# RIVER SPRINGS CHARTER SCHOOL BOARD OF DIRECTORS

**43466 BUSINESS PARK DRIVE • TEMECULA, CA 92590**

# *REGULAR MEETING*
# *MINUTES*

**May 12, 2016**

***12:00 – 4:00p.m.***

**43448 Business Park Drive**

**Temecula, CA 92590**

***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.***

**PRESENT:**

| | |
|---|---|
| Jennifer Mejares-Pham, Chair (arrived 12:23) | Kathleen Hermsmeyer, Superintendent |
| Charlene Ponzio, Vice Chair | Amy Podratz, Asst. Supt Business & Admin Ops |
| Sheila Ryle, Secretary | Phil Hermsmeyer, Asst. Supt – IT/Facilities |
| Carl Burke, Treasurer | Tanya Rogers, Director of Business |
| Stephen Darrow, Director | Natali South, Executive Assistant to the Board |
| Jessica Mercer, Director | |
| Chuck Vela, Director | |

1. **Action: Call to Order & Pledge of Allegiance**
   - Ms. Ponzio called the meeting to order at 12:09 p.m. and led the Pledge of Allegiance.

2. **Action: Approval of Agenda**
   - Mr. Vela moved to approve the agenda.
   - Mr. Burke seconded.
   - Vote: 6 Ayes: Ponzio, Burke, Vela, Darrow, Ryle, Mercer
     0 Noes; 1 Absent (Mejares-Pham); Motion Adopted

3. **Action: Approval of Minutes from April 14, 2016**
   - Mr. Burke moved to approve the Minutes from the April 14, 2016 meeting.
   - Ms. Ryle seconded.
   - Discussion: None
   - Vote: 6 Ayes: Ponzio, Burke, Vela, Darrow, Ryle, Mercer
     0 Noes; 1 Absent (Mejares-Pham); Motion Adopted

4. **Action: Approval of Consent Agenda:** Warrant Register; Personnel Action Report; Revised Attendance Calendars 2016-2017
   - Mr. Burke moved to approve the Consent Agenda.
   - Mr. Vela seconded.
   - Vote: 6 Ayes: Ponzio, Burke, Vela, Darrow, Ryle, Mercer

0 Noes; 1 Absent (Mejares-Pham); Motion Adopted

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

6. **Information: Superintendent's Report with WASC Update**
   - Dr. Hermsmeyer reviewed the Superintendent's Report. She announced that we will be increasing our Homeschool Instructional Funds package, giving "Bookmart Bucks" and looking at ways to expand our offerings to homeschoolers through "camps" during the summer. Dr. Hermsmeyer informed the Board that we received permit approval by Jurupa Valley for FAPA. Additionally, she announced the approval of our Citrus Springs petition by the Orange County Board of Education; we will be open this fall.

7. **Information: Bond Update**
   - Phil Hermsmeyer reviewed the Bond Update and answered Board questions about the completion status of various projects.

8. **Information: First Reading of Revised Financial Reports & Accountability Policy BP 4003.1**
   - The Board reviewed revised Financial Reports & Accountability Policy BP 4003.1.
   - This policy will be agendized for Second Reading and Approval at the next regularly-called meeting.

9. **Information: First Reading of Debt Policy BP 4008.1**
   - The Board reviewed Debt Policy BP 4008.1.
   - This policy will be agendized for Second Reading and Approval at the next regularly-called meeting.

10. **Information: First Reading of Field Trips Policy BP 5020.1**
    - The Board reviewed Field Trips Policy BP 5020.1.
    - This policy will be agendized for Second Reading and Approval at the next regularly-called meeting.

11. **Information: First Reading of BP 5021.1: Internet Use & Digital Citizenship**
    - The Board reviewed Internet Use & Digital Citizenship Policy BP 5021.1.
    - Discussion: Phil Hermsmeyer explained the need to have a guiding Board Policy with regard to Internet Use and Digital Citizenship.
    - This policy will be agendized for Second Reading and Approval at the next regularly-called meeting.

12. **Information: Financial Update**
    - Amy Podratz provided a Financial Update and reviewed the report.

13. **Information/Activity: LCAP Activity**
    - Amy Podratz provided information on River Springs' LCAP, and the Board participated in an LCAP activity.

14. **Discussion-Conference Review: Advocacy Day**
    - Jennifer Mejares-Pham facilitated a conversation about CCSA's Advocacy Day.

15. **Action: Second Reading & Approval of Revised Credit Card Policy BP 3003.1**
    - Mr. Burke moved to approve revised Credit Card Policy BP 3003.1 upon second reading.
    - Ms. Ryle seconded.
    - Discussion: None
    - Vote: 7 Ayes: Mejares-Pham, Ponzio, Burke, Vela, Darrow, Ryle, Mercer
      0 Noes; 0 Absent; Motion Adopted

16. **Action: Second Reading & Approval of Revised Cash/Receipts Policy BP 4007.1**
    - Ms. Ponzio moved to approve revised Cash/Receipts Policy BP 4007.1 upon second reading.
    - Ms. Ryle seconded.
    - Discussion: None
    - Vote: 7 Ayes: Mejares-Pham, Ponzio, Burke, Vela, Darrow, Ryle, Mercer
      0 Noes; 0 Absent; Motion Adopted

17. **Action: Second Reading & Approval of Revised Travel Policy BP 3006.1**
    - Ms. Ryle moved to approve revised Travel Policy BP 3006.1 upon second reading.
    - Ms. Ponzio seconded.
    - Discussion: None
    - Vote: 7 Ayes: Mejares-Pham, Ponzio, Burke, Vela, Darrow, Ryle, Mercer
      0 Noes; 0 Absent; Motion Adopted

18. **Action: Approval of Student Email & Google Hangout**
    - Ms. Ryle moved to approve Student Email & Google Hangout
    - Ms. Mercer seconded.
    - Discussion: Phil Hermsmeyer explained the need to provide Google Hangout to our students, and reviewed the benefits and risks associated with it.
    - Vote: 7 Ayes: Mejares-Pham, Ponzio, Burke, Vela, Darrow, Ryle, Mercer
      0 Noes; 0 Absent; Motion Adopted

19. **Action: Approval of Long-Distance Travel: Canvas Conference**
    - Mr. Burke moved to approve Long Distance Travel to the Canvas Conference
    - Ms. Ponzio seconded.
    - Discussion: Ms. Mejares-Pham suggested that we consider using Uber for transportation from airports, hotels & conference venues as opposed to renting cars.
    - Vote: 7 Ayes: Mejares-Pham, Ponzio, Burke, Vela, Darrow, Ryle, Mercer
      0 Noes; 0 Absent; Motion Adopted

20. **Action: Approval of Long-Distance Travel: Dibels Super Institute**
    - Ms. Ryle moved to approve Long Distance Travel to the Dibels Super Institute
    - Ms. Ponzio seconded.
    - Discussion: Ms. Ryle asked if the car rental cost was accurate, and was told that it was, as of the date of the booking.

- Vote: 7 Ayes: Mejares-Pham, Ponzio, Burke, Vela, Darrow, Ryle, Mercer
  0 Noes; 0 Absent; Motion Adopted

21. **Action: Approval of Long-Distance Travel: National Alliance for Public Charter Schools National Conference**
    - Ms. Ryle moved to approve Long Distance Travel to the National Alliance for Public Charter Schools National Conference.
    - Ms. Mercer seconded.
    - Discussion: None
    - Vote: 7 Ayes: Mejares-Pham, Ponzio, Burke, Vela, Darrow, Ryle, Mercer
      0 Noes; 0 Absent; Motion Adopted

22. **CLOSED SESSION**: Entered into at: 3:25 p.m.
    **Information: Public Employee Performance – Board Evaluation**
    - Title: Assistant Superintendent of Personnel
    - Title: Assistant Superintendent of IT/Facilities

23. **OPEN SESSION**: Entered into at: 3:41 p.m.
    Action: Public Report of Action Taken in Closed Session in Accordance with Gov Code Section 54957.1/54957.9

    **Public Employee Performance – Board Evaluation**
    - Title: Assistant Superintendent of Personnel: The Board completed their 2014-2015 evaluation, and a copy will be provided to the employee.

    - Title: Assistant Superintendent of IT/Facilities: The Board completed their 2014-2015 evaluation, and a copy will be provided to the employee.

24. **Information: BOARD COMMENTS & AGENDA ITEM REQUESTS**
    - Ms. Ponzio: I am glad that we had an action packed agenda that we finished on time.
    - Ms. Mejares-Pham: As we grow and split responsibilities, I would encourage succession planning so that we are prepared for our expansion with minimal effect on staff.
    - Mr. Darrow: I would like to thank Kathleen and the school for sending us to Advocacy Day. It was enlightening to see so many supporters of Charter Schools in one place.
    - Ms. Mercer: I am so impressed with all of the programs and opportunities that we provide, and I want to find ways to get the word out to people that may not know about us. I still want to find a way to nominate a teacher once a month for recognition, and I will do the research necessary to figure out how we can create this program.
    - Future Agenda Requests:
      - Have Diane Anvari provide an update on the new employee software system (Orange HR) after using it for end-of-year evaluations and new hires.

25. **Action: Motion to Adjourn the Meeting**
    - Ms. Ryle moved to adjourn the meeting at 4:07 p.m.
    - Mr. Vela seconded.
    - Vote: 7 Ayes: Mejares-Pham, Ponzio, Burke, Vela, Darrow, Ryle, Mercer
      0 Noes; 0 Absent; Motion Adopted

## NEXT REGULAR MEETING

Thursday, June 9, 2016 12:00 p.m. | 43448 Business Park Drive, Temecula, CA 92590

Sheila Ryle, Secretary

6/9/16
Date