

Highland Academy Charter School

Board of Directors Meeting

September 26, 2013

During meetings of the Governing Board (Board), members of the audience have an opportunity to speak regarding subjects or concerns that appear, or do not appear, on the agenda. The Board President reserves the right to limit speaking time to three (3) minutes. Unless the item has been placed on the published agenda in accordance with the Brown Act, there shall be no action taken. The Board may acknowledge receipt of the information, or refer the matter to staff with no direction as to action or priority.

It is suggested that anyone wishing to speak to the Board arrive a few minutes prior to the start of the meeting and to fill out a form "Request to Address the Board" located at the back of the boardroom. The form is submitted to the Secretary of the Board.

Individuals, who require disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting, should contact the Secretary of the Board in writing. Notification 48 hours prior to the meeting will enable the Board to make reasonable arrangements to ensure accessibility to the meeting.

1. Call to Order- *The President of the Board will call the meeting to order.*

Time _____

Attendees: _____

A quorum was ___ established ___ not established

2. Public Testimony- *The public has the right to address the Board on any issue pertaining to the school. All testimony can be limited to 5 minutes at the discretion of the Board President.*

Speakers and Topics:

3. Discussion Items:

3.1- Discuss Dress code change

3.2- Budget review

3.3- Discuss reimbursements

3.4- Discuss moving Sam Mosher to full time

3.5- Discuss website development contract

3.6- Discuss Crystal Bishop, potential hire as ASB Advisor and Student Store Director

3.7- Review of Minutes from Previous Meeting

4. Consent Agenda: *This section is for voting on and approving/denying any propositions before the Board. Each action must be moved upon, seconded, voted upon, and have time allowed for questions, comments, or corrections.*

4.1 Recommend ratifying reimbursement for Darin Munsell for science materials in the amount \$11,268.70 (see appendix A)

Motion _____ Second _____

Corrections: _____

Vote: ___ Aye ___ No ___ Abstain ___ Opposed

Action: ___ Approved ___ Denied ___ Tabled

4.2 Recommend approving Sam Mosher as an 85% of full time employee (see appendix B)

Motion _____ Second _____

Corrections: _____

Vote: ___ Aye ___ No ___ Abstain ___ Opposed

Action: ___ Approved ___ Denied ___ Tabled

4.3 Recommend approving Crystal Bishop's contract as ASB advisor and Student Store Director (see appendix C)

Motion _____ Second _____

Corrections: _____

Vote: ___ Aye ___ No ___ Abstain ___ Opposed

Action: ___ Approved ___ Denied ___ Tabled

5.. Employee, Directors, and Program Director Report

President Kerrie Fairchild: _____

CFO William McIntosh _____

Secretary Brooke Horspool _____

Board Member James Neilson: _____

Board Member Grace Cox: _____

Brent Bishop: _____

6. Adjournment of Meeting

Motion _____ Second _____

Vote: ____ Aye ____ No ____ Abstain ____ Opposed

Date and Location of Next Meeting:

Respectfully Submitted,

Brooke Horspool, Secretary, Board of Directors

Date

Appendix A

See attached documentation for a breakdown of the expenses and purchases for the science department. Darin Munsell paid for these items in his credit card and was reimbursed in full.

This motion is to ratify this reimbursement.

___ Approved ___ Denied

Vote: ___ Aye, ___ Nay, ___ Absent, ___ Abstain

| Type | Trans Date | Post Date | Description | Amount |
|------|------------|-----------|--------------------------|-------------------------|
| SALE | 8/1/2013 | 8/2/2013 | PETCO 1171 63511711 | -121.99 |
| SALE | 8/5/2013 | 8/6/2013 | LAKESHORE LEARNING #34 | -247.89 |
| SALE | 8/10/2013 | 8/12/2013 | BARNES & NOBLE #2130 | -206.36 |
| SALE | 8/12/2013 | 8/13/2013 | CAROLINA BIOLOGICAL SPLY | -93.37 |
| SALE | 8/17/2013 | 8/19/2013 | PAYPAL *TRUE MEDIA | -199.17 |
| SALE | 8/19/2013 | 8/20/2013 | CAROLINA BIOLOGICAL SPLY | -182.25 |
| SALE | 8/19/2013 | 8/20/2013 | HOME SCIENCE TOOLS | -995.75 |
| SALE | 8/19/2013 | 8/21/2013 | EDUCATIONAL INNOVATIONS | -200.89 |
| SALE | 8/20/2013 | 8/20/2013 | VWR INTERNATIONAL INC | -134.87 |
| SALE | 8/22/2013 | 8/23/2013 | KATS ENTERPRISES LLC | -1487.06 |
| SALE | 8/26/2013 | 8/28/2013 | FLINN SCIENTIFIC, I | -622.26 |
| SALE | 8/26/2013 | 8/27/2013 | CAROLINA BIOLOGICAL SPLY | -130.59 |
| SALE | 8/31/2013 | 9/1/2013 | VERNIER SOFTWARE & TEC | -6586.29 |
| | | | | -11208.7 |
| | | | | + 60. ⁰⁰ UPS |
| | | | | \$ 11,268.70 |

Pd. Chk. # 137



Darin Munsell <darinmunsell@gmail.com>

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1 message

True Media Corp. Orders <orders@truemediacorp.com>
To: darinmunsell@gmail.com

Sat, Aug 17, 2013 at 6:03 PM



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Hi,

Thanks for your order on HomeschoolingSupply.com. Your order number is OFT26260VK089315F.

Your order will ship via UPS Ground or equivalent in one shipment and is expected to reach you by end of day Thursday, 29-Aug-13. If you have not received your complete order by Thursday, 29-Aug-13 please e-mail us at info@homeschoolingsupply.com and we will follow up with tracking information.

Please feel free to e-mail us anytime for updates on the status of your order or if you have any questions.

Best regards,

Darren Webb
<http://www.homeschoolingsupply.com>
info@homeschoolingsupply.com

Your order is shipping to:

Darin Munsell
715 Wellwood Ave
Beaumont, CA 92223
United States



quantity

| | | |
|--|---------------------------------|--|
| | Glass Erlenmeyer Flask Set of 5 | |
|--|---------------------------------|--|

9/1/13

Gmail - Thanks for your order on HomeschoolingSupply.com

| | | |
|---|---------------------------------|----------|
| 8 | Item number FGSET5, \$22.54 ea. | \$180.32 |
|---|---------------------------------|----------|

\$180.32

shipping & handling \$18.85

total amount paid on Aug 17, 2013 \$199.17

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Darin Munsell <darinmunsell@gmail.com>

Confirmation of your order with Home Science Tools

1 message

Home Science Tools <service@homesciencetools.com>
 To: Darin Munsell <darinmunsell@gmail.com>

Sat, Aug 17, 2013 at 2:45 PM

8/17/2013

Dear Darin Munsell,

Thank you for ordering from Home Science Tools online! A copy of your order receipt is below. If you have any questions, please email us at service@homesciencetools.com or call us at 1-800-860-6272.

>> Don't miss great savings on future science orders—sign up now to get discounts sent in our monthly Products & Promotions email.

We'll send you a confirmation email when your order has been shipped. Most orders ship the same or next business day.

Order Number: 1235484

Billing Address:

Darin Munsell
 2295 E Paseo Gracia
 2295 E Paseo Gracia
 PALM SPRINGS CA 92262
 Phone: 7735757466
 Email: darinmunsell@gmail.com

Shipping Address:

Darin Munsell
 715 Wellwood Ave
 Beaumont CA 92223

Order Detail:

| Item | | Quantity | Price |
|------------|----------------------------------------|----------|----------|
| MG-FLDEMO1 | Magnetic Field Demonstrator | 1 | \$14.95 |
| ME-THER30A | Thermometer, Fahrenheit & Celsius, 12" | 16 | \$2.50 |
| CE-BURNLAB | Portable Micro Lab Burner | 7 | \$47.95 |
| CE-HOTSTIR | Lab Hot Plate with Magnetic Stirrer | 2 | \$134.95 |
| RM-KYROCKS | Know Your Rocks Study Kit | 7 | \$36.95 |
| GS-GLOVNMD | Gloves, nitrile, size medium, 50 pairs | 7 | \$9.95 |

Item Subtotal: \$988.80

Economy Shipping (3-8 days) Shipping: \$6.95

Order Total: \$995.75

- To check on the status of your order through our website, sign in: [Login](#)
- To view our guarantee and return policy, visit [Our Guarantee](#)

, 9/1/13 .

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5100 West Henrietta Road
Post Office Box 92912
Rochester, New York 14692-9012

Order Confirmation

| | |
|----------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Bill-To-Party Darin Munsell Munsell 715 Wellwood Academy Beaumont CA 92223 | Information Order 8013126738 Date 08/17/2013 Bill To Customer No. 80327834 Ship To Customer No. 80327834 Contact Name Darin Munsell Telephone 7735757466 Email dmunsell@highland-academy.org Currency USD Sales Rep REP WEBSALES Cust ref Reference W1419780 Reference 2 PO No W1419780 PO Date 08/17/2013 |
| Ship-To-Party Darin Munsell Darin Munsell Munsell 715 Wellwood Academy Beaumont CA 92223 | |

| | |
|--------------------|--------------------------------------------------------|
| Information | |
| Term: | Standard terms and conditions unless otherwise agreed. |

| Item | Ref. | Catalog Number | Quantity | Unit Price | Ext. Amount |
|-----------------|------|---------------------------------------------------------------------------------------------------------------------------|----------|------------|---------------|
| 100 | | 6672076 PH 1-12 PAPER STRIPS VIAL/100 Shipping From Rochester Distribution, Estimated Delivery Date 08/26/2013 | 8 EA | 6.05 USD | 48.40 |
| 200 | | 181587 Lab Eyewash Station32oz17.5x15 Shipping From Rochester Distribution, Estimated Delivery Date 08/26/2013 | 1 EA | 42.25 USD | 42.25 |
| 300 | | 181590 STERILE EYE WASH SOLUTION 32 OZ. Shipping From Rochester Distribution, Estimated Delivery Date 08/26/2013 | 1 EA | 16.30 USD | 16.30 |
| Item Total | | | | | 106.95 |
| Freight Charges | | | | | 19.37 |
| Tax | | | | | 8.55 |
| Total | | | | | 134.87 |

Contact Tel: 1-800-962-2660
 FAX: 1-800-635-8439
 Email : wardscs@vwr.com
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9/1/13

Highland Academy Charter School Mail - Educational Innovations, Inc. Reference Number TS888026420



Darin Munsell <dmunsell@highland-academy.org>

Educational Innovations, Inc. Reference Number TS888026420

1 message

Educational Innovations Inc. <info@teachersource.com>
Reply-To: info@teachersource.com
To: dmunsell@highland-academy.org

Sat, Aug 17, 2013 at 3:30 PM



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Thank you, Darin Munsell, for ordering from Educational Innovations, Inc.. Your order has been received. Below you will find details about your current order. You may wish to print and save this confirmation for possible future reference.

Order ID: TS888026420

Billing Information

Darin Munsell
2295 E Paseo Gracia
PALM SPRINGS, CA 92262
United States

Email: dmunsell@highland-academy.org
Phone: 7735757466

Payment Information

Payment Method: Credit Card
Name on Card: Darin Munsell
Card Type: VI
Last Four Digits: 8795

Shipping Information

Recipient 1

Darin Munsell

Highland Academy
715 Wellwood Ave
Beaumont, CA 92223
United States
7735757466

Comments:
Shipping Method: UPS Ground

| Qty | Item # | Description | Price |
|-----|----------|---------------------------------------------|----------|
| 30 | SAFE-157 | Standard Adult Safety Glasses | \$112.50 |
| 1 | DEN-350 | Steel Sphere Density Kit | \$29.95 |
| 30 | SAFE-152 | Youth Safety Glasses - Youth Safety Glasses | \$73.50 |

Subtotal: \$215.95
 Shipping Rate: \$0.00
 Total: \$215.95

Grand Totals:

Subtotal: \$215.95
 Shipping Total: \$0.00
 Tax Total: \$17.29
 Grand Total: \$233.24

When will my order arrive?

As a reminder, all shipping time estimates INCLUDING EXPRESS METHODS are stated in "business days." Business days do not include Saturdays, Sundays or holidays. For time critical shipments within the United States we strongly recommend using UPS Next Day Air, UPS 2nd Day Air, or UPS 3 Day Select. Express orders received after 4:00pm Eastern Time, or on weekends/holidays, will be shipped the following business day. *For more details about shipping methods and delivery times, please check our [FAQ page by clicking here](#).*

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Climax Sports
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Denoyer Geppert
Diversified Woodcrafts
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Recently Viewed Products
Returns Policies
Privacy Policy
Terms and Conditions

Order information

Print PD

Order #6662

Order Date: Wednesday, August 21, 2013

Order Total: \$1,

Order Status: Processing

Shipping Address

Darin Munsel
Email: dmunsel@highland-academy.org
Phone: 7735757466
Fax:
Highland Academy
715 Welwood Ave
Beaumont, California 92223
United States

Shipping Method

UPS Ground

Shipped On

Not shipped yet

Delivered on

Not delivered yet

Weight

173.00 [lb(s)]

Billing Information

Billing Address

Darin Munsel
Email: darinmunsel@gmail.com
Phone: 7735757466
Fax:
2295 E Paseo Gracia
PALM SPRINGS, California 92262
United States

Payment Method

Credit Card

Sub-Total: \$1,28

Shipping: \$20

Tax: \$

Order Total: \$1,48!

Product(s)

| Name | Price | Quantity | Total |
|---------------------------------------------------------------------------------------|---------|----------|-------|
| 77709 - Test Tube Rack (3 Tier) (77709 - Test Tube Rack (3 Tier)) | \$8.75 | 7 | \$61 |
| 81401 - Plastic Stirring Rods (81401 - Plastic Stirring Rods) | \$6.20 | 4 | \$24 |
| BG1000-250 - Beakers - Low Form (BG1000-250 - Beakers - Low Form) | \$21.84 | 4 | \$87 |
| BGSET5 - Beaker Set - Glass (BGSET5 - Beaker Set - Glass) | \$14.23 | 7 | \$99 |
| BRA001 - Ball & Ring Apparatus (BRA001 - Ball & Ring Apparatus) | \$7.11 | 1 | \$7 |
| CBST12 - Cork Borer Sets (CBST12 - Cork Borer Sets) | \$35.32 | 1 | \$35 |
| CNDM01 - Heat Conductometer (CNDM01 - Heat Conductometer) | \$7.18 | 1 | \$7 |
| CPSET7 - Plastic Graduated Cylinder Set (CPSET7 - Plastic Graduated Cylinder Set) | \$17.35 | 7 | \$121 |
| DPS003 - Dissecting Trays (DPS003 - Dissecting Trays) | \$12.49 | 7 | \$87 |
| DSET08 - Dissecting Instruments Sets (DSET08 - Dissecting Instruments Sets) | \$8.57 | 7 | \$60 |
| ECBH01 - Universal Clamp with Holder (ECBH01 - Universal Clamp with Holder) | \$12.51 | 7 | \$88 |
| HROKIT2-C - Chemistry Hardware Assortment (HROKIT2-C - Chemistry Hardware Assortment) | \$42.52 | 7 | \$298 |
| LBAP03 - Laboratory Aprons (LBAP03 - Laboratory Aprons) | \$6.51 | 30 | \$195 |
| LSET6 - Lab Tools Kit: (LSET6 - Lab Tools Kit) | \$8.48 | 7 | \$59 |
| TT9800-E - Test Tubes (TT9800-E - Test Tubes) | \$20.98 | 1 | \$20 |
| TT9800-I - Test Tubes (TT9800-I - Test Tubes) | \$32.61 | 1 | \$32 |



VERNIER SOFTWARE & TECHNOLOGY
 13979 SW MILLIKAN WAY
 BEAVERTON, OR 97005
 503-277-2299 fax 503-277-2440
 EIN:93-1162373

Quote

Vernier Quote: 1018747 - 000
 Customer: 713844

Customer: 713844
 DARIN MUNSELL
 HIGHLAND ACADEMY
 DMUNSELL@HIGHLAND-ACADEMY.ORG
 BEAUMONT, CA 92223

| | | | | | | | |
|------------|-------------|----------|----------|--------|-------------|------------|----------|
| Quote Date | Expire Date | Employee | Ship Via | MOS | Terms | Contact ID | Currency |
| 08/22/2013 | 12/31/2013 | jpagni | UPS | GROUND | NET 30 DAYS | | USD |

| Qty Ordered | Qty Shipped | Item Code | Description | Retail Price | Unit Price | Total Price |
|-------------|-------------|-----------|----------------------------------------|--------------|------------|-------------|
| 6 | 6 | LABQ2 | VERNIER LABQUEST 2 | 329.00 | 319.13 | 1,914.78 |
| 12 | 12 | TMP-BTA | STAINLESS STEEL TEMP PROBE | 29.00 | 28.13 | 337.56 |
| 6 | 6 | STS-BTA | SURFACE TEMPERATURE SENSOR | 23.00 | 22.31 | 133.86 |
| 1 | 1 | IRT-BTA | INFRARED THERMOMETER | 169.00 | 169.00 | 169.00 |
| 1 | 1 | ANM-BTA | ANEMOMETER | 89.00 | 89.00 | 89.00 |
| 1 | 1 | BAR-BTA | BAROMETER | 71.00 | 71.00 | 71.00 |
| 1 | 1 | CO2-BTA | CO2 GAS SENSOR | 249.00 | 249.00 | 249.00 |
| 1 | 1 | O2-BTA | O2 GAS SENSOR | 188.00 | 188.00 | 188.00 |
| 1 | 1 | BPS-BTA | BLOOD PRESSURE SENSOR | 105.00 | 105.00 | 105.00 |
| 1 | 1 | HGH-BTA | HAND-GRIP HEART RATE MONITOR | 119.00 | 119.00 | 119.00 |
| 6 | 6 | VDS | VERNIER DYNAMICS SYSTEM | 279.00 | 270.63 | 1,623.78 |
| | | | 6 TRACK COMBINATION TRACK/OPTICS BENCH | | | |
| | | | 6 VDS-KIT VERNIER DYNAMICS SYSTEM KIT | | | |
| 6 | 6 | MD-BTD | MOTION DETECTOR | 79.00 | 76.63 | 459.78 |
| 1 | 1 | 3D-BTA | 3-AXIS ACCELEROMETER | 99.00 | 99.00 | 99.00 |
| 1 | 1 | LS-BTA | LIGHT SENSOR | 55.00 | 55.00 | 55.00 |
| 1 | 1 | WDSS | WIRELESS DYNAMICS SENSOR SYSTEM | 249.00 | 249.00 | 249.00 |
| 1 | 1 | BWV | BIOLOGY WITH VERNIER | 48.00 | 48.00 | 48.00 |
| 1 | 1 | MSV | MIDDLE SCHOOL WITH VERNIER | 48.00 | 48.00 | 48.00 |
| 1 | 1 | PHYS-AM | ADV PHYSICS W/VERNIER-MECHANICS | 48.00 | 48.00 | 48.00 |
| 1 | 1 | LQ-VIEW | LABQ VIEWER SOFTWARE | 48.00 | 0.00 | 0.00 |
| 1 | 1 | LP | LOGGER PRO 3 | 229.00 | 0.00 | 0.00 |

This quote is valid through 12/31/2013.
 Shipping cost is for complete shipment to one location.
 We have added sales tax to your quote. The actual amount charged will be based on the ship-to address and the date of the shipment.

Line Item Total: 6,006.76
 Shipping: 99.00
 Subtotal: 6,105.76
 *Estimated Tax: 480.53
 Total: 6,586.29

Total Item Qty: 57

INVOICE

Page 1 of 1



World-Class Support for Science & Math

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 Charlotte, NC 28260-0232

| | | | |
|--------------------|---------------------|-----------------------------------------------------------|---------------------|
| Invoice Number | 48490750 RI | P O Number | 24859111 |
| Invoice Date | 08/26/13 | Shipping Terms | FOB: SHIPPING POINT |
| Sales Order Number | 24859111 WB | IMPORTANT | |
| Sales Order Date | 08/17/13 | <i>Please Refer to the Invoice Number on All Payments</i> | |
| Payment Terms | CREDIT CARD PAYMENT | Please Pay This Amount: | \$ 0.00 |

Bill To: 3628605
 DARIN MUNSELL
 2295 E PASEO GRACIA
 2295 E PASEO GRACIA
 PALM SPRINGS CA 92262
 UNITED STATES

Ship To: 3628594
 DARIN MUNSELL
 HIGHLAND ACADEMY CHARTER SCHOOL
 715 WELLWOOD AVE
 BEAUMONT CA 92223-2122

| Line # | Catalog # | Description | Shipped | Backordered | U / M | Unit Price | Extended Price |
|--------|-----------|--------------------------------|---------|-------------|-------|------------|----------------|
| 4 | 143722 | TERMITES CATCH THE SCENT CLASS | 1 | | EA | 43.95 | 43.95 |
| 5 | 143736 | L741-TERMITES,WORKER,PK/100 | 1 | | EA | 40.95 | 40.95 |

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Carolina Biological Supply Company
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 at (800) 334-5551 within 3 days of receipt.

*We Truly Appreciate Your Business.
 Thank you!*

| | |
|--------------------|-----------------|
| Sub Total | 84.90 |
| Freight & Handling | 36.01 |
| Sales Tax | 9.68 |
| Invoice Total | 130.59 |
| Less Payments | (130.59) |
| Amount Due | \$ 0.00 |

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|---------------------------|---------------------|-----------------------------------------------------------|---------------------|
| Invoice Number | 48483162 RI | P O Number | 24859111 |
| Invoice Date | 08/19/13 | Shipping Terms | FOB: SHIPPING POINT |
| Sales Order Number | 24859111 WB | IMPORTANT | |
| Sales Order Date | 08/17/13 | <i>Please Refer to the Invoice Number on All Payments</i> | |
| Payment Terms | CREDIT CARD PAYMENT | Please Pay This Amount: | \$ 0.00 |

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 DARIN MUNSELL
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 2295 E PASEO GRACIA
 PALM SPRINGS CA 92262
 UNITED STATES

Ship To: 3628594
 DARIN MUNSELL
 HIGHLAND ACADEMY CHARTER SCHOOL
 715 WELLWOOD AVE
 BEAUMONT CA 92223-2122

| Line # | Catalog # | Description | Shipped | Backordered | U / M | Unit Price | Extended Price |
|-------------------|-----------|--------------------------------|---------|-------------|-------|------------|----------------|
| 1 | 716525 | BOTTLE, DROPPING, BARNES, EACH | 36 | | EA | 1.65 | 59.40 |
| 2 | 228904 | PS COW EYE PLAIN 1 PER BAG | 16 | | EA | 3.40 | 54.40 |
| 3 | 158940 | 72-HOUR GENETICS WFP KIT | 1 | | EA | 54.95 | 54.95 |
| CREDIT CARD ORDER | | | | | | | |

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 2700 York Road, Burlington, NC 27215-3398
 Phone: (800) 334-5551 • Fax: (800) 222-7112
 www.carolina.com

FEIN# 560364367

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 at (800) 334-5551 within 3 days of receipt.

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 Thank you!*

| | |
|-------------------------------|-----------------|
| Sub Total | 168.75 |
| Freight & Handling | |
| Sales Tax | 13.50 |
| Invoice Total | 182.25 |
| Less Payments | (182.25) |
| Amount Due | \$ 0.00 |

INVOICE



World-Class Support for Science & Math

Please Remit Payment To:
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 PO Box 60232
 Charlotte, NC 28260-0232

| | | | |
|--------------------|---------------------|-----------------------------------------------------------|---------------------|
| Invoice Number | 48476522 RI | P O Number | 24857682 |
| Invoice Date | 08/12/13 | Shipping Terms | FOB: SHIPPING POINT |
| Sales Order Number | 24857682 WB | IMPORTANT | |
| Sales Order Date | 08/09/13 | <i>Please Refer to the Invoice Number on All Payments</i> | |
| Payment Terms | CREDIT CARD PAYMENT | Please Pay This Amount: | \$ 0.00 |

Bill To: 3628605
 DARIN MUNSELL
 2295 E PASEO GRACIA
 PALM SPRINGS CA 92262
 UNITED STATES

Ship To: 3628594
 DARIN MUNSELL
 HIGHLAND ACADEMY CHARTER SCHOOL
 715 WELLWOOD AVE
 BEAUMONT CA 92223-2122

| Line # | Catalog # | Description | Shipped | Backordered | U / M | Unit Price | Extended Price |
|---------------------------------|-----------|-------------------------|---------|-------------|-------|------------|----------------|
| 1 | 142452 | L607-FIDDLER CRAB,PK/12 | 1 | | EA | 64.50 | 64.50 |
| <p>CREDIT CARD ORDER</p> | | | | | | | |

Please send all other correspondence to:
Carolina Biological Supply Company
 2700 York Road, Burlington, NC 27215-3398
 Phone: (800) 334-5551 • Fax: (800) 222-7112
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*We Truly Appreciate Your Business.
 Thank you!*

FEIN# 560364367

| | |
|--------------------|----------------|
| Sub Total | 64.50 |
| Freight & Handling | 21.95 |
| Sales Tax | 6.92 |
| Invoice Total | 93.37 |
| Less Payments | (93.37) |
| Amount Due | \$ 0.00 |

9780760724088 (1 @ 8.98) 8.98
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 9781435145511 (1 @ 7.98) Member Card 10% (0.80) 7.18
 (1 @ 7.18)
 Utterly, Completely, and Totally Useless T1
 9780007923670 (1 @ 7.98) Member Card 10% (0.80) 7.18
 (1 @ 7.18)
 Illustrated Encyclopedia of Healing Reme T1
 9780007851379 (1 @ 10.98) Member Card 10% (1.10) 8.98
 (1 @ 9.98)
 Atlas of the Human Body T1
 9780785820505 (1 @ 9.98) Member Card 10% (1.00) 8.98
 (1 @ 8.98)
 Violent Earth T1
 9780594514046 (1 @ 14.98) Member Card 10% (1.50) 13.48
 (1 @ 13.48)
 Issue Member T1
 (1 @ 25.00) 25.00
 Card#: XXXXX2375
 Subtotal 191.07
 Sales Tax T1 (8.000%) 15.29
 TOTAL 206.36
 VISA 206.36
 Card#: XXXXXXXXXX8795
 Expiry: XX/XX
 Auth: 05126D
 Entry Method: Swiped
 MEMBER SAVINGS 18.50

Thanks for shopping at
Barnes & Noble

MP#2:40 08/10/13 04:24PM 101.31A



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Lorax T1
 9780394823379 (1 @ 14.95) Member Card 10% (1.50) 13.45
 (1 @ 13.45)
 Science (Turning Points) T1
 9781435132665 (1 @ 7.98) Member Card 10% (0.80) 7.18
 (1 @ 7.18)
 Planology: Unlocking the Secrets of th T1
 9781435142725 (1 @ 9.98) Member Card 10% (1.00) 8.98
 (1 @ 8.98)
 Physics: Everyday Science at the Speed o T1
 9781435127579 (1 @ 8.98) Member Card 10% (0.90) 8.08
 (1 @ 8.08)
 Zoo Story T1
 9781606711903 (1 @ 7.98) Member Card 10% (0.80) 7.18
 (1 @ 7.18)
 Alex & Me T1
 9781606711071 (1 @ 7.98) Member Card 10% (0.80) 7.18
 (1 @ 7.18)
 National Geographic Field Guide to the W T1
 9780594517092 (1 @ 6.98) Member Card 10% (0.70) 6.28
 (1 @ 6.28)
 Extreme Survival T1
 9781464302695 (1 @ 8.98) Member Card 10% (1.00) 8.98
 (1 @ 8.98)
 Incredibly Easy Gluten-Free Recipes T1
 9781412785181 (1 @ 7.98) Member Card 10% (0.80) 7.18
 (1 @ 7.18)
 101 Best Diabetic Foods T1
 9781450822701 (1 @ 7.98) Member Card 10% (0.80) 7.18
 (1 @ 7.18)
 Gluten Free Baking T1
 9781445498270 (1 @ 7.98) Member Card 10% (0.80) 7.18
 (1 @ 7.18)
 #11 Chart of Human Anatomy: 3D Full-Bod T1
 9780760724088 (1 @ 8.98) 8.98

STR:2130 REG:001 TRN:4056 CSHR:Morgan F
BARNES & NOBLE MEMBER EXP: 08/09/2014

Barnes & Noble Bookellers #2130
72-840 Highway 111 Suite 425
Palm Desert, CA 92260
760-346-0725

The UPS Store - #933
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Palm Desert, CA 92260
(760) 341-3111

06/26/13 01:08 PM

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001 500153 (011) TO \$ 20.00
11ve scan roll fee

002 500152 (020) TO \$ 49.00
doj

SubTotal \$ 69.00

Total \$ 69.00

VISA \$ 69.00

ACCOUNT NUMBER *

*****8795

Appr Code: (S) Sale

Receipt ID: 82859993447367888152-002-Items
OSH: GUY Tran: 5185 Reg: 002

Thank you for visiting our store.
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Whatever your business and personal
needs, we are here to serve you.

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WIN \$1000

We value your feedback.
To enter please complete the customer
satisfaction survey located at:

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Survey link





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19886-5153

08302 BEX 9 24415 C
DARIN MUNSELL
2295 E PASEO GRACIA
PALM SPRINGS CA 92262-7169

Payment Due Date: 09/26/13
New Balance: \$14,717.47
Minimum Payment: \$147.00
Account number: 8795

\$ _____ Amount Enclosed
Make your check payable to: Chase Card Services



CARDMEMBER SERVICE
PO BOX 94014
PALATINE IL 60094-4014



Manage your account online:
www.chase.com/united

Customer Service:
1-800-637-7783

Mobile: Visit chase.com
on your mobile browser

ACCOUNT SUMMARY

Account Number: 4388 5760 5483 8795

| | |
|--------------------|--------------------|
| Previous Balance | \$4,755.79 |
| Payment, Credits | -\$4,780.58 |
| Purchases | +\$14,647.28 |
| Cash Advances | \$0.00 |
| Balance Transfers | \$0.00 |
| Fees Charged | +\$95.00 |
| Interest Charged | \$0.00 |
| New Balance | \$14,717.47 |

| | |
|-------------------------------------|---------------------|
| Opening/Closing Date | 08/02/13 - 09/01/13 |
| Credit Access Line | \$18,500 |
| Available Credit | \$3,782 |
| Cash Access Line | \$3,700 |
| Available for Cash | \$3,700 |
| Past Due Amount | \$0.00 |
| Balance over the Credit Access Line | \$0.00 |

PAYMENT INFORMATION

| | |
|---------------------|-------------|
| New Balance | \$14,717.47 |
| Payment Due Date | 09/26/13 |
| Minimum Payment Due | \$147.00 |

Late Payment Warning: If we do not receive your minimum payment by the date listed above, you may have to pay a late fee of up to \$35.00 and your APR's will be subject to increase to a maximum Penalty APR of 29.99%.

Minimum Payment Warning: If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your balance. For example:

| If you make no additional charges using this card and each month you pay... | You will pay off the balance shown on this statement in about... | And you will end up paying an estimated total of... |
|-----------------------------------------------------------------------------|------------------------------------------------------------------|-----------------------------------------------------|
| Only the minimum payment | 27 years | \$32,820 |
| \$513 | 3 years | \$18,454 (Savings=\$14,366) |

If you would like information about credit counseling services, call 1-866-797-2885.

UNITED MILEAGEPLUS AWARD MILES SUMMARY

| | |
|-----------------------------------------------|--------|
| + 1 Mile per \$1 earned on all purchases | 14,623 |
| + Additional miles earned on United purchases | 0 |
| Total miles transferred to United | 14,623 |
| Year-to-date miles earned on credit card | 74,349 |

ACCOUNT ACTIVITY

| Date of Transaction | Merchant Name or Transaction Description | \$ Amount |
|-----------------------------------|------------------------------------------|-----------|
| PAYMENTS AND OTHER CREDITS | | |
| 08/12 | RC PETRO PALM SPRINGS CA | -24.79 |
| 08/23 | Payment Thank You - Web | -4,755.79 |
| PURCHASES | | |
| 08/01 | PETCO 1171 63511711 BEAUMONT CA | 121.99 |
| 08/01 | PETSMART INC 1380 PALM SPRINGS CA | 35.96 |
| 08/02 | THE HOME DEPOT #8987 BEAUMONT CA | 66.36 |
| 08/01 | THE HOME DEPOT #8526 PALM SPRINGS CA | 48.14 |
| 08/02 | PETCO 1171 63511711 BEAUMONT CA | 16.62 |
| 08/02 | PAYPAL *AEEY 402-935-7733 CA | 32.00 |
| 08/02 | SHELL OIL 57442742409 PALM SPRINGS CA | 30.67 |
| 08/03 | WAL-MART #5158 BEAUMONT CA | 68.81 |
| 08/03 | THE HOME DEPOT #8987 BEAUMONT CA | 12.24 |
| 08/04 | RALPHS # 0811 PALM SPRINGS CA | 58.73 |
| 08/05 | LAKESHORE LEARNING #34 SAN BERNARDIN CA | 9.10 |
| 08/05 | LAKESHORE LEARNING #34 SAN BERNARDIN CA | 247.89 |
| 08/08 | Amazon Services-Kindle 866-216-1072 WA | 10.99 |
| 08/08 | Amazon Services-Kindle 866-216-1072 WA | 9.62 |
| 08/07 | TRIO RESTAURANT PALM SPRINGS CA | 103.02 |

Address Change Request

Please provide information below only if the address information on front is incorrect.

Street Address: _____

City: _____

State: _____ Zip: _____

Home Phone: _____ Work Phone: _____

E-mail Address: _____

To service and manage any of your account(s), we, our representatives, JPMorgan Chase representatives, and/or affiliates, may contact you at any telephone number you provide to us. Please refer to your Cardmember Agreement for additional details about the use of your personal information and/or visit our website shown below to provide us with additional contact information.

To contact us regarding your account:

| | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  By Telephone: In U.S. 1-800-537-7783 Español 1-888-448-3008 TTY 1-800-955-8060 Pay by phone 1-800-436-7958 Outside U.S. call collect 1-847-388-8600 |  Send Inquiries to: P.O. Box 15298 Wilmington, DE 19850-5298 |  Mail Payments to: P.O. Box 84014 Palatine, IL 60094-4014 |  Visit Our Website: www.chase.com/United |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Information About Your Account

Crediting of Payments: You may make payments by any of the options listed below. The amount of your payment should be at least your minimum payment due, payable in U.S. dollars and drawn or payable through a U.S. financial institution or the U.S. branch of a foreign financial institution. You can pay down balances faster by paying more than the minimum payment or the total unpaid balance on your account.

You may make payments by regular U.S. mail. Send your payment to the Payments address shown on this statement. Your payments by mail must comply with the instructions on this statement. Do not send cash. Write your Account number on your check or money order. Payments must be accompanied by the payment envelope in the envelope provided with our address visible through the envelope window; the envelope cannot contain more than one payment or coupon; and there can be no staples, paper clips, tape or correspondence included with your payment. If your payment is in accordance with our payment instructions and is made available to us on any day by 5:00 p.m. local time at our Payments address on this statement, we will credit the payment to your Account as of that day. If your payment is in accordance with our payment instructions, but is made available to us after 5:00 p.m. local time at the Payments address on this statement, we will credit it to your Account as of the next calendar day.

You may make payments electronically through our website shown on this statement. If we receive your completed request on our website by 8 p.m. Eastern Time, we will credit your payment as of that day. If we receive your request after 8 p.m. Eastern Time, we will credit your payment as of the next calendar day. If you specify a future date in your request we will credit your payment as of that day.

For all other payments or for any payment type above for which you do not follow our payment instructions, crediting of your payments may be delayed for up to 5 days.

Account Information Reported to Credit Bureaus: We may report information about your Account to credit bureaus. Late payments, missed payments or other defaults on your Account may be reflected in your credit report. If you think we have reported inaccurate information to a credit bureau, you may write to us at the Inquiries address shown on this statement.

To Service and Manage Any of Your Account(s): We, our representatives, JPMorgan Chase representatives, and/or affiliates, may contact you at any telephone number you provide to us. Please refer to your Cardmember Agreement for additional details about the use of your personal information.

Notice About Electronic Check Conversion: When you pay by check, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. When we use information from your check to make an electronic fund transfer, funds may be withdrawn from your account as soon as the same day we receive your payment, and you will not receive your check back from your financial institution. Call the Customer Service number on the statement if you have questions about electronic check collection or do not want your payments collected electronically.

Conditional Payments: Any payment check or other form of payment that you send us for less than the full balance due that is marked "void if full" or contains a similar notation, or that you otherwise tender in full satisfaction of a disputed amount, must be sent to Card Services, P.O. Box 15049, Wilmington, DE 19850-9049. We reserve all our rights regarding these payments (e.g., if it is determined there is no valid dispute or if any such check is received at any other address, we may accept the check and you will still owe any remaining balance). We may refuse to accept any such payment by returning it to you, not cashing it or destroying it. All other payments that you make should be sent to the regular Payment address shown on this statement.

Annual Renewal Notice: If your Account Agreement has an annual membership fee and/or similar charge for issuance or availability of your account, it will be billed each year or in monthly or quarterly installments. This fee and/or charge are owed whether or not you use your Account, and you agree to pay them when billed. The annual fee and charge are non-refundable unless you notify us that you wish to close your account within 30 days or one billing cycle (whichever is less) after we provide the statement on which the annual fee or charge is billed and at the same time, you pay your outstanding balance in full. If you do this, for a charge billed more often than annually such as a monthly service charge, you will not owe the last billed charge; however, prior billed charges are non-refundable and must be paid as part of paying your outstanding balance in full. Your payment of the annual fee or charge does not affect our rights to close your Account and to limit your right to make transactions on your Account. If your Account is closed by you or us, we will continue to impose the annual fee and/or charge until you pay your outstanding balance in full and terminate your Account relationship.

Calculation of Balance Subject to Interest Rate: To figure your periodic interest charges for each billing cycle when a daily periodic rate(s) applies, we use the daily balance method (including current transactions). To figure your periodic interest charges for each billing cycle when a monthly periodic rate(s) applies, we use the average daily balance method (including current transactions). For an explanation of either method, or questions about a particular interest charge calculation on your statement, please call us at the toll free customer service phone number listed above.

We calculate periodic interest charges separately for each feature (for example, purchases, balance transfers, cash advances or overdraft advances). These calculations may combine different categories with the same periodic rates. Variable

rates will vary with the market based on the Prime Rate or such index described in your Account Agreement. If any interest charge is due, we will charge you at least a minimum interest charge of \$1.00 or such amount stated in your Account Agreement. There is a transaction fee for each balance transfer, cash advance, or check transaction in the amount stated in your Account Agreement. There is a foreign transaction fee of 3% of the U.S. dollar amount of any foreign transaction for some accounts. Please see your Account Agreement for information about these fees.

We add transactions and fees to your daily balance no earlier than:

- 1) the date of the transaction – for new purchases, balance transfers, overdraft advances or cash advances;
- 2) the date the payee deposits the check – for new cash advance checks or balance transfer checks;
- 3) the date of a related transaction, the date they are posted to your account, or the last day of the billing cycle, whichever we may choose – for fees

How to Avoid Paying Interest on Purchases: Your due date will be a minimum of 21 days after the close of each billing cycle. If you pay your account in full each billing period by the date and time due, no interest is charged on new purchases month to month. Also, we will not impose interest charges on any portion of a purchase balance you repay while that balance is subject to an interest-free period. Subject to any interest-free period for new purchases, we will begin charging interest from the date a transaction (including any balance transfer, cash advance or overdraft advance), fee or interest charge is added to your daily balance until your account is paid in full. Because we apply payments in excess of your minimum payment first to higher rate balances, you may not be able to avoid interest charges on new purchases if you have another balance at a higher interest rate unless you pay your balance in full each month.

What To Do If You Think You Find A Mistake On Your Statement

If you think there is an error on your statement, write to us on a separate sheet at Customer Service, P.O. Box 15298 Wilmington, DE 19850-5299. You may also contact us on the web at chase.com.

In your letter, give us the following information:

- Account information: Your name and Account number.
- Dollar amount: The dollar amount of the suspected error.
- Description of Problem: If you think there is an error on your bill, describe what you believe is wrong and why you believe it is a mistake.

You must contact us within 60 days after the error appeared on your statement.

You must notify us of any potential errors in writing or on the web at chase.com. You may call us, but if you do we are not required to investigate any potential errors and you may have to pay the amount in question.

While we investigate whether or not there has been an error, the following are true:

- We cannot try to collect the amount in question, or report you as delinquent on that amount.
- The change in question may remain on your statement, and we may continue to charge you interest on that amount. But, if we determine that we made a mistake, you will not have to pay the amount in question or any interest or other fees related to that amount.
- While you do not have to pay the amount in question, you are responsible for the remainder of your balance.
- We can apply any unpaid amount against your credit limit.

Your Rights If You Are Dissatisfied With Your Credit Card Purchases

If you are dissatisfied with the goods or services that you have purchased with your credit card, and you have tried in good faith to correct the problem with the merchant, you may have the right to pay the remaining amount due on the purchase.

To use this right, all of the following must be true:

1. The purchase must have been made in your home state or within 100 miles of your current mailing address, and the purchase price must have been more than \$50. (Note: Neither of these are necessary if your purchase was based on an advertisement we mailed to you, or if we own the company that sold you the goods or services.)
2. You must have used your credit card for the purchase. Purchases made with cash advances from an ATM or with a check that accesses your credit card Account do not qualify.
3. You must not yet have fully paid for the purchase.

If all of the criteria above are met and you are still dissatisfied with the purchase, contact us in writing at Customer Service, P.O. Box 15298 Wilmington, DE 19850-5299 or on the web at chase.com.

While we investigate, the same rules apply to the disputed amount as discussed above. After we finish our investigation, we will tell you our decision. At that point, if we think you owe an amount and you do not pay we may report you as delinquent.

OVER

ACCOUNT ACTIVITY (CONTINUED)

| Date of Transaction | Merchant Name or Transaction Description | \$ Amount |
|---------------------|------------------------------------------|-----------|
| 08/07 | PETCO 1171 63511711 BEAUMONT CA | 51.03 |
| 08/08 | STARBUCKS CARD RELOAD 800-782-7282 WA | 15.00 |
| 08/08 | Amazon Services-Kindle 866-216-1072 WA | 9.97 |
| 08/08 | Amazon.com AMZN.COM/BILL WA | 94.17 |
| 08/10 | RALPHS # 0611 PALM SPRINGS CA | 13.34 |
| 08/08 | ACE HOTEL FOOD AND BEVERA PALM CA | 112.85 |
| 08/08 | THE HOME DEPOT #8987 BEAUMONT CA | 15.31 |
| 08/10 | MICHAELS STORES 8733 PALM SPRINGS CA | 58.42 |
| 08/09 | WAL-MART #5156 BEAUMONT CA | 18.37 |
| 08/10 | AQUARIUM ODYSSEY PALM DESERT CA | 34.45 |
| 08/10 | BARNES & NOBLE #2130 PALM DESERT CA | 206.36 |
| 08/10 | THE HOME DEPOT #8526 PALM SPRINGS CA | 82.76 |
| 08/10 | THE HOME DEPOT #8526 PALM SPRINGS CA | 77.70 |
| 08/11 | THE HOME DEPOT #8526 PALM SPRINGS CA | 15.75 |
| 08/11 | RUBIOS #202 PALM SPRINGS CA | 34.47 |
| 08/12 | CAROLINA BIOLOGICAL SPLY 336-584-0381 NC | 93.37 |
| 08/13 | VERIZON*RECURRING PAY 800-VERIZON PA | 379.21 |
| 08/12 | WAL-MART #1832 BUFFALO CA | 137.19 |
| 08/13 | WALGREENS #09885 PALM SPRINGS CA | 5.00 |
| 08/14 | DIS*ANNUAL PASSPORT 800-410-4656 CA | 40.34 |
| 08/13 | THE HOME DEPOT #8987 BEAUMONT CA | 28.06 |
| 08/13 | GIUSEPPES - PALM SPRIN PALM SPRINGS CA | 68.14 |
| 08/14 | FRESH & EASY #1117 PALM SPRINGS CA | 40.41 |
| 08/13 | STAPLES 00114397 BEAUMONT CA | 22.12 |
| 08/13 | DOLRTREE 3621 00036210 BEAUMONT CA | 37.80 |
| 08/12 | RC PETRO PALM SPRINGS CA | 60.00 |
| 08/14 | PETCO 1158 63511588 PALM SPRINGS CA | 81.71 |
| 08/17 | STARBUCKS CARD RELOAD 800-782-7282 WA | 15.00 |
| 08/17 | MANSION 512-366-9012 TX | 27.73 |
| 08/17 | PAYPAL *TRUE MEDIA 402-935-7733 NV | 199.17 |
| 08/19 | PETCO 1171 63511711 BEAUMONT CA | 10.11 |
| 08/19 | HOME SCIENCE TOOLS 800-8606272 MT | 995.75 |
| 08/18 | THE HOME DEPOT #8526 PALM SPRINGS CA | 56.19 |
| 08/18 | PAYPAL *ROBERTFORRE 402-935-7733 CA | 42.00 |
| 08/20 | VWR INTERNATIONAL INC 800-932-5000 PA | 134.87 |
| 08/19 | CAROLINA BIOLOGICAL SPLY 336-584-0381 NC | 182.25 |
| 08/19 | EDUCATIONAL INNOVATIONS 203-2290730 CT | 200.89 |
| 08/20 | AM GREETINGS*0819-0918 800-711-4474 OH | 3.99 |
| 08/20 | EL PORTAL MEXICAN REST CATHEDRAL CIT CA | 70.05 |
| 08/20 | STAPLES 00113845 CATHEDRAL CIT CA | 59.80 |
| 08/21 | LA FITNESS 949-255-8100 CA | 14.30 |
| 08/22 | STATERBROS126 PALM SPRINGS CA | 16.95 |
| 08/21 | FRESH & EASY #1117 PALM SPRINGS CA | 51.09 |
| 08/22 | KATS ENTERPRISES LLC 972-623-7433 TX | 1,487.06 |
| 08/22 | PAYPAL *CG ANTS 402-935-7733 CA | 15.76 |
| 08/23 | THE HOME DEPOT #8987 BEAUMONT CA | 20.87 |
| 08/25 | VAN HEUSEN FTRY STR224 CABAZON CA | 101.81 |
| 08/25 | SMARTNFINAL42910904290 PALM SPRINGS CA | 28.49 |
| 08/24 | THE HOME DEPOT #8526 PALM SPRINGS CA | 54.44 |
| 08/25 | CALVIN KLEIN #009 CABAZON CA | 344.00 |
| 08/26 | CAROLINA BIOLOGICAL SPLY BURLINGTON NC | 130.59 |
| 08/25 | GUESS #3111 CABAZON CA | 93.96 |
| 08/25 | STAPLES 00113845 CATHEDRAL CIT CA | 28.32 |
| 08/26 | STAPLES 00113845 CATHEDRAL CIT CA | 23.96 |
| 08/25 | GAP OUTLET #7724 CABAZON CA | 106.87 |
| 08/27 | RALPHS # 0611 PALM SPRINGS CA | 35.48 |
| 08/26 | WALGREENS #09885 PALM SPRINGS CA | 41.45 |
| 08/26 | FLINN SCIENTIFIC, I 630-679-6900 IL | 622.26 |
| 08/30 | RALPHS # 0611 PALM SPRINGS CA | 9.59 |
| 08/30 | FRESH & EASY #1117 PALM SPRINGS CA | 24.95 |
| 08/30 | STARBUCKS CARD RELOAD 800-782-7282 WA | 25.00 |
| 08/31 | VERNIER SOFTWARE & TEC 503-277-2299 OR | 6,586.29 |
| 08/31 | RALPHS #0181 PALM SPRINGS CA | 80.53 |
| FEES CHARGED | | |
| 09/01 | ANNUAL MEMBERSHIP FEE | 95.00 |
| | TOTAL FEES FOR THIS PERIOD | \$95.00 |

| 2013 Totals Year-to-Date | |
|--------------------------------|----------|
| Total fees charged in 2013 | \$120.00 |
| Total interest charged in 2013 | \$97.23 |

Year-to-date totals reflect all charges minus any refunds applied to your account.

INTEREST CHARGES

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

| Balance Type | Annual Percentage Rate (APR) | Balance Subject To Interest Rate | Interest Charges |
|--------------------------|------------------------------|----------------------------------|------------------|
| PURCHASES | | | |
| Purchases | 15.24% (v) | -0- | -0- |
| CASH ADVANCES | | | |
| Cash Advances | 19.24% (v) | -0- | -0- |
| BALANCE TRANSFERS | | | |
| Balance Transfer | 15.24% (v) | -0- | -0- |

(v) = Variable Rate

31 Days in Billing Period

Please see Information About Your Account section for the Calculation of Balance Subject to Interest Rate, Annual Renewal Notice, How to Avoid Interest on Purchases, and other important information, as applicable.

Appendix B

Item 4.2 - Recommend increasing Samantha Mosher from a 70% employee to a 85% employee, which would increase her work week from 28 hours to 34 hours, for a yearly total of 180 additional hours. This change would increase her yearly salary from \$21,700 to \$25, 372, which is an increase of \$3,762 annually.

The reasoning behind this change is that the office is left unattended on Fridays from 7:30 am through 10:45 am. This causes Brent Bishop to be tied to the office to answer phones, which makes monitoring campus and visiting classrooms impossible. This change would provide more flexibility to Mr. Bishop's schedule to allow him to monitor curriculum and lessons, as well as work with students individually and provide additional security to the campus.

To cover this expense, the school has over-budgeted in the area of employee benefits and this leaves a balance of approximately \$5,244 dollars due to one teacher waiving their benefits in favor of a \$3000 yearly salary increase. The original budget amount per employee was \$8,244.

This addition to Samantha Mosher's contract would leave the school with a positive balance of \$1482 in the area of employee benefits.

Presented at the September 26, 2013 Board of Directors meeting for Highland Academy Charter School.

____ Approved ____ Denied

Vote: ____ Aye, ____ Nay, ____ Absent, ____ Abstain

Appendix C

Item 4.3: Recommend approving Crystal Bishop's proposed contract.

Crystal Bishop is serving as the ASB Advisor for Highland Academy Charter School and will also be directing the Student Store 3 days a week. As proposed compensation for these services, it is recommended that she receive a \$500.00 stipend for the year, as well as 50% of any profits from the Student Store. This would be paid to her for the services of organizing, supervising, stocking, conducting inventory, and coordinating volunteers for the Student Store. This Store would be operated out the side office attached to Building B, also known as the Multi-Purpose Room. The remainder of the funds generated from the Student Store would be donated to the school through the ASB (associated Student Body) account to be used on student-led events, graduation proceedings for 8th grade students, games, apparel and other events. These funds can also be used as start-up costs for other ASB fundraisers.

It is projected based upon vending machine sales at the Highland Academy campus that an average amount of profit for a week from food sales would vary from \$100-\$400 per week. Should the profit exceed \$500, her profit would cap at \$200 per week. The \$500 stipend can be budgeted due to the over-budgeting in the area of Employee Benefits which has left a surplus of roughly \$1400. After this stipend, there would remain an excess of \$900 to be used in other budgeted categories. The remainder of her salary would depend on the sales of the student store and will vary from week to week, never exceeding \$200 weekly.

She will also be organizing parent volunteers to help supervise the store as part of their yearly requirement of 20 hours per family. This would ensure adequate supervision for the students and for the funds collected from the sale of food items.

Action: _____ Approved, _____ Denied

Vote: _____ Aye, _____ Nay, _____ Absent, _____ Abstain

September 26, 2013