RIVER SPRINGS CHARTER SCHOOL BOARD OF DIRECTORS

43448 BUSINESS PARK DRIVE • TEMECULA, CA 92590

REGULAR MEETING
MINUTES

June 11, 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. Board Chair, Jennifer Mejares-Pham, called the meeting to order and led the Pledge of Allegiance at 12:08 p.m.

PRESENT:

Jennifer Mejares-Pham, Chair	Kathleen Hermsmeyer, Superintendent
Charlene Ponzio, Vice Chair	Natali South, Executive Assistant to the Board
Sheila Ryle, Secretary	Linda Rhoads-Parks, Legal Counsel
Charles Vela, Treasurer	Diane Anvari, Assistant Supt - Personnel
Carl Burke, Director	Melissa Lawrence, Accounts Payable Technician
Stephen Darrow, Director	Niki Phillips, Administrative Assistant
Jessica Mercer, Director (arrived at 12:35)	Ayesha Gonzales, HR Generalist

2. Action: **Approval of Agenda**
   a. Ms. Ryle moved to approve the agenda.
   b. Mr. Vela seconded.
   c. Discussion: Ms. Mejares-Pham asked for the Warrant List to be moved from the Consent Agenda to allow discussion.
   d. 6 AYES (Mejares-Pham, Ponzio, Burke, Darrow, Vela, Ryle); 0 NOES; 1 ABSENT (Mercer). Motion adopted.

3. Action: **Approval of Meeting Minutes – May 28, 2015**
   a. Ms. Ryle moved to approve the May 28, 2015 meeting minutes.
   b. Mr. Vela seconded.
   c. Discussion: None
   d. 5 AYES (Mejares-Pham, Ponzio, Burke, Darrow, Vela, Ryle); 0 NOES; 1 ABSENT (Mercer). 1 ABSTAIN (Ponzio). 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: **Ratification of Warrant Listing & Personnel Action Report**
    a. Ms. Ponzio moved to approve the Warrant List & Personnel Action Report, now classified as a Business Open Session item rather than Consent Agenda.
    b. Mr. Burke seconded.
    c. Discussion: Ms. Mejares-Pham asked for clarification on a few warrant items. Ms. Podratz provided explanations.
    d. 6 AYES (Mejares-Pham, Ponzio, Burke, Darrow, Vela, Ryle); 0 NOES; 1 ABSENT (Mercer). 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

IV. STUDENT ACHIEVEMENT

6. Information: **Update from the Superintendent**
    a. Dr. Hermsmeyer reviewed the Superintendent's Report and provided an update regarding student achievement, end-of-year activities, the clearing of RCBE's Notice of Violation, the status of our Material Revision as well as an update on the pursuit of additional charters.

V. BUSINESS

7. Action: **Approval of 2015-16 Local Control Accountability Plan (LCAP)**
    a. Mr. Burke moved to approve the 2015-16 Local Control Accountability Plan (LCAP)
    b. Mr. Vela seconded.
    c. Discussion: Amy Podratz reviewed the LCAP report and addressed questions from the Board.
    d. 7 AYES (Mejares-Pham, Ponzio, Ryle, Burke, Darrow, Mercer, Vela); 0 NOES; 0 ABSENT. Motion adopted.

8. Action: **Approval of RSCS 2015-16 Final Budget**
    a. Ms. Ponzio moved to approve the RSCS 2015-16 Final Budget.
    b. Ms. Ryle seconded.
    c. Discussion: Amy Podratz reviewed the budget and provided explanations regarding the calculation of salaries, benefits and other budget categories.
    d. 7 AYES (Mejares-Pham, Ponzio, Ryle, Burke, Darrow, Mercer, Vela); 0 NOES; 0 ABSENT. Motion adopted.

9. Action: **Approval of 2014-2015 EPA Plan Actuals**

- **a.** Mr. Vela moved to approve the 2014-2015 EPA Plan Actuals.
- **b.** Mr. Burke seconded.
- **c.** Discussion: Amy Podratz explained the purpose of this report.
- **d.** 7 AYES (Mejares-Pham, Ponzio, Ryle, Burke, Darrow, Mercer, Vela); 0 NOES; 0 ABSENT. Motion adopted.

10. Action: **Approval of 2015-2016 EPA Plan**

- **a.** Ms. Ponzio moved to approve the 2015-2016 EPA Plan.
- **b.** Mr. Burke seconded.
- **c.** Discussion: Amy Podratz explained the purpose of this report and addressed board questions.
- **d.** 7 AYES (Mejares-Pham, Ponzio, Ryle, Burke, Darrow, Mercer, Vela); 0 NOES; 0 ABSENT. Motion adopted.

11. Action: **Approval of 2015 Revenue Anticipation Notes, Series A**

- **a.** Mr. Burke moved to approve the 2015 Revenue Anticipation Notes, Series A
- **b.** Mr. Vela seconded.
- **c.** Discussion: Amy Podratz provided information about the $7 million secured in bridge loans the Revenue Anticipation Notes (RANs)
- **d.** 7 AYES (Mejares-Pham, Ponzio, Ryle, Burke, Darrow, Mercer, Vela); 0 NOES; 0 ABSENT. Motion adopted.

12. Action: **Approval of Position Control System & Salary Scales 2015-16**

- **a.** Ms. Ponzio moved to approve the Position Control System & Salary Scales 2015-16
- **b.** Ms. Ryle seconded.
- **c.** Discussion:
  - i. Diane Anvari provided an explanation of this position control document and how it used by Human Resources when determining the salary schedule and provisions for staff.
  - ii. Amy Podratz provided an explanation of how we were able to "unfreeze" salaries that had previously been locked in place.
  - iii. Carl Burke: I believe that the decision to unfreeze the salaries should have been a board decision, not a staff decision. While I understand that we must offer salaries that are competitive, I believe that going forward, we need to create a new policy that guides this process, especially in light of our expected growth.
  - iv. Jen Mejares-Pham: I am glad that we are in a position to offer these increases in salary and unfreezing the salaries of our long-term employees, but I do agree that this should have been a separate approval; not just part of the budget.
- **d.** 7 AYES (Mejares-Pham, Ponzio, Ryle, Burke, Darrow, Mercer, Vela); 0 NOES; 0 ABSENT. Motion adopted.

13. Action: **Approval of Superintendent's Contract 2015-16**

- **a.** Mr. Burke moved to approve the Superintendent's Contract for 2015-16
- **b.** Ms. Ryle seconded.
- **c.** Discussion:
  - i. Amy Podratz provided the Board with an explanation of the process of determining the Superintendent's salary and contract terms including consultation with Young, Minney & Corr who conducted comparison studies.

ii. Jen Mejares-Pham: Is there a way to see the breakdown of other benefits, in addition to the salary?
iii. Linda Rhoads-Parks indicated that Dr. Hermsmeyer is not provided additional compensation above that of our standard employees in the areas of medical benefits or other areas of compensation.

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

14. Action: **Ratification of the 2015-2016 DMS Agreement**

a. Mr. Vela moved to ratify and approve the 2015 DMS Agreement
b. Mr. Burke seconded.
c. Discussion: Amy Podratz explained the services provided by Karl Yoder through this agreement.
d. 7 AYES (Mejares-Pham, Ponzio, Ryle, Burke, Darrow, Mercer, Vela); 0 NOES; 0 ABSENT. Motion adopted.

15. Action: **Approval of Parallel 40 Design Agreement**

a. Ms. Ponzio moved to approve the Parallel 40 Design Agreement *pending a change to the agreement to add a clause that the content will be the property of Springs, and that Mr. Scherer does not have the rights to sell it.
b. Mr. Vela seconded.
c. Discussion:
i. Dr. Hermsmeyer indicated that we will contract with Parallel 40 Design to create instructional math videos.
ii. Chuck Vela: What is the logistics of this on our IT Department? Will the videos be loaded on our website?
iii. Dr. Hermsmeyer explained that we have our own You Tube channel, as well as video content storage that students can access through their accounts.
iv. Stephen Darrow: I don't see a clause in this agreement that indicates that this intellectual property will belong to us. I recommend that we add this clause prior to approval. *Motion adjusted to add this language.
d. 7 AYES (Mejares-Pham, Ponzio, Ryle, Burke, Darrow, Mercer, Vela); 0 NOES; 0 ABSENT. Motion adopted.

16. Action: **Approval of Out-of-State Travel July 16-25, 2015**

a. Mr. Burke moved to approve the out-of-state travel request.
b. Ms. Ponzio seconded.
c. Discussion: Dr. Hermsmeyer indicated that Shane & Gina Wickwire will participate in this conference as presenters which reduces the cost of their travel.
d. 7 AYES (Mejares-Pham, Ponzio, Ryle, Burke, Darrow, Mercer, Vela); 0 NOES; 0 ABSENT. Motion adopted.

VI. GOVERNANCE

17. Action: **Approval of Updated Contracts Policy**

a. Ms. Ponzio moved to approve the updated Contracts Policy.
b. Mr. Vela seconded.

c. Discussion: Amy Podratz explained the need to update this policy and to add signature authority of up to $10,000 for the Director of Facilities.
d. 7 AYES (Mejares-Pham, Ponzio, Ryle, Burke, Darrow, Mercer, Vela); 0 NOES; 0 ABSENT. Motion adopted.

18. Action: **Approval of the Revised 2015-2016 Board Calendar of Reports**

a. Mr. Burke moved to approve the revised 2015-2016 Board Calendar of Reports.
b. Ms. Ponzio seconded.
c. Discussion: Natali South reviewed the calendar and indicated that by Board request, tentative November and April meetings were added. These meetings will be canceled if not needed.
d. 7 AYES (Mejares-Pham, Ponzio, Ryle, Burke, Darrow, Mercer, Vela); 0 NOES; 0 ABSENT. Motion adopted.

19. Information/Activity: **Board Conference Selection 2015-2016**

a. A list of conference options was provided, and Board members were encouraged to select one to attend.

VII. COMMUNITY RELATIONS

20. *Information*: **BOARD COMMENTS**

a. Sheila Ryle: I just want to thank our amazing staff. This has been a great year, and I know that our staff does so much work behind the scenes that we never see. I will be busy this summer; out theater season opens this weekend!
b. Charlene Ponzio: I wanted to say thank you for including the Board in the S&P meeting. It was a very interesting and informative event, and I was glad to be a part of it. Thanks to Natali for getting our board packets to us on time, and to Amy and everyone else who has to work late hours to be sure we have all of the information that we need. Thanks to my fellow board members; it's been a great year.
c. Jessica Mercer: The past three meetings have been quite an education for me. I am appreciative of your patience as I learn and ask questions. I care deeply about this board and school, and am invested here. I attended the Learning Center Open House and the CTE Graduation ceremony. I was so impressed by our programs and the opportunities for our students.
d. Stephen Darrow: I agree with Charlene's comments about the S&P meeting; glad to participate.
e. Chuck Vela: Thanks to Kathleen and our staff. I appreciate the work that goes into these meetings, our special called meetings, and all of the other events and major projects. I just want to say, "well done".
f. Carl Burke: I would like to reiterate all of the comments made here today. I enjoyed the S&P process, and agree that our staff is producing quality work in the midst of many projects.
g. Jen Mejares-Pham: I would like to remind my fellow board members of the upcoming staff picnic and graduation. This was a great year for our school, and for our board; I think we were very productive.

VIII. ADJOURNMENT

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

a. Ms. Ryle moved to adjourn the meeting at 3:13 p.m.
b. Mr. Burke seconded.
c. Discussion: None

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

IX. NEXT REGULAR MEETING

Monday, August 10, 2015, 2:00p.m.– 4:00p.m.

2nd Floor, Bear Room, Pechanga Resort, 45000 Pechanga Pkwy, Temecula, CA

Sheila Ryle, Secretary — Date: 8-10-15

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