

The Guidance Charter School  
Regular Board Meeting  
Thursday, August 1, 2013  
Agenda

Board Meeting

The Guidance Charter School  
**Board and Activities Room 202**  
**37230 37<sup>th</sup> Street East**  
**Palmdale, CA 93550**

- All public comments on Agenda and Non-Agenda are limited to three (3) minutes.
- Please turn off all cell phones and pagers.
- Any disruptive activities that substantially interfere with the ability of the School Board to carry out its meeting will not be permitted and offenders will be requested to leave the meeting.
- It is a violation of the Brown Act for any Board Member to interact on any Non-Agenda item.

**Regular Board Meeting**

**Call to Order : 6:00 P.M. Mr. Al-Khatib**

**Pledge of Allegiance : Mr. Preston**

**Roll Call : Mrs. Hoang**

- **Approve the minutes of regular board meeting on May 1, 2013**
- **Approve the Agenda of the board meeting**

**OPEN PUBLIC COMMENTS ON NON-AGENDA ITEMS:**

**PUBLIC COMMENTS ON CLOSED- SESSION ITEMS IF ANY:**

**SPECIAL ACTION ITEM:**

**SPECIAL REPORT:**

- **Presentation of awards to the top 5 Students in K-8 in CST**

**BOARD MEMBERS:**

**CABINET REPORTS:**

## **Principals:**

### **9-12 School Principal**

1. current enrollment
2. Staffing report
3. Bell schedule
4. Citizenship program
5. Parent tours ( 5/22 & 6/17, 7/10 and 7/17)
6. Parent orientations( 7/22,7/23,8/8)

### **K-6<sup>Th</sup> Grade Principal**

1. Update on enrollment
2. Update on waiting list
3. Top 5 Students for 2013 CST
4. Update on New textbooks
5. Surplus textbook.
6. Parent Orientation night
7. Cleaning out storage (Garage)
8. Update on Thursday Night at the Square

### **9-12 School Vice Principal:**

1. Screened, scheduled and processed the hired employees:
2. Screening, and Interviews for all staff
3. Processing of textbook reviews and orders
4. Drafted and developed media Pathway MOU
4. Vendors bidding for all school needs
5. Recruitment Events.

### **High School Student Counselor:**

1. Submitted paperwork for CEEB code from the College Board
2. Completed Master Schedule for Junior High and High School
3. Completed Bell Schedule for Junior High and High School
4. Reviewed transcripts of new high school students for class schedules
5. Building the Master Schedule into Aeries.net
6. Contacting colleges and universities for college days/visits
7. Designing Curriculum Guidebook
8. Designing Course Catalog.

**School Business Manager:**

1. Cash flow/ Budget
2. Audit on 7/29/13-7/31/13
3. New purchase order system
4. Update HRS system with new employees

**Executive Director**

1. Asset sale to Charter Capital
2. Press Conference 8/1/13 regarding K-9 unit
3. Update on matching grant for K-9 unit
4. Grand Opening 8/16/13
5. Update on Science/Biology and Chemistry labs
6. Thursday night on The Square
7. K-12 Brand new textbooks
8. Sale of surplus textbooks surplus

**BOARD ACTION ITEMS:**

- I. Motion to approve payments for goods & services for the month of June& July, 2013 as printed on Checking Journals.

Mrs. Reyes

- II. Motion to approve Board meeting calendar for school year 2013-2014:

1. August 1, 2013 meeting at 7-12 campus Board and activity room 202 at 6:00 Pm
2. September 5, 2013 meeting at 7-12 campus Board and activity room 202 at 6:00Pm
3. October 3, 2013 meeting at 7-12 campus Board and activity room 202 at 6:00 Pm
4. November 7, 2013 meeting at 7-12 campus Board and activity room 202 at 6:00 Pm
5. December 5, 2013 meeting at 7-12 campus Board and activity room at 202 6:00 Pm
6. January 2, 2014 meeting at 7-12 campus Board and activity room 202 at 6:00 Pm
7. February 6, 2014 meeting at 7-12 campus Board and activity room 202 at 6:00 Pm
8. March 6, 2014 meeting at 7-12 campus Board and activity room 202 at 6:00 Pm.
9. April 3, 2014 meeting at 7-12 campus Board and activity room 202 at 6:00 Pm
10. May 1, 2014 meeting at 7-12 campus Board and activity room 202 at 6:00 Pm

Mr.Al-Khatib

- III. Motion to resend proposal of purchasing of K-9 dog from Enforcement International K-9, NC in The amount of \$ 8,500.

Mr.Al-Khatib

- IV. Motion to approve proposal of purchasing of K-9 dog Adler horst International-Riverside, CA in the amount of \$10,407.96.

Mr.Al-Khatib

- V. Motion to approve removal of Marjorie Keene as an authorized signer from School checking and savings bank accounts.

- VI. Motion to approve school participation in medical pathway conference in Garden Grove, CA.  
Mr.Al-Khatib
- VII. Motion to approve additional signers, Stephanie Najjar, Principal, and Dora Avitia Reyes, business manager to school checking and savings accounts.  
Mr.Al-Khatib
- VIII. Motion to approve school policy #2013-14-08-01 in Regards to K-9 Unit Policy.  
Mr.Al-Khatib
- IX. Motion to approve school policy #2013-14-08-02 in regards to Students use of Lockers Policy.  
Mr.Al-Khatib
- X. Motion to approve school policy#2013-14-08-03 in regards to Purchase Order system for purchases of \$ 1000.00 or more.  
Mrs. Reyes
- XI. Motion to approve School Safety Procedures Manual to include 7-12 campus.  
Mrs. Najjar
- XII. Motion to Appoint Dora Avitia Reyes as Chief Financial Officer of the School.  
Mr.Al-Khatib
- XIII. Motion to appoint Dora Avitia Reyes as an alternate representative member with SIRMA II  
Mr.Al-Khatib
- XIV. Motion to approve MOU with AVnews Cast Company to provide Film, Broadcast and Media Pathway Academy  
Mr.Al-Khatib
- XV. Motion to approve Contact amount of \$ 3,740.00 with RRASK Service to install 68 outlets for computer labs  
Mrs. Reyes
- XVI. Motion to approve Consent calendar:
- A. Employment of the following teachers and staff for K-12<sup>Th</sup> grades for 2013-2014 school years:
- Dora Avitia Reyes, School Business Manager
  - Bita Rostama, 7-8 teacher
  - Danny Garcia, 9-12 teacher
  - Anoop Zavar, 9-12 teacher
  - Eddie Oliphant, 7-8 teacher
  - Amie Dominguez, 9-12 teacher
  - Bernard Seibel, K-6 teacher
  - Erica Nuss, K-6 teacher
  - Amal Hamza, Assistant Arabic teacher K-6
  - Christy De Pasquale, K-6 teacher
  - Andrew Villa Nueva, K-6 Teacher
  - Abtesam Hawtemeh, K-6 Noon Duty
  - Irene Mullins, cafeteria Worker 7-12
  - Kammie Fuhrman , attendance Clerk
  - Julio Chavez, maintenance worker
  - John Campbell, maintenance worker

- Jermaine Banks, Assistant maintenance worker
  - Donny Emerick, K-9 Security officer 7-12 campus
  - Suni Strong, K-9 Security Officer 7-12 campus
  - David Gibson, Security officer 7-12 campus
  - Ulises Orozco, security officer 7-12 campus
  - Nora Zambrano, security officer 7-12 campus
  - Edwin Le' Shaw , security officer 7-12 campus
- B. Purchase order with Houghton Mifflin for new textbooks for K-12 all subjects in the amount of \$ 290,815.30 , 50% deferred to next year.
  - C. Purchase order with Virco for student desks in the amount of \$ 53,205.52
  - D. Lease agreement with Marlin Business bank for 3 copy machines in the amount of \$999.53 per month for 60 months.
  - E. Cancel medical insurance contract with United Health Care for all employees.
  - F. Approve Medical insurance Contract with Health Net for all employees.
  - G. Purchase of School uniform from Brite- Ideas in the amount of \$ 1,332.83
  - H. Purchase order with Mac-Mall for computers and laptops in the amount of \$ 105,610.98
  - I. Purchase order with Virco for 100 metal chairs in the amount of \$ 1,849.73
  - J. Purchase order with Tiger-direct for printers in the amount of \$8,989.96 from Microsoft voucher.
  - K. Purchase order with Two Way Direct for Walkie-talkie in the amount of \$ 3,742.03
  - L. Purchase order with joseph west productions to Install new PA system to multi- purpose room in the amount of \$ 2,172.00
  - M. Purchase order with residence Inn Marriott for K-9 handlers hotel stay in training in the amount of \$ 1,272.00
  - N. Purchase of school supply from staples in the amount of \$311.56
  - O. Purchase of Biometric time keeping machine from Office Super savers in the amount of \$398.36
  - P. Purchase of office refrigerator/2 mega phones from Wall-mart in the amount of \$202.62
  - Q. Purchase of computer switches and port network for CDWG in the amount of \$358.74
  - R. Purchase of heavy duty drill from Harbor Freight in the amount of \$ 50.58
  - S. Purchase of 5 Epson projectors from CDWG in the amount of \$ 3,749.60
  - T. Purchase of Magi card Machine for ID making from Alpha card in the amount of 1,684.05
  - U. Purchase of office desks and furniture from American Surplus in the amount of \$3,674
  - V. Approve nutrition agreement with Palmdale School district for 2013-2014.
  - W. Purchase order with Kern High school for Health Science conference fee at cost of \$ 3,600.00
  - X. Payment of \$ 750.00 to Bernardo Escobar for playground reseeding landscaping.
  - Y. Purchase of teachers desks and chairs from TR trading at cost of \$ 5,433.65
  - Z. Purchase of extended agreement for Book System Service at cost of \$ 687.00
  - AA. Rental of Truck from U-Haul for furniture moving at cost of \$ 266.68
  - BB. Purchase order with school outfitters for Student lockers at cost of \$ 14,730.99
  - CC. Purchase of K-9 vehicle from Hollywood Motors at cost of \$ 5,473.20.
  - DD. Agreement with Parchment to provide students transcripts at no cost to school
  - EE. Payment to All Air conditioning for maintenance at cost of \$ 391.00
  - FF. Purchase order with Michael Zacevich for E-Z Go Golf car at cost of \$ 1,500.00
  - GG. Sale of Text books surplus to National Educational service for \$ 5,000.00
  - HH. Purchase order with Universal Electronic Alarm at cost of \$324.00
  - II. Purchase of Shredder from Royal Sovereign at cost of \$ 229.00
  - JJ. Purchase of mail sorter from Safeco at cost of \$157.50

KK. Purchase of US flag from Unites States Flag.co at cost of \$95.90

LL. Purchase order with Barraza carpet cleaning for two campuses at cost of \$ 1,150.00

MM. Purchase order with Adlerhorst for K-9 training drugs at cost of \$ 1,746.00

Mr. Al-Khatib

**Closed session Items:**

- **Update Board on personnel Issues: Terminations, hiring resignations, etc.**

**Adjournment to  
September 5, 2013 meeting**