

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 6:01 pm

Attendees: Kerrie Fairchild, Billy McIntosh, James Neilson, Grace Cox, Terrence Davis, Brent Bishop, ASB President Isaiah Maraj, 2 parents, 1 student

A quorum was 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:

None

3. Discussion Items:

3.1- Discuss Dress code change

Isaiah Maraj presented a PowerPoint presentation on the students' desire to wear graphic T-shirts at school. He is asking for a change to the Dress Code policy. The proposed policy would keep all aspects of the Dress Code the same with the exception of allowing graphic T-shirts. He proposed a documented system of warnings, calls home, and other consequences. Kerrie Fairchild asked what he defined as inappropriate, he responded by describing certain items that he thought would be inappropriate. Billy McIntosh asked if Isaiah thought his friends and school mates would make good choices. Kerrie Fairchild recommended that we possibly consider having a logo day each Friday.

3.2- Budget review

Questions regarding overages and use of other funds to cover expenses. All said it looked good.

3.3- Discuss reimbursements

See item 4.1.

3.4- Discuss moving Sam Mosher to full time

Actually 85% employment, Sam is good with it.

3.5- Discuss website development contract

Daniel Hickey preparing a quote for our website development.

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

Potentially, use a monthly stipend instead of a sale-based percentage. Concerns regarding conflict of interest. ASB funds should be used for ASB events, it is for the students' dances, etc. Potentially reroute money to look better. Want to keep positive perspective of the school. Fine with Crystal having a higher stipend to cover gas, etc. Crystal as ASB advisor and Student Store director need to be separate. Ok with monthly stipend rather than a one-time check, possibly use reimbursement receipts, etc. Re-work contract and relationship changes to avoid possible conflict of interest. Have someone besides Mr. Bishop sign checks for Crystal to avoid conflict of interest. Present another proposal later. Kerrie thinks Crystal puts in a lot of hours at the school and should be compensated for it. Just need to clean it up.

3.7- Review of Minutes from Previous Meeting

No changes.

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: Kerrie Fairchild, Second: Grace Cox

Corrections: None

Vote: 4- Aye, 0- No, 0Abstain, 0-Opposed

Action: Approved

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

Motion: Kerrie Fairchild, Second: Billy McIntosh

Corrections: None

Vote: 4- Aye, 0- No, 0Abstain, 0-Opposed

Action: Approved

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

Motion: Kerrie Fairchild, Second: James Neilson

Corrections: See Item 3.6

Vote: 4- Aye, 0- No, 0Abstain, 0-Opposed

Action: Tabled

5.. Employee, Directors, and Program Director Report

President Kerrie Fairchild: Showed a sketch of a mural for the back of the Multi-Purpose Room. In talking to parents, they are concerned about the homework load being too little and students not being prepared for real life. Parent Teacher Organization called Husky Helpers. Working on Non-profit status and creating Bylaws and Officers for organization. Parent concerns about Algebra I.

CFO William McIntosh: Common Core adoption requirements. Parent has issues with another student and felt supported in her approach to administration.

Secretary Brooke Horspool: Absent

Board Member James Neilson: None

Board Member Grace Cox: None

Brent Bishop: None

6. Adjournment of Meeting

Motion: Kerrie Fairchild, Second: Grace Cox

Vote: 3-Aye, 0- No, 0- Abstain, 0- Opposed

Date and Location of Next Meeting:

October 24, 2013 at 6:00 pm in Room D1.

Sonia Avitia commented on ASB discussion and agreed with the Board's decision to table and discuss other options later. Website development is a good idea. Need to add Pathways link and other parent information on website. Need to adjust the website to be more user friendly and helpful for parents. Double check email settings for pathways to contact teachers. Saw a pattern in the assignments that were given to the students. Teaching them group participation and collaborative

skills. Wants to have students learn the information on their own and not be brought down by the achievement or lack thereof from the group members. All assignments should be graded individually and not graded on a group basis. Possibly include group evaluations for group assignments. Groups are not going to get the student where they want to go. Possible participation points for groups, but not grading on group basis. Follow up with teachers on group grading strategies to ensure individual progress and success.

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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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

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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.

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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](#)

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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

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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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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?

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 - Diversified Woodcrafts
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Order information

Print PD

Order #6662
 Order Date: Wednesday, August 21, 2013
 Order Status: Processing
 Order Total: \$1,

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

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Please Remit Payment To:
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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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ORDER

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 www.carolina.com
 FEIN# 560364367

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 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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Please Remit Payment To:
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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

Bill To: 3628605
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 DARIN MUNSELL
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 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
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*We Truly Appreciate Your Business.
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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:
 Carolina Biological Supply Company
 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>							

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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

(1 @ 8.98) 8.98
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Payment Due Date: 09/26/13
New Balance: \$14,717.47
Minimum Payment: \$147.00
Account number: 4388 5760 5483 8795

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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 1-866-797-2865.

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 1-888-448-3508 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
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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