

The Guidance Charter School
Regular Board Meeting
Thursday, December 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**

Board Members Present: Mr. Al-Khatib, Mr. Preston, Mr. Al-Asmar, and Mrs. Urquilla.

Absent -Mr. Omeira.

Cabinet Members Present: Mrs. Najar, Dr. Palacio, and Mrs. Avitia Reyes.

Student Non_voting member: Kaisara Walton

Absent -Ms. Ramos-Allen and Mrs. Berry absent.

- **Approve the minutes of regular board meeting on November 7, 2013**

Motion was made by Mr. Preston and seconded by Mr. Al-Asmar

Motion passed with 3 yes votes

Mr. Al-Khatib abstained due to possible conflict of interest.

Mr. Omeira is absent.

- **Approve the Agenda of the board meeting December 5, 2013**

Motion was made by Mr. Preston and seconded by Mr. Al-Asmar

Motion passed with 3 yes votes

Mr. Al-Khatib abstained due to possible conflict of interest.

Mr. Omeira is absent.

OPEN PUBLIC COMMENTS ON NON-AGENDA ITEMS:

None

PUBLIC COMMENTS ON CLOSED- SESSION ITEMS IF ANY:

None

SPECIAL ACTION ITEM:

- Education Protection Account (EPA) presentation for FY2012-13
- Education Protection Account (EPA) presentation for FY2013-14
Presentation by Mrs. Dora Avitia Reyes, School Business Manager; Proposition 30 created the Education Protection Account (EPA). Proposition 30, “*The Schools and Local Public Safety Protection Act of 2012*”, was approved by California voters on November 6, 2012.

This is the tool used by state to stop further budget cuts to education starting in FY2012-13. It increases the states sales tax for all taxpayers by ¼ cent for four years. It also increases the personal income tax rates for upper-income taxpayers with earnings over \$250,000. Finally, the new revenues generated from Proposition 30 are deposited into newly created state account called **Education Protection Account (EPA)**.

In regards to the regulations on How to use EPA Funds, Proposition 30 specifies that LEAs may not use EPA funds for salaries or benefits of administrators or any other administrative costs.

The activities that may be funded by EPA funds be are:

- ✓ Instruction Cost / SACS Function **1000-1999**
- ✓ Instructional Related Services / SACS Function **2420, 2490, & 2495**
- ✓ Pupil Services / SACS Function **3000-39000**
- ✓ Ancillary Services / SACS Function **4000-4999**
- ✓ Community Services / SACS Function **5000-5999**
- ✓ Plant Services / SACS Function **8000-8999**
- ✓ Other Outgo (Debt Services and transfer between agencies) / SACS Function **9100 & 9200**

***For details, go to CDE website at: <http://www.cde.ca.gov/fg/ac/ac/sacsfaq.asp#Q10>

In FY2012-13, Guidance Charter School received a total of \$338,491 for this concept, EPA funds. In FY2013-14, the school estimates to receive a total of \$283,590, as reported by California Department of Education on September 2013 on the “*Schedule of the First Apportionment for the EPA FY2013-14*”. My recommendation, as it is described in the first draft I have submitted for Board approval today as action items V and VI, is that we use the entire EPA fund for both fiscal years on certificated teacher’s salaries.

In FY2012-13, the total certificated instructional salaries were \$546,648. FY2012-13 EPA apportionment by \$338,491 was used to pay 61.92% of certificated teacher’s salaries.

In FY2013-14, the total estimated certificated instructional salaries are \$1,302,841. And estimated EPA allocations for this year is by \$338,491, which will pay for about 21.76% of certificated teacher’s salaries.

OPEN PUBLIC COMMENTS ON SPECIAL REPORTS

Public comments session opened under agenda item Number V.

BOARD MEMBERS REPORTS:

Mr. Omeira. I just want to wish happy New Year to all employees and thank them for their ongoing efforts.

Mr. Al-Khatib: I attended the SIRMA II meeting in November, and they informed us about changes to law and new regulations. For instance, Sexual Harassment new regulations. There is also a Bill for military veterans and emergency medical services liability.

Also, they are introducing a new training for sexual harassment and child molestation prevention.

I will also like to inform that I will be a member of WASC visiting committee to another Charter school; I will be attending training in January, and will participate in the inspection of a school in March 2-5, 2014. On our WASC report; we have not finish yet, we estimate that we need another week to finish this report.

We had signed an agreement with AV Medical Hospital to start the medical academy and provide practice experience at AV hospital facilities.

Additionally, I will be elaborating more in other items on the agenda.

Mr. Preston: None

Mr. Al-Asmar: None

Mrs. Urquilla: None

STUDENT BOARD MEMBER REPORT:

Kaisara Walton: ASB has set up teams. We are to start working next week. ASB request is to have free dress code each Friday. Also, I would like to mention that Students don't like detection program.

Executive director and cabinet members agreed to have free dress day on the last Friday of each month as long as they comply with school dress code,

CABINET REPORTS:

7th-12th School Principal

1. Enrollment: 304 student
2. Staffing Report: short of high school science teacher, and we are continuing effort to hire new teachers. We still need an 8th grade teacher, and have new Arabic teacher, Mr. Abakar.
3. Magazine and Cookie Dough Fundraising made up to about \$1097. Students will receive cookies next Friday.
4. Detention and Tutoring. This program is headed by me. And all staff is participating. It seems to be working well, students don't like it. We still need to make adjustments. We developed the policy and put it in practice.
5. Tutoring. It has been done by many of our teachers in their own time, they are being very generous.
6. UCLA trip. Ms. Dominguez brought students to Volleyball game. They went to UCLA event to bring the kids for exposure to go to college.
7. New Bell Schedule. We don't have the new bell schedule yet.
8. JSA conference. Ms. Hagan brought kids to this conference. 11 students went to LAX Marriot. This event has all level of schools private and public participating. Our students participated and learned about debate and others related topics. They were also part of a social activity on Saturday night. It

was a very positive experience, and students who attended this event are college minded. Plus it gives them an idea what college is going to be.

9. WASC. I don't have a detail report for WASC. But we are working in editing it.
****Mr. Al-Khatib** commented; some teams made a good job but other left their part incomplete; therefore, this editing is taking long than expected. We are also making arrangement for travel for WASC onsite review visitors. In general, the WASC report is about 70% complete and will be submitted on time.

K-6th Principal

1. Enrollment update: 305 student. Our population went up. But we have to consider that our school has a lot of transit movement. I really encourage Fun Friday as a recruitment strategy.
2. December –the Arts Month: PTAC decides to give arts month to December. Teachers are working with English, math, and science. PTAC brought rainbow studio—a promotion for student to paint ceramics. We are having an art program and it pays for its own. Kids needs this to explore other venues.
Fundraising. We are networking with LPAC. Professionals from LPAC are coming and working with our students.
3. Update on art back drop: Mr. Engstrom has this idea. PTAC has started the efforts, but now it's a matter of High School to put this together.
4. November fundraising update: Among others....November fundraising, (1) the movie night...Dr. Palacio thank a teachers and parents for their support for fundraising. School made \$650.00 dollars on the movie night; (2) Popcorn polis; (3) Dominos. We have a lot of support from parents and staff.
5. Fun Friday Emergency/Health Fair update. School had A.V. community clinic on campus to do free dental cleaning for students. Dr. Palacio commented that he also wants to connect HS with AV community clinic because it may be a good idea to have HS students to benefit from AV community clinic free services, such as vaccines. Jeniffer Beberstain –did universal studios passport sale on Fun Friday, and this is generating money to give back to campus.
6. December Movie Night: On December, K-6 will have a movie night fundraising event. It's pretty good that parents come to help with it.
7. Saturday School 5th and 6th grade Language arts/Math. There is no state grant for this program this year.
8. Food Drive update: In November, we collected food for Typhon Relief. Student's council put food in bags... Students understood the concept of giving, which is very important. In December, we are going to do a clothes drive.
9. Typhoon Relief fundraiser update: It was a teachable moment, teacher talk about geography, and we collect \$328.00 from students for the Red Cross. I met the CEO of The Red Cross, and we would have a blood drive coming soon.

Dr. Palacio named all parent that were present at Board meeting, who have been helping the K-6 campus fundraising activities.

Mr. Al-Khatib commented that he is very proud of Dr. Palacio's and his team success for fundraising and other events; especially, for pulling together a high parent participation.

7th-12th Vice Principal: (some points reported above by Mrs. Najar is Mrs. Ramos-Allen absence)

1. UCLA Freshman for a Day Volleyball Game, November 9, 2013
2. Basketball, Soccer Game Schedule
3. JSA Conference; November 8-9, 2013
4. Student intervention programs
5. Winter Festival
6. WASC

High School Student Counselor: (some points reported above by Mrs. Najar is Mrs. Berry absence)

1. Activities Calendar : In Ms. Berry's absence, Ms. Najar reported that We don't have this yet
2. Update from CASC Conference, Nov. 15-16, 2013 : In Ms. Berry's absence, Ms. Najar reported that no report has been received from Mrs. Berry.
3. Update on College/Health Career Fair Letters
4. Fundraising Calendar

School Business Manager:

1. Cash flow/ Budget: As of 11/30/13, we have \$800,268.50 in cash. \$209,866.05 in General Account with Chase, \$9,566.28 in Parent University Account with Chase, \$580,559.17 with LACOE account, and \$278.00 in petty cash. Our cash flow for the remaining of the year is pretty stable around the \$800,000.00, and we estimate to have an ending cash balance by \$842,184.00.
2. First Interim Report The current projected total revenue for **FY2013-14** is **\$3,791,652**. The most current total for **FY2013-14** projected expenditures is **\$3,525,284**. Leaving our reserve and cash balance by \$266,368. This amount is reserved per LACOE's recommendation. Re: not assigning obligations against our LCFF gap funded portion for FY2013-14 until further notice from state and LACOE to be given by January 2014.
Our projected revenue for **FY2014-15** and **FY2015-16** is **\$5,287,639** and **\$5,770,064** respectively. And our projected total expenditures for **FY2014-15** and **FY2015-16** are **\$4,613,850** in each year.
3. Update on Sale of Assets to Charter School Capital: Today, 12/05/13, we had made the final payment to Charter School Capital. We have paid loan by \$1,014,000.00 in full.
4. Update on National Textbook Company Lawsuit: Yesterday, 12/03/13, Dr. Palacio and I went to the court hearing for this case. The judgment was in our favor...National Textbook Services (NTS) must pay to Guidance Charter School (GCS) \$904.00 for debt principal plus \$65.00 for GCS court proceeds' cost. This is the difference between the amount paid by National Textbook Services (NTS) \$2,264.00 and Follett's quote by \$3,168.00, the first quote receive for books sold to NTS.
5. Also I want to mention about Facilities Grant. We originally estimated to receive \$81,000.00, today, 12/05/13; we have received our first apportionment by \$41,400.00; which 50% of final grant amount. We will receive the remaining by the end of school year.

BOARD ACTION ITEMS:

- I. Motion to approve payments for goods & services for the month of November 2013 as printed on Checking Journals was made by Mr. Preston and seconded by Mr. Al-Asmar
Motion passed with 3 yes votes
Mr. Al-Khatib abstained due to possible conflict of interest.
Mr. Omeira-absent

- II. Motion to approve **revised** school policy # GCS-2013-14-11-01 in regards to students absents and tardiness and Saturday school make up days made by Mr. Preston and seconded by Mr. Al-Asmar
Motion passed with 4 yes votes
Mr. Omeira-absent

- III. Motion to approve the new bell High School schedule to start 2nd semester of school year 2013-2014
Mrs. Najar request Board to table Motion III for the new bell schedule.
Motion to table Item III per Mrs. Najar request made by Mr. AL-Khatib and seconded by Mr. Preston
Motion passed with 4 yes votes
Mr. Omeira-absent

- IV. Motion to approve High School counselor to attend CASC conference “School Counselors Get to the Core!” on 11/15/13 made by Mr. Preston and seconded by Mr. Al-Asmar
Motion passed with 4 yes votes
Mr. Omeira-absent

- V. Motion to ratify approval of first draft of FY2012-13 Education Protection Account (EPA) spending plan.

Public Hearing

Public hearing was opened:

1. **Ms. Hagan** asked for funds to be used to buy supplies to support education.
2. **Mr. Al-Khatib** reported that these funds are not new. Therefore, we cannot increase/create new expenditures, but the ones originally budgeted based on general revenue. These funds are to be used under EPA regulations.
3. **Mrs. Avitia Reyes;** As Mr. Al-Khatib had mention, these funds are not new money. It just a new form of normal revenue distribution. This is an advance of annual revenue to help schools with their cash flow to be able to pay for essential expenditures for school. It is a portion of the Local Control Funding Formula moneys, and it requires all LEAs to hold a public hearing for it.
4. **Ms. Hagan** accused the school process of being not transparent.
5. **Mr. Al-Khatib;** we are transparent. We make public each single dollar that we spend on each Board meeting. We have the Board packet available for the public to view at each Board meeting and it is also available in office upon request. For EPA, the Special hearing notice was posted at least 8 days in advance calling for comment or input, and no comments or input was received in advance to the meeting. Also, our School Business Manager, Mrs. Avitia Reyes, did a presentation at the beginning of this meeting and explained the guidelines to use these funds and the school spending plan for EPA funds.
6. **Mrs. Avitia Reyes;** As I mentioned during my report at the beginning of the meeting, these funds are to be used entirely to pay instructional salaries; certificated teachers’ salaries to be more specific; this in accordance with EPA regulations, and as many district in Los Angeles County are doing. We are in compliance with EPA regulations. Paying certificated teacher salaries is one of the most essential expenditures for the school.

No additional comments were received from audience.

Motion to close public hearing made by

Mr. Preston and seconded by Mr. Al-Asmar

Motion passed with 3 yes votes

Mr. Al-Khatib abstained due to possible conflict of interest. Mr. Omeira absent

[Back to agenda] Motion to ratify approval of first draft of FY2012-13 Education Protection Account (EPA) spending plan made by Mr. Preston and seconded by Mr. Al-Asmar

Motion passed with 3 yes votes

Mr. Al-Khatib abstained due to possible conflict of interest.

Mr. Omeira-absent

- VI. Motion to approve first draft of EPA funding for FY2013-14 Education Protection Account (EPA) spending plan.

Public Hearing

Public hearing was opened

No Public comments

Motion to close public hearing made by Mr. Preston and seconded by Mr. Al-Asmar

Motion passed with 3 yes votes

Mr. Al-Khatib abstained due to possible conflict of interest. Mr. Omeira absent

[Back to agenda] Motion to ratify approval of first draft of FY2012-13 Education Protection Account (EPA) spending plan made by Mr. Preston and seconded by Mr. Al-Asmar

Motion passed with 3 yes votes

Mr. Al-Khatib abstained due to possible conflict of interest.

Mr. Omeira-absent

- VII. Motion to approve ratification of Annual Certification of Signature Resolution to be effective 07/01/13 made by Mr. Preston and seconded by Mr. Al-Asmar
Motion passed with 4 yes votes
Mr. Omeira-absent

- VIII. Motion to approve First Interim Report for FY2013-14 for accounting period ending 10/31/13 made by Mr. Preston and seconded by Mr. Al-Asmar
Motion passed with 3 yes votes
Mr. Al-Khatib abstained due to possible conflict of interest.
Mr. Omeira-absent

- IX. Motion to approve repairs services for water fountain, gate, and others at K-6 campus from RRASSK Services by \$800.00 made by Mr. Preston and seconded by Mr. Al-Asmar
Motion passed with 3 yes votes
Mr. Al-Khatib abstained due to possible conflict of interest.
Mr. Omeira-absent

- X. Motion to approve repairs for baths toilet tanks, tile, and others at K-6 campus from RRASSK Services by \$400.00 made by Mr. Preston and seconded by Mr. Al-Asmar
Motion passed with 3 yes votes

Mr. Al-Khatib abstained due to possible conflict of interest.
Mr. Omeira-absent

- XI. Motion to approve consent calendar:
- A. Employment of the following teachers and staff for K-12th grades for 2013-2014 school years:
 - Allison Gallegos, 7-12 campus teacher
 - Danielle Verrill, K-6 campus teacher
 - Sandy Gaitan Robles, Substitute Teacher
 - Chandre Shelton, Substitute Teacher
 - Miriam Cardoza, Noon Duty K-6 campus
 - B. Payment and PO#182 with Southwest School Supply by \$739.26 plus other miscellaneous supplies order not to exceed \$800.00.
 - C. Payment and PO#183 with Barret Services for repairing roof Licks and preventive maintenance at K-6 campus by \$3,000.00.
 - D. Payment and PO#184 with Brite Ideas for uniform shirts purchase in the amount of \$4,764.41.
 - E. Payment to McIntyre Electric by \$225.00 for repairs electric circuits, outlets, and miscellaneous at K-6 campus.
 - F. Payment to AV Press by \$341.76 for advertising services for open position at High School.
 - G. Payment to Loyal Plumbing in the amount of \$185.00 for plumbing services at High School.
 - H. Purchase of technology supplies from Tiger Direct in the amount of \$170.36.
 - I. Payment to Eagle Software by \$3,200.00 for AERIES software maintenance and data hosting services.
 - J. Payment by \$425.10 to Heritage Sign Co. for K-6 campus Letterhead and envelopes.
 - K. Payment to L & B Services Co. by \$467.11 for janitorial supplies for both campuses.
 - L. Payment of Property Tax to LA County Tax Collector in the amount of \$1,038.33 for K-6 campus property.
 - M. Payment to United Healthcare by \$264.00 for 2014 Health Insurance premium for Board member Mr. Preston.
 - N. Payment to Duarte High School for Sport Tournament fee in the amount of \$400.00.
 - O. Payment to Lancaster High School for Sport Tournament fee in the amount of \$425.00.
 - P. Payment to Palmdale High School for Sport Tournament fee in the amount of \$350.00.
 - Q. Purchase of supplies from Staples in the amount of \$321.26.
 - R. Payment to Sam's Silk screening in the amount of \$655.09 for sport uniform numbers print services.
 - S. Purchase of school mascot costume from Joyfay International in the amount of \$225.19.
 - T. Purchase of sport uniforms for HS students from Score Scoressports.com by \$437.45.
 - U. Payment to San Joaquin County for EdJoin Account fees by \$600.00.
 - V. Payment to Carbonite by \$229.99 for information back up services.
 - W. Purchase of sport uniforms for HS students from Sports uniforms by \$630.83.
 - X. Purchase of sport uniforms for HS students from Sports uniforms by \$1,467.49.
 - Y. Payment to City of Lancaster for K-6 LPAC field trip cost in the amount of \$151.00-PTA funded.
 - Z. Payment to Walmart for K-6 student gift cards for fundraising participation in the amount of \$151.00-PTA funded.
 - AA. Payment to Regency fundraising for K-6 student iPod for fundraising participation in the amount of \$234.32-PTA funded.
 - BB. Payment to City of Lancaster for K-6 LPAC field trip cost in the amount of \$1,374.00-PTA funded.
 - CC. Payment to Jurupa Mountains for K-6 field trip cost in the amount of \$840-PTA funded.

- DD. Reimbursement by \$137.70 to Jennifer Beberstein for K-6 PTA event related expenditures-PTA funded.
- EE. Reimbursement by \$20.69 to Angela Torres for K-6 PTA event related expenditures-PTA funded.
- FF. Payment to Balloon Factory for K-6 PTA event in the amount of \$114.41-PTA funded.
- GG. Payment to Popcorn polis for K-6 PTA fundraising supplies in the amount of \$1,536.50-PTA funded.
- HH. Payment to LA Zoo for K-6 field trip cost in the amount of \$427.00-PTA funded.
- II. Payment to California Science Center for K-6 field trip cost in the amount of \$255.25-PTA funded.
- JJ. Reimbursement by \$50.10 to Jennifer Beberstein for K-6 PTA event related expenditures-PTA funded.
- KK. Purchase of school mascot costume from Joyfay International for K-6 campus by \$225.19-PTA funded.
- LL. Accept donation from Popcorn polis for K-6 campus PTA in the amount of \$1,426.80.
- MM. Accept donation from Domino's Pizza for K-6 campus PTA in the amount of \$87.52.

Motion made by Mr. Preston and seconded by Mr. Al-Asmar

Motion passed with 3 yes votes

Mr. Al-Khatib abstained due to possible conflict of interest.

Mr. Omeira-absent

Motion to go to closed session was made by Mr. Al-Khatib and seconded by Mr. Preston

Motion passed with 4 yes votes

Mr. Omeira-absent

Reconvened to open session at 7:48 Pm

Report on Closed session Items:

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

Report was accepted as reported with the following votes:

Mr. Al-Khatib-Yes

Mr. Preston-Yes

Mr. Al-Asmar-Yes

Mrs. Urquilla-Yes

Mr. Omeira-absent

Motion was made to adjourn by Mr. Al-Khatib and seconded by Mr. Al-Asmar

Motion passed with 4 yes votes.

Mr. Omeira-Absent

Adjournment to

January, 9 2014 meeting