RIVER SPRINGS CHARTER SCHOOL BOARD OF DIRECTORS

43466 BUSINESS PARK DRIVE • TEMECULA, CA 92590

REGULAR MEETING
MINUTES

March 10, 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	Kathleen Hermsmeyer, Superintendent
Charlene Ponzio, Vice Chair	Amy Podratz, Asst. Supt – Administrative & Business Ops
Sheila Ryle, Secretary	Phil Hermsmeyer, Asst. Supt – IT/Facilities
Carl Burke, Treasurer	Tanya Rogers, Director of Business
Stephen Darrow, Director	Dave Black, Director of Facilities
Jessica Mercer, Director	Ann Jensen, Director of Regulated Operations
Chuck Vela, Director	Vivian Price, Assistant Supt – Personalized Learning
	Linda Rhoads-Parks, Legal Counsel
	Natali South, Executive Assistant to the Board

1. **Action: Call to Order & Pledge of Allegiance**
   - Ms. Mejares-Pham called the meeting to order at 12:24 and led the Pledge of Allegiance

2. **Action: Approval of Agenda**
   - Ms. Ryle moved to approve the agenda
   - Mr. Vela seconded
   - Vote: 7 Ayes: Mejares-Pham, Ponzio, Burke, Vela, Darrow, Ryle, Mercer
     0 Noes; 0 Absent; Motion Adopted

3. **Action: Approval of Minutes from February 17, 2016**
   - Ms. Mercer moved to approve the Minutes from the February 17, 2016 meeting with the adjustments mentioned below
   - Ms. Ryle seconded
   - Discussion: Ms. Mejares-Pham requested additional information in Minutes to reflect specific names of those elected to serve on committees, approved for out-of-state travel, etc., and to add a section for requested future agenda items.
   - Vote: 7 Ayes: Mejares-Pham, Ponzio, Burke, Vela, Darrow, Ryle, Mercer
     0 Noes; 0 Absent; Motion Adopted

4. **Action: Approval of Consent Agenda: Warrant Register, Personnel Action Report, Alternative Governance Board Agenda and Minutes**
   - Ms. Ponzio requested that the warrant register be pulled for discussion
   - Mr. Vela moved to approve the remainder of the consent agenda
   - Mr. Darrow seconded
   - Vote: 7 Ayes: Mejares-Pham, Ponzio, Burke, Vela, Darrow, Ryle, Mercer
     0 Noes; 0 Absent; Motion Adopted
   - Ms. Ryle moved to approve the warrant register
   - Ms. Mercer seconded
   - Discussion:
     - Ms. Ponzio: I noticed that there was a payment to the Legacy Group, and I thought we had moved to table their contract in the previous board meeting.
     - Amy Podratz explained that payment for services already rendered, up to $49,999, will be ratified since that is within staff approval amounts. Additional services will not be requested until a contract has been approved.
   - Vote: 7 Ayes: Mejares-Pham, Ponzio, Burke, Vela, Darrow, Ryle, Mercer
     0 Noes; 0 Absent; Motion Adopted

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

6. **Information: Superintendent's Report with WASC Update**
   - Dr. Hermsmeyer reviewed the Superintendent's Report and provided an update on WASC, property considerations, charter legislation, and the ROSE Fund.

7. **Information: LCAP Mid-Year Update**
   - Amy Podratz reviewed the Mid-Year LCAP Update and answered questions related to LCAP-tracked expenses versus general fund expenses.

8. **Information: Bond Update**
   - Phil Hermsmeyer and Amy Podratz reviewed the summary of the Bond Update spreadsheet that reflects facility/construction expenses and projections related to the Bond.

9. **Information: Facilities Update**
   - The Board reviewed the property information contained in the Board packet. Dave Black and Phil Hermsmeyer provided updates on current construction projects, playground spaces and other facility updates.

10. **Information: First Reading of Revised Credit Card Policy BP 3003.1**
    - The Board read and reviewed the revised Credit Card Policy, BP 3003.1.
    - Carl Burke raised questions regarding credit card policies in context of travel policies.
    - Amy Podratz explained that this policy is for governance purposes and answered questions about internal processes.
    - This item will be brought back for a second reading and vote at the May meeting.

11. **Information: First Reading of Revised Cash/Receipts Policy BP 4007.1**
    - The Board read and reviewed the revised Cash Receipts Policy, BP 4007.1.
    - This item will be brought back for a second reading and vote at the May meeting.

12. **Information: First Reading of Revised Travel Policy BP 3006.1**
    - The Board read and reviewed the revised Travel Policy, BP 3006.1.
    - Dr. Hermsmeyer and Ms. Podratz explained the purpose behind revising the policy to change "Out-of-State Travel" to 1000 mile radius.
    - This item will be brought back for a second reading and vote at the May meeting.

13. **Activity: Completion of Form 700**
    - Board members were provided the opportunity to complete their annual Form 700.

14. **Action: Approval of 2nd Interim Budget**
    - Mr. Vela moved to approve the 2nd Interim Budget
    - Mr. Burke seconded
    - Discussion: None
    - Vote: 7 Ayes: Mejares-Pham, Ponzio, Burke, Vela, Darrow, Ryle, Mercer
      0 Noes; 0 Absent; Motion Adopted

15. **Action: Approval of Auditor Selection for 2015-16 School Year**
    - Ms. Ponzio moved to approve the Auditor Selection for 2015-16 School Year
    - Mr. Vela seconded
    - Discussion: None
    - Vote: 7 Ayes: Mejares-Pham, Ponzio, Burke, Vela, Darrow, Ryle, Mercer
      0 Noes; 0 Absent; Motion Adopted

16. **Action: Approval for the donation of Curriculum Warehouse Materials**
    - Ms. Ryle moved to approve the donation of Curriculum Warehouse Materials
    - Ms. Mercer seconded
    - Discussion: None
    - Vote: 7 Ayes: Mejares-Pham, Ponzio, Burke, Vela, Darrow, Ryle, Mercer
      0 Noes; 0 Absent; Motion Adopted

17. **CLOSED SESSION**: Entered into at: 3:20 p.m.

    Information: Public Employee Performance – Board Evaluation
    - a. Title: Superintendent (2014-2015 Final)
    - b. Title: Assistant Superintendent of Personnel
    - c. Title: Assistant Superintendent of IT/Facilities

    Action: Conference with Real Property Negotiator
    - Property: Y-27740

18. **OPEN SESSION**: Entered into at: 4:27 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

- a. Title: Superintendent (2014-2015 Final)
  - The subcommittee reviewed the Superintendent's final 2014-2015 evaluation with the entire Board. A signed copy will be maintained in her personnel file.
- b. Title: Assistant Superintendent of Personnel
  - Due to time constraints, this item was not completed, and will be revisited at the April meeting.
- c. Title: Assistant Superintendent of IT/Facilities
  - Due to time constraints, this item was not completed, and will be revisited at the April meeting.

Conference with Real Property Negotiator

- Property: Y-27740
  - Ms. Pham moved to authorize staff to negotiate a vendor agreement with the owner of Y-27740 for a specified time and amount with legal representation as part of the negotiation process.
  - Ms. Ryle seconded.
  - Vote: 5 Ayes: Mejares-Pham, Vela, Darrow, Ryle, Mercer; 2 Noes: Ponzio, Burke; 0 Absent; Motion Adopted

19. **Information: BOARD COMMENTS & AGENDA ITEM REQUESTS**
- Ms. Ryle: I love our staff!
- Ms. Mejares-Pham: I'm looking forward to CCSA.
- Mr. Vela: I would like to request that all needed information regarding Real Estate discussions be available ahead of the meeting so that we have everything we need to make informed decisions.
- Ms. Ponzio: I appreciated being invited to the WASC reception. It was obvious that a lot of work had gone into the WASC process, and I felt like the committee was impressed.
- Requested Agenda Items:
  - Finish Closed Session Evaluations of Asst. Supt. of Personnel, and Asst. Supt. of IT/Facilities
  - Update on status of property negotiation: Y-27740
  - Review items that have been tabled at previous meetings

20. **Action: Motion to Adjourn the Meeting**
- Mr. Darrow moved to adjourn the meeting at 4:36 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, May 12, 2016 12:00 p.m. | 43448 Business Park Drive, Temecula, CA 92590

Sheila Ryle, Secretary

4/14/16
Date