RIVER SPRINGS CHARTER SCHOOL BOARD OF DIRECTORS

43466 BUSINESS PARK DRIVE • TEMECULA, CA 92590

REGULAR MEETING
MINUTES

May 15, 2014
12:15 – 3:30p.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, Ms. Darrow, called the meeting to order at 12:20p.m.

PRESENT:

Marlene Darrow, Board Chair	Amy Podratz, Assistant Superintendent – Business & Admin Ops
Jennifer Mejares Pham, Board Vice Chair	Debbie Essel, Assistant Superintendent – Education
Robin Mammoth, Board Secretary	Phil Hermsmeyer, Assistant Superintendent – Facilities & IT
Pamela Ellard, Board Parliamentarian	Katherine Pangle, Director of Temecula Student Center
Charlene Ponzio, Board Treasurer	Catherine Hanson, Keys Director
Sheila Ryle, Board Director	Debbie DeJong, Controller
Linda Rhoads Parks, Esq., Legal Counsel	Ann Kinsey, Assistant Business Manager
Dr. Kathleen Hermsmeyer, Superintendent	Melissa Lawrence, Accounts Payable Technician
Kyla Shofner, Director of Charter Relations	

2. *Action*: **Approval of Agenda**
   a. **Ms. Mejares Pham moved to approve the agenda.**
   b. **Ms. Ryle seconded.**
   c. Discussion: None
   d. **6 AYES (Mejares Pham, Ryle, Darrow, Ellard, Mammoth, Ponzio); 0 NOES; 0 ABSENT. Motion adopted.**

3. *Action*: **Approval of Special Meeting Minutes – April 17, 2014**
   a. **Ms. Ponzio moved to approve the April 17, 2014 special meeting minutes.**
   b. **Ms. Ellard seconded.**
   c. Discussion: None
   d. **6 AYES (Ponzio, Ellard, Darrow, Mammoth, Mejares Pham, Ryle); 0 NOES; 0 ABSENT. Motion adopted.**

II. CONSENT AGENDA

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

4. *Action*: **Ratification of Warrant Listing & Personnel Action Report (April)**
5. *Action*: **Approval of Personnel Board Evaluation Committee Meeting Minutes – April 17, 2014**
6. *Action*: **Approval of Facilities & IT Board Evaluation Committee Meeting Minutes – April 17, 2014**
7. *Action:* **Ratification of Legal Services Agreement with Linda Rhoads Parks for 2014-2015**
8. *Action:* **Ratification of Agreement with Online Purchasing System (OPS) for 2014-2015**
9. *Action:* **Approval of Out-of-state Travel to Las Vegas, NV for National Charter Schools Conference for Board and Staff (June 29–July 2)**
10. *Action:* **Approval of Reappointment of Board Director, Jennifer Mejares Pham, for Second Term *(Commencing 7/1/14)***
11. *Action:* **Acceptance of Marlene Darrow's Resignation *(Effective 6/30/14)***
12. *Action:* **Acceptance of Pamela Ellard's Resignation *(Effective 6/30/14)***
13. *Action:* **Acceptance of Robin Mammoth's Resignation *(Effective 6/30/14)***
    a. **Ms. Mejares Pham moved to approve the consent agenda.**
    b. **Ms. Mammoth seconded.**
    c. **6 AYES (Mejares Pham, Mammoth, Darrow, Ellard, Ponzio, Ryle); 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.

14. *Information*: **PUBLIC COMMENTS**
    a. None

15. *Information:* **BOARD COMMENTS**
    a. Ms. Ponzio: I will be very sad to see Ms. Darrow, Ms. Mammoth, and Ms. Ellard go. Thank you for your indoctrination to the River Springs Board.
    b. Ms. Mammoth: I think that the Board Directors who are staying will do a great job. I am so proud of this school.
    c. Ms. Mejares Pham requested that any agenda items that are ratification of contracts be placed on the consent agenda in the future.
    d. Ms. Ellard: I do appreciate the staff keeping the Board informed of new contracts.

IV. STUDENT ACHIEVEMENT

16. *Information*: **Report from the Superintendent (Includes WASC Action Plan Update)**
    a. *See attached report.*
    b. Ms. Mejares Pham: What emergency system do we have in place to notify our families in cases of emergencies (like the fires)?
    c. Dr. Hermsmeyer: We use School Messenger which can do an automatic phone call to all of our families. The difficulty is that we are so spread out geographically we wouldn't actually call all of our families for the fires in San Diego County (as an example). However, we are able to build various phones tree via School Messenger.
    d. Ms. Podratz: We had to close the Vista test site (although it was only 13 students) last night due to the fires. 28 school districts in San Diego County are closed today because of the fires.
    e. Ms. Podratz (in response to a question from Ms. Ponzio): Academies have finished testing (both the internal exam and the pilot CAASP). It went well considering this is the first year.

Homeschool's big test week is next week; we'll have 15 sites going, so that will be the true test of this system. We have sites ranging from 20 to 350 students testing.

f. Ms. Ellard: How are accommodations going?

g. Ms. Podratz: We use text-to-speech which actually worked (although it was tricky). It is a difficult test which is why it is being field-tested (so that it can be normed).

h. Mr. Hermsmeyer: I am hearing that the Google Chromebooks are proving to be the most reliable of all the technologies.

17. *Activity/Information:* **Local Control Accountability Plan (LCAP)**

a. *See attached Local Control Accountability Plan (LCAP).*

b. Ms. Podratz presented an abbreviated version of the LCAP presentation and then led the Board in an engagement activity.

V. BUSINESS

18. *Action:* **Approval of 2014 Revenue Anticipation Notes, Series A & B (Board Resolution No. 201.7)**

a. Ms. Mejares Pham moved to approve the 2014 Revenue Anticipation Notes, Series A & B (Board Resolution No. 201.7).

b. Ms. Ryle seconded.

c. Discussion:

a. Mr. Yoder: Our ultimate goal is to finance bonds for the purchase and construction at the Lyndie Lane and Jefferson (YMCA) facilities (in early 2015) for approximately $12 million. In the meantime, we will be purchasing the buildings and financing the construction through the RANs. That will be paid off through the bond financing.

b. Mr. Yoder: In terms of our working capital, the school only needs to borrow about $6 million. This piece will remain outstanding until summer of 2015.

c. Mr. Yoder: When you issue long term facility bonds, tax law requires you pass a resolution authorizing the board to pursue the purchases of the facilities.

d. Mr. Yoder: We already have an outstanding $12 million RANs (which expires this September). We have been able to do a tender offer which allows our bond to paid off early. When we do this RANs issue, we get to pay off the 2013 RANs, saving us about $350k in interest.

d. 6 AYES (Mejares Pham, Ryle, Darrow, Ellard, Mammoth, Ponzio); 0 NOES; 0 ABSENT. Motion adopted.

19. *Action:* **Approval of Board Resolution 201.8 – Facility Cost Reimbursement**

a. Ms. Ryle moved to approve Board Resolution 201.8 – Facility Cost Reimbursement.

b. Ms. Ellard seconded.

c. Discussion:

a. Ms. Podratz introduced Debbie DeJong (Controller), Melissa Lawrence (Accounts Payable), and Karl Yoder (Consultant with Delta Managed Solutions).

d. 6 AYES (Ryle, Ellard, Darrow, Mammoth, Mejares Pham, Ponzio); 0 NOES; 0 ABSENT. Motion adopted.

20. *Information*: **Financial Update**

a. *See attached financial update.*

b. Ms. Mejares Pham: Where did those students who dropped go? And do we know why they left?

c. Ms. Podratz: We have had a lot of attrition this year due to parents needing to go back to work and our hybrid program options not fitting as well with their schedules. An enrollment drop between P1 and P2 has never happened in the history of our school. We do gather data on

where the students go after withdrawing from our school; the reasons why are a little more difficult to determine. For example, if the teacher was the reason, the student may not report that.

d. Ms. Podratz (in response to a question from Ms. Ponzio): I have no doubt we will fill our programs next school year; I will be questioning where we will retain students. I will be looking at weekly enrollment by program so that if we see a program dropping off two weeks in a row we can address and adjust numbers immediately.

e. Ms. Podratz (in response to a question from Ms. Ponzio): About eight different academies account for that drop in 70 students.

f. Ms. Mejares Pham (to Ms. Podratz): Good job in having the slush fund to account for this drop.

21. *Action:* **Approval Position Control System and Salary Schedules (2014-2015)**

a. Ms. Mejares Pham moved to approve the Position Control System and Salary Schedules (2014-2015).

b. Ms. Mammoth seconded.

c. Discussion:

a. Ms. Mejares Pham: Thank you to the staff for this transparency.

d. 6 AYES (Mejares Pham, Mammoth, Darrow, Ellard, Ponzio, Ryle); 0 NOES; 0 ABSENT. Motion adopted.

22. *Action:* **Ratification of Contract with HR Cloud (2014-2015)**

a. Ms. Mammoth moved to ratify the contract with HR Cloud (2014-2015).

b. Ms. Ellard seconded.

c. Discussion: None

d. 6 AYES (Mammoth, Ellard, Darrow, Mejares Pham, Ponzio, Ryle); 0 NOES; 0 ABSENT. Motion adopted.

23. *Action:* **Approval of Out-of-state Travel to Mountain Home, Arkansas for Director Katherine Pangle (July 29–August 1)**

a. Ms. Ryle moved to approve the out-of-state travel to Mountain Home, Arkansas for Director Katherine Pangle (July 29-August 1).

b. Ms. Ponzio seconded.

c. Discussion:

a. Ms. Pangle (in response to a question from Ms. Mejares Pham): The cost to attend the workshop is nothing because of my personal connections.

b. Ms. Pangle: I will be sure to share all of my knowledge when I return.

d. Ms. Mejares Pham moved to approve the out-of-state travel to Mountain Home, Arkansas for Director Katherine Pangle (July 29-August 1) as amended to also send a thank you gift not to exceed $50.

e. Ms. Ponzio seconded.

f. 6 AYES (Mejares Pham, Ponzio, Darrow, Ellard, Mammoth, Ryle); 0 NOES; 0 ABSENT. Motion adopted.

24. *Action:* **Approval of Improved Life Insurance Benefits for Staff**

a. Ms. Mammoth moved to approve the improved life insurance benefits for staff.

b. Ms. Ponzio seconded.

c. Discussion:

a. Dr. Hermsmeyer: The increase in benefits will actually cost $6,000 more than we paid for life insurance this year, not $20,000 as the executive summary states. The entire cost for life insurance for the whole school next year will be $20,000. And actually, our life insurance carrier (Unum) was raising our rates by $5,000 for next year (due to a

staff death last year). By switching carriers, we get much better benefits for about the same cost as we would be paying with Unum if we didn't switch. Our benefit costs are complicated, and negotiating the best price for the best coverage is a yearly challenge for Diane Anvari. I appreciate her hard work to keep our valuable employees satisfied with their benefits package.

d. **6 AYES (Mammoth, Ponzio, Darrow, Ellard, Mejares Pham, Ryle); 0 NOES; 0 ABSENT. Motion adopted.**

VI. GOVERNANCE

25. *Action:* **Approval of 2014-2015 Board Calendar of Reports**

a. **Ms. Mammoth moved to approve the 2014-2015 Board Calendar of Reports.**
b. **Ms. Ponzio seconded.**
c. Discussion: None
d. **6 AYES (Mammoth, Ponzio, Darrow, Ellard, Mejares Pham, Ryle); 0 NOES; 0 ABSENT. Motion adopted.**

26. *Information:* **Board Annual Self-evaluation (Via Google Forms)**

a. *See attached board annual self-evaluation.*
b. Ms. Shofner: I will be sending this annual self-evaluation via Google Forms to the Board on June 13th (directly after the last board meeting of the fiscal year). The anonymous results will be compiled and scheduled for discussion at the August 14th annual organizational meeting. The Board can also use the results of that evaluation to help determine the annual Board goals at the September 11th retreat.

27. *Training:* **Suspension and Expulsion**

a. *See attached Suspension and Expulsion board training.*
b. Ms. Daniel and Ms. Parks led the Board in a training regarding Student Suspension and Expulsion.

28. *Action:* **Approval of Board Policy 5015.1 – Student Suspension and Expulsion.**

a. **Ms. Mammoth moved to approve the Board Policy 5015.1 – Student Suspension and Expulsion.**
b. **Ms. Ryle seconded.**
c. Discussion: None
d. **6 AYES (Mammoth, Ryle, Darrow, Ellard, Mejares Pham, Ponzio); 0 NOES; 0 ABSENT. Motion adopted.**

29. *Action:* **Approval of Board Policy 5016.1 – Campus Supervision**

a. **Ms. Mejares Pham moved to approve the Board Policy 5016.1 – Campus Supervision.**
b. **Ms. Ellard seconded.**
c. Discussion: None
d. **6 AYES (Mejares Pham, Ellard, Darrow, Mammoth, Ponzio, Ryle); 0 NOES; 0 ABSENT. Motion adopted.**

30. *Action:* **Approval of Board Policy 5017.1 – Student Admissions & Public Random Drawing ("Lottery")**

a. **Ms. Ellard moved to approve the Board Policy 5017.1 – Student Admissions & Public Random Drawing.**
b. **Ms. Mammoth seconded.**
c. Discussion:

a. Ms. Podratz: Please note that this policy only goes into effect if the entire school enrollment caps – *NOT* when a program's enrollment is waitlisted.

d. 6 AYES (Ellard, Mammoth, Darrow, Mejares Pham, Ponzio, Ryle); 0 NOES; 0 ABSENT. Motion adopted.

31. *Training:* **Brown Act Refresher**
   - **a.** *See attached Brown Act training.*
   - **b.** Ms. Parks led the Board in a refresher Brown Act training.

VII. CLOSED SESSION – *Called to order at 3:00p.m.*

32. *Action:* **CONFERENCE WITH REAL PROPERTY NEGOTIATOR**
   - **a.** Property: 42145 Lyndie Lane / Temecula
   - **b.** Property: 4020 Jefferson Avenue / Riverside

VIII. OPEN SESSION – *Reconvened at 3:45p.m.*

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

32. Action: ***CONFERENCE WITH REAL PROPERTY NEGOTIATOR***

- ***a.*** *Property: 42145 Lyndie Lane / Temecula*
  - *1. The board approved to pay the increased cost of purchasing the building.*
- ***b.*** *Property: 4020 Jefferson Avenue / Riverside*
  - *1. No action taken.*

IX. ADJOURNMENT

34. *Action:* **Motion to Adjourn the Meeting**
   - **a. Ms. Ryle moved and Ms. Mammoth seconded to adjourn the meeting at 3:45p.m.**
   - **b. 6 AYES (Darrow, Ellard, Mammoth, Mejares Pham, Ponzio, Ryle); 0 NOES; 0 ABSENT. Motion adopted.**

X. NEXT REGULAR MEETING

Thursday, June 12, 2014, 1:00 – 4:00p.m.

Temecula Administrative Offices – Executive Conference Room – 43448 Business Park Drive / Temecula 92590

Robin Mammoth

Robin Mammoth, Board Secretary

6/12/14

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