HARBOR SPRINGS CHARTER SCHOOL BOARD OF DIRECTORS

43466 BUSINESS PARK DRIVE • TEMECULA, CA 92590

REGULAR MEETING
MINUTES

December 10, 2015

4:30 p.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**
   - Board Chair, Ms. Couch called the meeting to order at 4:41 p.m. and led the Pledge of Allegiance.

PRESENT:

Rachel Couch, Chair	Kathleen Hermsmeyer, Superintendent
Louis Fetherolf, Vice Chair	Amy Podratz, Assistant Supt – Business & Admin Ops
Kristyn "Liz" Johnson, Board Secretary	Natali South, Executive Assistant to the Board
Pam Rivas, Treasurer	Debbie Daniel, Assistant Supt – Pupil Services
Pamela Ellard, Board Director	Denise Smith, Assistant Director – Human Resources
Cheryl LaCount, Board Director	Liz Copeland, Director of Assessment
Steaven Chan, Board Director	Sarah Hutcheson, Executive Assistant to Superintendent

2. Action: **Approval of Agenda**
   a. Mr. Chan moved to approve the agenda with the change of pulling the Warrant List from the Consent Agenda to allow discussion.
   b. Ms. Rivas seconded.
   c. 7 AYES (Couch, Fetherolf, Johnson, Rivas, LaCount, Ellard, Chan); 0 NOES; 0 ABSENT Motion adopted.

3. Action: **Approval of Meeting Minutes – September 10, 2015**
   a. Ms. Ellard moved to approve the September 10, 2015 meeting minutes.
   b. Ms. LaCount seconded.
   c. 7 AYES (Couch, Fetherolf, Johnson, Rivas, LaCount, Ellard, Chan); 0 NOES; 0 ABSENT Motion adopted.

II. CONSENT AGENDA

4. Action: **Approval of Consent Agenda**
    a. Ms. Rivas moved to approve the Personnel Action Report (Warrant List pulled for discussion during Item #10e).
    b. Ms. LaCount seconded.
    c. 7 AYES (Couch, Fetherolf, Johnson, Rivas, LaCount, Ellard, Chan); 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.

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

IV. STUDENT ACHIEVEMENT

6. Information: **Superintendent's Report and Student Recognition**
    - Students who earned perfect scores on the CAASPP test were recognized and presented with a certificate and plaque to acknowledge their accomplishment. Dr. Hermsmeyer reviewed her Superintendent's report.

V. INFORMATION ITEMS

7. Discussion: Educator Effectiveness Plan 2015-16
    - Amy Podratz reviewed the Educator Effectiveness Plan and explained how this will be used.

8. Discussion/Activity: WASC Self Study Update
    - Debbie Daniel provided an update on our WASC Self Study. Board members reviewed the parent and student surveys.

9. Discussion: First Reading of Nepotism Policy BP 8001.3
    - The Board reviewed Board Policy 8001.3. This policy will be brought back at a subsequent meeting for Second Reading and approval.

VI. ACTION ITEMS

10. Action: Approval of Annual Audit for Fiscal Year 2014-2015
    a. Ms. Johnson moved to approve the annual audit for fiscal year 2014-2015.
    b. Ms. Rivas seconded.

c. Discussion: None
d. 7 AYES (Couch, Fetherolf, Johnson, Rivas, LaCount, Ellard, Chan); 0 NOES; 0 ABSENT
Motion adopted
e. Mr. Chan moved to approve the Warrant List.
f. Ms. Ellard seconded.
g. Discussion:
- Mr. Chan: I know that we got a loan for $2.5 million, but the amount that I see in the report is $1.7. Can you explain the difference?
  - Tanya Rogers answered the question, and directed the Board to look at various lines in the Budget Report.
- Mr. Chan: In the Warrant Register from the Consent Agenda, I have questions. Two of the items appear to be the same amount paid at the same time. I also have a question about health and welfare costs.
  - Brenda Ramirez and Amy Podratz explained that the items in question were for previous and current Back Office Services due to River Springs. Additionally, Amy answered the questions related to the Health and Welfare services which cover medical and dental benefits.
- Mr. Chan: This report indicates that we have money in the County Treasury. Which county?
  - Tanya Rogers: San Diego
- Mr. Chan: Which facilities are covered under the lease section?
  - Amy Podratz: Otay and La Fuente

h. 7 AYES (Couch, Fetherolf, Johnson, Rivas, LaCount, Ellard, Chan); 0 NOES; 0 ABSENT
Motion adopted.

11. Action: Approval of 1st Interim Budget
a. Ms. Ellard moved to approve the 1st Interim Budget.
b. Mr. Chan seconded.
c. Discussion: Brenda Ramirez provided a summary of the 1st Interim Budget.
d. 7 AYES (Couch, Fetherolf, Johnson, Rivas, LaCount, Ellard, Chan); 0 NOES; 0 ABSENT
Motion adopted.

12. Action: Approval of Participation in the ROSE Fund
a. Mr. Fetherolf moved to approve participation in the ROSE Fund.
b. Ms. Johnson seconded.
c. Discussion: Dr. Hermsmeyer provided an explanation of the Rose Fund and the benefits of our participation.
d. 7 AYES (Couch, Fetherolf, Johnson, Rivas, LaCount, Ellard, Chan); 0 NOES; 0 ABSENT.
Motion adopted.

13. Action: Approval of 2016-17 Attendance and 185 Credentialed Staff Calendar
a. Ms. LaCount moved to approve the 2016-17 Attendance and 185 Credentialed Staff Calendar.
b. Ms. Johnson seconded.
c. Discussion: None

d. 7 AYES (Couch, Fetherolf, Johnson, Rivas, LaCount, Ellard, Chan); 0 NOES; 0 ABSENT
Motion adopted.

14. Action: Approval of 2017-18 Attendance and 185 Credentialed Staff Calendar

a. Mr. Fetherolf moved to approve the 2017-2018 Attendance and 185 Credentialed Staff Calendar.
b. Ms. Rivas seconded.
c. Discussion: None
d. 7 AYES (Couch, Fetherolf, Johnson, Rivas, LaCount, Ellard, Chan); 0 NOES; 0 ABSENT
Motion adopted.

15. Action: Second Reading and Approval of Graduation Policy BP 5018.1

a. Ms. Ellard moved to approve Graduation Policy BP 5018.1 upon second reading.
b. Mr. Chan seconded.
c. Discussion: None
d. 7 AYES (Couch, Fetherolf, Johnson, Rivas, LaCount, Ellard, Chan); 0 NOES; 0 ABSENT
Motion adopted.

16. Action: Second Reading and Approval of Home & Hospital Policy BP 5019.1

a. Mr. Fetherolf moved to approve Home & Hospital Policy BP 5019.1 upon second reading.
b. Ms. Johnson seconded.
c. Discussion: Ms. Johnson: I appreciated the links to the state information in the board packet so that we could research it without having to read through it all in the packet.
d. 7 AYES (Couch, Fetherolf, Johnson, Rivas, LaCount, Ellard, Chan); 0 NOES; 0 ABSENT
Motion adopted.

17. Action: Appointment of Louis Fetherolf to Springs' Public Relations Subcommittee

a. Ms. Ellard moved to appoint Louis Fetherolf to the Springs' Public Relations Subcommittee and to amend the motion to include the appointment of Pam Rivas.
b. Ms. Couch seconded.
c. Discussion: Dr. Hermsmeyer explained the purpose of the subcommittee.
d. 7 AYES (Couch, Fetherolf, Johnson, Rivas, LaCount, Ellard, Chan); 0 NOES; 0 ABSENT
Motion adopted.

VII. CLOSED SESSION – Opened at 7:02 p.m.

18. Information: **Public Employee Performance**

- Superintendent Final Evaluation 2014-2015

VIII. OPEN SESSION – Opened at 7:33

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

- The Board reported the successful evaluation of Superintendent Hermsmeyer and thanked her for her dedication to our students. The final evaluation documents were provided to Dr. Hermsmeyer and Human Resources.

IX. COMMUNITY RELATIONS

20. Action: **Board Comments**

- Ms. Rivas asked about conference registration, and the Board was reminded to contact Sarah Hutcheson with their conference preferences if they haven't done so already.

X. ADJOURNMENT

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

a. Mr. Fetherolf moved to adjourn the meeting at 7:47 p.m.
b. Mr. Chan seconded.
c. Discussion: None
d. 7 AYES (Couch, Fetherolf, Johnson, Rivas, LaCount, Ellard, Chan); 0 NOES; 0 ABSENT
Motion adopted.

XI. NEXT REGULAR MEETING

Thursday, February 17, 2016, 9:00 a.m. - 4:00p.m.

Kristyn "Liz" Johnson, Board Secretary

2/17/16
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.