HARBOR SPRINGS CHARTER SCHOOL BOARD OF DIRECTORS

43466 BUSINESS PARK DRIVE • TEMECULA, CA 92590

REGULAR MEETING
MINUTES

May 12, 2016

4:30 p.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:

Rachel Couch, Board Chair (arrived at 4:43) Louis Fetherolf, Board Vice Chair Kristyn "Liz" Johnson, Board Secretary Pam Rivas, Treasurer Pamela Ellard, Board Director Cheryl LaCount, Board Director Steaven Chan, Board Director	Kathleen Hermsmeyer, Superintendent Amy Podratz, Asst. Superintendent Business & Admin Ops Phil Hermsmeyer, Asst. Superintendent IT/Facilities Tanya Rogers, Director of Business Natali South, Executive Assistant to the Board

1. **Action: Call to Order & Pledge of Allegiance**
   - Mr. Fetherolf called the meeting to order at 4:35 p.m. and led the Pledge of Allegiance.

2. **Action: Approval of Agenda**
   - Ms. Ellard moved to revise the agenda to add item #19.
   - Ms. Johnson seconded.
   - Vote: 6 Ayes: Fetherolf, Johnson, Rivas, LaCount, Ellard, Chan
     0 Noes; 1 Absent (Couch); Motion Adopted

3. **Action: Approval of Minutes from April 12, 2016**
   - Ms. Johnson moved to approve the Minutes from the April 12, 2016 meeting.
   - Ms. Rivas seconded.
   - Discussion: None
   - Vote: 6 Ayes: Fetherolf, Johnson, Rivas, LaCount, Ellard, Chan
     0 Noes; 1 Absent (Couch); Motion Adopted

4. **Action: Approval of Consent Agenda:** Warrant Register; Personnel Action Report; Revised Attendance Calendars 2016-2017
   - Mr. Chan moved to approve the Consent Agenda.

- Ms. LaCount seconded.
- Vote: 6 Ayes: Fetherolf, Johnson, Rivas, LaCount, Ellard, Chan
  0 Noes; 1 Absent (Couch); Motion Adopted

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

6. **Information: Superintendent's Report with WASC Update**
   - Dr. Hermsmeyer reviewed the Superintendent's Report copy Empire

7. **Information: First Reading of Revised Financial Reports & Accountability Policy BP 4003.1**
   - The Board reviewed revised Financial Reports & Accountability Policy BP 4003.1.
   - The policy will be corrected to change RSCS to HSCS.
   - This policy will be agendized for Second Reading and Approval at the next regularly-called meeting.

8. **Information: First Reading of Debt Policy BP 4008.1**
   - The Board reviewed Debt Policy BP 4008.1.
   - This policy will be agendized for Second Reading and Approval at the next regularly-called meeting.

9. **Information: First Reading of Field Trips Policy BP 5020.1**
   - The Board reviewed Field Trips Policy BP 5020.1.
   - This policy will be agendized for Second Reading and Approval at the next regularly-called meeting.

10. **Information: First Reading of BP 5021.1: Internet Use & Digital Citizenship**
    - The Board reviewed Internet Use & Digital Citizenship Policy BP 5021.1.
    - Discussion: Phil Hermsmeyer explained the need to have a guiding Board Policy with regard to Internet Use and Digital Citizenship.
    - This policy will be agendized for Second Reading and Approval at the next regularly-called meeting.

11. **Information: Financial Update**
    - Amy Podratz provided a Financial Update copy Empire

12. **Information/Activity: LCAP Activity**
    - Amy Podratz provided information on Empire Springs' LCAP, and the Board participated in an LCAP activity.

13. **Discussion-Conference Review: Advocacy Day**
    - Steaven Chan facilitated a conversation about CCSA's Advocacy Day

14. **Action: Second Reading & Approval of Revised Credit Card Policy BP 3003.1**
    - Mr. Fetherolf moved to approve revised Credit Card Policy BP 3003.1 upon second reading.

- Ms. Johnson seconded.
- Discussion: None
- Vote: 7 Ayes: Couch, Fetherolf, Johnson, Rivas, LaCount, Ellard, Chan
  0 Noes; 0 Absent; Motion Adopted

15. **Action: Second Reading & Approval of Revised Cash/Receipts Policy BP 4007.1**
    - Ms. Ellard moved to approve revised Cash/Receipts Policy BP 4007.1 upon second reading.
    - Mr. Chan seconded.
    - Discussion: None
    - Vote: 7 Ayes: Couch, Fetherolf, Johnson, Rivas, LaCount, Ellard, Chan
      0 Noes; 0 Absent; Motion Adopted

16. **Action: Second Reading & Approval of Revised Travel Policy BP 3006.1**
    - Mr. Fetherolf moved to approve revised Travel Policy BP 3006.1 upon second reading.
    - Ms. Rivas seconded.
    - Discussion: None
    - Vote: 7 Ayes: Couch, Fetherolf, Johnson, Rivas, LaCount, Ellard, Chan
      0 Noes; 0 Absent; Motion Adopted

17. **Action: Approval of Student Email & Google Hangout**
    - Ms. LaCount moved to approve Student Email & Google Hangout upon a change to the age on the agreement to age 18 and some grammatical corrections.
    - Mr. Chan seconded.
    - Discussion:
      - Phil Hermsmeyer explained the need to provide Google Hangout to our students, and reviewed the benefits and risks associated with it.
      - The Board discussed the corrections needed, and staff will ensure that they are made.
    - Vote: 7 Ayes: Couch, Fetherolf, Johnson, Rivas, LaCount, Ellard, Chan
      0 Noes; 0 Absent; Motion Adopted

18. **Action: Approval of Long-Distance Travel: National Alliance for Public Charter Schools National Conference**
    - Ms. LaCount moved to approve Long Distance Travel to the National Alliance for Public Charter Schools National Conference
    - Ms. Fetherolf seconded.
    - Discussion: None
    - Vote: 7 Ayes: Couch, Fetherolf, Johnson, Rivas, LaCount, Ellard, Chan
      0 Noes; 0 Absent; Motion Adopted

19. **Information: Inform the Board that OC Quest will move to Citrus Springs**
    - Ms. Podratz informed the Board that now that Citrus Springs Charter School has been approved, the OC Quest program will be moved from Harbor Springs to Citrus Springs since it is located in Orange County. This will come back as an Action Item at the next regularly scheduled HSCS meeting.

20. **Information: BOARD COMMENTS & AGENDA ITEM REQUESTS**
    - Ms. Ellard: My business has grown, and I am only 3 students away from being completely full. I am currently working on getting certification for assessments.
    - Mr. Chan: I'm sorry I could not attend our visit to Otay Ranch due to my mother's passing. I look forward to a future visit.

21. **Action: Motion to Adjourn the Meeting**
    - Mr. Fetherolf moved to adjourn the meeting at 7:00 p.m.
    - Ms. Ellard seconded.
    - Vote: 7 Ayes: Couch, Fetherolf, Johnson, Rivas, LaCount, Ellard, Chan
      0 Noes; 0 Absent; Motion Adopted

NEXT REGULAR MEETING

Thursday, June 9, 2016 4:30 p.m. | 43448 Business Park Drive, Temecula, CA 92590

Kristyn "Liz" Johnson, Secretary

6/9/16

Date