

The Guidance Charter School
Regular Board Meeting
Thursday, September 5, 2013
Agenda

Board Meeting

The Guidance Charter School
Board and Activities Room 202
37230 37th 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 August 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 by Executive Director to Board members**

BOARD MEMBERS:

CABINET REPORTS:

9-12 School Principal

1. Update on enrollment
2. Staffing report
3. Update First day of School 8/12/12
4. Bell schedule
5. Medal of Honor program
6. Picture Day 8/27/13

K-6Th Grade Principal

1. Update on enrollment
2. Update on waiting list
3. Update on First day of school
4. Staff Development
5. Heritage Festival 9/14/13 preparation
6. Picture Day 09/03/13

9-12 School Vice Principal:

1. WASC update.
2. Mandated block Grant
3. Update on school Security plan implementation
4. Update on Sport activities

High School Student Counselor:

1. Update on CEEB code from the College Board
2. Revised Bell Schedule for Junior High and High School to include minimum days
3. Reviewing transcripts of new students as they enroll
4. Contacting colleges and universities for college days/visits
5. Designing Curriculum Guidebook and Course Catalog
6. Ordered math assessment tests for students
7. Dual enrollment at AV College

School Business Manager:

1. Cash flow/ Budget
2. Unaudited Actuals report
3. Update on Financial Audit
4. Update on HRS system with new employees
5. Update on sale of assets to charter capital
6. National Textbooks Service

Executive Director

1. Update on Grand opening 8/16/13

2. Update on School API testing results 2012-2013
3. Heritage Festival on 9/14/13
4. Update on matching grant for K-9 unit
5. Thursday night on The Square
6. Guinness World Records

BOARD ACTION ITEMS:

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

Mrs. Avitia

- II. Motion to approve Declaration of indefinite Salaries for retroactive pay for 2013-2014

Resolution:

“As a result of financial uncertainties, negotiations, legislation and other factors, the governing board hereby declares that all management, confidential and other unrepresented employee salaries are declared indefinite for 2013-2014.”

Mr.Al-Khatib

- III. Motion to approve closing of Checking account with Wells Fargo.

Mr. Al-Khatib

- IV. Motion to approve PO#161 with RRASSK for wall outlets and circuit breakers repairs at computer lab rooms by \$1,775.00.

Mrs. Avitia

- V. Motion to approve school participation in Medal of Honor Program

Mrs. Najjar

- VI. Motion to approve amendment to Charter in regards to 7-12 implementation of minimum days on Fridays

Mrs. Najjar

- VII. Motion to approve Unaudited Actuals Financial Report for 2012-2013 school years

Mrs. Avitia

- VIII. Motion to approve audited financial report for 2012-2013 school years.

Mrs. Avitia

- IX. Motion to approve school policy# 2013-14-09-01 in regards Academic Assessment procedures for students from foreign countries

Mrs. Berry

- X. Motion to approve Facility use Agreement with Palmdale Sheriff Station for the Multi-purpose room on 9/9/13

Mr. Al-Khatib

- XI. Motion to approve school application for Mandated Block Grant for 2013-2014 school years

Mr. Al-Khatib

- XII. Motion to approve school application for Facility Grant for 2013-2014 school years.

Mr. Al-Khatib

- XIII. Motion to approve authorization of Executive Director or Designee to take legal action against National Textbook service.
Dr. Palacio
- XIV. Motion to approve school policy# 2013-14-09-02 in regards allowing Guns, weapon and gun powder on campus for K-9 training.
Mr. Al-Khatib
- XV. Motion to approve use of Sports facilities agreement with the City of Palmdale for period 09/03/13 to 11/08/13.
Mr. Al-Khatib
- XVI. Motion to approve consent calendar:
- A. Employment of the following teachers and staff for K-12Th grades for 2013-2014 school years:
- Christine Kennedy, K-6 Teacher
 - Melissa Hussain, K-6 Teacher
 - Ramona Milanez, K-6 teacher
 - Rebecca Chapman, attendance clerk Part time
 - Bonnie Villasenor, substitute teacher
 - James Thomas, substitute teacher
 - Elizabeth Casper, substitute teachers
 - Antonio Gonzales, substitute teacher
 - Carolina Marquez, substitute teacher
 - Entira Edmond, Substitute teacher
 - Huda Hanbali, substitute teacher
 - Daniell Verrill, substitute teacher.
- B. PO#137 with Universal Electronic Alarms for alarm Security services for 2013-14 school year by \$324.00.
- C. PO#142 with AT&T for telephone line services at K-6 campus for 2013-14 school year by \$4,140.00.
- D. PO#145 with Tiger Direct for computer server and printers for 2013-14 in the amount of \$8,989.96
- E. PO#153 with Brite Ideas for Uniform Shirts 1st and 2nd order by \$15,254.63.
- F. PO#154 with Houghton Mifflin for revised order of textbooks and reference material by \$5,404.08.
- G. PO#155 with Palmdale School District for HS campus facilities lease for 2013-14 school year by \$141,680.00.
- H. PO#156 with America Islamic Institute for K-6 campus facilities lease for 2013-14 school year by \$94,325.00.
- I. PO#157 with Marlin Business Bank for copiers lease for 2013-14 school year by \$12,094.31.
- J. PO#158 with Houghton Mifflin for revised order of textbooks and reference material by \$13,017.32.
- K. PO#159 with Southwest School Supply for PE and art equipment not to exceed \$1,000.00.
- L. PO#162 with AT&T for telephone line services at HS campus for 2013-14 school year by \$4,950.00.
- M. PO#163 with AT&T for U-Verse services at K-6 campus for 2013-14 school year by \$1,265.00.
- N. PO#164 with American West Coast Security for electronic monitoring of fire alarm and security alarm by \$990.00.
- O. PO#165 with Charter Safe for worker's Comp Premium for 2013-14 school year by \$32,604.00.
- P. PO#166 with School Outfitters for supplies (US and California flags, bulletin board, and others) by \$1,085.68.
- Q. PO#167 with Palmdale Water District for K-6 campus public water services for 2013-14 school year by \$3,850.00.

- R. PO#168 with Time Warner Cable for HS campus internet service for 2013-14 school year by \$4,840.00.
- S. PO#169 with Brite Ideas for Uniform Shirts 3rd order by \$6,886.29.
- T. Purchase of car painting services for K-9 Unit Car Graphics with Heritage Sign Co. in the amount of \$436.00.
- U. Purchase of PVC Cards with Alpha Card Systems in the amount of \$366.84.
- V. Payment of annual cost for 2013-14 WASC accreditation in the amount of \$550.00.
- W. Purchase of services with Classic Locks and Keys for rekey classroom, restrooms, and office doors by \$564.63.
- X. Payment of consultant services with Hillary Mulligan for AERIES training for HS Staff in the amount of \$550.00.
- Y. Payment of advertising services to Lamar companies for the period 7/22/13-8/18/13 in the amount of \$1,650.00.
- Z. Purchase of 500 lanyards for student and employees with Lanyards Plus in the amount of \$540.00.
- AA. Purchase of 15 radios and miscellaneous technology parts with Two Way Radio in the amount of \$4,078.81.
- BB. Purchase of books, reference material, and supplies for Arabic class with Jarir Bookstore in the amount of \$384.48.
- CC. Purchase of 20 fire extinguisher wall brackets with Global Industries in the amount of \$67.14.
- DD. Purchase of vacuums with Al's Vac and Sew Center in the amount of \$542.82.
- EE. Payment in the amount of \$500.0 to Time Warner Cable Media for advertising services.
- FF. Purchase of catering services for Grand Opening event with Wahib's Middle East Restaurant in the amount of \$700.00.
- GG. Purchase of 4.6 cu refrigerator with Walmart in the amount of \$139.26.
- HH. Payment of plumbing services on 08/23/13 with Loyal Plumbing in the amount of \$100.00.
- II. Purchase of supplies with Party City for Grand Opening event in the amount of \$52.65.
- JJ. Purchase of supplies with Stater Bros for Grand Opening event in the amount of \$122.57.
- KK. Purchase of gift cards with Target for STAR testing Student Appreciation on 08/01/13 Board meeting by \$165.00.
- LL. Purchase of supplies with Trader Joe's for Grand Opening event in the amount of \$23.94.
- MM. Purchase of supplies with Vallarta Supermarket for Grand Opening event in the amount of \$46.99.
- NN. Purchase of supplies with Stater Bros for Grand Opening event in the amount of \$44.43.
- OO. Payment to All Air Conditioning for repair and maintenance services on 08/13/13 and 08/15/13 in the amount of \$360.65.
- PP. Purchase of supplies with Chavez Party Supplies for Grand Opening event in the amount of \$56.00.
- QQ. Purchase of Sound reinforcement services with Joseph West Productions for Grand Opening event in the amount of \$297.00.
- RR. Purchase of janitorial supplies with L & B Services in the amount of \$242.25
- SS. Purchase of online stamp software with Stamps.com in the amount of \$9.88 for scale delivery cost only.
- TT. Purchase of janitorial supplies with L & B Services in the amount of \$175.27.
- UU. Payment of amount due in August 2013 to Charter School Capital per revenue received on 08/22/13 by \$118,300.00.
- VV. Payment of fees for Plan Check Construction Application to County of Los Angeles in the amount of \$516.00.
- WW. Payment in the amount of \$308.00 to TigerDirect.com for technology miscellaneous supplies.
- XX. Stipend payment for Darren Engstrom for K-6 campus sport activities not to exceed \$500.00.
- YY. Stipend payment for Nicole Allen for CELDT testing and tutoring not to exceed \$1,000.00.

ZZ. Stipend payment for Erica Nuss for CELDT testing and tutoring not to exceed \$1,000.00.
AAA. Stipend payment for Nenita Tamargo for student Council not to exceed \$500.00.

Mrs. Avitia

Closed session Items:

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

**Adjournment to
October 3, 2013 meeting**