HARBOR SPRINGS CHARTER SCHOOL BOARD OF DIRECTORS

43466 BUSINESS PARK DRIVE • TEMECULA, CA 92590

REGULAR MEETING
MINUTES

June 11, 2015

4:30p.m.-6:00p.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, Mr. Chan, called the meeting to order at 4:33 p.m.

PRESENT:

Steaven Chan, Board Chair	Dr. Kathleen Hermsmeyer, Superintendent
Louis Fetherolf, Board Director	Amy Podratz, Asst. Supt. Business & Admin Ops.
Kristyn "Liz" Johnson, Board Secretary	Diane Anvari, Asst. Supt. Personnel
Pam Rivas, Board Director	Natali South, Executive Assistant to Board
Pamela Ellard, Board Director	Brenda Ramirez, Controller II
Cheryl LaCount, Board Director	Melissa Lawrence, Accounts Payable Technician

2. Action: **Approval of Agenda**
   - **a.** Ms. Rivas moved to approve the agenda as presented.
   - **b.** Ms. LaCount seconded.
   - **c.** Discussion: None
   - **d.** 6 AYES (Chan, Fetherolf, Johnson, Rivas, Ellard, LaCount); 0 NOES; 1 ABSENT (Couch) Motion adopted.

3. Action: **Approval of Meeting Minutes – May 14, 2015**
   - **a.** Mr. Fetherolf moved to approve the May 14, 2015 meeting minutes.
   - **b.** Ms. Ellard seconded.
   - **c.** Discussion: None
   - **d.** 6 AYES (Chan, Fetherolf, Johnson, Rivas, Ellard, LaCount); 0 NOES; 1 ABSENT (Couch) 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**
   - **a.** Ms. Ellard moved to approve the consent agenda.

b. Ms. Johsnon seconded.
c. 6 AYES (Chan, Fetherolf, Johnson, Rivas, Ellard, LaCount); 0 NOES; 1 ABSENT (Couch) 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 her Superintendent's report. In addition, she informed the Board that we are presently working on a fund raising golf event, and reviewed a new Springs at a Glance reference document.

V. BUSINESS

7. Action: **Approval of Local Control Accountability Plan (LCAP)**
   a. Ms. LaCount motioned to approve the LCAP as presented.
   b. Mr. Fetherolf Seconded.
   c. Discussion: Amy Podratz reviewed the LCAP report and addressed questions from the Board.
   d. 6 AYES (Chan, Fetherolf, Johnson, Rivas, Ellard, LaCount); 0 NOES; 1 ABSENT (Couch) Motion adopted.

8. Action: **Approval of 2015-2016 Final Budget**
   a. Ms. Ellard moved to approve the 2015-2016 Final Budget.
   b. Ms. Johnson seconded.
   c. Discussion: Amy Podratz reviewed the budget and provided explanations regarding the calculation of salaries, benefits and other budget categories.
   d. 6 AYES (Chan, Fetherolf, Johnson, Rivas, Ellard, LaCount); 0 NOES; 1 ABSENT (Couch) Motion adopted.

9. Action: **Approval of the 2014-15 EPA Plan Actuals**
   a. Ms. Ellard moved to approve the 2014-15 EPA Plan Actuals
   b. Ms. Rivas seconded.
   c. Amy Podratz explained the purpose of this report.
   d. 6 AYES (Chan, Fetherolf, Johnson, Rivas, Ellard, LaCount); 0 NOES; 1 ABSENT (Couch) Motion adopted.

10. Action: **Approval of 2015-16 EPA Plan**
   a. Ms. Rivas moved to approve the EPA Plan.
   b. Ms. LaCount seconded.
   c. Amy Podratz explained the purpose of this report.
   d. 6 AYES (Chan, Fetherolf, Johnson, Rivas, Ellard, LaCount); 0 NOES; 1 ABSENT (Couch)

Motion adopted.

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

- **a.** Ms. LaCount moved to approve the 2015 Revenue Anticipation Notes, Series A
- **b.** Ms. Ellard seconded.
- **c.** Amy Podratz explained that Harbor Springs is now a large enough program to secure its own Revenue Anticipation Notes without the help of River Springs. Amy reviewed the terms of the note, and explained the purpose behind securing the bridge loan.
- **d.** 6 AYES (Chan, Fetherolf, Johnson, Rivas, Ellard, LaCount); 0 NOES; 1 ABSENT (Couch) Motion adopted.

12. Action: **Approval of the Position Control Schedule**

- **a.** Mr. Fetherolf moved to approve the Position Control Schedule.
- **b.** Ms. Rivas seconded.
- **c.** Diane Anvari provided an explanation of this document and how it used by Human Resources when determining the salary schedule and provisions for staff.
- **d.** 6 AYES (Chan, Fetherolf, Johnson, Rivas, Ellard, LaCount); 0 NOES; 1 ABSENT (Couch) Motion adopted.

13. Action: **Approval of Superintendent's Employment Contract**

- **a.** Mr. Fetherolf moved to approve the Superintendent's 2015-2016 contract.
- **b.** Ms. Ellard seconded.
- **c.** 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.
- **d.** 6 AYES (Chan, Fetherolf, Johnson, Rivas, Ellard, LaCount); 0 NOES; 1 ABSENT (Couch) Motion adopted.

14. Action: **Approval of Revised Contracts Policy**

- **a.** Ms. LaCount moved to approve the Revised Contracts Policy.
- **b.** Ms. Johnson seconded.
- **c.** Amy Podratz explained the changes and additions to the current policy.
- **d.** 6 AYES (Chan, Fetherolf, Johnson, Rivas, Ellard, LaCount); 0 NOES; 1 ABSENT (Couch) Motion adopted.

15. Action: **Approval of the Board Calendar of Reports**

- **a.** Ms. Rivas moved to approve the Board Calendar of Reports.
- **b.** Mr. Fetherolf seconded.
- **c.** Natali South reviewed the calendar and indicated that it was revised per the Board's request from the previous meeting.
- **d.** 6 AYES (Chan, Fetherolf, Johnson, Rivas, Ellard, LaCount); 0 NOES; 1 ABSENT (Couch) Motion adopted.

16. Information: **Conference Selection 2015-2016**

- **a.** The Board was provided a handout of upcoming conferences for the 2015-2016 school year, and they were encouraged to select one to attend.

VI. COMMUNITY RELATIONS

17. Information: **BOARD COMMENTS**

- **a.** Liz Johnson: I really appreciate the beautiful conference packets provided by Sarah. They are very nice and helpful!
- **b.** I will be going on vacation soon, and hope that you all have a nice summer. I would like to request a list of our sponsoring districts' Board meetings. It would be nice to know when they meet, even if it's not Harbor Springs' sponsor.
- **c.** Pamela Ellard: I hope you all have a blessed summer. I look forward to seeing you at Pechanga or sooner.
- **d.** Steaven Chan: I recently learned that Amy now oversees the Intake Department. I just wanted to give her props; she already oversees several areas of the school.

VII. ADJOURNMENT

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

- **a.** Ms. Ellard moved to adjourn the meeting at 7:09 p.m.
- **b.** Mr. Fetherolf seconded.
- **c.** Discussion: None
- **d.** 6 AYES (Chan, Fetherolf, Johnson, Rivas, Ellard, LaCount); 0 NOES; 1 ABSENT (Couch) Motion adopted.

VIII. NEXT REGULAR MEETING

Monday, August 10, 2015 5:00 p.m.
Pechanga Resort – Eagle's Nest

Kristyn "Liz" Johnson, Board Secretary

8/31/15
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 10:00am 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.