EMPIRE SPRINGS CHARTER SCHOOL BOARD OF DIRECTORS

43466 BUSINESS PARK DRIVE • TEMECULA, CA 92590

REGULAR MEETING
MINUTES

May 15, 2014
9:00 – 11:45a.m.
43448 Business Park Drive / Temecula, CA 92590

I. PRELIMINARY

Our mission is to empower students by fostering their innate curiosity, engaging their parents, and promoting optimum learning by collaboratively developing a personalized learning program for each student.

1. *Action*: **Call to Order and Pledge of Allegiance**
   a. Board Chair, Ms. Mammoth, called the meeting to order at 9:12a.m.

PRESENT:

Robin Mammoth, Board Chair	Dr. Kathleen Hermsmeyer, Superintendent
Heidi Chan, Board Vice Chair	Kyla Shofner, Director of Charter Relations
Marlene Darrow, Board Secretary	Amy Podratz, Assistant Supt – Business and Admin Ops
Beth Burt, Board Treasurer	Debbie Essel, Assistant Superintendent – Education
Tracey Vela, Board Director	Debbie Daniel, Assistant Superintendent – Pupil Services
Donald Langille, Board Director	Brenda Ramirez, Controller I
Justin Moldenhauer, Board Director	

2. *Action*: **Approval of Agenda**
   a. **Mr. Langille moved to approve the agenda.**
   b. **Ms. Burt seconded.**
   c. Discussion: None
   d. **7 AYES (Langille, Burt, Chan, Darrow, Mammoth, Moldenhauer, Vela): 0 NOES; 0 ABSENT. Motion adopted.**

3. *Action*: **Approval of Meeting Minutes – March 13, 2014**
   a. **Ms. Chan moved to approve the March 13, 2014 meeting minutes.**
   b. **Ms. Vela seconded.**
   c. Discussion: None
   d. **7 AYES (Chan, Vela, Burt, Darrow, Langille, Mammoth, Moldenhauer): 0 NOES; 0 ABSENT. Motion adopted.**

II. CONSENT AGENDA

Consent agenda items are considered routine and may be enacted by a single motion. Any Board Director may request removal of any item from the consent agenda for consideration under the regular agenda if discussion of the item is desired. Items not removed from the consent agenda will stand approved upon the motion of a Board Director, followed by a second and majority vote.

4. *Action*: **Approval of Warrant Listing and Personnel Action Reports (March and April)**
5. *Action:* **Ratification of Lease Amendment with J.C. Williams for 760 W Acacia / Hemet (Suites 104 and 204) for Addition of Nutrition Break Area**

6. *Action:* **Approval of Out-of-state Travel to Las Vegas, NV for National Charter Schools Conference for Board (June 29–July 2, 2014)**
7. *Action:* **Ratification of Reappointment of Board Director, Heidi Chan, for Second Term *(Commencing 7/1/14)***
8. *Action:* **Ratification of Reappointment of Board Director, Tracey Vela, for Second Term *(Commencing 7/1/14)***
    a. **Ms. Vela moved to approve the consent agenda.**
    b. **Ms. Darrow seconded.**
    c. **7 AYES (Vela, Darrow, Burt, Chan, Langille, Mammoth, Moldenhauer): 0 NOES; 0 ABSENT. Motion adopted.**

III. COMMUNITY RELATIONS

This is an opportunity for community members to speak to any item on the agenda or regarding subjects or concerns that do not appear on the agenda. Any person wishing to speak is requested to complete the "Request to Speak" form found at the entrance to the meeting and to bring it forward to the Board Secretary. Presentations are limited to five minutes. Government Code Section 54954.2 and Education Code Section 35145.5 prohibit the Board from discussing or acting upon matters not on the agenda.

9. *Information*: **PUBLIC COMMENTS**
    a. None

10. *Information:* **BOARD COMMENTS**
    a. Mr. Langille: I am impressed with all that is going on with the charter and am looking forward to graduation.
    b. Ms. Chan: The Cyborg Zombies are having an open house at the Temecula Student Center on May 31st, so you're all invited. Please pick up a flyer.

IV. GOVERNANCE

11. *Action:* **Approval of 2014-2015 Board Calendar of Reports**
    a. **Ms. Darrow moved to approve the 2014-2015 Board Calendar of Reports.**
    b. **Mr. Langille seconded.**
    c. Discussion:
        i. Ms. Shofner clarified that the State of the Schools address is a term we use for Dr. Hermsmeyer's regular update when all three schools are meeting together.
    d. **7 AYES (Darrow, Langille, Burt, Chan, Mammoth, Moldenhauer, Vela): 0 NOES; 0 ABSENT. Motion adopted.**

12. *Information:* **Board Annual Self-evaluation (Via Google Forms)**
    a. *See attached Board Annual Self-evaluation.*
    b. Ms. Burt: Should we add a self-reflection piece to the annual evaluation?
    c. Ms. Shofner: Because the Board is a unified governing body, I'm not sure evaluating the individual performance of each member would be in line with the structure of the board.
    d. Ms. Mammoth and Mr. Langille agreed that the individuals on the board should not be evaluated separately from the board as a whole.
    e. Ms. Chan inquired about the fundraising piece (#5 under Board Membership).
    f. Ms. Shofner: Typically, non-profit boards are very involved in fundraising. Although we have not asked our board members to participate in fundraising on behalf of the school in the past, it could be an area where we want to expand – especially since we have established Summit Springs Educational Foundation whose purpose is to raise funds for charter schools affiliated with Springs Charter Schools.

g. Ms. Chan: Perhaps we could discuss how the Empire Board could fundraise alongside the Foundation at a future meeting.
h. Ms. Mammoth requested clarification about the legality of fundraising as an Empire board director for a separate non-profit.

13. *Training:* **Suspension and Expulsion**
a. *See attached Suspension and Expulsion training.*
b. Ms. Essel led the Board in a training regarding Student Suspension and Expulsion.

14. *Action:* **Approval of Board Policy 5015.1 – Student Suspension and Expulsion**
a. Ms. Burt moved to approve the Board Policy 5015.1 – Suspension and Expulsion.
b. Ms. Chan seconded.
c. Discussion:
i. Ms. Chan: I noticed that the Grounds for Suspension and Expulsion are exactly the same. Can we combine them?
ii. Ms. Chan: And why is the drug Soma the only specific drug listed?
iii. Ms. Daniel: Because it is life-threatening.
d. 7 AYES (Burt, Chan, Darrow, Langille, Mammoth, Moldenhauer, Vela): 0 NOES; 0 ABSENT. Motion adopted.

15. *Action:* **Approval of Board Policy 4007.1 – Cash Receipts**
a. Mr. Langille moved to approve the Board Policy 4007.1 – Cash Receipts.
b. Ms. Vela seconded.
c. Discussion:
i. Ms. Podratz: I would like to request a minor revision to this policy – replace "PayPal" with the word "electronic" so that we can use different vendors for electronic payment methods.
d. Mr. Langille moved to approve the Board Policy 4007.1 – Cash Receipts as amended
e. Ms. Vela seconded.
f. 7 AYES (Langille, Vela, Burt, Chan, Darrow, Mammoth, Moldenhauer): 0 NOES; 0 ABSENT. Motion adopted.

16. *Action:* **Approval of Board Policy 5008.1 – Withholding Student Records**
a. Ms. Vela moved to approve the Board Policy 5008.1 – Withholding Student Records.
b. Ms. Chan seconded.
c. Discussion:
i. Ms. Burt: Was this policy created specifically for Chromebooks?
ii. Ms. Podratz: We need to have a policy on file because in the Online Purchasing System each Homeschool student is given an inventory. When something on the inventory (such as being lost, damaged, stolen), this policy would go into effect. Our return rate is about 90% at this time. We do currently have parents working off or paying for items (which happens a few times each year).
iii. Ms. Burt: Does it cost us more to follow this procedure than to simply just forget about the material?
iv. Ms. Podratz: No; it's a simple hold in OASIS of the student's transcript. We then send a letter to the family. This process is working really well.
d. 7 AYES (Vela, Chan, Burt, Darrow, Langille, Mammoth, Moldenhauer): 0 NOES; 0 ABSENT. Motion adopted.

17. *Action:* **Approval of Board Policy 5011.1 – Identification and Education Under Section 504**

- **a.** Ms. Darrow moved to approve the Board Policy 5011.1 – Identification and Education Under Section 504.
- **b.** Mr. Langille seconded.
- **c.** Discussion:
  - **i.** Ms. Burt: I didn't see any language in here where the parent can initiate a 504 request.
  - **ii.** Ms. Daniel: We can add the language (at the very beginning of the 4th paragraph), "Upon receipt of staff referral or parent written request, a Section 504 Team…"
- **d. Ms. Burt moved to approve the Board Policy 5011.1 – Identification and Education Under Section 504 as amended.**
- **e. Ms. Chan seconded.**
- **f. 7 AYES (Burt, Chan, Darrow, Langille, Mammoth, Moldenhauer, Vela): 0 NOES; 0 ABSENT. Motion adopted.**

18. *Action:* **Approval of Board Policy 5012.1 – Bullying, Harassment, Intimidation and Discrimination**

- **a. Ms. Chan moved to approve the Board Policy 5012.1 – Bullying, Harassment, Intimidation and Discrimination.**
- **b. Ms. Vela seconded.**
- **c.** Discussion: None
- **d. 7 AYES (Chan, Vela, Burt, Darrow, Langille, Mammoth, Moldenhauer): 0 NOES; 0 ABSENT. Motion adopted.**

19. *Action:* **Approval of Board Policy 5013.1 – Students' Freedom of Speech/Expression**

- **a. Ms. Burt moved to approve the Board Policy 5013.1 – Students' Freedom of Speech/Expression.**
- **b. Mr. Moldenhauer seconded.**
- **c.** Discussion: None
- **d. 7 AYES (Burt, Moldenhauer, Chan, Darrow, Langille, Mammoth, Vela): 0 NOES; 0 ABSENT. Motion adopted.**

20. *Action:* **Approval of Board Policy 5016.1 – Campus Supervision**

- **a. Mr. Langille moved to approve the Board Policy 5016.1 – Campus Supervision.**
- **b. Ms. Darrow seconded.**
- **c.** Discussion: None
- **d. 7 AYES (Langille, Darrow, Burt, Chan, Mammoth, Moldenhauer, Vela): 0 NOES; 0 ABSENT. Motion adopted.**

21. *Action:* **Approval of Board Policy 5017.1 – Student Admissions and Public Random Drawing ("Lottery")**

- **a. Mr. Moldenhauer moved to approve the Board Policy 5017.1 – Student Admissions and Public Random Drawing ("Lottery").**
- **b. Ms. Chan seconded.**
- **c.** Discussion:
  - **i.** Ms. Podratz: Please note that this policy only goes into effect if the entire school enrollment caps – *NOT* when a program's enrollment is waitlisted.
- **d. 7 AYES (Moldenhauer, Chan, Burt, Darrow, Langille, Mammoth, Vela): 0 NOES; 0 ABSENT. Motion adopted.**

V. STUDENT ACHIEVEMENT

22. *Information*: **Report from the Superintendent**

- **a.** *See attached report.*
- **b.** Dr. Hermsmeyer discussed the idea of opening a two day learning center in Rancho Cucamonga with 130 students.
- **c.** Ms. Podratz: Although this center would be non-ADA-generating, it would help grow our Homeschool enrollment in San Bernardino County.
- **d.** Ms. Burt: There is a very strong advocacy organization in Rancho Cucamonga, so I'm glad we're not opening an actual acadedmy.
- **e.** Dr. Hermsmeyer: We think this learning center will cost us about $60,000 more per year to operate than what it will generate. However, if we enroll an additional six Homeschool students in that area, the overall Empire budget will break even. And, I actually think we can get an additional 50 students in the County by opening this learning center.
- **f.** Ms. Burt: Thank you so much for including the information about driving students. Is there some type of master list of which students are with who and where?
- **g.** Ms. Podratz: For academies, we take busses. But we do not keep track of driving for Homeschool students intentionally to limit our liability.
- **h.** Ms. Podratz (in response to a question from Ms. Chan): Our umbrella policy is under River Springs, and Empire Springs pays River back for their costs. This is to keep consistency for costs. Because Empire is not a known entity and because they are small, the insurance costs would be through the roof.

23. *Information/Activity*: **Local Control Accountability Plan (LCAP)**

- **a.** *See attached Local Control Accountability Plan (LCAP).*
- **b.** Ms. Podratz presented an abbreviated version of the LCAP presentation and then led the Board in an engagement activity.

VI. BUSINESS

24. *Information*: **Financial Update**

- **a.** *See attached Financial Update.*
- **b.** Ms. Podratz introduced Brenda Ramirez, the Controller for Empire Springs Charter.
- **c.** Ms. Podratz: Your P2 came in right on target.
- **d.** Ms. Chan: I know that FlexFunds are #1 on many Homeschooling families' decisions about where to enroll.
- **e.** Ms. Chan: If we have surplus funds from this school year, where would it go?
- **f.** Ms. Podratz: It would go into reserves.
- **g.** Ms. Podratz (in response to question from Ms. Chan): 3% reserve is mandated an part of the MOU with the authorizing district.
- **h.** Ms. Podratz (in response to a question from Mr. Moldenhauer): Fundraising would be under Summit Springs Educational Foundations' budget, and the Board would accept the donation.

25. *Action:* **Approval Position Control System and Salary Schedules (2014-2015)**

- **a. Mr. Langille moved to approve the Position Control System and Salary Schedules (2014-2015).**
- **b. Ms. Burt seconded.**
- **c.** Discussion: None
- **d. 7 AYES (Langille, Burt, Chan, Darrow, Mammoth, Moldenhauer, Vela): 0 NOES; 0 ABSENT. Motion adopted.**

VII. ADJOURNMENT

26. *Action:* **Motion to Adjourn the Meeting**

a. **Ms. Burt moved and Ms. Darrow seconded to adjourn this meeting at 11:30a.m.**
b. **7 AYES (Burt, Darrow, Chan, Langille, Mammoth, Moldenhauer, Vela): 0 NOES; 0 ABSENT. Motion adopted.**

VIII. NEXT REGULAR MEETING

Thursday, June 12, 2014, 9:00 – 12:00 p.m.

Temecula Administrative Offices – Executive Conference Room – 43448 Business Park Drive / Temecula 92590

Marlene Darrow, Board Secretary

6/12/14
Date

In compliance with the Americans with Disabilities Act (AB3035; CH 300, Statutes of 2000), if you need special assistance, disability-related modifications or accommodations, including auxiliary aids or services, in order to participate in the public meetings of the charter school's governing board, please contact the Administrative Office at (951) 252-8891. Notification by 10:00am on Tuesday prior to the board meeting (48 hours) will enable the school to make reasonable arrangements to assure accessibility to this meeting. Upon request, the school shall also make available this agenda and all other public records associated with this meeting in appropriate alternative formats for persons with a disability.