RIVER SPRINGS CHARTER SCHOOL BOARD OF DIRECTORS

43448 BUSINESS PARK DRIVE • TEMECULA, CA 92590

REGULAR MEETING
MINUTES

December 11, 2014

1:00p.m. – 4:00p.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. Board Chair, Jennifer Mejares-Pham, called the meeting to order and led the Pledge of Allegiance at 1:10 p.m.

PRESENT:

Jennifer Mejares Pham, Chair	Kathleen Hermsmeyer, Superintendent
Charlene Ponzio, Vice Chair	Amy Podratz, Assistant Supt – Business and Admin Ops
Sheila Ryle, Secretary	Phil Hermsmeyer, Assistant Supt – IT & Facilities
Charles Vela, Treasurer left at 2:05	Diane Anvari, Assistant Supt – Human Resources
Carl Burke, Director	Debbie Daniel, Assistant Supt – Pupil Services
Stephen Darrow, Director	Natali South, Executive Assistant to the Board
	Linda Rhoads-Parks, Legal Counsel

2. *Action*: **Approval of Agenda**
   a. **Ms. Ponzio moved to approve the agenda.**
   b. **Mr. Burke seconded.**
   c. Discussion: Ms. Mejares-Pham requested that item 7 be removed from Consent Agenda for discussion during Non-Consent.
   d. **6 AYES (Mejares Pham, Ponzio, Ryle, Burke, Darrow, Vela); 0 NOES; 0 ABSENT. Motion adopted.**

3. *Action*: **Approval of Meeting Minutes – October 9, 2014**
   a. **Mr. Vela moved to approve the October 9, 2014 meeting minutes.**
   b. **Mr. Burke seconded.**
   c. Discussion: None
   d. **6 AYES (Mejares Pham, Ponzio, Ryle, Burke, Darrow, Vela); 0 NOES; 0 ABSENT. Motion adopted.**

4. *Action*: **Approval of Special Meeting Minutes – November 13, 2014**
    a. **Ms. Ponzio moved to approve the November 13, 2014 meeting minutes.**
    b. **Mr. Vela seconded.**
    c. Discussion: None
    d. **6 AYES (Mejares Pham, Ponzio, Ryle, Burke, Darrow, Vela); 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*: **Ratification of Warrant Listing & Personnel Action Report (October & November)**
6. *Action*: **Approval/Completion of Certification of Signatures Form**
7. *Item Removed, See Non-Consent Item #17*
    a. **Ms. Burke moved to approve the Consent Agenda**
    b. **Mr. Darrow seconded.**
    c. Discussion: None
    d. **6 AYES (Mejares Pham, Ponzio, Ryle, Burke, Darrow, Vela); 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.

8. *Information*: **PUBLIC COMMENTS**
    a. None
9. *Information*: **BOARD COMMENTS**
    a. Mr. Burke wished everyone Happy Holidays.
    b. Mr. Darrow expressed thanks for the new nametags.
    c. Ms. Pham indicated that she and Mr. Burke participated in mock-interviews for seniors, and said it was a great opportunity to give them real-world experience.
    d. Ms. Ryle wished everyone Happy Holidays.
    e. Ms. Ponzio expressed that she enjoyed attending the Learning and the Brain conference. Additionally, she attended the National Honor Society induction ceremony. Finally, Ms. Ponzio asked if it would be possible for River Springs and Harbor Springs to trade meeting times since the length of River Springs' meetings often delays the start of Harbor's meetings. **This item will be added to next month's agenda for discussion.**

IV. STUDENT ACHIEVEMENT

10. *Information*: **Report from the Superintendent – WASC Update**

Dr. Hermsmeyer referenced the Superintendent's report in the packet and gave a brief summary of recent events.

V. BUSINESS/GOVERNANCE

11. Action: **Approval of 1st Interim Budget**

a. **Mr. Vela moved to approve the 1st Interim Budget**
b. **Ms. Ryle seconded.**
c. Discussion: Ms. Podratz reviewed the 1st Interim Budget and indicated that we had to decrease our P2 expected ADA by 102, based on current enrollment projections. Overall, the RSCS budget is doing well, with an expected ending budget around $700,000. Any variations are very minimal with this size budget.
Mr. Burke: How does the revenue appear higher with lower enrollment?
Ms. Podratz: That figure is based on LCFF and one-time funding.
Mr. Burke: What are "Service Operations?"
Ms. Podratz: Services and Operations include anything that is not a material or staff salary/benefit. Some examples include field trips, legal, fees, janitorial, rents, etc.
Mr. Burke: Are our benefits running hot?
Ms. Podratz: No. We use a cafeteria plan that allows $800 for full time employees personal choice. The only thing that will change dramatically is dental because we pay on a use basis.
d. **6 AYES (Mejares Pham, Ponzio, Ryle, Burke, Darrow, Vela); 0 NOES; 0 ABSENT. Motion adopted.**

12. Action: **Approval of Annual Audit for Fiscal Year 2013-2014**

a. **Mr. Vela moved to approve the Annual Audit for Fiscal Year 2013-2014**
b. **Ms. Ponzio seconded.**
c. Discussion: Ms. Podratz summarized the recent audit process and indicated that the auditors were pleased with the accuracy of our records which resulted in no audit findings.
d. **6 AYES (Mejares Pham, Ponzio, Ryle, Burke, Darrow, Vela); 0 NOES; 0 ABSENT. Motion adopted.**

13. Information: **Vehicle Fleet Program, Financial Update as of November 2014**

Phil Hermsmeyer provided an overview of the vehicle fleet program, and provided an opportunity for discussions and questions.
Ms. Pham: How much have we saved by doing this leasing program?
Mr. Hermsmeyer: We are in the black this year, but that includes the trade-in value of the cars.
Ms. Podratz: This is not being completely expensed to River. The report you see is the total expense, but River doesn't have to bear the full burden of that expense. It is portioned out by percentage to each of the three schools.
Dr. Hermsmeyer: We knew that this was the pilot year. We can look at this and decide if there are changes that need to be made in terms of how much expense is related to personal use, and make adjustments accordingly.
Mr. Hermsmeyer: The point of doing the lease program was to encourage more driving to our sites, thereby increasing oversight and quality of education.

Mr. Burke: Why is the fuel expense so much higher than expected?
Mr. Hermsmeyer: This is part of what we're looking into as we evaluate the true cost of the program. I think the discrepancy is related to us vastly underestimating the amount of mileage that is actually being driven.
Mr. Burke: Do we only reimburse business fuel?
Mr. Hermsmeyer: No, the agreement includes all fuel for the respective cars. Employees use a card to fill their tank which collects data such as mileage on the vehicle, number of gallons, price per gallon, etc.
Dr. Hermsmeyer: Keep in mind that employees pay a co-pay for the personal use of the vehicle. That amount may need to be adjusted up or down.
Dr. Hermsmeyer: We recently had decals placed on the cars with our logos and contact info. The decals have been a great marketing tool. Ever since they were put on, I have answered multiple questions in parking lots from people inquiring about our school.
Ms. Ponzio: When will you evaluate whether or not this is worth the expense?
Mr. Hermsmeyer: The auditors just reviewed this and we passed with flying colors. Also, we're working on making it easier for staff to record their miles by creating an Android app.

14. Action: **Approval of Contract with Curriculum Associates for i-Ready for 2014-2015**
    a. **Ms. Ryle moved to approve the contract with Curriculum Associates for i-Ready for 2014-2015**
    b. **Ponzio seconded.**
    c. Discussion:
    Ms. Pham: Good job for using this.
    Ms. Ryle: The payment is coming from just River, right? So with that said, why can't we get the combined reduced rate?
    Ms. Price: It's a site-license, so we don't qualify for the larger group discount. It's a good tool to monitor growth, and the results are showing great growth.
    d. **6 AYES (Mejares Pham, Ponzio, Ryle, Burke, Darrow, Vela); 0 NOES; 0 ABSENT. Motion adopted.**

15. Action: **Approval of Out-of-state Travel: Washington DC for National Honor Society Advisor (Jan. 30-Feb. 1, 2015)**
    a. **Ms. Ryle moved to approve Out-of-state Travel: Washington DC for National Honor Society Advisor (Jan. 30-Feb. 1, 2015)**
    b. **Mr. Burke seconded.**
    c. Discussion:
    Mr. Burke: Who's going?
    Ms. Daniel: Collette Bozack
    d. **6 AYES (Mejares Pham, Ponzio, Ryle, Burke, Darrow, Vela); 0 NOES; 0 ABSENT. Motion adopted.**

16. Information: **Property Discussion and Updates**
    a. Property: Flabob Airport: 4230 Mennes Ave. Bldg. 24, Riverside, CA
    Mr. Hermsmeyer provided an update on the Flabob site. He indicated that the fire marshal will not accept our fire suppression system until we have a PUP. We can't get a PUP until we have ALUC approval.
    In the event that we do not receive fire marshal approval, we would have to move to another site or close the program. There is another location on the airport property which we could

move to and keep the program open. This new location would be in a student-friendly ALUC zone of the airport property. We are looking into the expense of creating the space and moving. Improving the building aesthetics and increasing the classroom sizes would give us the opportunity to market this location in a way that we cannot currently. With these improvements, the hope is that we could increase enrollment and have this be a fiscally sound decision.

Mr. Darrow: Any chance that we can do all of this improvement, and then the zoning changing to where we it's zoned for non-student use?

Mr. Hermsmeyer: I've been told that we would be grandfathered in, if that were the case.

Ms. Podratz: The cost of moving forward on this plan is estimated at $750,000. We recognize that the first year or two will cause this to run in the red, but after it's operational and we're able to market it, the program should be able to support itself.

b. Property: 42145 Lyndie Lane, Temecula, CA

Mr. Hermsmeyer provided an update on the Lyndie Lane project. We finally received approval to open Phase 1, and have moved students in. We are working on Phase 2 which is scheduled to open March 2.

Ms. Pham: Since we own this building, are we doing nicer tenant improvements than if we leased it?

Mr. Hermsmeyer: We always look at the best way to serve our students whether the site is owned or leased. We look for flexibility in spaces to allow for different teaching styles, combined teaching, etc.

17. Action: **Approval of Specific Waiver Request for Resource Specialist Caseload**
(Moved from Consent Agenda Item #7)

a. Mr. Burke moved to approve the Specific Waiver Request for Resource Specialist Caseload

b. Ponzio seconded.

c. Discussion:

Ms. Daniel gave an overview of this request and answered related questions.

Ms. Pham: Is it a common practice to ask for a waiver?

Ms. Daniel: This is the first time that we have needed it based on our enrollment and needs.

Mr. Burke: How many resource specialists are you talking about?

Ms. Daniel: There are four, and they cannot take more than 28 cases.

Mr. Burke: So if we pay them more, they can take more?

Ms. Daniel: Yes, if their FTE increases, their caseload can increase accordingly.

Legal Counsel: We provide services as the need arises. We can't cut those services off just because we have reached caseload capacity. We could request the waiver without compensating our staff for it, but that's not the approach we would want to take.

d. 5 AYES (Mejares Pham, Ponzio, Ryle, Burke, Darrow);
0 NOES; 1 ABSENT (Vela). Motion adopted.

VI. CLOSED SESSION – *Called to order at 2:51 pm*

18. Action: **CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**
Case: # INC1301820

19. Action: **CONFERENCE WITH LEGAL COUNSEL – POTENTIAL LITIGATION**

20. Action: **RATIFICATION OF EMPLOYEE TERMINATION AGREEMENT**

21. Action: **CONFERENCE WITH REAL PROPERTY NEGOTIATOR**
(T-4260, J-4020, H-3178)

VII. OPEN SESSION – *Reconvened at 4:34*

22. Action: **Public Report of Action Taken in Closed Session in Accordance with Gov Code Section 54957.1/54957.9**

(18.) **CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**
Case: # INC1301820
a. No action to report.

(19.) **CONFERENCE WITH LEGAL COUNSEL – POTENTIAL LITIGATION**
a. No action to report.

(20.) **RATIFICATION OF EMPLOYEE TERMINATION AGREEMENT**
a. **Ms. Ponzio moved to ratify and approve the employee termination agreement.**
b. **Carl Burke seconded.**
c. Discussion: None
d. **5 AYES (Mejares Pham, Ponzio, Ryle, Burke, Darrow); 0 NOES; 1 ABSENT (Vela). Motion adopted.**

(21.) **CONFERENCE WITH REAL PROPERTY NEGOTIATOR**
(T-4260, J-4020, H-3178)
a. No action to report

VIII. ADJOURNMENT

23. Action: **Motion to Adjourn the Meeting**
a. Ms. Ryle moved to adjourn the meeting at 4:40 p.m.
b. Mr. Darrow seconded.
c. Discussion: None
d. 5 AYES (Mejares Pham, Ponzio, Ryle, Burke, Darrow); 0 NOES; 1 ABSENT (Vela). Motion adopted.

IX. NEXT REGULAR MEETING

Thursday, February 12, 2015, 9:00a.m. – 4:00p.m.
Temecula Administrative Offices – Executive Conference Room – 43448 Business Park Drive / Temecula 92590

Sheila Ryle, Secretary

2-12-15
Date

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