaluation rubrics and related tools should be accessible, which would include being in parent friendly language as well as multiple languages to ensure broad access.

The evaluation rubrics should not check for compliance, but should support positive changes; furthermore, the evaluation rubrics may complement, but are not a substitute, for the state accountability system.

Events

1. On October 31st Gorman students had a costume day. During the first hour of the day there was a costume parade. Several parents attended and enjoyed seeing all the students in costumes. Classes visited teacher Halloween activities and ended the day with a celebration. The students really enjoyed the day full of activities.
2. Parent/Teacher conferences were scheduled and held on November 12th and 13th.
3. Jean and Joe are attending the Assignment Monitoring workshop required by the Los Angeles County Office of Education. The workshop covers monitoring format, preparation of the district assignment monitoring report, assignment/misassignment questions and district personnel with help.
4. The school will have a Turkey Feast for lunch on November 20st. Several parents have volunteered to help out and provide food.
5. Reports Cards will be sent home on November 14th.
6. The Winter Holiday Program will be held on Wednesday December 17, 2014. There will be two performances. The morning performance will start at 9:30 AM and the evening performance will start at 6 PM.

ATTACHMENT 7

Consumer Confidence Report Certification Form


(to be submitted with a copy of the CCR)

(to certify electronic delivery of the CCR, use the certification form on the Division of Drinking Water's website at http://www.waterboards.ca.gov/drinking_water/certlic/drinkingwater/CCR.shtml)

Water System Name: Gorman Joint School District

Water System Number: 1900912

The water system named above hereby certifies that its Consumer Confidence Report was distributed on October 27, 2014 (date) to customers (and appropriate notices of availability have been given). Further, the system certifies that the information contained in the report is correct and consistent with the compliance monitoring data previously submitted to the State Water Resources Control Board, Division of Drinking Water.

Certified by: Name: Johannis Andrews
Signature: 
Title: Superintendent/Principal
Phone Number: (661) 248-6441 Date: October 27, 2014

To summarize report delivery used and good-faith efforts taken, please complete the below by checking all items that apply and fill-in where appropriate:

CCR was distributed by mail or other direct delivery methods. Specify other direct delivery methods used: _____

"Good faith" efforts were used to reach non-bill paying consumers. Those efforts included the following methods:

Posting the CCR on the Internet at www.gorman.k12.ca.us

Mailing the CCR to postal patrons within the service area (attach zip codes used)

Advertising the availability of the CCR in news media (attach copy of press release)

Publication of the CCR in a local newspaper of general circulation (attach a copy of the published notice, including name of newspaper and date published)

Posted the CCR in public places (attach a list of locations)

Delivery of multiple copies of CCR to single-billed addresses serving several persons, such as apartments, businesses, and schools

Delivery to community organizations (attach a list of organizations)

Other (attach a list of other methods used)

For systems serving at least 100,000 persons: Posted CCR on a publicly-accessible internet site at the following address: www._____

For privately-owned utilities: Delivered the CCR to the California Public Utilities Commission

This form is provided as a convenience and may be used to meet the certification requirement of section 64483(c), California Code of Regulations.



2014 Consumer Confidence Report

Water System Name: **Gorman School System #1900912** Report Date: **10/07/14**

We test the drinking water quality for many constituents as required by state and federal regulations. This report shows the results of our monitoring for the period of January 1 - December 31, 2012 and may include earlier monitoring data.

Este informe contiene información muy importante sobre su agua potable. Tradúzcalo ó hable con alguien que lo entienda bien.

Type of water source(s) in use: Ground Water from 1 well.

Name & location of source(s): Well #1-West of main building

Drinking Water Source Assessment information:
Water Vulnerability is limited to septic tank proximity.

Water assessment may be viewed at the district office.

Time and place of regularly scheduled board meetings for public participation:

2nd Tuesday of each month at 3:00 p.m.

For more information, contact: Joe Andrews Phone: 661-248-6441

TERMS USED IN THIS REPORT

Maximum Contaminant Level (MCL): The highest level of a contaminant that is allowed in drinking water. Primary MCLs are set as close to the PHGs (or MCLGs) as is economically and technologically feasible. Secondary MCLs are set to protect the odor, taste, and appearance of drinking water.

Primary Drinking Water Standards (PDWS): MCLs and MRDLs for contaminants that affect health along with their monitoring and reporting requirements, and water treatment requirements.

Secondary Drinking Water Standards (SDWS): MCLs for contaminants that affect taste, odor, and appearance of drinking water.



Maximum Contaminant Level Goal (MCLG): The level of a contaminant in drinking water below which there is no known or expected risk to health. MCLGs are set by the U.S. Environmental Protection Agency (USEPA).

Public Health Goal (PHG): The level of a contaminant in drinking water below which there is no known or expected risk to health. PHGs are set by the California Environmental Protection Agency.

Maximum Residual Disinfectant Level (MRDL): The highest level of a disinfectant allowed in drinking water. There is convincing evidence that addition of a disinfectant is necessary for control of microbial contaminants.

Maximum Residual Disinfectant Level Goal (MRDLG): The level of a drinking water disinfectant below which there is no known or expected risk to health. MRDLGs do not reflect the benefits of the use of disinfectants to control microbial contaminants.

or appearance of the drinking water. Contaminants with SDWSs do not affect the health at the MCL levels.

Treatment Technique (TT): A required process intended to reduce the level of a contaminant in drinking water.

Regulatory Action Level (AL): The concentration of a contaminant which, if exceeded, triggers treatment or other requirements that a water system must follow.

Variations and Exemptions: Department permission to exceed an MCL or not comply with a treatment technique under certain conditions.

ND: not detectable at testing limit

ppm: parts per million or milligrams per liter (mg/L)

ppb: parts per billion or micrograms per liter ($\mu\text{g/L}$)

ppt: parts per trillion or nanograms per liter (ng/L)

ppq: parts per quadrillion or picogram per liter (pg/L)

pCi/L: picocuries per liter (a measure of radiation)

The sources of drinking water (both tap water and bottled water) include rivers, lakes, streams, ponds, reservoirs, springs, and wells. As water travels over the surface of the land or through the ground, it dissolves naturally-occurring minerals and, in some cases, radioactive material, and can pick up substances resulting from the presence of animals or



from human activity.

Contaminants that may be present in source water include:

- *Microbial contaminants*, such as viruses and bacteria, that may come from sewage treatment plants, septic systems, agricultural livestock operations, and wildlife.
- *Inorganic contaminants*, such as salts and metals, that can be naturally-occurring or result from urban stormwater runoff, industrial or domestic wastewater discharges, oil and gas production, mining, or farming.
- *Pesticides and herbicides*, that may come from a variety of sources such as agriculture, urban stormwater runoff, and residential uses.
- *Organic chemical contaminants*, including synthetic and volatile organic chemicals, that are by-products of industrial processes and petroleum production, and can also come from gas stations, urban stormwater runoff, agricultural application, and septic systems.
- *Radioactive contaminants*, that can be naturally-occurring or be the result of oil and gas production and mining activities.

In order to ensure that tap water is safe to drink, the USEPA and the California Department of Public Health (Department) prescribe regulations that limit the amount of certain contaminants in water provided by public water systems. Department regulations also establish limits for contaminants in bottled water that provide the same protection for public health.

Tables 1, 2, 3, 4, 5, and 7 list all of the drinking water contaminants that were detected during the most recent sampling for the constituent. The presence of these contaminants in the water does not necessarily indicate that the water poses a health risk. The Department allows us to monitor for certain contaminants less than once per year because the concentrations of these contaminants do not change frequently. Some of the data, though representative of the water quality, are more than one year old.

TABLE 1 – SAMPLING RESULTS SHOWING THE DETECTION OF COLIFORM BACTERIA						
Microbiological Contaminants <small>(complete if bacteria detected)</small>	Highest No. of Detections	No. of months in violation	MCL	MCLG	Typical Source of Bacteria	
Total Coliform Bacteria	(In a mo.)	0	More than 1 sample in a month with a detection	0	Naturally present in the environment	
Fecal Coliform or <i>E. coli</i>	(In the year)	0	A routine sample and a repeat sample detect total coliform and either sample also detects fecal coliform or <i>E. coli</i>	0	Human and animal fecal waste	



TABLE 2 – SAMPLING RESULTS SHOWING THE DETECTION OF LEAD AND COPPER						
Lead and Copper <small>(complete if lead or copper detected in the last sample set)</small>	No. of samples collected	90th percentile level detected	No. sites exceeding AL	AL	PHG	Typical Source of Contaminant
Lead (ppb)			0	15	0.2	Internal corrosion of household water plumbing systems; discharges from industrial manufacturers; erosion of natural deposits
Copper (ppm)			0	1.3	0.3	Internal corrosion of household plumbing systems; erosion of natural deposits; leaching from wood preservatives
TABLE 3 – SAMPLING RESULTS FOR SODIUM AND HARDNESS						
Chemical or Constituent <small>(and reporting units)</small>	Sample Date	Level Detected	Range of Detections	MCL	PHG (MCLG)	Typical Source of Contaminant
Sodium (ppm)	2012	53	45-75	none	none	Salt present in the water and is generally naturally occurring
Hardness (ppm)	2012	220	200-340	none	none	Sum of polyvalent cations present in the water, generally magnesium and calcium, and are usually naturally occurring

* Any violation of an MCL or AL is asterisked. Additional information regarding the violation is provided later in this report.

TABLE 4 – DETECTION OF CONTAMINANTS WITH A PRIMARY DRINKING WATER STANDARD						
Chemical or Constituent <small>(and reporting units)</small>	Sample Date	Level Detected	Range of Detections	MCL [MRDL]	PHG (MCLG) [MRDLG]	Typical Source of Contaminant
Gross Alpha (ug/L)	2012	6.09	6.45-18.9	15	0	Erosion of natural deposits
Radium 228	2012	0.898	0.19-5	5	0	Erosion of natural deposits
Uranium (pCi/L)	2012	4.3	0-20	20	0.43	Erosion of natural deposits
Antimony	2012	ND	2.0	6	20	Discharge from petroleum refineries
Barium (ug/L)	2012	0.01	0.01-0.06	1	2	Erosion of natural deposits
Chlorine (ppm)	N/A	N/A	N/A	N/A	N/A	Disinfectant added for treatment
Fluoride (ppm)	2012	0.58	0-2.1	2.0	1	Erosion of natural deposits, leaching from fertilizer & septic systems
Nitrate (ppm)	2014	6.2	0-20	45	45	Erosion of natural deposits
Mercury (ug/L)	2012	ND	0.20	2	1.2	Erosion of natural deposits
Nickel (ug/L)	2012	ND	10-13	100	12	Erosion of natural deposits



TABLE 5 – DETECTION OF CONTAMINANTS WITH A SECONDARY DRINKING WATER STANDARD						
Chemical or Constituent (and reporting units)	Sample Date	Level Detected	Range of Detections	MCL	PHG (MCLG)	Typical Source of Contaminant
Aluminum (ppb)	2012	ND	0.05	1	N/A	Erosion of natural deposits
Chloride (ppm)	2012	11	10-29	5000	N/A	Runoff/leaching from natural deposits
Iron (ppb)	2012	150	50-540	300	N/A	Leaching from natural deposits
*Manganese (ppb)	2014	38	0-100	50	N/A	Leaching from natural deposits
Sulfate (ppm)	2012	65	110-170	500	N/A	Runoff/leaching from natural deposits
TDS (ppm)	2012	390	300-620	1000	N/A	Runoff/leaching from natural deposits
Turbidity (NTU units)	2012	1.2	0.18-16.0	5	N/A	Soil Runoff
Zinc (ppm)	2012	ND	.5-1.1	5	N/A	Runoff/leaching from natural deposits
Odor (units)	2012	ND	ND-1	3	N/A	Naturally-occurring organics material
TABLE 6 – DETECTION OF UNREGULATED CONTAMINANTS						
Chemical or Constituent (and reporting units)	Sample Date	Level Detected	Range of Detections	Notification Level	Health Effects Language	
None						

*Any violation of an MCL, MRDL, or TT is asterisked. Additional information regarding the violation is provided later in this report.

Additional General Information on Drinking Water

Drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily indicate that the water poses a health risk. More information about contaminants and potential health effects can be obtained by calling the USEPA’s Safe Drinking Water Hotline (1-800-426-4791).

Some people may be more vulnerable to contaminants in drinking water than the general population. Immuno-compromised persons such as persons with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune system disorders, some elderly, and infants can be particularly at risk from infections. These people should seek advice about drinking water from their health care providers. USEPA/Centers for Disease Control (CDC) guidelines on appropriate means to lessen the risk of infection by *Cryptosporidium* and other microbial contaminants are available from the Safe Drinking Water Hotline (1-800-426-4791).

Lead-Specific Language for Community Water Systems: If present, elevated levels of lead can cause serious health problems, especially for pregnant women and young children. Lead in drinking water is primarily from materials and components associated with service lines and home plumbing. Gorman School System is responsible for providing



high quality drinking water, but cannot control the variety of materials used in plumbing components. When your water has been sitting for several hours, you can minimize the potential for lead exposure by flushing your tap for 30 seconds to 2 minutes before using water for drinking or cooking. If you are concerned about lead in your water, you may wish to have your water tested. Information on lead in drinking water, testing methods, and steps you can take to minimize exposure is available from the Safe Drinking Water Hotline or at <http://www.epa.gov/safewater/lead>.

Summary Information for Violation of a MCL, MRDL, AL, TT, or Monitoring and Reporting Requirement

VIOLATION OF A MCL, MRDL, AL, TT, OR MONITORING AND REPORTING REQUIREMENT				
Violation	Explanation	Duration	Actions Taken to Correct the Violation	Health Effects Language
None				

For Water Systems Providing Ground Water as a Source of Drinking Water

TABLE 7 – SAMPLING RESULTS SHOWING FECAL INDICATOR-POSITIVE GROUND WATER SOURCE SAMPLES					
Microbiological Contaminants <small>(complete if fecal-indicator detected)</small>	Total No. of Detections	Sample Dates	MCL [MRDL]	PHG (MCLG) [MRDLG]	Typical Source of Contaminant
<i>E. coli</i>	(In the year) 0	N/A	0	(0)	Human and animal fecal waste
Enterococci	(In the year) 0	N/A	TT	n/a	Human and animal fecal waste
Coliphage	(In the year) 0	N/A	TT	n/a	Human and animal fecal waste

Summary Information for Fecal Indicator-Positive Ground Water Source Samples, Uncorrected Significant Deficiencies, or Ground Water TT

SPECIAL NOTICE OF FECAL INDICATOR-POSITI				



VE GROUND WATER SOURCE SAMPLE				
N/A				
SPECIAL NOTICE FOR UNCORRECTED SIGNIFICANT DEFICIENCIES				
Iron, Manganese & Turbidity: is frequently found in water systems supplied by groundwater wells. Mountain area				
Wells are notoriously prone to produce water that contains these elements. There are no known direct adverse health				
effects; however their presence above certain levels is objectionable. Clothes laundered can come out stained. Adding				
Bleach may only intensify the stain. Plumbing fixtures are also stained.				
VIOLATION OF GROUND WATER TT				
TT Violation	Explanation	Duration	Actions Taken to Correct the Violation	Health Effects Language
None				

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

Report ID : LAGL008
 District : 64584
 Fiscal Year : 2015
 To Period : 4

Object	Object Description	Debit	Credit
1110	Teachers' Salaries-Full-Time	56,491.10	0.00
1160	Teachers' Salaries-Substitute	5,870.00	0.00
1300	Cert Supervisors & Admin Sal	20,758.33	0.00
1310	Cert Supervisor & Admin Sal-FT	14,574.99	0.00
	Total for Major Object: 1000	97,694.42	0.00
2130	Instruct Aide Sal-Hourly/Daily	3,687.03	0.00
2200	Classif Support Sal	1,580.15	0.00
2210	Classif Support Sal-Full-Time	6,662.05	0.00
2410	Cler Tech Office Staff Sal-FT	9,033.32	0.00
2460	Cler Tech Off Staff Sal-Sub	2,626.39	0.00
2990	TBD	3,660.00	0.00
2999	Classified Error Account	182.31	0.00
	Total for Major Object: 2000	27,431.25	0.00
3111	STRS, Certificated Positions	8,327.61	0.00
3212	PERS, Classified Positions	1,847.51	0.00
3312	OASDI, Classified Positions	1,423.83	0.00
3331	Medicare, Cert Positions	840.65	0.00
3332	Medicare, Class Positions	370.73	0.00
3411	Hlth & Wlfr Benefits, Cert	11,174.06	0.00
3412	Hlth & Wlfr Benefits, Class	20,463.45	0.00
3511	State Unemploy Insur, Cert Pos	48.85	0.00
3512	State Unemploy Insur, Clas Pos	12.79	0.00
3611	Worker Comp Insur, Cert Pos	7,749.97	0.00
3612	Worker Comp Insur, Class Pos	2,306.43	0.00
3999	Benefits-Error	980.91	0.00
	Total for Major Object: 3000	55,546.79	0.00
4110	Textbooks	6,097.76	0.00
4310	Materials and Supplies	3,365.29	0.00
4340	Computer Software & Relat Exp	4,533.48	0.00
4350	Office Supplies - Admin	1,790.90	0.00
4360	Tires, Fuel and Oil	1,206.12	0.00
4370	Custodial/Operation Supplies	1,498.72	0.00
	Total for Major Object: 4000	18,492.27	0.00
5220	Travel and Conferences	1,267.94	0.00
5310	Dues and Memberships	3,566.07	0.00
5410	Insurance	6,009.00	0.00
5510	ELECTRICITY	6,600.20	0.00
5520	Natural Gas Services	57.09	0.00
5530	Water	991.64	0.00
5560	Waste Disposal	499.08	0.00
5565	Waste Disposal - Other	1,941.00	0.00

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

Report ID : LAGL008S
District : 64584
Fiscal Year : 2015
To Period : 4

Object	Object Description	Debit	Credit
5610	Rentals, Leases and Repairs	1,328.98	0.00
5630	Repairs	1,390.03	0.00
5640	Computer Repairs	210.00	0.00
5800	Oth Contracted Services	16,800.00	0.00
5812	Contract Srvc (2) - TEA	14,329.21	0.00
5820	Legal, Audit, & Election Costs	9,300.25	0.00
5830	Advertisement	832.00	0.00
5840	Computer/Technology Related Serv	2,741.40	0.00
5850	Conslt/Ind Contractors (NonEmp)	17,770.00	0.00
5860	Fingprt, Phys, XRY&Oth Emp Cst	55.00	0.00
5880	Other Charges/Fees	1,144.00	0.00
5910	Communications	577.34	0.00
Total for Major Object: 5000		87,410.23	0.00
6510	Equipment Replacement	3,805.00	0.00
Total for Major Object: 6000		3,805.00	0.00
8011	Rev Limit State Aid-CYR	0.00	306,792.00
8012	Education Protection Account E	0.00	32,157.00
8019	Rev Lmt State Aid-Prior Yr	7,127.00	0.00
8029	Othr Subvntns/In-Lieu of Taxes	0.00	17.98
8042	Unsecured Roll Taxes	0.00	1,972.02
8043	Prior Year's Taxes	0.00	1,390.89
8044	Supplemental Taxes	0.00	7,729.05
8045	Edu RevAugmtn Fnd	0.00	437.02
8048	Plnts & Intrst from Dliqnt Tax	0.00	193.09
8560	State Lottery	0.00	8,067.57
8590	All Other State Revenues	0.00	100.00
8660	Interest	6.19	0.00
8791	Tfrs of Apptmnts fm Dstrcts	0.00	366,753.75
Total for Major Object: 8000		7,133.19	725,610.37
Net Increase (Decrease) to Fund Balance			428,097.22
9110	Cash in County Treasury	3,348,631.54	0.00
9130	Revolving Cash	2,000.00	0.00
9200	Accounts Receivable	479,910.02	0.00
9342	Earned Salary Advance	2,588.00	0.00
9514	STRS Liability	4,484.61	0.00
9517	Voluntary Deductions	27.18	0.00
9520	Accnts Payable-Manual Accrual	0.00	1,952,798.27
9521	Salaries Payable	0.00	1,500.00
9525	FB Subs-STRS	0.00	2,670.23
9526	FB Subs-PERS	722.52	0.00
9528	FB Subs-OASDI	0.00	9,366.32

Report ID : LAGL008S
 District : 64584
 Fiscal Year : 2015
 TO Period : 4

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

Page No. 3
 Run Date 11/01/2014
 Run Time 03:52:48
 MONTHLY

Object	Object Description	Debit	Credit
9529	FB Subs-MEDICARE	0.00	11,681.87
9531	FB Subs-SUI	0.00	11,794.58
9532	FB Sub-W/C	0.00	59,473.42
9533	FB Subs-PERS Reduction	0.00	549.24
9543	Direct Deposit Payable	0.00	164.39
9650	Deferred Revenue	0.00	134,763.33
9791	Beginning Fund Balance	0.00	1,225,505.00
ENDING Fund Balance			1,653,602.22
Total for Fund: 01.0		4,135,877.02	4,135,877.02

Report ID : IAGL008S
 District : 64584
 Fiscal Year : 2015
 To Period : 4

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

Page No. 4
 Run Date 11/01/2014
 Run Time 03:52:48
 MONTHLY

Object	Object Description	Debit	Credit
2230	Classif Support Sal-Hrly/daily	2,725.36	0.00
	Total for Major Object: 2000	2,725.36	0.00
3212	PERS, Classified Positions	320.78	0.00
3312	OASDI, Classified Positions	206.81	0.00
3332	Medicare, Class Positions	48.36	0.00
3412	Hlth & Wlfr Benefits, Class	3,964.45	0.00
3512	State Unemploy Insur, Clas Pos	1.64	0.00
3612	Worker Comp Insur, Class Pos	270.16	0.00
	Total for Major Object: 3000	4,812.20	0.00
4710	Food	5,825.85	0.00
4790	Food Supplies	200.74	0.00
	Total for Major Object: 4000	6,026.59	0.00
	Net Increase (Decrease) to Fund Balance		(13,564.15)
9110	Cash in County Treasury	0.00	3,844.98
9521	Salaries Payable	0.02	0.00
9526	FB Subs-PERS	34.66	0.00
9528	FB Subs-OASDI	0.00	1,708.87
9529	FB Subs-MEDICARE	161.59	0.00
9531	FB Subs-SUI	0.00	571.33
9532	FB Sub-W/C	0.00	1,002.32
9791	Beginning Fund Balance	0.00	6,632.92
	ENDING Fund Balance		(6,931.23)
	Total for Fund: 13.0	13,760.42	13,760.42

Report ID : LAGI008S
 District : 64584
 Fiscal Year : 2015
 To Period : 4

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

Page No. 5
 Run Date 11/01/2014
 Run Time 03:52:48
 MONTHLY

Object	Object Description	Debit	Credit
6170	Surveys for Site Purchases	6,825.00	0.00
6510	Equipment Replacement	8,482.35	0.00
	Total for Major Object: 6000	15,307.35	0.00
8660	Interest	0.25	0.00
	Total for Major Object: 8000	0.25	0.00
	Net Increase (Decrease) to Fund Balance		(15,307.60)
9110	Cash in County Treasury	99,205.35	0.00
9200	Accounts Receivable	190.24	0.00
9791	Beginning Fund Balance	0.00	114,703.19
	ENDING Fund Balance		99,395.59
	Total for Fund: 14.0	114,703.19	114,703.19

Report ID : LAGL008S
 District : 64584
 Fiscal Year : 2015
 To Period : 4

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

Page No. 6
 Run Date 11/01/2014
 Run Time 03:52:48
 MONTHLY

Object	Object Description	Debit	Credit
8660	Interest	0.14	0.00
	Total for Major Object: 8000	0.14	0.00
	Net Increase (Decrease) to Fund Balance	(0.14)	
9110	Cash in County Treasury	61,274.76	0.00
9200	Accounts Receivable	98.70	0.00
9791	Beginning Fund Balance	0.00	61,373.60
	ENDING Fund Balance		61,373.46
	Total for Fund: 21.0	61,373.60	61,373.60

Report ID
 District
 Fiscal Year
 To Period

LAGI008S
 64584
 2015
 4

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

Page No. 7
 Run Date 11/01/2014
 Run Time 03:52:48
 MONTHLY

Object	Object Description	Debit	Credit
8660	Interest	0.10	0.00
	Total for Major Object: 8000	0.10	0.00
	Net Increase (Decrease) to Fund Balance		(0.10)
9110	Cash in County Treasury	43,271.21	0.00
9200	Accounts Receivable	69.63	0.00
9791	Beginning Fund Balance	0.00	43,340.94
	ENDING Fund Balance		43,340.84
	Total for Fund: 25.0	43,340.94	43,340.94

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

Report ID : LAGL008S
 District : 64584
 Fiscal Year : 2015
 To Period : 4

Object	Object Description	Debit	Credit
8660	Interest	0.15	0.00
	Total for Major Object: 8000	0.15	0.00
	Net Increase (Decrease) to Fund Balance		(0.15)
9110	Cash in County Treasury	68,393.66	0.00
9200	Accounts Receivable	110.64	0.00
9791	Beginning Fund Balance	0.00	68,504.45
	ENDING Fund Balance		68,504.30
	Total for Fund: 30.0	68,504.45	68,504.45

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

Report ID : LAGL008S
 District : 64584
 Fiscal Year : 2015
 To Period : 4

Object	Object Description	Debit	Credit
8560	Interest	0.03	0.00
	Total for Major Object: 8000	0.03	0.00
	Net Increase (Decrease) to Fund Balance		(0.03)
9110	Cash in County Treasury	11,821.09	0.00
9200	Accounts Receivable	18.61	0.00
9519	Accounts Payable-Current Liab.	0.00	0.12
9791	Beginning Fund Balance	0.00	11,839.61
	ENDING Fund Balance		11,839.58
	Total for Fund: 35.0	11,839.73	11,839.73

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

Report ID : IAGL008S
 District : 64584
 Fiscal Year : 2015
 To Period : 4

Object	Object Description	Debit	Credit
Net Increase (Decrease) to Fund Balance			
			0.00
9110	Cash in County Treasury	0.00	10,049.27
9200	Accounts Receivable	0.00	16,185.64
9507	Medicare Contributions	0.00	12,052.92
9511	Federal Tax Withholding	42,221.41	0.00
9512	State Tax Withholding	0.00	1,043.69
9513	OASDI Liability	0.00	9,736.66
9514	STRS Liability	0.00	2,370.75
9515	PERS Liability	0.00	106.74
9517	Voluntary Deductions	10,202.50	0.00
9518	Tax Shelter Annuity	0.00	1,500.00
9519	Accounts Payable-Current Liab.	0.00	469.12
9528	FB Subs-OASDI	243.53	0.00
9529	FB Subs-MEDICARE	60.57	0.00
9531	FB Subs-SUI	786.78	0.00
ENDING Fund Balance			
			0.00

Total for Fund: 76.0 53,514.79 53,514.79

Report ID
District
Fiscal Year
To Period

: LAGL008S
: 64584
: 2015
: 4

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

Page No. 11
Run Date 11/01/2014
Run Time 03:52:48
MONTHLY

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

Gorman Learning Center

A Different Kind of Education. For Families, by Families.

DATE: November 12, 2014

TO: Board of Trustees
Gorman School District

FROM: Denice Burchett
Interim Executive Director

SUBJECT: MONTHLY BOARD REPORT – November 6, 2014

BOARD REPORT NO. 201411-06

I. BACKGROUND

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

II. November 2014 REPORT

On Thursday November 6, 2014 the Gorman Learning Center Board of Directors convened in a regular session of the Board of Directors at 24620 Meadowridge Drive, Santa Clarita, Ca. 91321. The month's activities include the following:

1. The Board Officers for the 2014-15 school year are: President--Kim McClellan; Vice President--Kelly Berggren; Secretary and Treasurer--Timothy Hughes.
2. Denice Burchett's Report:
 - A few GLC staff attended a charter conference last week which was helpful. Something that was emphasized at the conference was the 2004 Senate Resolution that recognized personalized learning as a viable mode of education, which was a very significant event for charters like ours.

- Increase in pupil academic achievement is the #1 factor in charter renewals. Denice will be working on our charter renewal, which is up for consideration at the end of this year, as well as the Memorandum of Understanding (M.O.U.) that we have with Gorman School District. Transitional Kindergarten will be written into the charter renewal.
- 98% of GLC students took the benchmarks. There are 352 students in the Math Edge program, and 271 in the Reading Edge program. The participation in these things will help with our WASC report to provide good data. It is anticipated that we will see benchmark test scores improve as a result of the Edge interventions.

3. Informational Items

- The Executive Director Recruitment Policy and job description was briefly reviewed by the board for consideration for future planning. It was stated that there is no action being taken at this time.
- A revision of the office dress code was brought to the board as an informational item. A suggestion was made to make it an administrative policy rather than a board policy, which will be considered at the next board meeting.
- A revision of the Master Agreement was brought to the board for a First Read. Clarification of the MAR is being made in order to bring it up to code; the STAR is being changed to CAASPP, and the writing assignment paragraph is being revised to bring it up to date with more options available for how to complete required monthly writing assignments, rather than only being allowed to use the GLC prompts, and having submission to a grader being listed as an option rather than a requirement.
- The Santa Clarita Resource Center is looking for a new building due to outgrowing the location where they are. There was a viable prospect, but it was discovered that the building has been sold and is unavailable. There was discussion on strategies for finding a building and streamlining the process. The board suggested that a Property Consultant be hired to find what is needed, so that is being pursued.
- We have a new website! Nathaniel presented a sneak peek of GLCs new website, which went live today--Monday, November 10th. Be sure to check it out! There are pictures of GLC students in the gallery, new font, new drop down menus, a contact and search on every page, simplified teacher tools with helpful icons, and even mobile optimization for smart phones.

4. Adam Cornish gave a WASC update. They are currently working on revisions of the Action Plan. Focus needs to be made on parent support and delivery of instruction. The WASC team visits again in March, so things are underway in preparation for that.

IV. CONCLUSION

The Gorman Learning Center Board of Directors went into closed session pursuant to Government Code Section 54957 Personnel Action.

Upon reconvening from closed session the Board of Directors reported the following disclosure of action taken in closed session:

No action taken in closed session.

There were no other items.

Sincerely,

Denice Burchett

Gorman Learning Center

A California Charter School

Bringing Academic Excellence Home

REGULAR SESSION OF THE BOARD OF DIRECTORS AGENDA

DATE: November 6, 2014

MEETING PLACE: 24620 Meadowridge Drive
Santa Clarita, California 91321

TIME: 5:30 p.m.

Board Streaming: www.gormanlc.org/video

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

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

OPEN SESSION: PUBLIC MEETING

1. CALL TO ORDER

2. BOARD OF DIRECTORS ROLL CALL:

Kim McClellan:	President, Parent Representative
Susan Nesbitt	Secretary, Parent Representative
David Akers	Member at Large, Parent Representative
Kelly Berggren	Member at Large, Parent Representative
Timothy Hughes	Member at Large, Parent Representative
Karol Hyross	Member at Large, Parent Representative
Kathleen Kefoury	Member at Large, Parent Representative
Joe Andrews	District Representative

3. PLEDGE OF ALLEGIANCE

4. APPROVAL OF THE AGENDA

5. APPROVAL OF THE MINUTES

- a. Approval of the minutes from the session meeting of September 10, 2014
- b. Approval of the minutes from the special session meeting of September 20, 2014

6. COMMUNICATION FROM THE PUBLIC

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

7. REVIEW OF DUTIES OF BOARD MEMBERS AND ELECTION OF OFFICERS

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

9. CONSENT AGENDA

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

- a. **Human Resources**
HR Action Report September 2014
- b. **September 2014 Business Services Division Check Register**
- c. **September 2014 Business Services Division Payroll Expenditures**
- d. **September 2014 Business Services Division Purchase Order Listing**
- e. **September 2014 Business Services Division Credit Card Register**

10. REPORT & COMMUNICATION TO THE BOARD OF DIRECTORS

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

11. INFORMATION/DISCUSSION/ACTION AGENDA

- a. **Information Items/Presentation**
 - i. **Executive Director Recruitment**
 - ii. **First Read – Policy 7004.10 Dress Code Policy Revision – Denice Burchett**
 - iii. **First Read - Master Agreement Revision – Denice Burchett**
 - iv. **Santa Clarita Resource Center Building Update – Dr. Antoine Hawkins**
 - v. **First Read – Policy 5000.1 Instructional and Student Services Revision – Craig Wilson**
 - vi. **Website – Nathaniel Black**
 - vii. **WASC Update – Adam Cornish**
- b. **Action Items**
 - i. **Knovation (BrainPOP) – Denice Burchett**

- ii. **School Counselor Candidate Practicum/Fieldwork Agreement – Dr. Antoine Hawkins**
- iii. **Document Management Solution – Dr. Antoine Hawkins**
- iv. **Abila Fund Accounting HR Module System – Dr. Antoine Hawkins**

CLOSED SESSION

12. ADJOURN TO CLOSED SESSION, IF ANY:

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

RECONVENE TO OPEN SESSION

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

14. ITEMS FOR NEXT MEETING

15. CONFIRM MEETING PLACE AND TIME

16. ADJOURNMENT

Gorman Learning Center

A California Charter School

Bringing Academic Excellence Home

SPECIAL BOARD MEETING AND WORKSHOP OF THE BOARD OF DIRECTORS MINUTES

DATE: September 20, 2014

MEETING PLACE: 39375 5th Street West
Palmdale, California 93551

TIME: 10:00 a.m.

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

OPEN SESSION: PUBLIC MEETING

1. BOARD OF DIRECTORS ROLL CALL:

Kim McClellan	President, Parent Representative (Present)
Susan Nesbitt	Secretary/Treasurer, Parent Representative (Absent)
David Akers	Member at Large, Parent Representative (Present)
Kelly Berggren	Member at Large, Parent Representative (Present)
Timothy Hughes	Member at Large, Parent Representative (Present)
Karol Hyross	Member at Large, Parent Representative (Present)
Kathleen Kefoury	Member at Large, Parent Representative (Present)
Joe Andrews	District Representative (Present)

2. CALL TO ORDER 10:01 AM

3. APPROVAL OF THE AGENDA

Approved
Moved by: Kathleen Kefoury
Second by: Timothy Hughes
Motion Carried: 6-0

4. PLEDGE OF ALLEGIANCE

5. 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.

No comments from the public

6. STRATEGIES FOR EFFECTIVE GOVERNANCE AND BROWN ACT TRAINING

- i. The Board will receive training on the Brown Act and best governance practices from legal counsel.**

Janelle Ruley opened the special board meeting by introducing herself to the board members. She explained her specialty is working on the charter development team. Each participant introduced themselves and explained what their role in GLC is.

See enclosed Power Point for information covered in the special board meeting.

7. INFORMATION/DISCUSSION ITEMS

- i. Antelope Valley Resource Center Presentation – Dr. Antoine Hawkins**

Dr. Antoine Hawkins presented an item pertaining to the Antelope Valley Resource Center. He shared the plans showing the area for new classrooms and auditorium areas. He said any changes would have to go back to the city prior to building. No changes will be made to the current plans.

CLOSED SESSION

- 8. NO CLOSED SESSION**

RECONVENE TO OPEN SESSION

- 9. DISCLOSURE OF ACTION TAKEN IN CLOSED SESSION**

None

- 10. ITEMS FOR NEXT MEETING**

Next meeting at the Santa Clarita Resource Center.

- 11. CONFIRM NEXT MEETING PLACE AND TIME**

November 5, 2014

- 12. ADJOURNMENT AT 12:09 PM**

Gorman Learning Center

A California Charter School

Bringing Academic Excellence Home

REGULAR SESSION OF THE BOARD OF DIRECTORS MINUTES

DATE: September 10, 2014

MEETING PLACE: 43301 Division Street
Lancaster, CA 93535

TIME: 4:30 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.

OPEN SESSION: PUBLIC MEETING

1. CALL TO ORDER AT 4:30 p.m.

2. BOARD OF DIRECTORS ROLL CALL:

Kim McClellan:	President, Parent Representative (Present)
Susan Nesbitt	Secretary/Treasurer, Parent Representative (Present)
David Akers	Member at Large, Parent Representative (Present)
Kelly Berggren	Member at Large, Parent Representative (Present)
Timothy Hughes	Member at Large, Parent Representative (Present)
Karol Hyross	Member at Large, Parent Representative (Present)
Kathleen Kefoury	Member at Large, Parent Representative (Present)
Joe Andrews	District Representative (Present)

3. PLEDGE OF ALLEGIANCE

4. APPROVAL OF THE AGENDA

Approved
Moved by: Kathleen Kefoury
Second by: David Akers
Motion Carried: 6-0

5. APPROVAL OF THE MINUTES

- a. Approval of the minutes from the session meeting of August 13, 2014.

Approved
Moved by: Kathleen Kefoury
Second by: Kelly Berggren
Motion Carried: 6-0

6. COMMUNICATION FROM THE PUBLIC

None

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

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

Kelly Berggren discussed the lease for the Santa Clarita location. She stated things are better at the SCRC with Marie Migliore's office but she feels there is a big need and priority for a new location. She said if new learning centers are being discussed for the future, our current learning centers should be running effectively. She also said it needs to be a priority that books are sent to families in a timely manner.

Kathleen Kefoury agreed on the subject of books. She said her family still has no books and that is unacceptable. She feels it should not take more than 10 days for books to arrive. She said ISTs are ordering books in July but still do not have them. Denice Burchett said this subject would be addressed at today's meeting.

8. CONSENT AGENDA

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

Approved

Moved by: Kathleen Kefoury

Second by: David Akers

Motion Carried: 6-0

- a. **Human Resources**
HR Action Report August 2014
- b. **August 2014 Business Services Division Check Register**
- c. **August 2014 Business Services Division Payroll Expenditures**
- d. **August 2014 Business Services Division Purchase Order Listing**
- e. **August 2014 Business Services Division Credit Card Register**

9. REPORT & COMMUNICATION TO THE BOARD OF DIRECTORS

a. Interim Executive Director – Denice Burchett

Denice Burchett addressed the proposed bill of SB1263 and emails sent. She asked if Mr. Andrews would give insight to the topic as well. Currently, the bill is on Governor Brown's desk and through a letter writing campaign we are asking him to veto the bill. The bill will not be good for our resource centers in Lancaster and Santa Clarita. The bill states resource centers/facilities outside the authorizing county are prohibited. Jeff Rice has been giving information and updates. He is a charter advocate and fights for charter schools. He has asked

that we all take this very. He explained to Denice that the push for this bill is because districts believe we are stealing their students. The students come to us because the parents want choice and we can give them options. Denice sent out over 1,100 emails showing what parents can do to help encourage Governor Brown to veto SB1263. A lot of parents replied that they had sent requests to the governor's office.

Language regarding being "grandfathered" in was explained and also stated there are many things in the bill that will need to be cleared up since the verbiage is murky and unclear. The resource centers have been actively handing out information to families to encourage them to contact the governor's office. If the bill passes, we would need written approval from the school district president where we are requesting a location.

Mr. Joe Andrews stated he is involved with other superintendents in the area so getting approval for other locations would not be an issue. The issue is with the way Acton has chartered sixteen additional education facilities, none within the district. He feels the bill's language is unclear and needs clarification. This issue is discussed regularly when superintendents meet. He stated this is a state-wide bill. The governor will act on the bill by September 3, 2014.

b. Chief Business Officer – Antoine Hawkins

Dr. Antoine Hawkins announced that he received an email from Betty, the property manager, and she will be picking up the permits for the Lancaster facility today. The plans are moving on and the addendums for the lease will be signed. A water fountain will be installed for the students.

Dr. Antoine addressed concerns of the board and he is awaiting a response from the insurance carrier regarding the item for science class to ensure they have no issues with the purchase. The church in Santa Clarita has signed off on it. Marie Migliore gave him information regarding a new location. They will be looking at the old KinderCare facility in Santa Clarita next week.

Dr. Antoine stated there is a plan to ensure none of the students receive books late for the next school year. The box sets were completed at 96% but the "non-box sets" were being held up. They plan to double up on purchasing throughout the year to ensure the students/families receive books on time. Dr. Antoine, Denice (Burchett), Jill Mac Meekin (Wonderly), Donna Swaynie and Tamara Campbell assisted the warehouse and pulled books for orders as well.

Regarding "Transparent California", information is being posted on the website regarding pay and benefits for school employees. He would like the board's direction as to what they would like him to give to the organization regarding salaries and benefits. They are some agencies who are supplying the information. If we do not supply the information, we will be listed as "did not comply". He did not want to supply salary information prior to asking the board. Kim McClellan asked if it shows individuals and their pay rate or overall compensation for positions. Dr. Antoine said individual salaries and employees' names are shown. He will bring the subject back to the board with additional information for their decision. There are no fines or repercussions if we do not participate in the program with Transparent California.

10. INFORMATION/DISCUSSION/ACTION AGENDA

a. Information Items/Presentation

i. Amendment to Bylaws – Denice Burchett

Denice Burchett presented the amendment to the bylaws regarding the changes to the IST Representatives. Changes made to include up to four non-voting representatives

who are Independent Study Teachers and the board shall set the number of representatives.

ii. WASC Update – Adam Cornish

Adam Cornish handed out information regarding the WASC timeline to board members. A one-year revisit will occur in March 2015. In the next 6 months, the progress report will be updated. Performance data will be reviewed and we have a task force in place. The leadership will be working behind the scenes and the ISTs will be looking at performance data as well.

Kim McClellan asked who would participate in the leadership team. Adam stated it will be a formal group that establishes what we need for the WASC update visit. Adam said there will be a presentation to the board at the next meeting. Information will be given to the ISTs at each IST meeting that focuses on performance data collected. There is no information from Common Core, but rather from CAASPP. WASC suggested our main area of growth should be in performance data.

Timothy Hughes asked who developed the WASC Action Plan. Adam explained that was created by the GLC Leadership Team. The draft and advising it will be partially done by the ISTs at their meetings. No board action is necessary for the WASC Action Plan.

b. Action Items

i. “Let’s Go Learn” Quote – Denice Burchett

Denice Burchett presented the “Let’s Go Learn” quote for the yearly contract. Last year was our first year using the program. This is our primary method of gathering data to determine how well our students are performing. Our data team and WASC team use this information exclusively. The representative from “Let’s Go Learn” presented information at the recent Professional Development Day for the ISTs.

Karol Hyross stated he is opposed to making parents use “Let’s Go Learn”. He said there are other options and making the program mandatory takes away the choice. He does not feel it should be forced on the families. Denice Burchett stated it is required to take the benchmark because GLC needs the data. If a parent does not want their child to take the bench mark testing they can opt out.

Approved
Moved by: Susan Nesbitt
Second by: Timothy Hughes
Motion Carried: 7-0

ii. Parent/Student Handbook – Denice Burchett

Denice Burchett presented the Parent/Student handbook. The mission/vision statement was updated along with new testing protocols. It is online for parents to read. An IST can request hard copies. An acknowledgement sheet is required for each parent so it is clear they have read it.

Approved
Moved by: Susan Nesbitt
Second by: Kathleen Kefoury
Motion Carried: 7-0

iii. Unaudited Actuals – Dr. Antoine Hawkins

Dr. Antoine Hawkins explained that the unaudited actuals is a snapshot of the previous year's expenditures and this is submitted. The document was emailed to everyone the Monday prior. He reviewed detailed items showing income for Gorman Learning Center. Expenditures were reviewed showing salaries for all staff for the prior fiscal year. Additional expenditures for the STRS/PERS retirement systems were reviewed. Books, supplies and core equipment expenses have been captured along with service and operating expenditures. Professional Development expenses shown on the actuals were for the previous year. Professional Consulting Services/Operating Expenditures are mainly used for VCI services and includes the oversight income.

Capital assets are \$2.7 million for buildings, vehicles, storage bins, etc. As of June 30, there is \$6.2 million cash on hand.

Timothy Hughes asked if our current fund balance is \$10,098,000 and Dr. Antoine agreed. He asked if that included cash on hand and it does.

Approved
Moved by: Susan Nesbitt
Second by: Timothy Hughes
Motion Carried: 7-0

iv. Second Read: 7003.10 Employee Benefits – Dr. Antoine Hawkins

Dr. Antoine Hawkins presented employee benefits for full time employees according to new ACA requirements.

Kelly Berggren asked if GLC gives employees retirement plans. Dr. Antoine explained PERS or STRS were given to all employees. David Akers asked how the employee benefit item compares to the contracts. Dr. Antoine explained these changes have been made.

Approved
Moved by: David Akers
Second by: Kathleen Kefoury
Motion Carried: 7-0

CLOSED SESSION

11. ADJOURN TO CLOSED SESSION AT 6:13 PM

- i. 11.01 Personnel Action – Government Code Section 54957**
- ii. 11.02 Conference with Legal Counsel – Existing Litigation Government Code Section 54956.9 O'Brien vs. Gorman Learning Center, et al, San Bernardino Superior Court CIVDS140941**

RECONVENE TO OPEN SESSION AT 6:15 PM

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

Nothing to report

The Gorman Quail

November 2014

Principal's Message

November promises to be a very rewarding and busy month for Gorman teachers and families. As a district we continue to implement district policies that strengthen student learning and educational practices as we are held accountable through the Local Control Accountability Plan (LCAP) using Local Control Funding Formula (LCFF). Despite changes at the state level, at Gorman we continue to rely heavily upon our parent volunteers to step into Gorman leadership positions to provide ongoing events and opportunities as well as volunteers to support our teachers for our students both in and out of classroom learning experiences. This level of support is crucial to continuing the level of education that our students and community expect from us. I would like to thank the PTSO board members and the staff with the outstanding effort they are doing this year for the students of Gorman; Kim Lowe, President, Michi Knight, Vice President, Tonya Spellins, Treasury, and Denise Saenz, Secretary. Thank you to all parents and staff for their donations and time helping with the Fall Festival, November 8th.

Gorman is looking for parent representatives for our School Site Council for the 2014-2015 school year. The council will meet to discuss the programs needed and on-going at Gorman Elementary School. We are looking for parent representatives for the English Learner Advisory Committee (ELAC). The ELAC representatives and committee is responsible for advising the principal and staff on programs and services for English learners and the School Site Council on the development of the Single Plan for Student Achievement (SPSA).

Parent / Teacher Conferences

Parent/Teacher Conferences will be held on the afternoons of November 12th and 13th. Report cards will be given to parents during the conferences. Your attending the PTC **with your child** is very important. This should be a profitable time for you to hear firsthand from the teacher how your child is progressing and what you can do to assist him/her.

Cooler Weather

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

Schoolwide Thanksgiving Feast

Gorman Elementary School will celebrate its Annual Thanksgiving Lunch on Thursday, November 20th. All of the Gorman students and faculty will sit together to enjoy a family style meal, which includes turkey, stuffing, mashed potatoes, corn, rolls, cranberry sauce, pie and milk. Notes were sent home on November 10th listing the classrooms donations needed.

Winter Weather/Snow Days

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



CALENDAR

Nov. 10-20	Canned Food Drive
Nov. 10-21	Soldier Holiday Collection
November 11	Veteran's Day- No School
November 12/13	Parent/Teacher Conferences Minimum Days 1:15 PM
November 14	PTSO Meeting @ 2:50 PM
November 14	Reports cards sent home
November 18	School Board Meeting @ 3 PM
November 20	Thanksgiving Lunch
November 24-28	Thanksgiving Holiday- No School

BrightArrow Notification System

Gorman Elementary School uses BrightArrow, parent notification system – that allows the school/district to send important information quickly via phone and/or an e-mail account, to parents and guardians of students, about emergency situations and school delays or cancellations due to inclement weather. All parents and guardians of students enrolled in the school system are automatically enrolled in this wonderful communication system. **Please listen to your messages from BrightArrow or Gorman School.** If you find that you are not receiving messages from the notification system, please check with the school office to make sure that your contact information is up to date.

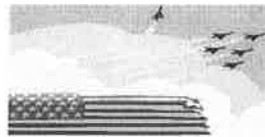
Wellness Policy

As suggested in the California School Wellness Policy, Gorman Elementary School is making a push for healthier snacks during individual classroom celebrations during the school day. We strongly request that all parents/guardians be mindful to this policy by providing healthy snack options when sending in snacks for any celebrations. All snacks must be arranged through your child's individual classroom teacher. Due to Health Regulations no family home cooked food is allowed to be given to any student. If you do choose to send in a snack for celebrations please add foods items from the suggested item list: vegetables, fruit, soft pretzels, muffins, popcorn, yogurt, granola, Chex mix, cheese and crackers.



Veterans' Day- A Day of Remembrance

On the 11th hour of the 11th day of the 11th month of 1918 an armistice between Germany and the Allied nations came into effect. On November 11, 1919, Armistice Day was commemorated for the first time. In 1919, President Wilson proclaimed the day should be "filled with solemn pride in the heroism of those who died in the country's service and with gratitude for the victory". In 1926, the United States Congress officially recognized the end of World War I and declared that the anniversary of the armistice should be commemorated with prayer and thanksgiving. The Congress also requested that President Wilson should "issue a proclamation calling upon the officials to display the flag of the United States on all Government buildings on November 11 and inviting the people of the United States to observe the day in schools and churches, or other suitable places, with appropriate ceremonies of friendly relations with all other peoples."



Soldier Holiday Collection

Soldier Holiday Collections believes it is an honor for the students of Gorman to ship care packages to our deployed troops throughout the world. Their goal is to make sure that no "Hero" serving our country is forgotten over the Winter Break. Nothing brings a smile to a soldier's face like a letter or card from students. They would like to receive hand drawn pictures, letter and homemade cards from the students in school. Please keep the pictures no larger than 8 x 10, to fit nicely in a box. Hand painted regular size pillowcases are nice to give to the deployed service members. Fabric markers work the best on the pillowcases.

Be part of Gorman's team of kids supporting our troops.



California School Boards Association

October 22, 2014

DEADLINE: Wednesday, January 7, 2015
BOARD ACTION REQUIRED
Please deliver to all governing board members.

MEMORANDUM

TO: All Board Presidents, Superintendents and CSBA Member Boards of Education
FROM: Josephine Lucey, President
RE: Call for Nominations for CSBA Delegate Assembly

Each year, member boards elect representatives from 21 geographic regions to CSBA's Delegate Assembly. The Delegate Assembly is a vital link in the association's governance structure and sets the general policy direction for the association. Working with local districts, county offices, the Board of Directors, and Executive Committee, delegates ensure that the association promotes the interests of school districts and county offices of education throughout the state. There are two required Delegate Assembly meetings each year, one on May 16-17, 2015 in Sacramento and one on December 2-3, 2015 preceding the CSBA Annual Education Conference and Trade show in San Diego.

Nomination and candidate biographical sketch forms for CSBA's Delegate Assembly are now being accepted until **Wednesday, January 7, 2015**. Nomination instructions are listed below:

- Any CSBA member board is eligible to nominate board members within their geographical region or subregion and may nominate as many individuals as it chooses by submitting a nomination form for each nominee.
- All nominees must serve on CSBA member boards and give their approval prior to being nominated.
- All nominees must submit a one-page, single-sided, candidate biographical sketch form. An optional one-page, one-sided résumé may also be submitted but cannot be substituted for the biographical sketch form.
- All nomination materials must be postmarked by the U.S.P.S. or faxed no later than **Wednesday, January 7**. It is the nominee's responsibility to confirm that all nomination materials have been received by the CSBA Leadership Services department by this due date. Late submissions will not be accepted.
- Ballots will be mailed by Monday, February 2, 2015 and are due Monday, March 16, 2015. Elected Delegates serve a two-year term beginning April 1, 2015 through March 31, 2017.

The following nomination materials and information related to the election process are available to download at www.csba.org/About/Leadership. For more information about the Delegate Assembly, please contact Charlyn Tuter in the Leadership Services department at ctuter@csba.org or (800) 266-3382. Thank you.

- Nomination Form
- Candidate Biographical Sketch Form
- Important Dates
- List of all Delegates with expiration terms
- FAQ

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

BOARD OF TRUSTEES

MINUTES OF THE REGULAR MEETING

October 14, 2014

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, Bookkeeper

Others Present: Teacher, Michi Knight & parent, Denise Saenz

Lise Wastafarro stated that Field Trip Report #2-14-15 will be added to the Agenda at VI. A. Action Item #9 and change of date on the Conference/Mileage Report #2-14-15 from Jan 26-30, 2014 to Jan 26-30, 2015.

5233 The Board approved the Agenda, with change, for October 14, 2014.

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

5234 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

5235 Reconvened to Regular Session at 3:26 P.M.

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

No action taken in closed session.

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

President Sonder stated that in looking at the Arrowhead bill, we are paying for the rental of the dispenser. President Sonder said that he had negotiated to get free rental for his office. He suggested that Mr. Andrews check this out with Arrowhead.

President Sonder stated that he was disappointed in the money being spent on attorney fees and that the money could have been better spent.

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

Superintendent Andrews stated that teacher Michi Knight was doing a great job on putting articles in the local newspaper.

President Sonder thanked Michi for doing this for the school.

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

5236 The Board approved the Minutes of the Regular Meeting September 9, 2014.

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

5237 The Board approved Purchase Orders #14-15-51 through 14-15-75 of which \$22,313.83 was paid from the General Fund and \$2,376.50 from other funds.

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

5238 The Board approved B Warrants #11325-11364 in the amount of \$41,812.69.

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

5239 The Board approved Resolution #04-14-15 for the 2013-14 Appropriations Limit Recalculation and the 2014-15 Projected Appropriations Limit Calculation (GANN Limit).

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

5240 The Board approved association dues for 2015 with Antelope Valley School Boards Association in the amount of \$200.00.

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

5241 The Board approved Quarterly Report on Williams Uniform Complaints July 1 to September 30, 2014 (1st QTR).

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

5242 The Board approved name change to the 2014 Conflict of Interest Code from Gorman School District to Gorman Joint School District.

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

5243 The Board approved to change the Tuesday, November 11, 2014 board meeting to Tuesday, November 18, 2014 due to holiday.

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

5244 The Board approved Field Trip Report #2-14-15.

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

5245 The Board approved, with change of date, Conference/Mileage Report #2-14-15.

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

5246 The Board approved Resolution #03-14-15 Board Absence of Julie Ralphs on September 9, 2014.

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

5247 The Board approved Contract for Employment as a Certificated Employee for Alicia St. Clair, effective September 1, 2014-June 30, 2015.

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

5248 The Board approved Contract for Employment as a Certificated Employee for Cheri Hanshaw, effective September 16, 2014-June 30, 2015.

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

5249 The Board approved to post position for temporary hire of office clerk/cafeteria food handler.

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 changed from Tuesday, November 11, 2014 at 3:00 P.M. closed session and 3:30 P.M. regular session to Tuesday, November 18, 2014 due to holiday.

5250 The Board adjourned the meeting at 3:34 P.M.

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

Steve Sonder, President

PO#	DATE	VENDOR	DESCRIPTION	ESTIMATED AMOUNT	AMOUNT PAID GENERAL	AMOUNT PAID OTHER	DATE PAID
14-15-76	10/1/14	GOLDEN VALLEY MVD	SEWER SERVICE 8/29/14-9/29/14	\$647.00	\$647.00		10/3/14
14-15-77		HOSAKA, ROTHERHAM & CO.	1/3 INSTALLEMENT AUDIT 6/30/14	\$2,030.00	\$2,030.00		10/6/14
14-15-78		WENDY ADDINGTON	SPECIAL EDUCATION SERVICE 9/14	\$1,820.00	\$1,820.00		10/6/14
14-15-79		LISA VOGE MORGANSTERN	SPEECH/LANGUAGE SERVICE 8/14 & 9/14	\$1,950.00	\$1,950.00		10/6/14
14-15-80	10/2/14	AL'S VACUUM	REPAIR MAINTENANCE	\$47.98	\$47.98		10/3/14
14-15-81		SCV FOOD SERVICE	MEALS 9/14	\$3,449.35	\$3,449.35		10/3/14
14-15-82		STORER TRANSPORTATION	HOME TO SCHOOL SERVICE 9/14	\$8,556.43	\$8,556.43		10/3/14
14-15-83		ACE HARDWARE	OPERATION SUPPLIES	\$46.39	\$46.39		10/3/14
14-15-84		QUILL	INSTRUCTIONAL & SCHOOL ADMIN SUPPLIES	\$193.24	\$193.24		10/16/14
14-15-85	10/6/14	GERTRUDE MONRO	SUB FOR PRINCIPAL 9/12/14	\$500.00	\$500.00		10/9/14
14-15-86		ARROWHEAD	SERVICE 8/27/14-9/26/14	\$44.84	\$44.84		10/8/14
14-15-87	10/8/14	AKA WATER SERVICE, INC.	BACTI TEST AND 6 RETESTS, LABOR DISINFECT WATER TANK	\$635.00	\$635.00		10/9/14
14-15-88	10/9/14	FOLLETT	MATH PRACTICE BOOKS	\$25.17			
14-15-89	10/13/14	CA WESTERN VISUALS	SMART AMP SOFTWARE LICENCES, NOTEBOOK SITE LICENCES	\$483.94			
14-15-90	10/15/14	CECELIA J. CUMMINGS, CPA	BUSINESS MANAGER SERVICE 9/14	\$3,500.00	\$3,500.00		10/21/14
14-15-91		PRENTIS EDWARDS	TECH SERVICE 9/14	\$420.00	\$420.00		10/21/14
14-15-92	10/20/14	ATKINSON, ANDELSON, LOYA,	LEGAL SERVICE DISTRICT 9/14	\$881.50	\$881.50		10/22/14
		RUUD, ROMO					
14-15-93		LACOE	SUPT FALL CONVOCATION 10/30/14 JA & PE	\$64.00	\$64.00		10/31/14
14-15-94		FOUNDATION FOR ED ADMIN	2015 SUPT SYMPOSIUM 1/26/15-1/30/15	\$895.00	\$895.00		10/22/14
14-15-95		QUILL	DISTRICT SUPPLY	\$148.23	\$148.23		10/29/14
14-15-96		AVSBA	2015 ASSOCIATION DUES	\$200.00	\$200.00		10/22/14
14-15-97	10/21/14	EDJOIN	2014-15 ACCOUNT FEES-JOB POSTING	\$300.00	\$300.00		10/28/14
14-15-98	10/22/14	CHEVRON	GAS-VANS 9/26/14-10/20/14	\$488.02	\$488.02		10/28/14
14-15-99	10/27/14	AMERICAN EXPRESS	LW-SP ED SUPPLY, COMPUTER ONLINE LICENSE-A-Z READING	\$403.52	\$276.85	\$126.67	10/29/14
			JA-CAFÉ, INSTRUCTIONAL, DISTRICT & OPERATION SUPPLIES				
14-15-100	10/30/14	GUNNER J. KUEPPER	2 FULL PAGE E-ISSUE EMPLOYMENT ADVERTISING #78 & 79	\$70.00			
			TOTALS	\$27,799.61	\$23,644.48	\$3,576.02	
			REMAINING UNPAID	\$579.11			



Business Gold Card
 GORMAN SCHOOL DIST
 LISE WASTAFERRO
 Closing Date 10/24/14

OPENSM

Account Ending XXXXXXXXXX

New Balance	\$403.52
Please Pay By†	11/08/14

† Payment is due upon receipt. We suggest you pay by the Please Pay By date.

Visit
www.membershiprewards.com

Account Summary

Previous Balance	\$90.26
Payments/Credits	-\$90.26
New Charges	+\$403.52
Fees	+\$0.00
New Balance	\$403.52

Days in Billing Period: 31

See page 2 for important information about your account.

SMALL BUSINESS SATURDAY® NOV 29

Small Business Saturday is a day dedicated to helping small businesses get more customers. Take advantage of free marketing materials to help promote your business on Nov 29. Terms & restrictions apply.

Get started at ShopSmall.com



Customer Care

Pay by Computer
open.com/pbc

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

See page 2 for additional information.

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

Payment Coupon
 Do not staple or use paper clips

Pay by Computer
open.com/pbc


Pay by Phone
 1-800-472-9297

Account Ending XXXXXXXXXX
 Enter account number on all documents.
 Make check payable to American Express.

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

Please Pay By 11/08/14
Amount Due \$403.52

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


 AMERICAN EXPRESS
 BOX 0001
 LOS ANGELES CA 90096-8000



Business Gold Card
 GORMAN SCHOOL DIST
 LISE WASTAFERRO
 Closing Date 10/24/14

OPENSM

Account Ending [REDACTED]

Payments and Credits

Summary

	Total
Payments	-\$90.26
Credits	\$0.00
Total Payments and Credits	-\$90.26

Detail *Indicates posting date

Payments	Amount
10/01/14* LISE WASTAFERRO PAYMENT RECEIVED - THANK YOU	-\$90.26

New Charges

Summary

	Total
LISE WASTAFERRO [REDACTED]	\$133.17
JOHANNIS ANDREWS [REDACTED]	\$270.35
Total New Charges	\$403.52

Detail

LISE WASTAFERRO
 Card Ending [REDACTED]

	Amount
10/14/14 NATIONAL AUTISM RES 8772492393 CA <i>Sp Ed supply</i>	\$43.22 ✓
DURABLE GOODS Description DURABLE GOODS	
10/21/14 TRANSACTION PROCESSED BY AMERICAN EXPRESS <i>Reading A-Z Computer-online program license</i>	\$89.95 ✓
Goods/Services	

JOHANNISANDREWS
 Card Ending [REDACTED]

	Amount
09/30/14 SMARTNFINAL437204378PALMDALE CA <i>Cafe supplies</i>	\$74.07 ✓
000-0000000	
09/30/14 MICHAELS 7753 PALMDALE CA <i>Inst. supplies</i>	\$20.66 ✓
ARTIST SUPPLY & CRAFT	
10/01/14 WAL-MART SUPERCENTERLANCASTER CA <i>Dist supplies</i>	\$22.50 ✓
DISCOUNT STORE	
10/01/14 WAL-MART SUPERCENTERLANCASTER CA <i>Dist supplies</i>	\$30.00 ✓
DISCOUNT STORE	
10/06/14 LANCASTER PLUMBING SLANCASTER CA <i>operation supplies</i>	\$70.52 ✓
661-942-1193 Description HARDWARE/TOOLS	
10/23/14 SMARTNFINAL437204378PALMDALE CA <i>Cafe supplies</i>	\$52.60
000-0000000	

Report Id : LARP029S1
 District : 64584
 Fiscal Year : 2015

GORMAN ELEMENTARY SCHOOL DIST. (Bank Acct: GORM)
 COMMERCIAL WARRANT REGISTER
 Voids Date : 2014-10-30 Issue Date : 2014-10-31

Page No : 1
 Run Date : 2014-10-30
 Run Time : 19:50:22

VOUCHER REF NO	PO NUMBER	Fund ResPrj	Goal Func Obj	Sch/Loc	Per/Fy	AMT BY ACCOUNT	WARRANT NUMBER	AMT BY WARRANT	WARRANT NUMBER	PMT PAY MTD CYCLE	SEQ NBR	STAT
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LACSTA 11403 ✓ 01.0-00000.0-00000-72000-5220-00000000 04/15 64.00 64.00 21713773 6260

Fall Convocation Dinner JA, PE

REGISTER TOTAL AMOUNT Issues : 64.00 Voids : 0.00 Net Disbursed : 64.00

From 21713773 To 21713773 Total number of vouchers : 1 Number of Vouchers Audited 0

SYSTEM WARRANTS ISSUED 1 From 21713773 To 21713773 Total number of vouchers : 1 Number of Vouchers Audited 0

MANUAL WARRANTS ISSUED 0 From 0 To 0

NUMBER OF VOIDS 0

SYSTEM WARRANTS ISSUED MTD 39 MANUAL WARRANTS ISSUED MTD 0 WARRANTS VOIDED MTD 0

SYSTEM WARRANTS ISSUED YTD 148 MANUAL WARRANTS ISSUED YTD 0 WARRANTS VOIDED YTD 2

Fund Summary Issues 64.00 Voids 0.00

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

Report Id : LAEP02981
 District : 64584
 Fiscal Year : 2015

GORMAN ELEMENTARY SCHOOL DIST. (Bank Acct: GORM)
 COMMERCIAL WARRANT REGISTER
 Voids Date : 2014-10-28 Issue Date : 2014-10-29

Page No : 1
 Run Date : 2014-10-28
 Run Time : 19.44.33

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 NBR	STAT
11401			01.0-65000.0	-57700	-11100	-4310	-00000000	04/15	43.22				
11401			01.0-11000.0	-11100	-10000	-4340	-00000000	04/15	89.95				
11401			13.0-53100.0	-00000	-37000	-4790	-00000000	04/15	126.67				
11401			01.0-11000.0	-11100	-10000	-4310	-00000000	04/15	20.66				
11401			01.0-00000.0	-00000	-81100	-4370	-00000000	04/15	70.52				
11401			01.0-00000.0	-00000	-72000	-4350	-00000000	04/15	52.50				
11402			01.0-00000.0	-00000	-72000	-4350	-00000000	04/15	148.23				

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Capit supply
Edut supply
operatidns
Dut supply

REGISTER TOTAL AMOUNT	Issues :	Voids :	Net Disbursed :
551.75	2	0	551.75
To 21699662	From 21699663	Total number of vouchers :	2
To	To	Number of Vouchers Audited	0

SYSTEM WARRANTS ISSUED	MANUAL WARRANTS ISSUED	MANUAL WARRANTS ISSUED MTD	MANUAL WARRANTS ISSUED YTD	WARRANTS VOIDED MTD	WARRANTS VOIDED YTD
38	147	0	0	0	2

Fund Summary	Issues	Voids
01.0	425.08	0.00
13.0	126.67	0.00

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

Report Id : LAAP029S1
 District : 64584
 Fiscal Year : 2015

GORMAN ELEMENTARY SCHOOL DIST. (Bank Acct: GORM)
 COMMERCIAL WARRANT REGISTER
 Voids Date : 2014-10-27 Issue Date : 2014-10-28

Page No : 1
 Run Date : 2014-10-27
 Run Time : 19:50.27

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
CHEVRON & TEXACO BUSINESS CARD	11399	✓	01.0-14000.0-00000-36000-4360-00000000	04/15	488.02	Total	488.02	488.02	21696651	CHK PAYOUT	6254		
SAN JOAQUIN COUNTY OFFICE OF E	11400	✓	01.0-00000.0-00000-72000-5310-00000000	04/15	300.00	Total	300.00	300.00	21696652	CHK PAYOUT	6254		
<p><i>Gas - Vans 9/26/14-10/20/14</i></p> <p><i>1yr E-join Fee</i></p>													
<p>REGISTER TOTAL AMOUNT Issues : 788.02 Voids : 0.00 Net Disbursed : 788.02</p>													
<p>SYSTEM WARRANTS ISSUED 2 From 21696651 To 21696652 Total number of vouchers : 2 Number of Vouchers Audited 0</p>													
<p>MANUAL WARRANTS ISSUED 0 From 0 To 0</p>													
<p>NUMBER OF VOIDS 0</p>													
<p>SYSTEM WARRANTS ISSUED MTD 36 MANUAL WARRANTS ISSUED MTD 0 WARRANTS VOIDED MTD 0</p>													
<p>SYSTEM WARRANTS ISSUED YTD 145 MANUAL WARRANTS ISSUED YTD 0 WARRANTS VOIDED YTD 2</p>													
<p>Fund Summary Issues 788.02 Voids 0.00</p>													

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

Report ID : LAAP029S1
 District : 64584
 Fiscal Year: 2015

GORMAN ELEMENTARY SCHOOL DIST. (Bank Acct: GORM)
 COMMERCIAL WARRANT REGISTER
 Voids Date : 2014-10-22 Issue Date : 2014-10-23

Page No : 1
 Run Date : 2014-10-22
 Run Time : 19.50.32

VOUCHER ID	REF NO	PO NUMBER	Fund ResPrj	Goal Func Obj	Sch/Loc	Per/FY	AMT BY ACCOUNT	WARRANT NUMBER	AMT BY WARRANT	PMT PAY MTD CYCLE	SEQ NBR	STAT
11397			01.0-00000.0-00000-72000-6510-00000000			04/15	3805.00	21688693	3805.00			

Mitel Phone system

REGISTER TOTAL AMOUNT	Issues :	3,805.00	To	21688693	To	3,805.00	Net Disbursed :	3,805.00
SYSTEM WARRANTS ISSUED	1	From	21688693	To	21688693	3,805.00		
MANUAL WARRANTS ISSUED	0	From		To				
NUMBER OF VOIDS	0							

SYSTEM WARRANTS ISSUED MTD	34	MANUAL WARRANTS ISSUED MTD	0	WARRANTS VOIDED MTD	0
SYSTEM WARRANTS ISSUED YTD	143	MANUAL WARRANTS ISSUED YTD	0	WARRANTS VOIDED YTD	2

Fund Summary
 01.0 3,805.00 Voids 0.00

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

Report Id : LAAP029S1
 District : 64584
 Fiscal Year: 2015

GORMAN ELEMENTARY SCHOOL DIST. (Bank Acct: GORM)
 COMMERCIAL WARRANT REGISTER
 Voids Date : 2014-10-21 Issue Date : 2014-10-22

Page No : 1
 Run Date : 2014-10-21
 Run Time : 19.47.44

PAYEE	VOUCHER ID	REF NO	FO NUMBER	Fund	ResPrj	Goal	Func	Obj	Sch/Loc	Per/FY	AMT BY ACCOUNT	WARRANT NUMBER	AMT BY WARRANT	PMT PAY MTD CYCLE	SEC NSR	STAT
AFLAC	11395			76.0-00000.0-00000-00000-9517-0000000	04/15	174.12				04/15	174.12	21684242	174.12	6246		
						Total					Total	21684242	174.12	6246		
ANTELOPE VALLEY SCHOOL BOARD A	11396			01.0-00000.0-00000-72000-5310-0000000	04/15	200.00				04/15	200.00		200.00			
						Total					Total	21684243	200.00			
ATKINSON, ANDELSON, LOYA, RUUD	11392			01.0-00000.0-00000-71000-5820-0000000	04/15	881.50				04/15	881.50	21684244	881.50	6246		
						Total					Total	21684244	881.50	6246		
FOUNDATION FOR EDUCATIONAL AEM	11398			01.0-00000.0-00000-72000-5220-0000000	04/15	895.00				04/15	895.00	21684245	895.00			
						Total					Total	21684245	895.00			
LEAF	11394			01.0-00000.0-11100-10000-5610-0000000	04/15	208.02				04/15	208.02		208.02			
				01.0-00000.0-00000-72000-5610-0000000	04/15	69.35				04/15	69.35		69.35			
						Total					Total	21684246	277.37	6246		
LOS ANGELES COUNTY TAX COLLECT	11393			01.0-00000.0-00000-72000-5880-0000000	04/15	300.00				04/15	300.00	21684247	300.00			
						Total					Total	21684247	300.00	6246		

Voluntary Deduction
Dues - 1/14
Legal Service District 9/14
Registration JA - Supt Symposium 1/27 - 1/28/15
Canon copiers leave pymt
7/1/14-6/30/15 2014 Property Tax
Teacherage

REGISTER TOTAL AMOUNT	Issues :	2,727.99	Voids :	0.00	Net Disbursed :	2,727.99
SYSTEM WARRANTS ISSUED	6 From	21684242	To	21684247	Total number of vouchers :	6
MANUAL WARRANTS ISSUED	0 From				Number of Vouchers Audited	3
NUMBER OF VOIDS	0					

SYSTEM WARRANTS ISSUED MTD	33	MANUAL WARRANTS ISSUED MTD	0	WARRANTS VOIDED MTD	0
SYSTEM WARRANTS ISSUED YTD	142	MANUAL WARRANTS ISSUED YTD	0	WARRANTS VOIDED YTD	2
Fund Summary	Issues	Voids			
01.0	2,553.87	0.00			
76.0	174.12	0.00			

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

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

CECELIA J. CUMMINGS, CPA 11387 ✓ 01.0-00000.0-00000-72000-5850-0000000 04/15 2625.00
 11387 ✓ 01.0-65000.0-57700-21000-5850-0000001 04/15 875.00
 Total 3500.00 ✓ 21681779 CHK PAYOUT 6244

PRENTIS EDWARDS 11389 ✓ 01.0-00000.0-00000-77000-5840-0000000 04/15 420.00
 Total 420.00 ✓ 21681780 CHK PAYOUT 6244

REGISTER TOTAL AMOUNT Issues : 3,920.00 Voids : 0.00 Net Disbursed : 3,920.00

SYSTEM WARRANTS ISSUED 27 From 21681779 To 21681780 Total number of vouchers : 2 Number of Vouchers Audited 2
 MANUAL WARRANTS ISSUED 136 From 0 To 0
 NUMBER OF VOIDS 0 From 0 To 0

SYSTEM WARRANTS ISSUED MTD 27 MANUAL WARRANTS ISSUED MTD 0 WARRANTS VOIDED MTD 0
 SYSTEM WARRANTS ISSUED YTD 136 MANUAL WARRANTS ISSUED YTD 0 WARRANTS VOIDED YTD 2

Fund Summary Issues 3,920.00 Voids 0.00

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

Report Id : LAP029S1
 District : 64584
 Fiscal Year: 2015

GORMAN ELEMENTARY SCHOOL DIST. (Bank Acct: GORM)
 COMMERCIAL WARRANT REGISTER
 Voids Date : 2014-10-15 Issue Date : 2014-10-16

Page No : 1
 Run Date : 2014-10-15
 Run Time : 20.08.35

PAYEE	VOUCHER ID	REF NO	PO NUMBER	Fund ResPrj	Goal Func Obj	Sch/Loc	Per/FY	AMT BY ACCOUNT	WARRANT NUMBER	PMT PAY MTD CYCLE	SEQ NBR	STAT
DELTA DENTAL	11386			01.0-00000.0-11100-10000-3411-00000000			04/15	120.62				
	11386			01.0-00000.0-11100-10000-3412-00000000			04/15	63.78				
	11386			01.0-00000.0-11100-36000-3412-00000000			04/15	21.26				
	11386			13.0-53100.0-00000-37000-3412-00000000			04/15	20.39				
	11386			01.0-00000.0-00000-72000-3412-00000000			04/15	40.77				
	11386			01.0-00000.0-00000-72000-3412-00000000			04/15	20.38				
				Total				287.20	21673917			6238
MOUNTAINSIDE DISPOSAL, INC.	11388			01.0-00000.0-00000-82000-5560-00000000			04/15	169.04				
				Total				169.04	21673918			6238
QUILL	11390			01.0-11000.0-11100-10000-4310-00000000			04/15	166.00				
	11390			01.0-00000.0-00000-27000-4350-00000000			04/15	27.24				
				Total				193.24	21673919			6238
SOUTHERN CALIFORNIA EDISON	11391			01.0-00000.0-00000-82000-5510-00000000			04/15	2213.09				
				Total				2213.09	21673920			6238
<p>REGISTER TOTAL AMOUNT Issues : 2,862.57 Voids : 0.00 Net Disbursed : 2,862.57</p> <p>SYSTEM WARRANTS ISSUED 4 From 21673917 To 21673920 Total number of vouchers : 4 Number of Vouchers Audited 0</p> <p>MANUAL WARRANTS ISSUED 0 From 0 To 0</p> <p>NUMBER OF VOIDS 0</p>												
SYSTEM WARRANTS ISSUED MTD	25			MANUAL WARRANTS ISSUED MTD				0				0
	134			MANUAL WARRANTS ISSUED YTD				0				2
<p>Fund Summary Issues Voids</p> <p>01.0 2,847.18 0.00</p> <p>13.0 20.39 0.00</p>												

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

PAYEE	VOUCHER ID	REF NO	PO NUMBER	Fund	ResPrj	Goal	Func	Obj	Sch/Loc	Per/FY	AMT BY ACCOUNT	WARRANT NUMBER	AMT BY WARRANT	WARRANT NUMBER	PMT PAY MTD CYCLE	SEQ NBR	STAT
AKA WATER SERVICES, INC.	11385	✓		01.0-00000.0-00000-82000-5530-00000000						04/15	635.00	635.00	635.00	21658549			
Total																	
FOLLETT SCHOOL SOLUTIONS, INC.	11384	✓		01.0-00000.0-11100-10000-4110-0000100						04/15	6097.76	6097.76	6097.76	21658550			
Total																	
GERTRUDE MONRO	11379	✓		01.0-65000.0-57700-21000-5850-00000000						04/15	300.00	300.00	300.00	21658551			
Total																	
KAISER FOUNDATION HEALTH PLAN	11382			01.0-00000.0-11100-10000-3411-00000000						04/15	1807.00	1807.00	1807.00	21658552			
Total																	
VINSA INSURANCE ASSOCIATES	11383			01.0-00000.0-00000-27000-3611-00000000						04/15	200.32	200.32	200.32	21658553			
Total																	

*Bacti testing, retests, labor - tank
 9/29/14
 disinfector*

Sp Ed Service 9/12/14

11/14

*Workers Comp.
 Prior year audit
 2013-14*

REGISTER TOTAL AMOUNT	Issues	15,403.69	VOIDS	0.00	Net Disbursed	15,403.69
SYSTEM WARRANTS ISSUED	5	From 21658549	To 21658553	Total number of vouchers :	5	Number of Vouchers Audited
MANUAL WARRANTS ISSUED	0	From	To			
NUMBER OF VOIDS	0					
SYSTEM WARRANTS ISSUED MTD	21					
SYSTEM WARRANTS ISSUED YTD	130					
Fund Summary						
01.0	13,986.61					
13.0	817.08					
76.0	600.00					
VOIDS						
MANUAL WARRANTS ISSUED MTD	0					
MANUAL WARRANTS ISSUED YTD	0					
WARRANTS VOIDED MTD	0					
WARRANTS VOIDED YTD	2					

Report Id : LRAPO29SI
 District : 64584
 Fiscal Year: 2015

GORMAN ELEMENTARY SCHOOL DIST. (Bank Acct: GORM)
 COMMERCIAL WARRANT REGISTER
 Voids Date : 2014-10-07 Issue Date : 2014-10-08

Page No : 1
 Run Date : 2014-10-07
 Run Time : 19.54.19

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
11381	✓		01.0-00000.0-00000-82000-5530-0000000	04/15				44.84					
								Total		44.84	21649022	CHK PAYOUT	6228
11380	✓		01.0-00000.0-00000-82000-5520-0000000	04/15				20.87					
								Total		20.87	21649023	CHK PAYOUT	6228
<p>REGISTER TOTAL AMOUNT Issues : 65.71 Voids : 0.00 Net Disbursed : 65.71</p>													
<p>SYSTEM WARRANTS ISSUED 2 From 21649022 To 21649023 Total number of vouchers : 2 Number of Vouchers Audited 0</p>													
<p>MANUAL WARRANTS ISSUED 0 From 0 To 0</p>													
<p>NUMBER OF VOIDS 0</p>													
<p>SYSTEM WARRANTS ISSUED MTD 16 MANUAL WARRANTS ISSUED MTD 0 WARRANTS VOIDED MTD 0</p>													
<p>SYSTEM WARRANTS ISSUED YTD 125 MANUAL WARRANTS ISSUED YTD 0 WARRANTS VOIDED YTD 2</p>													
<p>Fund Summary Issues 65.71 Voids 0.00</p>													

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

VOUCHER ID	REF NO	FO NUMBER	Fund ResPrj	Goal Func	Obj	Sch/Loc	Per/FY	AMT BY ACCOUNT	AMT BY WARRANT	WARRANT NUMBER	PMT PAY MTD CYCLE	SEQ NBR	STAT
11367 ✓			01.0-00000.0-00000-71910-5620-0000000	04/15				2030.00					
Total									2030.00		21644412	CHK PAYOUT	6224
<i>13 audit y ended 6/30/14</i>													
11369 ✓			01.0-33100.0-57700-21000-5850-0000000	04/15				1950.00					
Total									1950.00		21644413	CHK PAYOUT	6224
<i>Speech/Long 8/14 + 9/14</i>													
11374 ✓			01.0-65000.0-57700-21000-5850-0000000	04/15				182.00					
11374 ✓			01.0-65000.0-57700-21000-5850-0000001	04/15				1638.00					
Total									1820.00		21644414	CHK PAYOUT	6224
<i>Sp Ed 9/14</i>													

REGISTER TOTAL AMOUNT Issues : 5,800.00 Voids : 0.00 Net Disbursed : 5,800.00

SYSTEM WARRANTS ISSUED 3 From 21644412 To 21644414 Total number of vouchers : 3 Number of Vouchers Audited 3
 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 123 MANUAL WARRANTS ISSUED YTD 0 WARRANTS VOIDED YTD 2

Fund Summary Issues 5,800.00 Voids 0.00

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

Report ID : LAAF029s1
 District : 64584
 Fiscal Year: 2015

GORMAN ELEMENTARY SCHOOL DIST. (Bank Acct: GORM)
 COMMERCIAL WARRANT REGISTER
 Voids Date :2014-10-02 Issue Date :2014-10-03

Page No : 1
 Run Date : 2014-10-02
 Run Time : 19.48.30

VOUCHER ID	REF NO	PO NUMBER	Fund	Resprj	Goal	Func	Obj	Sch/Loc	Per/FY	AMT BY ACCOUNT	WARRANT NUMBER	AMT BY WARRANT	PMT PAY MTD	CYCLE	SEQ NBR	STAT
11375	✓		01.0-00000.0-00000-01100-4370-0000000						04/15	46.39		46.39				
<i>operation supplies</i>																
Total										46.39	21641942	CHK PAYOUT	6222			
11376	✓		01.0-00000.0-00000-01000-5630-0000000						04/15	47.98		47.98				
<i>Repair maintenance</i>																
Total										47.98	21641943	CHK PAYOUT	6222			
11365	✓		01.0-11000.0-11100-10000-4310-0000000						04/15	4.00						
11365	✓		01.0-00000.0-00000-27000-4350-0000000						04/15	2.00						
11365	✓		01.0-00000.0-00000-72000-4350-0000000						04/15	2.00						
<i>Canon copier toner - freight</i>																
Total										8.00	21641944	CHK PAYOUT	6222			
11366	✓		01.0-00000.0-00000-82000-5565-0000000						04/15	647.00		647.00				
<i>3/29/14-9/29/14</i>																
Total										647.00	21641945	CHK PAYOUT	6222			
11368	✓		01.0-00000.0-00000-71100-3412-0000000						04/15	500.00						
<i>Health Stipend 10/14</i>																
Total										500.00	21641946	CHK PAYOUT	6222			
11370	✓		01.0-00000.0-00000-72000-4350-0000000						04/15	473.61						
<i>Dust supplies - Banners</i>																
Total										473.61	21641947	CHK PAYOUT	6222			
11377	✓		13.0-53100.0-00000-37000-4710-0000000						04/15	3449.35		3449.35				
<i>meals 9/14</i>																
Total										3449.35	21641948	CHK PAYOUT	6222			
11371	✓		01.0-00000.0-00000-71100-3412-0000000						04/15	500.00						
<i>Health Stipend 10/14</i>																
Total										500.00	21641949	CHK PAYOUT	6222			
11378	✓		01.0-00000.0-00000-36000-5612-0000000						04/15	8556.43		8556.43				
<i>Home to School Service 9/14</i>																
Total										8556.43	21641950	CHK PAYOUT	6222			
11372	✓		01.0-00000.0-00000-72000-5910-0000000						04/15	10.79		10.79				
<i>Service 9/5/14</i>																
Total										10.79	21641951	CHK PAYOUT	6222			
11373	✓		01.0-00000.0-00000-27000-3611-0000000						04/15	252.62						
11373	✓		01.0-00000.0-00000-71000-3611-0000000						04/15	252.62						
11373	✓		01.0-00000.0-11100-10000-3611-0000000						04/15	856.41						
11373	✓		01.0-14000.0-11100-10000-3611-0000000						04/15	387.09						
11373	✓		01.0-41260.0-11100-10000-3611-0000000						04/15	26.25						
11373	✓		01.0-00000.0-00000-72000-3612-0000000						04/15	308.26						
11373	✓		01.0-00000.0-00000-81000-3612-0000000						04/15	127.72						
11373	✓		01.0-00000.0-11100-10000-3612-0000000						04/15	103.40						
11373	✓		01.0-14000.0-00000-36000-3612-0000000						04/15	44.31						
11373	✓		13.0-53100.0-00000-37000-3612-0000000						04/15	68.82						
Total										2427.50	21641952	CHK PAYOUT	6222			

*Workers Comp
2nd Quarter*

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			
REGISTER TOTAL AMOUNT																		
Issues :			16,667.05	Voids :		0.00		Net Disbursed :		16,667.05								
SYSTEM WARRANTS ISSUED	11	From	21641942	To	21641952	Total number of vouchers :										11	Number of Vouchers Audited	0
MANUAL WARRANTS ISSUED	0	From																
NUMBER OF VOIDS	0																	

SYSTEM WARRANTS ISSUED MTD	11	MANUAL WARRANTS ISSUED MTD		0		WARRANTS VOIDED MTD		0										
SYSTEM WARRANTS ISSUED YTD	120	MANUAL WARRANTS ISSUED YTD		0		WARRANTS VOIDED YTD		2										

Fund Summary																		
01.0	Issues																	
13.0	13,148.88		Voids															
13.0	3,518.17		0.00															
13.0	0.00		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.

GORMAN JOINT SCHOOL
DISTRICT



INJURY & ILLNESS
PREVENTION
PROGRAM
(IIPP)

TABLE OF CONTENTS

Introduction	3
Program Objective	3
Injury and Illness Prevention Program	3
Employee protection	8
General Safety Rules	8
Inspections	9
Safety Training and Education Program	9
Injury Reporting system and Evaluation	10
Employee Compliance Program	11
Safety Communication Program	12
Safety Committee Meetings	12
Accident Investigations and Reports	12
Hazard Control	14
Occupational Health	15
Public Protection	16
Emergency Procedures	16

GORMAN JOINT SCHOLL DISTRICT
INJURY AND ILLNESS PREVENTION PROGRAM

I. INTRODUCTION

The Gorman Joint School District, through its administration and management, is committed to the safety and health of all employees and recognizes the need to comply with regulations governing injury and accident prevention and employees safety.

II. PROGRAM OBJECTIVE

The primary objective of the Injury and Illness Prevention Program (IIPP) is to reduce job-related employee injuries and illnesses as well as to insure compliance with California Occupational Safety and Health Act (Cal/OSHA) Title 8, section 3203, which required each employer to:

- A. Establish and maintain an effective IIPP
- B. Provide a safe and healthy working environment for all employees.
- C. Reduce the human and financial losses resulting from injuries and illnesses arising out of or occurring in the course of employment.
- D. Establish safety policies, committees, training and communication processes which will contribute to and be part of IIPP.
- E. Establish on-going IIPP's for all departments.

III. INJURY AND ILLNESS PREVENTION PROGRAM

A. Support

All employees are expected to comply with the IIPP. The program reflects the administration's concern for safety and its commitment to the policies outlined in the program.

B. Responsibilities

1. *Responsible Person*

The Superintendent/Principal will be responsible for overseeing and directly the IIPP administration as follows:

- a. Administering the IIPP to determine compliance.
- b. Maintaining records as prescribed by legislation.
- c. Coordinate training for supervisors to effectively communicate safety instructions to employees.
- d. Coordinate employee training on safety, health and mishap prevention.
- e. Advising department heads and department safety members on safety equipment, personal protective equipment, and policies and procedures.
- f. Conducting and assisting with scheduled and unscheduled periodic safety and health inspections.
- g. Advising department heads on potential safety and health hazards.
- h. Performing follow-up investigations of injuries and illness as required.
- i. Performing those duties necessary to insure compliance with applicable safety and health regulations.

2. *Department Heads*

The department head is responsible for the effective implantation and maintenance of the department's IIPP as follows:

- a. Designated a Department Safety Member.
- b. Implement the District approved IIPP.
- c. Established and maintain a system of job safety analysis, safety inspections, accident investigation and pertinent safety performance records.
- d. Provide safety orientation, adequate job training and continuing safety instruction for all department employees.
- e. Assist the Safety Consultant in the on-going safety illness prevention training.

- f. Insure compliance with Cal/OSHA regulations with regard to specific performance such as safety training meetings.
- g. Familiarize themselves with the safety program and ensure its effective implementation.
- h. Be aware of all safety considerations when introducing a new process, procedure, machine or material to the workplace.
- i. Give maximum support to all programs and committees whose function is to promote safety and health.
- j. Actively participate in Safety Committees as required.
- k. Review serious accidents to ensure that proper reports are completed and appropriate action is taken to prevent repetition.
- l. Maintain records of all safety training sessions for a minimum of five years.

3. *Supervisors*

The supervisor is the key to an IIPP. The supervisor shall:

- a. Recognize the potential or real hazards of each job supervised.
- b. Continuously observe and evaluate work conditions and procedures to detect and correct unsafe conditions and practices.
- c. Emphasize to employees the benefits of observing safety procedures and using prescribed protective equipment.
- d. Enforce those safety rules, procedures and policies applicable to their function.
- e. Recommend discipline for employees who do not comply with safety and health rules, procedures and policies.
- f. Provide new employee orientation, job specific training and safety training sessions. Records of all training shall be maintained in the department's files for a minimum of five years.

- g. Promptly investigate injuries, illnesses and accidents.
- h. Encourage employees to report unsafe conditions and to submit practical suggestions for correction.
- i. Immediately initiate action to correct all safety hazards which are identified. The supervisor shall notify the department head immediately if further corrective action is necessary.
- j. Insure that tools, equipment and protective devices are properly maintained and utilized.
- k. Perform those duties which will enhance the success of the IIPP.
- l. Familiarize themselves with District safety policies, programs and procedures.
- m. Provide complete safety training to employees prior to the assignment of duties.
- n. Investigate injuries to determine cause, than take action to prevent repetition.
- o. See that all injuries, no matter how minor, are treated immediately and referred to Business Services to ensure prompt reporting to the insurance administrator.
- p. Inspect work areas often to detect unsafe conditions and work practices.

4. *Employees*

All employees are required to develop and demonstrate safe work practices. They shall:

- a. Promptly report to their supervisor all accidents and injuries occurring within the course of their employment.
- b. Promptly report to their supervisor all unsafe conditions that they observe.
- c. Attend and practice in safety training sessions.
- d. Use prescribed protective clothing and devices where required.
- e. Learn and observe the safety rules, procedures and policies.

- f. Maintain equipment in good condition, with all safety guards in place when in operation.
 - g. Encourage co-workers to work safely.
5. *Safety Committee*
Safety Committee shall:
- a. Oversee the safety and health policies and procedures.
 - b. Act at the direction of the Committee Chairperson.
 - c. Meet monthly to perform the following functions:
 - (1) Analyze the effectiveness of the IIPP and develop policy recommendations to meet current needs.
 - (2) Review safety problems and recommend practical solutions to the problems.
 - (3) Coordinate and provide training to the District's Crisis Response Team.
 - (4) Assist in the implementation of individual department IIPP.
 - (5) Recommend safety presentations and training for employees.
 - (6) Review results of periodic scheduled work site inspections.
 - (7) Review alleged hazardous conditions brought to the attention of any committee member.
 - (8) Upon request by Cal/OSHA, verify abatement action taken by the District to abate citations issued by Cal/OSHA.
 - (9) Prepare and make available to the affected employees written records of the safety and health issues discussed at the committee meetings and maintained for review by the division (Cal/OSHA) upon request.

IV. EMPLOYEE PROTECTION

Employees who report possible violations of occupational and safety standards may not be discharged from filing such a report or for participating in an Occupational Health and Safety Committee. Furthermore, an employee may not be fired for refusing to work in violation of health and safety standards. An employee who believes that he or she has been discharged or otherwise discriminated against may file a complaint with the Labor Commission within 30 days of the alleged unlawful discharge.

V. GENERAL SAFETY RULES

For the protection and safety of all employees, the District has established the following rules designed to prevent accidents and injuries. Compliance with these rules is mandatory. Documentation will be made when the rules are distributed to new employees.

- A. All accidents and injuries shall be reported to the supervisor at the time of their occurrence.
- B. Machines or equipment shall not be operated until proper instructions on its operation have been received.
- C. Horseplay. Throwing things, running in aisles and stairways, distracting other employees at work and unnecessary shouting are forbidden.
- D. All spilled oil, grease, water and other liquids shall be cleaned up immediately.
- E. Any defective tool or equipment shall be immediately reported to supervision.
- F. Failure by an employee to comply with the safety rules is grounds for corrective discipline or termination.
- G. Specific Department Safety Rules, when application, shall be posted in appropriate work areas.
- H. Personal protection equipment shall be worn when and where required.
- I. Lifting is to be done only in the approved safe manner.
- J. All work areas are to be kept in a clean and orderly condition.

VI. INSPECTIONS

All department personnel will be responsible for continuous, ongoing inspection of the workplace. When discovered, potentially hazardous conditions will be corrected immediately or a report will be filed to initiate corrective action. Inspections will also be conducted when new hazards are introduced into the workplace and when the District is made aware of a new or previously unrecognized hazard.

Regularly scheduled planned inspections will be made by Safety Consultant, and site personnel utilizing the District's self-inspection guidelines.

The following review process will be followed:

- A. The report will be reviewed by District administration and site administration, and action will be taken to eliminate potential hazards.
- B. The inspection report will be reviewed by the Director of Business Services and forwarded to the Director of Maintenance and Operations. Assignments, target dates and recommendations will be established by the Director of Maintenance and Operations on priority basis.

VII. SAFETY TRAINING AND EDUCATION PROGRAM

The Safety Training and Education Program will include three areas: employee training, supervisory training and safety education.

A. The Safety and Health Training Program will include:

- 1. An employee orientation program outlining the provisions of SB and the IIPP.
- 2. General safety training to cover hazards basic to all areas of employment.
- 3. Specific safety training to cover hazards that are unique to each employee's job assignment.

Specific job safety analysis (JSA) information shall be utilized to complete this training.

B. Safety and Health Training for supervisors should include:

1. Theory on injury prevention.
2. Supervisor's responsibility under SB 198.
3. How to conduct job safety analysis (JSA).
4. Accident prevention.
5. Accident investigation and follow-up.
6. Requirements for and use of personal protection equipment.
7. Hazard recognition, both general and specific, for District operations.
8. Employee communication programs.
9. Emergency procedures training.
10. Employee's instruction techniques and communication skills techniques.

C. Safety Education Program shall include the following:

1. Regularly scheduled employee safety training meetings which will cover safety subjections specific to the department and work assignments.
2. The availability of safety films for department use.
3. Bulletin boards, posters and safety equipment displays to promote safety.

In all instances, all training instruction shall be documented and filed with the department head or site administrator as part of the total IIPP. Copies of training instruction shall be forwarded to Business Services.

VIII. INJURY REPORTING SYSTEM AND EVALUATION

One of the primary keys to the IIPP is the injury reporting system and the information that is obtained as part of the injury report. The information compiled should be carefully evaluated and corrective action recommendations made.

The major burden for reporting the injury and fully documenting it resides with supervisors. Supervisors should minimally:

- A. Insure that an employee accident report be completed immediately.

- B. Investigate the injury and file a complete and thorough report of the causes and recommendations to eliminate the hazards.
- C. Insure that corrective action is taken to eliminate the hazard.
- D. Instruct employees in injury avoidance techniques with special references to the most recent occurrence.
- E. Report the investigation findings to the IIPP Coordinator, Director of Business and the Department Head.

IX. EMPLOYEE COMPLIANCE PROGRAM

To ensure that employees comply with the District's IIPP, the District has established disciplinary procedures.

A. Disciplinary Procedures

The disciplinary procedures apply to all employees and supervisors as well.

1. Employees who fail to comply with safety rules shall be subject to disciplinary action.
2. Supervisors may be subject to disciplinary action for any of the following reasons:
 - a. Violation of District safety and health policies and procedures.
 - b. Repeated safety rule violation by their department employees.
 - c. Failure to provide adequate training prior to job assignment.
 - d. Failure to report accidents and provide medical attention to employees injured at work.
 - e. Failure to control unsafe conditions or work practices.
 - f. Failure to maintain good housekeeping standards and cleanliness in their departments.

X. SAFETY COMMUNICATION PROGRAM

The IIPP must provide for a means of readily understandable communication with affected employees on safety and health matters. The District may utilize any of the following methods of communicating with employees regarding safety and health issues.

- A. Safety Committee Meetings
- B. Safety Training Program
- C. Employee Meetings

XI. SAFETY COMMITTEE MEETINGS

Safety Committee will be comprised of members (supervisors and/or employees) of the various departments and the administration. Members will meet, when requested, by memorandum. Members will review the following:

- A. Unfinished business of the previous meeting.
- B. Discussion of recent accidents and corrective action taken.
- C. New and outstanding recommendations submitted by outside agencies (Fire Department, Cal/OSHA, etc.).
- D. New Business.
- E. Proposed employee safety training.

All meetings will be documented and the time and place for the next meeting will be set prior to the completion of the meeting.

Employee Safety Meetings – supervisors will be responsible for holding department safety meetings on a regular basis. Employee's attendance and discussion topics will be documented.

XII. ACCIDENT INVESTIGATIONS AND REPORTS

It is policy of the District to carry out a thorough program of accident investigation. Supervisory personnel will be primarily responsible for making an investigation of all accidents in their areas of responsibility. Accidents involving fire, death, serious injury or extensive property damage will be investigated jointly by the supervisor, District personnel, and outside agencies, if necessary.

The primary goal of the accident investigation program is the prevention of future similar accidents through the use of knowledge derived from the investigations. Additionally, the investigation will be used to prepare reports required by Cal/OSHA and the Worker's Compensation Insurance Administrator.

When an employee is injured at work, the supervisor is responsible for taking emergency action to have first aid administered, to obtain professional medical attention as soon as possible, and protect other employees and equipment. The supervisor shall begin to investigate the circumstances of the accident immediately.

Accident investigation must be conducted as soon after the accident as possible. The less time that elapses between accident and investigation, the better the information that can be obtained. Facts are clearer, more details are remembered and conditions are nearest those at the time of the accident.

The accident investigation will be your analysis and account of the accident based on the data gathered by examination of all facts, opinions, statements and related information.

Upon responding to the accident scene, the first person you should ask questions of is the victim of the injured person.

- A. Put the victim/injured person at ease. Remind the person of being interviewed that the sole purpose of the accident investigation is to prevent reoccurrence of the accident and to fix blame and you can only do this with their help.
- B. Conduct the interview at the scene of the accident. This will help the victim/witness to explain and you to understand the facts of the accident. Make this interview as private as possible. This will not only make the victim/witness more relaxed, but prevents their observations and ideas from being influenced by others.
- C. Ask for their version of the accident. Make sure you stress you want their version of what happened just as they remembered it. Let them tell the story! Do not interrupt to clarify, interpret or evaluate. If there is something you don't understand, wait until they are finished, and then ask questions. Above all, do not make judgments. This will place the person being interviewed on the defensive and defeat the purpose of the interview.
- D. Ask only those questions that are necessary. Limit your questions to facts. Ask open questions when possible. Stay clear of questions with a "yes" or "no" response. Always ask questions in a friendly, construction manner. IF you must ask why questions, wait until you have all other information as these tend to put the employee on the defensive.

- E. Repeat the story as you understand it. This will assure correct understanding by allowing the employee to be sure you understand what was meant (not just what was said).
- F. Close the interview on a positive not prevention. Discuss actions that may be taken to prevent the accident from happening again. Before ending the interview, check all information to be sure nothing has been left out. Let the employee help in developing recommendations to prevent reoccurrence of a similar accident.

In order for the Supervisor's Report to be effective, the narrative should contain all of the information gathered as a result of the investigation.

- A. Description of accident or employee/witness account of illness:
This is the section where you explain the what, where, who and how of the accident from the information you have gathered.
- B. Results of the accident or illness:
Now you must detail where the victim was injured. What were the injuries and to what extent to they affect the victim. Photographs and diagrams should be used for documentation.
- C. Basic Cause:
Explain fully in light of the act, condition or personal factor. The position of the narrative is asking that important question why did the accident happen.
- D. Corrective measure taken and/or personal factor:
Here you are to explain what has been done to prevent a reoccurrence of the accident and how are the recommendations or corrective measures to be accomplished.
- E. Additional comments and observations:
This place is reserved for comments or elements you as a supervisor may be aware of but may only have some indirect bearing on the accident.

The Supervisor's Accident Report (if any injury occurred) must be submitted to the Business Office not later than 24 hours after the accident.

XIII. HAZARD CONTROL

The most effective methods of accident prevention are the systematic elimination or control of hazard. The following basis hazard control methods shall be followed:

- A. Machine guards and warning devices shall meet state and federal standards. Safety of operations is to be given consideration to design, modification and

purchasing of equipment. Inspections will be made by supervisors to assure that guards are not removed and are in use at all times.

- B. Appropriate personal protective equipment is to be provided by the District and its uses is to be strictly enforced. Initial and periodic training in the care and use of safety glasses, respirators, hearing protection, hard hats, etc. is to be provided.
- C. Preventive maintenance on machinery and equipment is to be tailed to the various locations. Records shall be kept by department heads or site administrator of all inspections and repairs; recommendations will be acted upon promptly.
- D. Housekeeping is to be emphasized; aisles and storage areas are to be marked and space is to be assigned for tools and equipment. Employees will have cleanup responsibility in their own areas in addition to the regular custodial work.
- E. Proper material-handling techniques are to be emphasized and mechanical equipment for moving materials will be provided as required.
- F. Fire Department personnel and other agencies may periodically inspect District sites for fire hazards. Business Services and the Safety Consultant will regularly inspect for safety hazards to assure continuing compliance with federal and state laws.
- G. All accidents are to be investigated by the responsibility supervisor or his/her designated person. All property damage will be reported immediately.

XIV. OCCUPATIONAL HEALTH

Employee health is of primary concern to the District. The following areas are of specific concern to the District.

- A. Areas which are hazardous because of toxic fumes, smoke and/or dust are to be identified. It is the designated person's responsibility to work with the Safety Consultant and the Director of Maintenance and Operations to see that proper ventilation and safety equipment is installed as required.
- B. Noise safety will be made of all high-noise level operations. Engineered noise controls will be implemented or protective equipment will be provide as required. Audiometric tests may be required for new-hires and periodic retesting may be done for those employees working in high-noise level areas.
- C. Hazardous materials are to be identified to establish the safe handling, storage and use of them. Care is to be taken to label all containers in accordance with federal, state and local standards.

XV. PUBLIC PROTECTION

Protection of the public while visiting or working on a District property is a major District responsibility. The following procedures and safeguards have been established.

- A. Members of the public (i.e., visitors, contractors, parents and repair people) are to check in at each site. Personal protective equipment is to be issued as required. Visitors may be restricted to certain areas. Is the designated person's responsibility to work with the Safety Consultant and the Director of Maintenance and Operations to see that areas such as parking lots, driveways, walkways, stairs, halls and floors are adequately lighted and maintained. All construction sites are to be posted or fenced. Periodic inspections will be made to assure adequate maintenance of public safeguards.
- B. Measures, i.e. odor control, chlorine leak alarms and/or fencing, will be utilized to reduce public liability exposure at District sites. These measures will be inspected on a regularly scheduled basis.

XVI. EMERGENCY PROCEDURES

Emergency response procedures have been established by the District for orderly shutdown of District site facilities in the event of fire, riot, strike, bomb threat, flood, earthquake and/or other natural disasters. These procedures are found in the District Emergency Preparedness Plan and shall be followed.

GORMAN JOINT SCHOOL
DISTRICT



HEAT ILLNESS PREVENTION
PROGRAM

TABLE OF CONTENTS

Purpose	3
Identifying Outdoor Work Environments and Conditions	3
Monitoring Weather	4
Monitoring Employee Acclimatization for working Outdoors in Heat	4
Providing Clean Drinking Water	5
Providing Adequate Shade	5
Addressing High-Heat Procedures	7
Handling an Ill Employee Emergency Procedures	7
Supervisor and Employee Training	8
Attachment A- Heat Illness Employee Training Handout	10
Attachment B- Types of heat Illness	12

GORMAN JOINT SCHOOL DISTRICT
HEAT ILLNESS AND PREVENTION PROGRAM

I. PURPOSE

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

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

II. IDENTIFYING OUTDOOR WORK ENVIRONMENTS AND CONDITIONS

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

- A. Physical Education Teachers
- B. Maintenance/Custodians
- C. Supervisor Aides

III. MONITORING WEATHER

A. Weather Forecast

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

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

B. Weather Monitoring prior to workday during times of risk

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

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

The supervisor may be responsible for using a thermometer at the jobsite and periodically checking the temperature to monitor for sudden increases. Once the temperature exceeds 85° Fahrenheit (F), the shade structures are opened and

accessible to the workers. Once the temperature equals or exceeds 95° F, the additional preventative measures such as the high-heat procedures are implemented.

IV. MONITROING EMPLOYEE ACCLIMATIZATION FOR WORKING OUTDOORS IN HEAT

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

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

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

V. PROVIDING CLEAN DRINKING WATER

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

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

VI. PROVIDING ADEQUATE SHADE

When outdoor temperature in the work area exceeds 85° F, we will provide and maintain one or more areas with shade at all times while employees are present. These areas will either be open to the air or provided with ventilation or cooling. We will also provide shade when an employee specifically requests it, even when the temperature does not exceed 85° F. Employees will be allowed and encouraged to take a cool-down rest in the shade for a period of no less than five minutes anytime they feel the need to protect themselves from overheating.

Depending on the worksite, shade may be provided by:

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

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

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

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

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

- D. Ensure the shade structures are relocated to follow the crew and double-check they are close as practical to the employees so access to shade is provided at all times.

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

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

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

VII. ADDRESSING HIGH-HEAT PROCEDURES

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

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

VIII. HANDLING AN ILL EMPLOYEE AND EMERGENCY PROCEDURES

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

- A. Immediately call 911
- B. Move the employees to a cooler/shaded area

- C. *Remove excess layers of clothing*
- D. *Fan and mist the worker with water*
- E. *Apply ice (ice bags or ice towels)*
- F. Provide cool drinking water, if able to drink

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

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

- A. Determine if workers and the foreman need a map along with clear and precise directions (such as streets or road names, distinguishing features, and distances to major roads) of the site to avoid a delay of emergency medical services.
- B. Ensure a qualified, appropriately trained, and equipped person will be available at the site to render first aid if necessary.
- C. Ensure responsibility for calling emergency medical service is assigned to an English-speaking worker at the site.
- D. Verify all foremen and supervisors carry cell phones or other means of communication to ensure emergency medical services can be called.
- E. Ensure all communication devices are functional at the worksite prior to each shift.

IX. SUPERVISOR AND EMPLOYEE TRAINING

Employees

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

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

Supervisors

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

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

Training

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

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

Attachment B Types of Heat Illness

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

Heat Stroke

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

Heat Exhaustion

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

Heat Syncope

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

Heat Cramps

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

Heat Rash

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

Sunburn

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

GORMAN JOINT SCHOOL
DISTRICT



BLOOD BORNE PATHOGENS
PROGRAM

TABLE OF CONTENTS

Introduction	3
Blood Borne Diseases	3
HBV	3
HCV	4
HIV	4
Workplace Transmission	5
Accidental Injury	5
Indirect Transmission	6
Exposure Control Plan	6
Universal Precautions	6
Reducing Your Risk	7
Work Practice Controls	7
Personal Protective Equipment	7
Engineering Controls	8
Hand Washing	8
Personal Hygiene	8
General Rules on PPE	9
Gloves	9
Glove Removal	10
First Responders Kits	10
Good Housekeeping	10
Know This Label	11
HBV Vaccinations	11
Playing it Safe	11
Blood borne Pathogens in School	12

GORMAN JOINT SCHOOL DISTRICT **BLOODBORNE PATHOGENS PROGRAM**

I. INTRODUCTION

Guidelines have been developed by the Centers of Disease Control (CDC) and the Occupational Safety and Health Administration (OSHA) that can protect you from blood borne pathogens. These guidelines outline a method for Lowell Joint Unified School District to follow in order to substantially reduce the risk of contracting a blood borne disease while on the job. OSHA has developed a standard to protect anyone who can reasonably anticipate contact with blood or potentially infectious body fluids while at work.

OSHA recommends that Districts identify the personnel whose job duties expose them to blood and potentially infectious body fluids. Not every school employee is occupationally exposed to blood borne pathogens. However, it's important that every school employee understands the dangers of infection and safe practices to minimize risk.

II. BLOODBORNE DISEASES

Blood borne pathogens are microorganisms carried by human blood and other body fluids. The two most common are the hepatitis B virus (HBV), hepatitis C (HCV) and the human immunodeficiency virus (HIV).

Unfortunately, children are as prone to blood borne diseases as adults are. That means you are as much in danger of infection from the children you work with as any other group in society.

III. HBV

Hepatitis means "inflammation of the liver". Most people suffering from HBV will heal in approximately six months. But the virus can be life threatening-leading to cirrhosis and almost certain death. According to the CDC, each year in the U.S. approximately 38,000 people become infected with HBV.

If you become infected with HBV:

- A. You may suffer from flu-like symptoms (fatigue, weight-loss, fever or diarrhea).
- B. You may require hospitalization.
- C. You may not exhibit any symptoms, being unaware that you are a carrier.
- D. Your blood, saliva and other body fluids may be infected.
- E. You may spread the virus to sexual partners, family members and even unborn infants.

Symptoms of this disease are hard to pin down. Many contagious people show no signs or symptoms whatsoever. Only blood tests can positively identify the disease.

IV. HCV

It is spread by direct contact with the blood of an infected person. Once transmitted, the incubation period is an average of 45 to 75 days. Only 25% to 30% of infected individuals show any signs of infection, and those signs may not be recognized. Symptoms of HCV are similar to those of HBV (see above).

Approximately 4 million Americans are currently infected with HCV, and an estimated

36,000 to 242,000 new infections occur in the United States each year. About 15% of HCV-infected individuals clear the virus, and about 85% go on to develop chronic hepatitis C. Chronic liver disease may develop in 70% of the individuals with chronic hepatitis C, resulting in 8,000 to 10,000 deaths each year. Infection with HCV is the most common reason people have liver transplants in the United States.

V. HIV

The human immunodeficiency virus attacks the body's immune system, causing the disease known as AIDS. According to the CDC, each year in the U.S. approximately 50,000 individuals contract HIV. At present, there is no vaccine to prevent AIDS. If you contract HIV:

- A. You may suffer from flu-like symptoms (fever, diarrhea, fatigue).
- B. You may carry the virus without showing symptoms for several years.
- C. You will eventually develop AIDS.
- D. You may fall victim to AIDS-related illnesses including neurological problems, cancer and other opportunistic infections.

HIV is transmitted mainly through sexual contact, but also may be spread by contact with blood and body fluids. HIV is not transmitted by touching or working around people who carry the disease.

VI. WORKPLACE TRANSMISSION

Knowing how these dreaded diseases are transmitted can be your first line of defense from infection. HBV, HCV, HIV and other pathogens may be present in blood and other materials, such as:

- A. Body fluids containing visible blood.

- B. Semen and vaginal secretions.
- C. Torn or loose skin.

Blood borne pathogens can cause infection by entering your body through:

- A. Open cut and nicks.
- B. Skin abrasions.
- C. Dermatitis.
- D. Acne.
- E. The mucous membranes of your mouth, eyes or nose.

Special-education employees should take extra caution while working with severely disabled children. Some children may be more:

- A. Vulnerable to injury.
- B. Likely to have special medical needs.
- C. Dependent on adults for personal care.

VII. ACCIDENTAL INJURY

You can become infected by cutting yourself with a contaminated sharp object like:

- A. Broken glass
- B. Sharp metal
- C. Needles
- D. Knives
- E. Exposed ends of orthodontic wires.

VIII. INDIRECT TRANSMISSION

Blood borne diseases can also be transmitted indirectly. This happens when you touch a contaminated object or surface and then transfer the infection to your:

- A. Mouth
- B. Eyes
- C. Nose
- D. Non-intact skin

Sound unlikely? Not when you consider HBV can survive on surfaces dried and at room temperature for at least a week. Contaminated surfaces are a major factor in the spread of HBV.

IX. EXPOSURE CONTROL PLAN

OSHA recommends that every School District create a written Exposure Control Plan

(ECP) that's made available to every school employee. The ECP will:

- A. Identify the personnel at greatest risk for exposure.
- B. Analyze the potential hazards of each job description.
- C. Determine what measures will be taken to reduce the risk of exposure to blood borne pathogens on the job.

X. UNIVERSAL PRECAUTIONS

Most approaches to infection control are based on the concept of Universal Precautions- treating all blood and body fluids as if they were potentially infectious.

This approach is critical because it is impossible to tell who is infected with HBV, HCV or HIV simply by appearances. Many people who carry infectious disease have no visible symptoms and no knowledge of their condition.

Victims of HBV, HCV and HIV come from:

- A. All age groups.
- B. Every socioeconomic class.
- C. Every state and territory.
- D. Rural areas and inner cities.

Remember that an exposure can lead to infection. Using Universal Precautions may literally save your life.

XI. REDUCING YOUR RISK

Reducing your risk of exposure to blood borne pathogens means you need to do more than wear gloves. To protect yourself effectively use:

- A. Work practice controls.
- B. Personnel protective equipment.
- C. Engineering controls.
- D. Hand washing.
- E. Hepatitis B vaccine.

Alone, none of these five approaches is 100-percent effective. They must be used together to protect you from HBV, HCV and HIV.

XII. WORK PRACTICE CONTROLS

Work practice controls are specific procedures you must follow on the job to reduce your exposure to blood or other potentially infectious materials. The school system will assign personnel to deal with blood borne hazards on a regular basis. These employees may include:

- A. A person trained in blood borne pathogens safety to give first-aid treatment to students.
- B. A custodian or trained person responsible for cleaning up all body fluid spills.

PERSONAL PROTECTIVE EQUIPMENT

The type of personal protective equipment or PPE appropriate for your job varies with the task and the exposure you anticipate. PPE you should wear may include: gloves, masks, aprons, lab coats, face shields, protective eyewear, masks, mouthpieces and resuscitation bags or other ventilation devices.

XIII. ENGINEERING CONTROLS

Your District will provide physical or mechanical systems that eliminate hazards at their source. Their effectiveness usually depends on you. Know what engineering controls are available at your school and use them.

For example, appropriate containers must be used for disposing of regulated waste and towels soaked with blood or body fluids.

XIV. HAND WASHING

The most important work practice control is hand washing. Good hand washing keeps you from transferring contamination from your hands to other parts of your body or other surfaces you may contact later.

You should wash your hands with nonabrasive soap and running water:

- A. Every time you remove your gloves or other PPE.
- B. If skin or mucous membranes come in direct contact with blood or other body fluids, wash or flush the area with water as soon as possible.
- C. Where hand washing facilities are not available, such as a school bus, your employer will provide an antiseptic hand cleanser or antiseptic towelettes. Use these as a temporary measure only. You must still wash your hands with soap and running water as soon as you can.

XV. PERSONAL HYGIENE

Here are more ways to protect yourself from blood borne pathogens:

- A. Minimize splashing, spraying, spattering and generation of droplets when attending to an injured student or co-worker, especially where blood is present.
- B. Don't eat or drink, smoke, apply cosmetics or lip balms, or handle contact lenses where there is likelihood of exposure.
- C. Don't keep food and drink in refrigerators, freezers, shelves, and cabinets or on countertops or bench tops where blood or other potentially infectious materials are present.

If you clean up blood or body fluids:

- A. Wear appropriate PPE.
- B. Use solution of one part bleach to 10 parts water.

- C. Disinfect mops and cleaning tools after the job is done.

Your school system will issue personnel protective equipment or make it readily accessible. In addition, your school system will maintain, replace or dispose of any PPE at no cost to you.

XVI. GENERAL RULES ON PPE

You and your employer must work together to make sure your PPE does its job.

- A. You must be trained to use the equipment properly.
- B. You must use appropriate PPE each time you perform a task with potentially infectious materials.
- C. The equipment must be appropriate for the task and fit properly, especially gloves.
- D. All equipment must be free of flaws that could impede safety.

If PPE becomes penetrated by blood or other infectious materials then remove it as soon as possible.

XVII. GLOVES

Gloves are the most frequently used type of personal protective equipment. You must wear gloves when it is reasonably anticipated your hands may contact:

- A. Blood.
- B. Potentially infectious materials.
- C. Mucous membranes or non-intact skin.

Single-use disposable gloves are used for first-aid procedures. Heavy-duty utility gloves should be used for housekeeping. If you are allergic to disposable gloves, there are hypoallergenic gloves, glove liners, powerless gloves or other alternatives available.

Since gloves can be torn or punctured, cover hand cuts with bandages before putting on gloves. Replace gloves as soon as you can if they are:

- A. Torn
- B. Punctured
- C. Contaminated

- D. Defective in any way.

Never wash or decontaminate single-use disposable gloves for reuse.

XVIII. GLOVE REMOVAL

As important as wearing gloves is, you are not protected unless you remove them correctly.

- A. With both hands gloved, peel one glove off from top to bottom and hold it in the gloved hand.
- B. With the exposed hand, peel the second glove from the inside, tucking the first glove inside the second.
- C. Dispose of the gloves promptly.
- D. Never touch the outside of the glove with bare skin.
- E. Every time you remove your gloves, wash your hands with soap and running water as soon as possible.

XIX. FIRST RESPONDERS KITS

Your school may provide first responder kits as an effective way to deal with injuries and reduce the threat of blood borne pathogens. The kit should contain:

- A. Gloves
- B. Combination masks that protect eyes, nose and mouth.
- C. Gauze and all other appropriate first aid equipment.
- D. Device for resuscitation.

XX. GOOD HOUSEKEEPING

Good housekeeping is everyone's responsibility, since it protects you and the students. Your facility's Exposure Control Plan will list specific methods and regular schedules for cleaning surfaces possibly contaminated with infectious materials.

Here are some general rules:

- A. Clean and decontaminate all equipment and environmental working surfaces as soon as possible after contact with blood or other potentially infectious materials. Use an appropriate disinfectant such as a solution of one part bleach to 10 parts water.
- B. Never pick up broken glass with gloved or bare hands. Use tongs or a broom and dustpan.
- C. Place contaminated sharps and infectious wastes in designated containers. Sharps containers should be labeled or color-coded, leak-proof containers that are closeable and easily accessible to those who use them. Do not allow waste containers to overfill.
- D. Handle contaminated laundry as little as possible and with minimal agitation. Place soiled laundry in labeled or color-coded leak-proof bags or containers without sorting or rinsing.
- E. Bins, pails, cans and similar receptacles that are reused and have a reasonable likelihood for becoming contaminated with blood or other infectious materials shall be inspected and decontaminated on a regularly scheduled basis.

XXI. KNOW THIS LABEL

Watch for fluorescent orange-red labels, red bags and containers with a biohazard symbol. This symbol warns you that the container holds blood or other potentially infectious materials.

XXII. HBV VACCINATIONS

Rolling up your sleeve for this vaccination may be one of the best ways to prevent hepatitis B infection. If you are exposed to blood or other infectious materials as part of your job, the school system will make the hepatitis B vaccination available to you at no cost.

The vaccine can be given within 24 hours of exposure. It will be completed by three injections over a six-month period. Today's vaccines are safe and effective.

XXIII. PLAYING IT SAFE

Accidents happen. If you are exposed, immediately report the incident to your supervisor. If you consent, your employer will provide you with:

- A. A confidential medical evaluation.
- B. Blood tests.
- C. Post-exposure preventative treatment if available.

D. Follow-up counseling.

XXIV. BLOODBORNE PATHOGENS IN SCHOOLS

As a school employee, you must react to an emergency not only with your heart, but also with your head. Know the facts about blood borne diseases so you can take sensible precautions. Students, co-workers and loved ones are counting on you. Take the time to protect yourself while helping a child or co-worker in need.

GORMAN JOINT SCHOOL
DISTRICT



HAZARD COMMUNICATION
PROGRAM

TABLE OF CONTENTS

List of Hazardous Substances	3
Proposition 65 List of Chemicals	3
Labels	3
Material Safety Data Sheets (MSDS)	4
Employee Information and Training	4
Hazardous Non-Routine Tasks	5
Informing Contractors	5

GORMAN JOINT SCHOOL DISTRICT **HAZARD COMMUNICATION PROGRAM**

In order to enhance the health and safety of Lowell Joint Unified School District employees, this Hazard Communication Program has been established as required by the Hazard Communication Regulation (T8 CCR 5194). By increasing employee awareness, this program will help to reduce employee exposure to hazardous substances and promote safer work practices. The program elements, listed below, will help the District to identify and control hazardous substances present in the workplace.

I. LIST OF HAZARDOUS SUBSTANCES

An inventory list of all known hazardous substances present at the District is available from the Maintenance & Operations Department. Specific information on each hazardous substance can be obtained by reviewing the Material Safety Data Sheet (MSDS).

II. PROPOSITION 65 LIST OF CHEMICALS

Updates of Proposition 65 listed chemicals, used by the District, will be made annually by the Maintenance and Operations Director (M&O Director) and the information will be provided to affected employees. In the case of newly added chemicals to the Proposition 65 list, warning requirements take effect 12 months from the date of listing. The Proposition 65 list can be reviewed at the Office of Environmental Health Hazard Assessment's (OEHHA) website (www.oehha.ca.gov).

III. LABELS

Before hazardous substance containers are released to the work area, the supervisor providing the substance will verify that all primary and secondary containers are labeled with 1) the identity of the hazardous substance, 2) applicable warnings, and 3) the name and address of the manufacturer. The majority of substances used by the district will have a manufacturer made label with these warnings affixed to it. If the label is damaged or missing, the employee will report the problem to his/her supervisor immediately for proper re-labeling.

To address exposures to Proposition 65 chemicals, warnings will be provided prior to exposure by means of posting signs, labeling products, and training employees.

If applicable, labels, signs, and other warnings may be printed in other languages.

IV. MATERIAL SAFETY DATA SHEETS (MSDS)

The MSDS information will be obtained, reviewed for completeness, and maintained at the appropriate site. MSDS copies for all substances, to which employees of the District may be exposed, are kept by the Maintenance & Operations Department. MSDS sheets are available for review to all employees in their work location and from the employee's supervisor.

If any MSDS sheets are missing, a new hazardous substance in use does not have a MSDS, or if a MSDS is incomplete, employees should contact their direct supervisor and/or the Maintenance & Operations Department immediately and a new MSDS will be requested from the manufacturer. If the District is unable to obtain the MSDS from the vendor within 25 calendar days of the request, either the Cal/OSHA compliance office will be contacted or written notification will be sent to: Division of Occupational Safety and Health, Deputy Chief of Health and Engineering Services, P.O. Box 420603, San Francisco, CA 94142.

Additional information on substances and MSDS sheets can be obtained by calling the Cal-OSHA Consultation Service at 1-800-963-9424.

V. EMPLOYEE INFORMATION AND TRAINING

Employees will receive information about the District's safety policy, including the District Hazard Communication Program at the time of hire. Supervisors will ensure that employees receive training in accordance with the District's Injury and Illness Prevention Program, including the hazard communication training.

The following information will be provided:

- A. Information and training at the time of initial assignment.
- B. The requirements of the hazard communication regulation, including the employees' rights under the regulation.
- C. The location and availability of the written hazard communication program and
- D. MSDS.
- E. How to read labels and review MSDS to obtain hazard information.
- F. Any operation in their work area where hazardous substances are present.
- G. Methods and observation techniques used to determine the presence or release of hazardous substances in the work area.
- H. Physical and health effects of the hazardous substances.

- I. Protective practices the District has taken to minimize or prevent exposure to these substances.
- J.
- K. Measures employees need to put into practice to reduce or prevent exposure to these hazardous substances by engineering controls, work practices, and use of personal protective equipment.

Employees will receive additional training when a new hazard is introduced into the workplace or whenever employees might be exposed to hazards at another employer's work site.

VI. HAZARDOUS NON-ROUTINE TASKS

Upon occasion, District employees may be required to perform hazardous non-routine tasks. This affects mainly employees in the Maintenance & Operations Department. Prior to starting work on such projects, affected employees will be given information, by their supervisor, on hazards to which they may be exposed during such an activity. This information will cover the specific hazards, measures the District has taken/will take to reduce the risk of these hazards (such as providing personal protective equipment, ensuring the presence of another employee, and/or establishing emergency procedures) and the required protective/safety measures.

VII. INFORMING CONTRACTORS

To ensure that outside contracts work safely on District property and to protect District employees from chemicals utilized by outside contractors, the Maintenance & Operations Department is responsible for giving and receiving the following information from contractors:

- A. Hazardous substances, including Proposition 65 chemicals, to which they may be exposed to while on the job site as well as substances they will be bringing into the workplace. The M&O Director will provide the contractor with information on our labeling system and access to MSDS on the substances.
- B. Precautions and protective measures the employees may take to minimize the possibility of exposure.

If anyone has questions about this plan, please contact either your direct supervisor or the M&O Department. This plan will be maintained by the M&O Department to ensure that the policies are carried out and the plan is effective.

GORMAN JOINT SCHOOL DISTRICT

CONFERENCE/MILEAGE REPORT #03-14-15

November 18, 2014

PERSONNEL Joe Andrews & Patty Edwards
DATE(S) October 30, 2014
CONFERENCE Superintendent's Fall Convocation
LOCATION Downey, CA
ESTIMATE
Registration \$ 64.00
Mileage \$ 90.95 each
Total \$245.90

Mileage expense
01.0-00000.0-00000-72000-5210-0000000
01.0-00000.0-00000-71100-5210-0000000

District conference expense
01.0-00000.0-00000-72000-5220-0000000

+++++

PERSONNEL Joe Andrews & Jean Cummings
DATE(S) November 14, 2014
CONFERENCE 2014-15 All Assignment Monitoring Lab Sessions
LOCATION Downey, CA
ESTIMATE
Mileage \$90.95 each
Total \$181.90

01.0-00000.0-00000-72000-5210-0000000

GORMAN JOINT SCHOOL DISTRICT

PERSONNEL REPORT #03-14-15

November 18, 2014

Classified

Termination:

Maintenance Supervisor
Employee #WT 4135347
Effective October 16, 2014

CUSTODIAL TASKS

Daily Restroom Custodial Tasks:

Clean and stock boys and girls restrooms, adult restrooms and kindergarten restroom

- Includes washing/mopping walls, floors, and stall dividers
- Includes cleaning of all toilets, all sinks, and urinals
- Wipe down mirrors

Clean outside drinking fountains

Sweep doorways and sidewalks outside of restrooms

Attend to unexpected demands as they arise

Daily Classrooms Custodial Tasks:

Empty classroom trash receptacles and pencil sharpeners

Vacuum all carpets

Sweep and mop all tile floors

Wipe and disinfect all students desk

Attend to any spills or unusual custodial problems

Attend to unexpected demands as they arise

Daily Main Building Custodial Tasks:

Empty office trash receptacles

Empty computer lab trash receptacles and pencil sharpeners

Empty lunch trash

Clean and disinfect all lunch tables daily

Inspect all facilities for completion of assigned duties

Sweep/wash floor as needed in dance room

Attend to unexpected demands of they arise in the office

Regular Periodic Custodial Tasks (Custodial Team):

Clean and maintain white boards

Clean and maintain countertops and surfaces in classrooms and office spaces

Semi-Periodic Custodial Task:

Wash windows (inside and out) in classrooms and office building

Shampoo carpets in multi-purpose room, classrooms and offices

Strip and wax tile/wood floors

Report custodial supply needs when they arise to the bookkeeper

MAINTENANCE TASKS

Daily Maintenance Tasks:

- Complete a visual and physical security check of grounds, classrooms, and office building
- Monitor, repair, and maintain playground equipment, handrails, and stairs inside and out
- Monitor facilities for safety needs, and report situations immediately so that they can receive immediate attention
- Check fuel and fluids in district vehicles
- Check and replace bulbs and lighting tubes
- Unlock office building
- Unlock all restroom doors
- Attend to unexpected needs as they arise**

Periodic Maintenance Tasks:

- Schedule the performance of maintenance operations (patching, painting, and repairs) on facilities and grounds
- Weekly inspection of the handicapped lift
- Monthly inspection of the fire extinguishers
- Site inspections of office, classroom and bathrooms for needed repairs
- Monitor custodial services and grounds services to assure that daily needs are met and tasks perform as expected
- Monitor and repair sprinkler systems
- Monitor and repair plumbing systems
- Monitor and attend to the testing of our water supply
- Monitor and attend to servicing and ordering rubbish disposal
- Monitor and attend to the needs of our security systems (locks, deadbolts, fencing, panic bars, knobs, keys, security lighting, etc.)
- Set up, clean, and break down the auditorium for assemblies, meetings, and classes as needed/required
- Attend to setting up for lunch period (this includes moving tables inside for inclement weather)
- Attend to shoveling walks and spreading "ice-melt" when the weather demands

Semi-Periodic Maintenance Tasks:

- Maintain service records and attend to needs of district vehicles
- Replace/clean filters, clean sumps in air conditioning units, service air conditioning and heating systems
- Clean gutters and downspouts to buildings
- Monitor all facilities for periodic needs that cannot be performed by staff (tree trimming, asphalt topping, roofing, etc.) and report as needed
- Monitor, repair, and maintain gates and fencing
- Monitor and attend to the needs of our refrigeration's/freezing systems (food supplies)
- Monitor supplies (paper for copy machines, custodial supplies, pencil sharpeners, etc.) and report

needs to bookkeeper for ordering

GROUNDS TASKS

Daily Grounds Tasks:

- Inspect any areas frequented by students, staff, and the public to assure that hazards are reported, removed, and/or secured until they can be remedied/rectified/attended to
- Sweep, clear, and/or clean walks, playgrounds asphalt, and traffic areas
- Shovel walks and spread "ice melt" as conditions demand
- **Attend to unexpected demands as they might arise**

Periodic Grounds Tasks:

- Sweep, clear, and/or clean driveway and parking areas
- Mow and edge weekly or as needed in winter season
- Maintain flower beds and planting areas

Semi-Periodic Grounds Tasks:

- Maintain lawns, shrubs and trees (weeding, feeding, pruning, pest control)
- Monitor and maintain landing areas beneath playground equipment

GORMAN ELEMENTARY SCHOOL DISTRICT
SCHOOL SECRETARY/CLERK/RECEPTIONIST

Purpose Statement

The job of the School/Secretary/Clerk/Receptionist was established for the purposes of providing administrative and secretarial support to assigned school site administrators and staff; ensuring accurate attendance accounting, monitoring assigned activities; establishing and maintaining records; and compiling and responding and providing to information inquiries from variety of internal and external sources.

Essential Functions

- Acts as receptionist and provides information to the public over the counter and by telephone regarding school programs and policies, referring problems to the Superintendent/Principal or designated staff.
- Assist with first aid and prescription medications to students (under the direction of the health care professional) for the purpose of meeting immediate health care needs within established guidelines.
- Responds to inquiries from a variety of internal and external parties (e.g. staff, parents, district staff, others schools, government agencies, general public, students, etc.) for the purpose of providing information, facilitating communication and/or directions as may be required.
- Maintains a variety of manual and electronic documents, files and records (e.g. student enrollment/withdrawal information, emergency cards, discipline referral information, attendance records, facility use, time sheets, keys, work orders, etc.) for the purpose of providing up-to-date reference and audit trail.
- Notifies parents and/or guardians of student absences for the purpose of meeting district administrative requirements and mandated guidelines.
- Obtains attendance records for student entry and exit from campus during school hours (e.g. admission slips, late notices, class release forms, bus and vans notes, etc.) for the purpose of ensuring accurate reporting of excused absences and trancies.
- Participates in a variety of meetings, workshops, and/or trainings for the purpose of providing or receiving information, and supporting the needs of the attendees.
- Prepares a variety of documents (e.g. standardized/special reports, letters to parents, passes for students, correspondence, event programs, bulletins, report, etc.) for the purpose of communicating information and/or creating documentation in compliance with established guidelines.

- Processes documents and materials (e.g. report discrepancies, absence verifications, substitute requests, student enrollments and withdrawals, etc.) for the purpose of disseminating information in compliance with established administrative guidelines.
- Researches a variety of topics (e.g. discrepancies of attendance information and/or documentation, current practices, policies, education codes, etc.) for the purpose of providing information and /or recommendations and/or addressing a variety of administrative requirements.
- Responds to questions from a variety of individuals (e.g. staff, parents, other schools, and/or students, etc.) for the purpose of providing information and/or directions as may be required.
- Supports assigned administrative personnel for the purpose of providing assistance with their functions and responsibilities.
- Responsible for scheduling van pick-up/drop -off of students needing van transportation.
- Presents information on administrative procedures, services, regulations, etc. for the purpose of training and orienting other personnel and/or disseminating information to appropriate parties (by assignment).
- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Supervision Received and Exercised

School Secretary Clerk/Receptionist is under the direct supervision of the school principal and/or superintendent.

Desirable Qualifications

Education

High School diploma or GED and sufficient formal and/or informal training to provide the ability to read and write at a level consistent with the requirement of the position are required.

Experience

Any combination of training and/or experience which demonstrates ability to perform the duties as described; a typical qualifying background would include at least one year of successful work experience in an office environment involving public contact; experience working at a school site is desirable.

Knowledge

Standard clerical procedures and office operations, English grammar, punctuation, and spelling; business formatting of documents; basic research techniques; standard software applications; budget and accounting principles; standard types of office filing systems; proper telephone etiquette.

Originated 07/16/14

Revised 11/18/14

Skills

- Proficient typing, word processing, and file maintenance skills
- Effective organizational, communication, and interpersonal skills
- Ability to use computerize applications to develop spreadsheets, databases, and do word processing
- Knowledge of basic accounting principles

Ability

Ability is required to operate office equipment, accurately prepare, create, edit and design memos, reports, letters, and other documents; maintain complex databases and management information systems; learn new software applications; communicate effectively in oral and written form; proofread material and make necessary corrections; utilize time management techniques to organize and prioritize work; knowledge of RAD report, and apply rules, laws, and procedures; follow instructions; work independently; maintain confidentiality of student and program information; work cooperatively and effectively with students, parents/guardians, administrators, and the general public. Problem solving is required to identify issues and create action plans to address concerns. Problem solving with data may require independent interpretation.

Responsibility

Responsibilities include working under limited supervision following standardized practices and/or methods, and leading, guiding, and/or coordinating others. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following methods; some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching; and significant fine finger dexterity.

Other Characteristics

Possession of Red Cross First Aid and CPR Certificate

Clearances

Criminal Background Clearance

TB Clearance

Originated 07/16/14

Revised 11/18/14

**GORMAN JOINT SCHOOL DISTRICT
CHILD NUTRITION ASSISTANT**

Definition:

The job of Child Nutrition Assistant was established for the purposes of organizing, coordinating, and participating in the preparation of food for a child nutrition service operation at the school site; assisting cafeteria workers with food preparation and serving; confirming quantities and quality of food items are available for use; preparing and providing required State and Federal written reports; prepare and provide accounting and financial record keeping activities relating to the cafeteria account; daily cleaning; and complying with mandated health requirements.

Functions:

- Operates kitchen cooking and cleaning machinery including oven, mixer, grater, slicer, and dishwasher.
- Performs general cleaning duties to ensure kitchens and equipment are clean and sanitary; washes, dries and puts away equipment, utensils and appliances; cleans and sanitizes work areas and equipment; sweeps, scrubs sinks, and mops the kitchen and serving area; cleans tables.
- Monitors and keeps record of food temperatures, quantity of food used and serving portions. Records temperature of foods multiple times during shift for the purpose of ensuring foods to be cooked, served, and/or stored at appropriate temperature in compliance with food services regulations.
- Implements menu plans for the purpose of meeting students' mandated daily nutritional requirements.
- Inspects food and/or supply deliveries for the purpose of verifying quantity, quality and specifications of orders and/or complying with mandated health requirements.
- Inventories food, condiments, supplies and equipment at specified intervals for the purpose of ensuring availability of items required for meeting projected menu requirements. Stocks food, condiments and supplies for the purpose of maintaining adequate quantities and security of items.
- Maintains equipment, storage, food preparation and serving areas in a safe, sanitary and clean condition for the purpose of complying with current health standards, including sweeping, cleaning, scrubbing, and waxing of floors; scrubbing of sinks and food preparation surfaces.
- Maintains school lunch tables in a safe and sanitary condition by daily cleaning before and after meals.
- Manages assigned site operations (e.g. supervise/orient personnel, monitor meal accounts and expenditures, evaluate new products and/or menus, etc.) for the purpose of providing safe and efficient food services at the assigned site in compliance with established nutritional and health standards and requirements.
- Monitors food service operations (e.g. kitchen equipment, trays, utensils, staff assignments, etc.) for the purpose of ensuring a safe, clean and sanitary working environment in compliance with standard practices and established nutritional and health standards.

Originated 07/16/97

Revised 11/18/14

- Orders a variety of department needs (e.g. food, equipment, supplies, etc.) for the purpose of maintaining an adequate inventory to maintain operations within established nutritional and budget guidelines.
- Participates in trainings, meetings, seminars, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Sets up and maintains a complete filing system of the cafeteria office and assists with other filing and record maintenance as required.
- Ensures compliance with health and safety rules and regulations.
- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Essential Functions:

- Assists with application process for free and reduced meals for the purpose of providing support and/or information.
- Assists with data entry (e.g. record of count served daily, food allergies, etc.) for the purpose of supporting district tracking of information and/or record keeping.
- Collects payments for food items from students and staff (e.g. cash, ID scan, payment tickets, etc.) for the purpose of completing transactions and/or securing funds for food selection.
- Manages meal accounts of students and staff (e.g. meal tracking, available/unavailable funds, etc.) for the purpose of overseeing accounts and the appropriate use of funding and/or nutritional intake.
- Prepares sales transaction documents (e.g. daily cash receipts, record breakfast and lunch counts, etc.) for the purpose of providing written support and/or conveying information.
- Processes daily transaction data (e.g. free and reduced meal status, sales transactions, etc.) for the purpose of documenting activities, maintaining accurate account balances and/or conveying information.
- Reconciles cash and credit receipts to meal counts for the purpose of maintaining accurate account balances and complying with established policies and/or procedures.
- Responds to inquiries from a variety of parties (e.g. students, staff, public, vendors, etc.) for the purpose of providing information and/or direction regarding the type and/or cost of meals and/or food service programs.

Job Requirements: Minimum Qualifications:

Skills, Knowledge and Abilities

Skills

This person is required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating equipment used in quantity food preparation; planning and managing projects; preparing and maintaining accurate records; and using pertinent software applications.

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Knowledge

This person is required to perform basic math, including calculations using fractions, percent's, and/or ratios; understand written procedures, write routine documents, and speak clearly; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: quantity cooking; and health standards and hazards. Factors when using equipment. Knowledge in methods of safe and hygienic food preparation. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; communicating with persons of varied backgrounds; providing direction and leadership; adapting to changing work priorities; working within time constraints; and working as part of a team.

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Education:

One year of food service experience, preferably in a school setting.

Training:

One year of formal or informal training or education which ensures the ability to read and write at a level for successful job performance. Specialized training in food preparation, sanitation, or a related field is desirable.

License and Certifications:

Appropriate Food Service Certificate

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