

The Guidance Charter School
Regular Board Meeting
Thursday, January 9, 2014
Minutes

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. Omeira, and Mr. Preston,

Absent - Mr. Al-Asmar and Mrs. Urquilla.

Cabinet Members Present: Mrs. Najar, Dr. Palacio, Mrs. Avitia Reyes, Ms. Ramos-Allen and Mrs. Berry.

Student Non_voting member: NONE

Absent - Kasaira Walton

- **Approve the minutes of regular board meeting on December 5, 2013**
Motion was made by Mr. Omeira and seconded by Mr. Preston
Motion passed with 2 yes votes
Mr. Al-Khatib abstained due to possible conflict of interest.
Absent - Mr. Al-Asmar and Mrs. Urquilla being absent.
- **Approve the Agenda of the board meeting January 9, 2014**
Motion was made by Mr. Omeira and seconded by Mr. Preston
Motion passed with 2 yes votes
Mr. Al-Khatib abstained due to possible conflict of interest.
Absent - Mr. Al-Asmar and Mrs. Urquilla being absent.

OPEN PUBLIC COMMENTS ON NON-AGENDA ITEMS:

NONE

PUBLIC COMMENTS ON CLOSED- SESSION ITEMS IF ANY:

NONE

SPECIAL ACTION ITEM:

NONE

OPEN PUBLIC COMMENTS ON SPECIAL REPORTS:

NONE

Mr. Al-Asmar arrives at 6:07pm

BOARD MEMBERS REPORTS:

Mr. Preston wished a prosperous New Year to everybody.

Mr. Omeira also wished a prosperous New Year to everybody, and mention that he was happy to be back home from Morocco. He departed December 1st to Morocco because his brother has passed away.

Mr. Al-Asmar; NONE

Mr. Al-Khatib; I would like to recommend to cut winter break to 2 weeks for next year. I attended the SIRMA II meeting in December. They discuss about new laws being updated. Also I will attend an in-service meeting in January as a member of the committee with them. Guidance Charter School has been with them for 13 years. We have had non-significant losses. Therefore, our cost remains the same with them. We also are keeping low cost for school for workers comp due to very low claims. We are looking forward for the coming semester and the new school year, we are already looking for more enrollment. There is a lot of activity coming to our schools. Detailed information will be discussed by cabinet.

Additionally, the **Educator Effectiveness Process Summer Institute 2014 on June 25-28, 2014** is a conference in Las Vegas, and we need to research more about the conference's content and evaluate if it is beneficial for our teachers or administrators to assist. Action Item Number VI, which was added for Board approval in the case that all Board members welcome school participation in this type of event, and in order to qualify for early registration reduce price will be tabled.

STUDENT BOARD MEMBER REPORT:

CABINET REPORTS:

7th-12th School Principal

We are Looking forward to this New Year, and new semester to start next week.

1. Enrollment. Our current enrollment is 299 students.
2. Staffing Report. We are fully staffed.

3. Parade update. Parade was on December 14, 2013. It was a success. It was so much fun. About 100 kids participated in the parade. Our cheerleading team won 1st place. Our K-9 car won 3rd place. Kids and parents had amazing and outstanding participation.
4. CELDT update. 32 students from 7th-12th grades took the test. We don't have the results yet. We are working with Dr. Palacio. We are working on and EL program.

K-6th Principal

1. Enrollment update. We have 310 students. Selina is working with new enrollments. 1st and 2nd grades are full.
2. Movie Night Update. Our December movie night we made about \$350 not as much as in November.
3. December Arts Month Field Trip LPAC. K-6 teachers and students went to LPAC and understood Ballet and choreography.
4. Make your own Ballet LPAC. 4th-6th grades students had the opportunity to observe how scenarios tied in with music and dance are done.
5. Rainbow Ceramics Arts/Crafts. Every K-6 campus kid that participated in this program got their ceramic already.
6. CELDT results/ Meeting w/parents; we are waiting for CELDT testing results for Kindergarten and 1st grade to come in February. This took longer because the details of this grades evaluation. On January 16th @ 8:30-10:00 1:00-2:30, I would have a meeting with parents to go over CELDT testing and how to interpret result appropriately because there is so much misconceptions of what is CELDT results mean and the different classifications. I will have a meeting with KG and 1st grade parents after these results come in February.
7. Clothes Drive Update - S.A.V.E.S. We have given 6 bags with clothes, and get a power point presentation from SAVES.
8. Saturday School 6th/5th 1/18/14. Saturday school intervention will be done to support English/Spanish students that need intervention. I have three teacher who will volunteer 1hr or 45 minutes for Language arts and math intervention for this kids.
9. School of Choice Month -Wear Yellow. Rebecca Chapman, our PTAC president, as enthusiastic as it is, has signed up for School of Choice to help students with English literacy.
10. Parle with Principal 1/14/14. I'm having meetings with parents to give them the opportunity to express their concerns. The major three concerns are: 1) Intervention program, 2) use of computers, and 3) CELDT results.
11. Zumba w/Teachers a.m./p.m. We want to have teachers to do Zumba before breakfast at K-6 campus. This to bring employees together.

Mr. Omeira commented that he would like the GCS schools to have an intervention program for students that need help with homework or reinforcement of class work.

7th-12th Vice Principal:

1. Student Study Team. School counselor and I are working with some of the parents on Student Study teams and 504s. Also ADHD parents want to meet in a support group to share information with each other.
2. Sports Update. Soccer and basketball are done. We are very proud of the student participation. Basketball won 3rd place out of seven.
3. Winter Festival. The winter festival after the Christmas parade was remarkable with students working with advertising and coordinating the whole event.

4. Christmas Parade. All sport team participated in the parade. It was a great results. Parents who have students in both school campus participated. We would like to see next year a one big festival with both campus participation.
5. 504s. (See Student Study Team above)

High School Student Counselor:

1. Activities Calendar. We want to have a spring prom. We are having a lot of activities for coming semester with graduation ceremony.
2. Update from CASC Conference, Nov. 15-16, 2013. I attended CASC conference on November. It was a conference for counselor to obtain ideas how to support teacher with common core and other topics. I'm also interested in a conference about identifying students' leadership skills.
3. Update on College/Health Career Fair Letters. The letters for college fair coming in February went sent in December. We have a letter response from CSUN. They will participate in this community event. The letters for Health career fair coming in March will be sent by the end of the month.
4. Fundraising Calendar. We are setting up meetings for coming semester. We will be more efficient in keeping the calendar up to date with fundraising events.
5. Parchment. This is the software o have transcripts available electronically. We will send the transcripts to Parchment. Students will apply for transcript online. Then, we will approve it, and parchment will send the transcripts out to college or universities.

School Business Manager:

1. Cash flow/ Budget. As of December 31, 2013, cash balance in our bank accounts in total is \$694,729.70. About \$166,000 in Chase general account. \$7,420 in university account, over \$521,000 in LACOE, and \$266 in petty cash. Our cash flow remains stable. The current month, January 2014 will be the month that we receive and have less cash at the end of the month, with an estimated cash balance by \$547,531. Revenue will start going up again in February when we star receiving LCFE funds after all adjustments, new ADA P-1, and reducing all advance revenue payments.
2. Accounts Reconciliation. I'm currently reclassifying expenditures as appropriate. And I have created a balance account for each of the organizations at GCS to keep track of their cash. In total, all organizations have \$6,318.75 as of December 31, 2013. K-6 PTAC has 86% of this funds by \$5,398. I'm passing out to school's principals a summary of all transactions in this new created accounts for them to keep track of funds posted and charge to their account.
3. Update on National Textbook Company Lawsuit- National Textbook has not send the payment yet. The amount still due is \$969.00 including balance due and court proceeds. I sent the first letter requesting payment after court date on 01/07/13. I have re-send invoice today with return receipt for delivery.

BOARD ACTION ITEMS:

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

- II. Motion to approve the new bell High School schedule to start 2nd semester of school year 2013-2014 was made by Mr. Omeira and seconded by Mr. Preston
Motion passed with 4 yes votes
Mrs. Urquilla being absent.
- III. Motion to ratify approval of FY2012-13 Education Protection Account (EPA) spending plan was made by Mr. Omeira and seconded by Mr. Preston
Motion passed with 3 yes votes
Mr. Al-Khatib abstained due to possible conflict of interest.
Mrs. Urquilla being absent.
- IV. Motion to approve of FY2013-14 Education Protection Account (EPA) spending plan was made by Mr. Omeira and seconded by Mr. Preston
Motion passed with 3 yes votes
Mr. Al-Khatib abstained due to possible conflict of interest.
Mrs. Urquilla being absent.
- V. Motion to approve application for Civic Learning Award was made by Mr. Omeira and seconded by Mr. Preston
Motion passed with 4 yes votes
Mrs. Urquilla being absent.
- VI. Motion to approve school participation in Educator Effectiveness Process Summer Institute 2014 on June 25-28, 2014
Motion to table Motion VI was made by Mr. Omeira and seconded by Mr. Preston
Motion passed with 4 yes votes
Mrs. Urquilla being absent.
- VII. Motion to approve consent calendar:
- A. Employment of the following teachers and staff for K-12th grades for 2013-2014 school years:
 - Andrew Babinski, Substitute Teacher.
 - B. Payment and PO#185 with Michael Zacevich by \$360.00 for 6 batteries with two years warranty for maintenance golf car.
 - C. PO#186 with Victory Cheerleading by \$2,041.55 for cheerleading uniforms.
 - D. Payment and PO#187 with Smart Business Systems by \$2,200 for one year maintenance services for copiers at K-6 campus.
 - E. Ratification approval of PO#188 with Palmdale School District by \$90,000.00 for estimated 2013-14 utilities service cost for 7-12 campus.
 - F. Payment and PO#189 with CDW-Government by \$4,062.70 for seven (7) projectors for 7-12 campus classrooms.
 - G. Ratification approval of PO#190 with AVNewscast by \$2,100 for the remaining of 2013-14 radio sponsor services contract.
 - H. Purchase of school supplies from Staples in the amount of \$151.28.
 - I. Purchase of one projector from Amazon in the amount of \$125.20.
 - J. Purchase of Paints & Chalks for soccer field from MSC Direct in the amount of \$274.26.

- K. Purchase of CELDT test material from Educational Data System by \$149.67.
- L. Payment of doors and locks maintenance services by \$377.58 to Classic Locks and Keys.
- M. Purchase of an aerosol machine to mark soccer field from ESELLING4U.COM in the amount of \$155.95.
- N. Payment by \$162.66 to High Dessert Animal Care for veterinarian care services for K-9 dog.
- O. Payment by \$61.00 to Joe Heier for referee services for Basketball game.
- P. Payment in the amount of \$58.00 to Rodney Jacobson for referee services for soccer game.
- Q. Payment by \$61.00 to Milton Mitchell for referee services for Basketball game.
- R. Payment in the amount of \$58.00 to Rigoberto Perez for referee services for soccer game.
- S. Payment in the amount of \$69.00 to David Tillquist for referee services for soccer game.
- T. Payment by \$584.24 to Sam's Silkscreening for printing services for soccer and basketball team uniforms.
- U. Purchase of school supplies from Staples in the amount of \$322.02.
- V. Purchase of supplies for Christmas Parade and Winter Festival from Oriental Trading in the amount of \$452.89.
- W. Purchase of 30 light bulbs for K-6 campus from Home Depot by \$98.00.
- X. **Revised:** Purchase of banners from Vistaprint.com for K-6 and 7-12 campus by \$87.44. \$24.51 to be funded by K-6 PTAC.
- Y. Payment by \$87.35 to Scott Green for fundraising supplies for 7-12 campus.
- Z. Purchase of janitorial supplies from L&B Services in the amount of \$269.39.
- AA. Payment by \$250.64 to High Dessert Animal Care for veterinarian care services for K-9 dog.
- BB. Car rental payment to Avis by \$136.75 for transportation to basketball game.
- CC. Purchase of pressure washer from Harbor Freight in the amount of \$279.48.
- DD. Purchase of one year online Adobe file export subscription from Adobe Systems in the amount of \$23.88.
- EE. Purchase of 400 chairs and 10 tables from Bizchair in the amount of \$6,029.50.
- FF. Purchase of school technology supplies from Amazon in the amount of \$402.62.
- GG. Car rental payment to Avis by \$136.19 for transportation to soccer game.
- HH. Purchase of gas for Avis rental car in the amount of \$25.77.
- II. Car rental payment to Avis by \$406.98 for transportation to soccer game.
- JJ. Payment by \$150.42 to Sam's Silkscreening for printing services for cheerleading, soccer and basketball team uniforms.
- KK. Purchase of uniform supplies from Sport Uniforms by \$40.07.
- LL. Purchase of uniform supplies from Sport Uniforms by \$120.52.
- MM. Final Payment of A/R sale loan to Charter School Capital by \$99,600.00.
- NN. Accept donation from Scholastics to k-6 campus PTA for book sale by \$1,050.97.
- OO. Accept donation from Charter School Capital by \$2200.00.

Motion was made by Mr. Omeira and seconded by Mr. Preston

Motion passed with 3 yes votes

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

Mrs. Urquilla being absent.

Closed session Items:

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

Report from closes Session vote:

Mr. Al-Asmar-Yes
Mr. Al-Khatib-Yes
Mr. Omeira-Yes
Mr. Preston-Yes
Mrs. Urquilla being absent.

Adjournment to
February 6, 2014 meeting