EMPIRE SPRINGS CHARTER SCHOOL BOARD OF DIRECTORS

43466 BUSINESS PARK DRIVE • TEMECULA, CA 92590

REGULAR MEETING
MINUTES

September 12, 2013

10:00 – 11:30a.m.

43448 Business Park Drive / Temecula, CA 92590

Conference Line (218) 844-3366 / Code: 020100#*

I. PRELIMINARY

1. *Action*: **Call to Order & Pledge of Allegiance**
   a. Board Chairman, Ms. Mammoth, called the meeting to order at 10:04a.m.

PRESENT:

Robin Mammoth, Board Chairman	Amy Podratz, Chief Administrative Officer
Heidi Chan, Board Vice Chairman	Don Langeel, Helendale School District Representative
Marlene Darrow, Board Secretary	Michael Hayhurst, Helendale School District
Beth Burt, Board Treasurer	Philip Hermsmeyer, Chief Facilities
Tracey Vela, Board Director	Diane Anvari, Chief Human Resources Officer
Andrea Sexton, Esq., Young, Minney & Corr *(c.c.)*	
Kathleen Hermsmeyer, Executive Director	
Kyla Shofner, Director of Charter Relations	

2. *Action*: **Approval of Agenda**
   a. **Ms. Burt moved to approve the agenda.**
   b. **Ms. Chan seconded.**
   c. Discussion: None
   d. **5 AYES (Burt, Chan, Darrow, Mammoth, Vela); 0 NOES; 0 ABSENT. Motion adopted.**

3. *Action*: **Approval of Meeting Minutes – August 26, 2013**
   a. **Ms. Chan moved to approve the August 26, 2013 meeting minutes.**
   b. **Ms. Vela seconded.**
   c. Discussion:
      i. Ms. Shofner: At the request of Ms. Chan, I made an edit to agenda item *6. c. xi.* so that it now reads, "…if a classified employee starts with PERS and then gets their credential, they can choose to stay with PERS or move to STRS."
   d. **5 AYES (Chan, Vela, Burt, Darrow, Mammoth); 0 NOES; 0 ABSENT. Motion adopted.**

II. CONSENT AGENDA

Consent agenda items are considered routine and may be enacted by a single motion. Any Director of the Board 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 motion of a Board Director, followed by a second and majority vote.

4. *Action*: **Approval of Warrant Listing (August)**
   a. **Ms. Vela moved to approve the consent agenda.**

b. **Ms. Burt seconded.**
c. **5 AYES (Vela, Burt, Chan, Darrow, Mammoth); 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.

5. *Information*: **PUBLIC COMMENTS**
- **a.** None

6. *Information:* **BOARD COMMENTS**
- **a.** None

IV. STUDENT ACHIEVEMENT

7. *Information*: **Report from the Executive Director**
- **a.** *See attached report.*
- **b.** Dr. Hermsmeyer discussed the highlights of her report, including that Empire Springs Charter School is now a Local Educational Agency (LEA) through the Riverside County Special Education Local Plan Area (SELPA). This means Empire Springs will be direct funded for special education purposes. Dr. Hermsmeyer pointed out that Riverside SELPA is the largest multi-district SELPA in the State of California.
- **c.** Dr. Hermsmeyer (in response to a question from Ms. Chan): CORE training includes all new hires (Education Specialists, instructional aids, custodians, etc.); the trainings are customized for the type of staff.
- **d.** Ms. Chan: How will the Personalized Learning Certificate Program teaching mentors be assessed?
- **e.** Dr. Hermsmeyer: As this is the first year, we are not sure. However, this program is being led by very strong leaders.
- **f.** Dr. Hermsmeyer: We had originally thought that WASC would grant Empire Springs Charter School immediate accreditation through a substantive change process. However, WASC conveyed to us that they feel more comfortable not doing a substantive change. This means we will go through a traditional initial visit in early January/February 2014 so that we can get immediate interim accreditation until such time as we have to do our Focus on Learning Process (hopefully at the same time as River Springs Charter School in three years). Because we do not want to take any chances, we will be limiting Empire's enrollment this school year to K-10 even though this initial accreditation will be retroactive to the start of this school year. (It is important to note that we can't seek accreditation unless we have some high school students enrolled.) Our first graduating class for Empire will be 2016. We can't get A-G approval on our classes until we have this interim accreditation.

8. *Information:* **Assessment Training**
- **a.** *See attached PowerPoint presentation.*
- **b.** Ms. Podratz presented an annual assessment training.
- **c.** Ms. Podratz (in response to a question from Ms. Mammoth): There is no correlation between testing and finances although I know that can be confusing since I present on both.
- **d.** Ms. Podratz (in response to a question from Ms. Burt): For race and ethnicity, it is an "either" "or" meaning a student can't be both African American and White. The law is that the parents can self-identify, and if they do not self-identify the teacher can do it for them. However, it is our internal

policy not to identify ethnicity if the parents opt out. If a family selects more than one ethnicity, we mark "two or more races."

V. BUSINESS

9. *Information*: **Budget Update**

- **a.** *See attached budget update.*
- **b.** Ms. Darrow asked for clarification about "other local revenues."
- **c.** Ms. Podratz: Since your petition budget, your budget has changed tremendously. We decided not to add a learning center due to AB 1994. This means Empire Springs is 100% Homeschool. We do plan to move the entire IT & Facilities Department under Empire Springs and bill River Springs and Harbor Springs for those services (although this won't happen until the STRS/PERS issues are sorted out). This does affect "other local revenues."
- **d.** Ms. Darrow: Is there criteria for meeting the Local Control Funding Formula (LCFF)?
- **e.** Ms. Podratz: There is no criteria for meeting the LCFF. However, we need to make sure we have a diverse population because the LCFF is heavily based on the number of English Learners and socioeconomically disadvantaged (SED) students enrolled. In other words, there is more significant money. We will have to prove that we will be fiscally solvent for three years (another form to fill out). Because your Education Specialists are paid per student, Empire's budget is looking really healthy (a great economy of scale). The LCFF will take eight years to fully implement statewide.
- **f.** Ms. Podratz (in response to a question from Ms. Chan): The Santa Ana lease will no longer be under Empire Springs Charter. This will be reflected in my expenditures.
- **g.** Ms. Chan: I do like how our budget is scalable based on Homeschool enrollment.
- **h.** Ms. Podratz (in response to a question from Ms. Burt): Empire Springs Charter families can go to any learning center at River Springs and Harbor Springs Charter Schools. Empire Springs will be billed as a Vendor Course Instruction. That means we will be paying for River Springs Charter School as a service.
- **i.** Ms. Burt: How will transitional kindergarten (TK) students work?
- **j.** Ms. Podratz: TK students are funded exactly like a Kindergarten student (the same amount of apportionment).
- **k.** Ms. Chan: Since high school students normally get a bigger instructional fund budget than primary students and funding under the LCFF has changed, will we be changing our instructional fund allocations?
- **l.** Ms. Podratz: Rather than increasing instructional funds, we want to give high school students additional technology (like a Kindle Fire).
- **m.** Ms. Chan suggested giving our students more than one option with technology.
- **n.** Ms. Mammoth: I actually like the idea of ensuring all of our students have the same technology.
- **o.** Mr. Hermsmeyer: There are some interesting problems with students bringing their own technology into the classroom.
- **p.** Ms. Burt: I would love more training on the Common Core standards. I did hear that one of the testing requirements would be for the student to use a mouse to draw an isosceles triangle (for example).
- **q.** Ms. Podratz: We are waiting to hear more about what the test will look like before deciding on the technology to purchase.

10. *Action:* **Approval of Salary Schedules (2013-2014)**

- **a.** *See attached executive summary.*
- **b.** **Ms. Vela moved to approve the 2013-2014 Salary Schedules.**
- **c.** **Ms. Chan seconded.**
- **d.** Discussion:

i. Ms. Chan: Can you explain the headings?
ii. Ms. Anvari: The row for teacher salary schedules are years of service. Rows don't work the same way for other salary schedules. All other salary schedules have a corresponding position control system, so the row represents the employee's position. The idea of a position control system is to ensure fairness. Everyone received a "bump" this year, meaning they moved up a row or column (depending on the salary schedule). Some employees may have gone up two rows or columns.
iii. Dr. Hermsmeyer: Our salaries are not frozen right now (although they have been frozen for four years).
iv. Ms. Vela: Will we ever be able to catch up in terms of getting employees on the right row/column based on their year of service?
v. Ms. Podratz: Other than building reserves, that is a top priority.
vi. Ms. Anvari (in response to a question from Ms. Chan's inquiry about the certificated 185 day schedule): Any certificated 185 day employee would fall on the academy teacher scale (unless they were an Education Specialist being paid by student).
vii. Ms. Anvari (in response to a question from Ms. Chan): The notations on the academy teacher scale of two years is correct. We should have but didn't deduct three years during that hiring season. I think we were hoping salary freezes wouldn't be happening again, and we wanted to stay competitive with new hires. When salaries were frozen again the next year, I felt we needed to do the full amount in fairness to our employed staff.
viii. Ms. Anvari (in response to a question from Ms. Chan): In regards to the academy teacher scale with the 1.10 multiplier, the intern column was added later when we got an intern. The amount was rounded ever so slightly down to make it an even amount.

e. 5 AYES (Vela, Chan, Burt, Darrow, Mammoth); 0 NOES; 0 ABSENT. Motion adopted.

11. *Action:* **Approval of Resolution 100.7 Authorizing Participation in the SBCOE FBC & Master Vendor List**

a. *See attached executive summary and board resolution.*
b. Ms. Darrow moved to approve Resolution 100.7 Authorizing Participation in the SBCOE FBC & Master Vendor List.
c. Ms. Burt seconded.
d. Discussion:
i. Ms. Darrow: Will the employees be able to transfer their plans without penalty?
ii. Ms. Anvari: Correct; there will not be a penalty. We will need to have different contracts with the vendors on the Master Vendor List (than River Springs Charter has).
iii. Ms. Chan: Does the charter have any matching policies?
iv. Ms. Anvari: No because our employees are covered by STRS/PERS.
v. Ms. Shofner made several corrections of typos to the resolution.
vi. Ms. Sexton clarified that IRC is correct and equates to "Internal Revenue Code."
e. 5 AYES (Darrow, Burt, Chan, Mammoth, Vela); 0 NOES; 0 ABSENT. Motion adopted.

12. *Action:* **Approval of Resolution 100.8 Authorizing Facsimile Signatures on Checks**

a. *See attached executive summary and board resolution.*
b. Ms. Burt moved to approve Resolution 100.8 Authorizing Facsimile Signatures on Checks.
c. Ms. Chan seconded.
d. Discussion:
i. Ms. Chan: Do we put a limit on the dollar amount that can be disbursed this way?
ii. Ms. Podratz: The reason we don't is because the segregation of duties within the business department does not give room for fraud. There is always a minimum of four different employees involved. However, anything greater than $50k will require prior board approval

per the board's current contracts policy. Also, on the consent agenda you will always be seeing the warrant listing. This is also audited every year by our auditors.

e. **5 AYES (Burt, Chan, Darrow, Mammoth, Vela); 0 NOES; 0 ABSENT. Motion adopted.**

VI. ADJOURNMENT

13. *Action:* **Motion to Adjourn the Meeting**
    a. **Ms. Chan moved and Ms. Darrow seconded to adjourn the meeting at 11:35a.m.**
    b. **5 AYES (Chan, Darrow, Burt, Mammoth, Vela); 0 NOES; 0 ABSENT. Motion adopted.**

VII. NEXT REGULAR MEETING

Thursday, October 17, 2013, 10:00a.m. – 5:00p.m.
Pechanga Resort's Eagle's Nest – 45000 Pechanga Parkway – Temecula, CA 92592

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 District's governing board, please contact the Administrative Office at (951) 252-8891. Notification by noon on Monday 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.

Marlene Darrow, Board Secretary

9/26/13
Date

Members of the public attending a board meeting via teleconference need not give their name when entering the conference call.

EMPIRE Springs CHARTER SCHOOL