HARBOR SPRINGS CHARTER SCHOOL BOARD OF DIRECTORS

43466 BUSINESS PARK DRIVE • TEMECULA, CA 92590

REGULAR MEETING
AGENDA

March 13, 2014
3:30 – 5:45p.m.
43448 Business Park Drive / Temecula, CA 92590
Conference Line (267) 507-0370 / Code: 000012#*

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, Pamela Ellard, called the meeting to order at 3:43p.m.

PRESENT:

Pamela Ellard, Board Chair	Amy Podratz, Assistant Superintendent – Business & Admin Ops
Steaven Chan, Board Vice Chair	Vivian Price, Assistant Superintendent – Education
Rachel Couch, Board Secretary	Phil Hermsmeyer, Assistant Superintendent – Facilities & IT
Jennifer Mejares Pham, Board Treasurer	Debbie Daniel, Assistant Superintendent – Pupil Services
Louis H. Fetherolf, Board Director	Pamela Rivas, New Appointee to Harbor Board & Community Member
Kristyn "Liz" Johnson, Board Director	
Dr. Kathleen Hermsmeyer, Superintendent	Chris Lemke, Director of Guidance & Intake
Kyla Shofner, Director of Charter Relations	Cheryl Small, Intake Advisor

2. *Action*: **Approval of Agenda**
   - **a.** Mr. Fetherolf moved to approve the agenda. Mr. Chan seconded.
   - **b.** Discussion: None
   - **c.** 6 AYES (Fetherolf, Chan, Couch, Ellard, Johnson, Mejares Pham); 0 NOES; 0 ABSENT. Motion adopted.

3. *Action*: **Approval of Meeting Minutes – February 13, 2014**
   - **a.** Ms. Couch moved to approve the February 13, 2014 meeting minutes. Ms. Johnson seconded.
   - **b.** Discussion: None
   - **c.** 6 AYES (Couch, Johnson, Chan, Ellard, Fetherolf, Mejares Pham); 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*: **Approval of Warrant Listing & Personnel Action Report (February)**
5. *Action:* **Approval of Revised 2014-15 Attendance & 185 Credentialed Staff Calendar**
   - **a.** Mr. Chan moved to approve the consent agenda. Ms. Mejares Pham seconded.
   - **b.** 6 AYES (Chan, Mejares Pham, Couch, Ellard, Fetherolf, Johnson); 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.

6. *Information*: **PUBLIC COMMENTS**

- **a.** None

7. *Information:* **BOARD COMMENTS**

- **a.** Ms. Shofner introduced Pamela Rivas who was appointed to the Harbor Board (her term to begin at the May meeting) by the Springs Board on March 12, 2014. The Board then introduced themselves to Pamela.
- **b.** Ms. Mejares Pham: Is there a way that we only bring new board members on once or twice each year so that we're not constantly training new board members?
- **c.** Ms. Ellard: How can we facilitate that?
- **d.** Dr. Hermsmeyer: I agree that – once our boards are full – that we institute such a policy.
- **e.** Ms. Shofner will discuss a Board Recruitment Policy to address these issues to be brought back before the board next fiscal year.
- **f.** Mr. Fetherolf: I attended the California Charter Schools Association (CCSA) Conference with several other board members last week. It presented wonderful learning opportunities, including those hot button issues. I feel like the charter's money was very well spent.

IV. STUDENT ACHIEVEMENT

8. *Information*: **Report from the Superintendent (Including WASC Update)**

- **a.** *See attached report.*
- **b.** Dr. Hermsmeyer: We will be looking at some potential properties in San Diego County tomorrow. I am also attending a webinar to discuss replacing Moodle with Canvas. (We plan to keep Moodle and run both concurrently.)
- **c.** Dr. Hermsmeyer: The Instructional Support Department is working on a curriculum that will replace our current Boxed Set Curriculum Guides. We are ensuring that the guides are mission-aligned and integrated across subject areas. We will be implementing these new modules through Canvas (rather than Moodle), which allows the student to upload their assignment directly through Canvas. The student can also record their voice or even a personal video as their assignment. Canvas is compatible with ST Math.
- **d.** Ms. Mejares Pham: I think we should have a parent committee to help you develop these modular courses.
- **e.** Dr. Hermsmeyer: That is a good idea. And Heidi Chan from the Empire Springs Board also suggested having a student committee to provide their input.

V. BUSINESS

9. *Action*: **Approval of 2nd Interim 2013-14 Budget**

- **a.** Ms. Mejares Pham moved to approve the 2nd Interim 2013-14 Budget. Mr. Fetherolf seconded.
- **b.** Discussion: None
- **c.** 6 AYES (Mejares Pham, Fetherolf, Chan, Couch, Ellard, Johnson); 0 NOES; 0 ABSENT. Motion adopted.

10. *Action:* **Approval of Auditor Selection for 2013-14 School Year**

- **a.** Mr. Fetherolf moved to approve Feddersen & Company at the Auditor for 2013-14. Ms. Couch seconded.
- **b.** Discussion:
  - i. Ms. Podratz (in response to a question from Ms. Mejares Pham): There is no conflict of interest that Feddersen & Company is also contracting with River Springs Charter School for their annual audit.
  - ii. Ms. Podratz (in response to a question from Mr. Fetherolf): As a charter school we are not required to do competitive bids. We have used Feddersen & Company in the past and are very happy with them. Most charter schools keep their auditors for decades. As long as we change the Managing Partner every three years, we are legally allowed to use the same auditing firm.
- **c.** 6 AYES (Fetherolf, Couch, Chan, Ellard, Johnson, Mejares Pham); 0 NOES; 0 ABSENT. Motion adopted.

VI. GOVERNANCE

11. *Action:* **Completion of Statement of Economic Interests Form 700**

- **a.** Ms. Mejares Pham moved to approve the completion of Statement of Economic Interests Form 700 for all Board Directors. Mr. Chan seconded.
- **b.** Discussion: None
- **c.** 6 AYES (Mejares Pham, Chan, Couch, Ellard, Fetherolf, Johnson); 0 NOES; 0 ABSENT. Motion adopted.

12. *Action:* **Approval of Revised Board Policy 7003.1 – Conflict of Interest Code**

- **a.** Ms. Mejares Pham moved to approve revised Board Policy 7003.1 – Conflict of Interest Code. Mr. Chan seconded.
- **b.** Discussion:
- **c.** 6 AYES (Mejares Pham, Chan, Couch, Ellard, Fetherolf, Johnson); 0 NOES; 0 ABSENT. Motion adopted.

13. *Action:* **Approval of Board Policy 4003.1 – Financial Reports and Accountability**

- **a.** Mr. Chan moved to approve Board Policy 4003.1 – Financial Reports and Accountability. Ms. Johnson seconded.
- **b.** Discussion:
  - i. Mr. Chan: Can we amend this policy to state that the board can request up-to-date financials if necessary?
  - ii. Mr. Fetherolf: In regards to the Warrant Listing, can we add a category to include cash flow to our Warrant Listing?
- **c.** Ms. Mejares Pham moved to approve Board Policy 4003.1 – Financial Reports and Accountability as amended. Mr. Fetherolf seconded.
- **d.** 6 AYES (Mejares Pham, Fetherolf, Chan, Couch, Ellard, Johnson); 0 NOES; 0 ABSENT. Motion adopted.

14. *Action:* **Approval of Board Policy 5014.1 – Document Retention and Destruction**

- **a.** Mr. Fetherolf moved to approve the Board Policy 5014.1 – Document Retention and Destruction. Ms. Johnson seconded.
- **b.** Discussion: None
- **c.** 6 AYES (Fetherolf, Johnson, Chan, Couch, Ellard, Mejares Pham); 0 NOES; 0 ABSENT. Motion adopted.

15. *Action:* **Approval of Board Policy 5009.1 – CAHSEE Testing and Students with Disabilities**
   a. Ms. Chan moved to approve Board Policy 5009.1 – CAHSEE Testing and Students and Disabilities. Ms. Mejares Pham seconded.
   b. Discussion: None
   c. 6 AYES (Chan, Mejares Pham, Couch, Ellard, Fetherolf, Johnson); 0 NOES; 0 ABSENT. Motion adopted.

16. *Training:* **Intake Process**
   a. *See attached training.*
   b. Cheryl Smallman, Intake Advisor, presented a training for the Harbor Springs Charter School Board of Directors regarding the Intake Process.

Ms. Mejares Pham left the meeting at this time.

17. *Training:* **High School Advisement**
   a. *See attached training.*
   b. Chris Lemke, Director of Guidance and Intake, presented a training for the Harbor Springs Charter School Board of Directors regarding High School Advisement.

18. *Training:* **FERPA**
   a. *See attached training.*
   b. Chris Lemke, Director of Guidance and Intake, presented a training for the Harbor Springs Charter School Board of Directors regarding FERPA.

Ms. Ellard left the meeting at this time.

19. *Training:* **504**
   a. *See attached training.*
   b. Chris Lemke, Director of Guidance and Intake, presented a training for the Harbor Springs Charter School Board of Directors regarding 504.

VII. ADJOURNMENT

20. *Action:* **Motion to Adjourn the Meeting**
   a. Mr. Fetherolf moved and Ms. Johnson seconded to adjourn the meeting at 6:23p.m.
   b. 4 AYES (Fetherolf, Johnson, Chan, Couch); 0 NOES; 2 ABSENT (Ellard, Mejares Pham). Motion adopted.

VIII. NEXT REGULAR MEETING

Thursday, May 15, 2014 3:45 – 6:20p.m.
Temecula Administrative Offices – Executive Conference Room – 43448 Business Park Drive – Temecula 92590

Rachel L. Couch
Rachel Couch, Board Secretary

5/15/14
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 3:30pm 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.

Members of the public attending a board meeting via teleconference need not give their name when entering the conference call.