RIVER SPRINGS CHARTER SCHOOL BOARD OF DIRECTORS

43448 BUSINESS PARK DRIVE • TEMECULA, CA 92590

REGULAR MEETING
MINUTES

September 10, 2015

12:00p.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 & Pledge of Allegiance**
   a. Jennifer Mejares-Pham called the meeting to order and led the Pledge of Allegiance at 12:17 p.m.

PRESENT:

Jennifer Mejares-Pham, Chair Charlene Ponzio, Vice Chair Sheila Ryle, Secretary Carl Burke, Treasurer Charles Vela, Director Stephen Darrow, Director Jessica Mercer, Director	Kathleen Hermsmeyer, Superintendent Amy Podratz, Asst. Superintendent, Business & Admin Ops Phil Hermsmeyer, Asst. Superintendent, IT & Facilities Vivian Price, Assistant Superintendent – Personalized Learning Debbie Daniel, Assistant Superintendent – Pupil Services Peter Alvino, Director of School Development Debbie DeJong, Controller Tanya Rogers, Director of Business Services Natali South, Executive Assistant to the Board Sarah Hutcheson, Executive Assistant to the Superintendent Linda Rhoads-Parks, Legal Counsel

2. Action: **Approval of Agenda**
   a. Ms. Ponzio moved to approve the agenda.
   b. Ms. Ryle seconded.
   c. Discussion: None
   d. 7 AYES (Mejares-Pham, Ponzio, Burke, Darrow, Vela, Ryle, Mercer); 0 NOES; 0 ABSENT. Motion adopted.

3. Action: **Approval of Meeting Minutes – August 24, 2015**
   a. Ms. Mercer moved to approve the August 24, 2015 meeting minutes.
   b. Mr. Vela seconded.
   c. Discussion: None

d. 7 AYES (Mejares-Pham, Ponzio, Burke, Darrow, Vela, Ryle, Mercer); 0 NOES; 0 ABSENT. Motion adopted.

4. Action: **Election of Corporate Officers & Subcommittees**
   - **a.** Ms. Ponzio moved to amend the election procedure to be such that officer positions change every two years instead of once a year.
   - **b.** Ms. Ryle seconded the motion.
   - **c.** Discussion:
     - Ms. Mejares-Pham: I volunteer to be the Board Chair again.
     - Ms. Ponzio: I think a second year of positions staying the same will allow for consistency. Most associations have people in place for at least two years which I think will bring continuity.
     - Carl Burke: I have a problem with a two-year term for all offices because then some positions will never succeed to the Chair.
     - Ms. Ponzio: I will amend my motion so that all positions for 2015-16 remain the same as 2014-15.
     - Ms. Ryle: I second that motion.
     - Ms. Parks: Each office is a separate nomination, so there is no need to establish a procedure, unless you want to. You may simply make a motion to nominate someone for each office, and if the motion is supported by a second and majority vote, the nomination stands.

   - **d.** Mr. Burke moved to nominate Ms. Mejares-Pham as Board Chair.
   - **e.** Mr. Darrow seconded.
   - **f.** Disussion: None.
   - **g.** 7 AYES (Mejares-Pham, Ponzio, Burke, Darrow, Vela, Ryle, Mercer); 0 NOES; 0 ABSENT. Motion adopted.

   - **h.** Ms. Mejares-Pham moved to nominate Ms. Ponzio as Vice Chair.
   - **i.** Mr. Vela seconded.
   - **j.** Discussion: None
   - **k.** 7 AYES (Mejares-Pham, Ponzio, Burke, Darrow, Vela, Ryle, Mercer); 0 NOES; 0 ABSENT. Motion adopted.

   - **l.** Ms. Ponzio moved to nominate Ms. Ryle as Secretary.
   - **m.** Ms. Mercer seconded.
   - **n.** Discussion: None.
   - **o.** 7 AYES (Mejares-Pham, Ponzio, Burke, Darrow, Vela, Ryle, Mercer); 0 NOES; 0 ABSENT. Motion adopted.

   - **p.** Mr. Vela moved to nominate Mr. Burke as Treasurer.
   - **q.** Ms. Ponzio seconded.
   - **r.** Discussion: None.
   - **s.** 7 AYES (Mejares-Pham, Ponzio, Burke, Darrow, Vela, Ryle, Mercer); 0 NOES; 0 ABSENT.

Motion adopted.

t. Ms. Ponzio moved to appoint Ms. Mejares-Pham and Mr. Burke to serve on the Superintendent Evaluation subcommittee.
u. Ms. Ryle seconded.
v. Discussion: None
w. 7 AYES (Mejares-Pham, Ponzio, Burke, Darrow, Vela, Ryle, Mercer); 0 NOES; 0 ABSENT. Motion adopted.

x. Mr. Burke moved to appoint Ms. Ponzio, Ms. Ryle and Mr. Darrow to serve on the Assistant Superintendent of Personnel and Assistant Superintendent of IT & Facilities Evaluation subcommittee.
y. Mr. Vela seconded.
z. Discussion: None
aa. 7 AYES (Mejares-Pham, Ponzio, Burke, Darrow, Vela, Ryle, Mercer); 0 NOES; 0 ABSENT. Motion adopted.

bb. Ms. Ponzio moved to appoint Ms. Mejares-Pham, Ms. Ryle and Ms. Mercer to serve on the Community Relations subcommittee.
cc. Mr. Burke seconded.
dd. Discussion: None
ee. 7 AYES (Mejares-Pham, Ponzio, Burke, Darrow, Vela, Ryle, Mercer); 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.

5. Action: **Approval of Consent Agenda**
   a. Mr. Burke moved to approve the Warrant List & Personnel Action Report.
   b. Ms. Ponzio seconded.
   c. 7 AYES (Mejares-Pham, Ponzio, Burke, Darrow, Vela, Ryle, Mercer); 0 NOES; 0 ABSENT. Motion adopted.

6. Activity: **Completion of Certification of Signatures**
   a. The Board completed the Certification of Signatures form.

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.

7. Information: **PUBLIC COMMENTS**
    a. Maureen Wilson introduced some teachers on special assignment (TOSAs) and vice principals. In attendance were: Nikia Hovey, Rebecca Fabozzi, Ben Fitts and EJ Whitehead.

IV. EDUCATION & STUDENT ACHIEVEMENT

8. Information: **Update from the Superintendent**
    a. Dr. Hermsmeyer reviewed the Superintendent's Report. She indicated that our Material Revision with RCBE was unanimously approved yesterday. Additionally, Dr. Hermsmeyer provided an update on the Bond process.
    b. Discussion:
        - Board members asked questions about the status of our RAN, our Bond and financial situation.
        - The Board requested a simple chart of the bond, properties, RAN, etc. so they can easily track where we are on all projects in relation to source of financing.
        - A Special-Called meeting may need to be scheduled to approve alternative financing, if it becomes available.

9. Information: **2015 Graduation Report**
    a. Debbie Daniel provided a review of the 2015 Graduation Report. She noted that the state has eliminated the CAHSEE, and retroactively disqualified it from graduation requirements for 2014-2015.

10. Information: **WASC Self-Study**
    a. Debbie Daniel reviewed our progress toward our WASC Action Plan. We are moving into our self-study process for our upcoming WASC evaluation. Our study will be comprehensive including Empire, River and Harbor.

11. Information: **Enrollment Update**
    a. Amy Podratz reviewed the Enrollment information as school is just getting started. Enrollment is going very well throughout the network.

12. Information: **Assessment Update**
    a. Amy Podratz reviewed the Assessment Report and provided information on CAASPP, ELA and math scores, CELDT data, API and AYP. Additionally, she reminded the Board that the CAHSEE has been eliminated, and the state is working on developing another exit exam that aligns with the Common Core.

V. BUSINESS

13. Action: Approval of Final Unaudited Actuals (under separate cover)

- **a.** Ms. Ryle moved to approve Final Unaudited Actuals.
- **b.** Ms. Ponzio seconded.
- **c.** Discussion:
  - Amy Podratz introduced Tanya Rogers, our new Director of Business Services to the Board. Amy reminded the Board that this report is an unaudited reporting of last year's financial information. The auditors will come in October to review all information, and the final report will be presented in December.
- **d.** 7 AYES (Mejares-Pham, Ponzio, Burke, Darrow, Vela, Ryle, Mercer); 0 NOES; 0 ABSENT. Motion adopted.

14. Action: Approval of MOU with River Springs and Harbor Springs

- **a.** Mr. Burke moved to approve the MOU with River Springs and Harbor Springs.
- **b.** Mr. Vela seconded.
- **c.** Discussion: None
- **d.** 7 AYES (Mejares-Pham, Ponzio, Burke, Darrow, Vela, Ryle, Mercer); 0 NOES; 0 ABSENT. Motion adopted.

15. Action: Approval of MOU with River Springs and Empire Springs

- **a.** Mr. Vela moved to approve the MOU with River Springs and Empire Springs.
- **b.** Ms. Ryle seconded.
- **c.** Discussion: None
- **d.** 7 AYES (Mejares-Pham, Ponzio, Burke, Darrow, Vela, Ryle, Mercer); 0 NOES; 0 ABSENT. Motion adopted.

16. Action: Approval of National Center for Urban School Transformation (NCUST) Contract

- **a.** Ms. Ponzio moved to approve the National Center for Urban School Transformation (NCUST) Contract.
- **b.** Ms. Mercer seconded.
- **c.** Discussion:
  - Ms Ponzio: I am assuming we liked working with these folks since last year was our first year, and we are looking to renew with them.
  - Vivian Price: Yes, it has gone very well. Do you have any questions?
  - Mr. Burke: How much time do we get with them?
  - Vivian Price: It's actually quite a bit. The trainers come and meet with instructional leadership, then one-on-one with principals, and then in group settings. It creates a process where we will have well-trained mentors, people who are in the process, and others who are identified for future training. The focus is academic achievement and the use of data to direct education.

d. 7 AYES (Mejares-Pham, Ponzio, Burke, Darrow, Vela, Ryle, Mercer); 0 NOES; 0 ABSENT. Motion adopted.

17. Action: Ratification & Approval of Contract with Curriculum & Associates: i-Ready

- **a.** Mr. Burke moved to ratify and approve the contract with Curriculum & Associates for i-Ready.
- **b.** Mr. Vela seconded.
- **c.** Discussion: None
- **d.** 7 AYES (Mejares-Pham, Ponzio, Burke, Darrow, Vela, Ryle, Mercer); 0 NOES; 0 ABSENT. Motion adopted.

**** The Board revised the agenda to take the following three items ahead of Closed Session.**

****18.** Action: Approval of Graduation Policy BP 5018.1.

- **a.** Ms. Ponzio moved to approve the Graduation Policy BP 5018.1 upon second reading, removing the CAHSEE language.
- **b.** Mr. Vela seconded.
- **c.** Discussion:
  - Ms. Mercer: Why are foster children exempted from the gradation policies?
  - Debbie Daniel: The state has added this language due to the fact that foster children often move from place to place which creates holes in their learning, and/or records get lost through no fault of their own.
- **d.** 7 AYES (Mejares-Pham, Ponzio, Burke, Darrow, Vela, Ryle, Mercer); 0 NOES; 0 ABSENT. Motion adopted.

****19.** Information: First Reading of Home & Hospital Policy BP 5019.1

- **a.** The Board reviewed the Home & Hospital Policy BP 5019.1
  - Debbie Daniel explained the process involved with providing education to home-bound students.
  - Linda Parks suggested removal of "district" terminology, and instead, the use of "charter".

IX. PERSONNEL

****20.** Information: Employee Satisfaction Survey

- **a.** The Board reviewed the Employee Satisfaction Survey
- **b.** Dr. Hermsmeyer explained the survey process, and indicated that it is a goal of our school for this year to increase communication so that staff is aware of the various support opportunities available to them.

VI. CLOSED SESSION – Opened at 2:40 p.m.

21. Information: Public Employee Performance – Self Evaluation
   a. Title: Superintendent (under separate cover)

22. Action/Activity: Public Employee Performance – Board Evaluation
   a. Title: Superintendent (under separate cover)

VII. OPEN SESSION – Opened at 3:50 p.m.

23. Action: Public Report of Action Taken in Closed Session in Accordance with Gov. Code Section 54957.1/54957.9
   a. No action to report.

VIII. GOVERNANCE

24. Action: Approval of Superintendent's 2015-2016 Goals
   a. Ms. Mercer moved to approve the Superintendent's 2015-2016 Goals.
   b. Ms. Ryle seconded.
   c. Discussion:
   - Dr. Hermsmeyer reviewed her proposed goals.
   - Mr. Burke: The language of the percentage listed in the goals needs to be clarified to be *percentage points*, not *percent*.
   - Mr. Vela: So the facilities goal is just to get a checklist?
   - Dr. Hermsmeyer: It should say that we will work toward improvement toward Level 3 security.
   - Mr. Vela: To make all of them Level 3?
   - Dr. Hermsmeyer: No, to work toward Level 3. They are at various stages depending on what type of building, how much improvement we've already done, etc. We're eventually trying get all of them to Level 3.
   - Ms. Mercer: So do you mean each site should move up a level? If it's a 1 now, it should be a 2 by the end of the year?
   - Ms. Mejares-Pham: Is there a reason this should be a public goal, or should it be an internal goal?
   - Dr. Hermsmeyer: Well, it is part of the LCAP, so I think it should remain as one of our publicized goals.
   - Mr. Vela: I think we need to have a measureable goal; we need a way to measure whether or not the goal is met.
   - Dr. Hermsmeyer: I will take this to Phil and facilities to figure out a way to measure. A singular rubric may be challenging because of various needs; each of our projects is a different kind of structure. We will work toward finding a way to easily demonstrate progress on the goal, however.

- Ms. Mejares-Pham: In reference to Goal #5, we don't currently have a Special Ed committee?
- Dr. Hermsmeyer: That's correct, and why I listed this as a goal. We want to establish our Special Ed Department as being high quality. I think that it's important, because frankly, that has been an issue for us. Our new director is making great progress, and I think it makes sense to keep that at the forefront of our thoughts.
- Mr. Burke: This is another instance where the terminology should be percentage points.

d. 7 AYES (Mejares-Pham, Ponzio, Burke, Darrow, Vela, Ryle, Mercer); 0 NOES; 0 ABSENT. Motion adopted.

X. COMMUNITY RELATIONS

25. Information: **BOARD COMMENTS**

a. Ms. Mercer: Thank you for your patience with my questions. I really do love this school and want to do my best to be supportive.

b. Ms. Ponzio: Thanks for increased communication and updates. Even the smallest amount of information goes a long way toward keeping us in the loop.

c. Mr. Burke: I echo Charlene's comments, and I am thankful for the communication – both positive and negative. I think in terms of the health of our organization, we need to focus on three things: ADA, cash and math scores.

d. Ms. Mejares-Pham: I agree. I also think we need focus on our reputation in social media. I belong to a Facebook group called Temecula Talk. Our reputation on there is not good at all. I think we need to monitor social media and places where our name is being mentioned. Sometimes the information is just not accurate. If we had posters that could go on those sites – parents and friends of our school who actually know what's going on – we might be able to turn that tide. I also wanted to let you know that I filled out a CCSA application to be a presenter. Reminder to Board members, be sure to mention anything that you want added to next meeting's agenda. I would like to add Board goals to our next agenda. Lastly, I know that some districts have Bond sub-committees, and I don't know whether or not that is something we should consider.

i. Linda Parks: That is something that done in districts because the Bonds are based on community votes.

ii. Dr. Hermsmeyer: It is common for charter schools to have a fiscal subcommittee due to the various aspects of charter school finance.

iii. Mr. Burke: I do not support that idea; I think the entire board needs to have all of the information at all times.

e. Mr. Vela: I know you are dealing with so much all the time, and we only see a small snapshot. Just know that we appreciate the communication and keeping us in the loop. Emails that come in at late at night are fine. It's also a two-way

street, and I believe that as Board members, we can certainly get in touch with you if we have questions.

XI. ADJOURNMENT

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

- **a.** Ms. Ponzio moved to adjourn the meeting at 4:37 p.m.
- **b.** Mr. Vela seconded.
- **c.** Discussion: None
- **d.** 7 AYES (Mejares-Pham, Ponzio, Burke, Darrow, Vela, Ryle, Mercer); 0 NOES; 0 ABSENT. Motion adopted.

IX. NEXT REGULAR MEETING

Thursday, October 15, 2015, 12:00 – 4:00p.m.
Temecula Administrative Offices – Executive Conference Room – 43448 Business Park Drive / Temecula 92590

Sheila Ryle, Board Secretary

9/21/15
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 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.