HARBOR SPRINGS CHARTER SCHOOL BOARD OF DIRECTORS

43466 BUSINESS PARK DRIVE • TEMECULA, CA 92590

REGULAR MEETING
MINUTES

May 15, 2014
3:45 – 6:20p.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, Pamela Ellard, called the meeting to order at 3:51p.m.

PRESENT:

Pamela Ellard, Board Chair	Dr. Kathleen Hermsmeyer, Superintendent
Steaven Chan, Board Vice Chair	Kyla Shofner, Director of Charter Relations
Rachel Couch, Board Secretary	Amy Podratz, Assistant Superintendent – Business & Admin Ops
Jennifer Mejares Pham, Board Treasurer	Phil Hermsmeyer, Assistant Superintendent – Facilities & IT
Louis H. Fetherolf, Board Director	Brenda Ramirez, Controller I
Kristyn "Liz" Johnson, Board Director	Steve Smith, Community Member
Pam Rivas, Board Director	

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

3. *Action*: **Approval of Meeting Minutes – March 13, 2014**
   a. **Ms. Couch moved to approve the March 13, 2014 meeting minutes.**
   b. **Ms. Johnson seconded.**
   c. Discussion: None
   d. **6 AYES (Couch, Johnson, Chan, Ellard, Fetherolf, Mejares Pham); 0 NOES; 0 ABSENT. Motion adopted.**

4. *Action*: **Approval of Special Meeting Minutes – April 7, 2014**
   a. **Ms. Mejares Pham moved to approve the April 7, 2014 special meeting minutes.**
   b. **Mr. Chan seconded.**
   c. Discussion: None
   d. **6 AYES (Mejares Pham, Chan, Couch, Ellard, Fetherolf, Johnson); 0 NOES; 0 ABSENT. Motion adopted.**

5. *Action:* **Ratification of Appointment of New Board Director (Pam Rivas) & Oath of Office**
   a. **Mr. Fetherolf moved to ratify the appointment of new Board Director, Pam Rivas.**

b. **Ms. Couch seconded.**
c. Discussion:
    i. Ms. Mejares Pham requested a copy of Pam Rivas' Board Application.
    ii. Board Chair, Ms. Ellard, led Ms. Rivas in the Oath of Office.
d. **6 AYES (Fetherolf, Couch, Chan, Ellard, Johnson, Mejares Pham); 0 NOES; 0 ABSENT. Motion adopted.**

Ms. Pam Rivas became a voting member of the Harbor Springs Board of Directors at this time.

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.

6. *Action*: **Approval of Warrant Listing & Personnel Action Report (March & April)**
7. *Action:* **Approval of Out-of-state Travel to Las Vegas, NV for National Charter Schools Conference for Board & Staff (June 29–July 2, 2014)**
8. *Action:* **Ratification of Reappointment of Board Director, Steaven Chan, for Second Term *(Commencing 7/1/14)***
9. *Action:* **Acceptance of Jennifer Mejares Pham's Resignation *(Effective 6/30/14)***
    a. **Ms. Couch moved to approve the consent agenda.**
    b. **Ms. Mejares Pham seconded.**
    c. **7 AYES (Couch, Mejares Pham, Chan, Ellard, Fetherolf, Johnson, Rivas); 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.

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

11. *Information:* **BOARD COMMENTS**
    a. Ms. Mejares Pham: I will be sending you a revised letter of resignation.
    b. Mr. Fetherolf: I am sorry I missed the tour of the Mater Dei campus. The Feds rescheduled the only federal firearms qualification shoot for retirees on the same day.
    c. Ms. Mejares Pham: I wanted to give a major shout out for the details on the Warrant Listing.
    d. Ms. Podratz: This was a great suggestion by your board. However, my staff has done a great job translating object codes into useful data for the Board.

IV. STUDENT ACHIEVEMENT

12. *Information*: **Report from the Superintendent**
    a. *See attached Superintendent Report.*
    b. Dr. Hermsmeyer discussed marketing planned for the new Otay Ranch Academy for the Arts. She also introduced the new Media Arts instructor, Steve Smith, who has extensive experience opening charter schools, including High Tech High.
    c. Ms. Podratz: We had to close the Vista test site (although it was only 13 students) last night due to the fires. 28 school districts in San Diego County are closed today because of the fires.

d. Ms. Johnson: Do you have applications coming in for the Otay Ranch Academy for the Arts program, and if so, how many?
e. Ms. Podratz: We have been receiving applications, but we're not sure how many at this point.
f. Ms. Podratz clarified for Mr. Chan (on the enrollment report) that "Total w/out ready" = students actually enrolled in the program.
g. Ms. Podratz clarified for Mr. Chan that the field trip totals are for all three schools combined.

13. *Information/Activity:* **Local Control Accountability Plan (LCAP)**
a. *See attached Local Control Accountability Plan (LCAP).*
b. Ms. Podratz presented an abbreviated version of the LCAP presentation and then led the Board in an engagement activity.

V. BUSINESS

14. *Information*: **Financial Update**
a. *See attached Financial Update.*
b. Ms. Podratz: Your P2 came in only one off, which is great news. Harbor Springs has had a wonderful first year of operations.
c. Ms. Podratz (in response to a question from Mr. Chan): Local revenues are part of the special education revenue (which is restricted to just special education expenditures).
d. Ms. Podratz introduced Brenda Ramirez, Controller for Harbor Springs Charter School.

15. *Action:* **Approval Position Control System and Salary Schedules (2014-2015)**
a. Ms. Mejares Pham moved to approve the Position Control System and Salary Schedules.
b. Mr. Chan seconded.
c. Discussion: None
d. 7 AYES (Mejares Pham, Chan, Couch, Ellard, Fetherolf, Johnson, Rivas); 0 NOES; 0 ABSENT. Motion adopted.

VI. GOVERNANCE

16. *Action:* **Approval of 2014-2015 Board Calendar of Reports**
a. Ms. Couch moved to approve the 2014-2015 Board Calendar of Reports.
b. Mr. Fetherolf seconded.
c. Discussion: None
d. 7 AYES (Couch, Fetherolf, Chan, Ellard, Johnson, Mejares Pham, Rivas); 0 NOES; 0 ABSENT. Motion adopted.

17. *Information:* **Board Annual Self-evaluation (Via Google Forms)**
a. *See attached Board Annual Self*-evaluation.
b. Ms. Shofner: I will be sending this annual self-evaluation via Google Forms to the Board on June 13th (directly after the last board meeting of the fiscal year). The anonymous results will be compiled and scheduled for discussion at the August 14th annual organizational meeting. The Board can also use the results of that evaluation to help determine the annual Board goals at the September 11th retreat.

18. *Training:* **Suspension and Expulsion**
a. *See attached Suspension and Expulsion training.*

b. Ms. Podratz led the Board in a training regarding Student Suspension and Expulsion on behalf of Debbie Essel.

19. *Action:* **Approval of Board Policy 5015.1 – Student Suspension and Expulsion**

- **a. Ms. Couch moved to approve Board Policy 5015.1 – Student Suspension and Expulsion.**
- **b. Ms. Mejares Pham seconded.**
- **c.** Discussion: None
- **d. 7 AYES (Couch, Mejares Pham, Chan, Ellard, Fetherolf, Johnson, Rivas); 0 NOES; 0 ABSENT. Motion adopted.**

20. *Action:* **Approval of Board Policy 4007.1 – Cash Receipts**

- **a. Ms. Fetherolf moved to approve Board Policy 4007.1 – Cash Receipts with the amendment to replace "PayPal" with "electronic" in paragraph four.**
- **b. Ms. Chan seconded.**
- **c.** Discussion: None
- **d. 7 AYES (Fetherolf, Chan, Couch, Ellard, Johnson, Mejares Pham, Rivas); 0 NOES; 0 ABSENT. Motion adopted.**

21. *Action:* **Approval of Board Policy 5008.1 – Withholding Student Records**

- **a. Ms. Couch moved to approve Board Policy 5008.1 – Withholding Student Records.**
- **b. Ms. Mejares Pham seconded.**
- **c.** Discussion:
  - **i.** Ms. Podratz (in response to a question from Mr. Chan): Anything purchased with the school's money (flex funds) that are not consumable are considered school property. All school property is managed through the school's Online Purchasing System. When something on the inventory (such as being lost, damaged, stolen), this policy would go into effect. Our return rate is about 90% at this time. We do currently have parents working off or paying for items (which happens a few times each year).
- **d. 7 AYES (Couch, Mejares Pham, Chan, Ellard, Fetherolf, Johnson, Rivas); 0 NOES; 0 ABSENT. Motion adopted.**

22. *Action:* **Approval of Board Policy 5011.1 – Identification and Education Under Section 504**

- **a. Mr. Chan moved to approve Board Policy 5011.1 – Identification and Education Under Section 504.**
- **b. Ms. Couch seconded.**
- **c.** Discussion: None
- **d. 7 AYES (Chan, Couch, Ellard, Fetherolf, Johnson, Mejares Pham, Rivas); 0 NOES; 0 ABSENT. Motion adopted.**

23. *Action:* **Approval of Board Policy 5012.1 – Bullying, Harassment, Intimidation and Discrimination**

- **a. Ms. Johnson moved to approve Board Policy 5012.1 – Bullying, Harassment, Intimidation and Discrimination.**
- **b. Mr. Fetherolf seconded.**
- **c.** Discussion: None
- **d. 7 AYES (Johnson, Fetherolf, Chan, Couch, Ellard, Mejares Pham, Rivas); 0 NOES; 0 ABSENT. Motion adopted.**

Action: **Approval of Board Policy 5013.1 – Students' Freedom of Speech/Expression**

a. **Mr. Chan moved to approve Board Policy 5013.1 – Students' Freedom of Speech/Expression.**
b. **Ms. Couch seconded.**
c. Discussion:
d. **7 AYES (Chan, Couch, Ellard, Fetherolf, Johnson, Mejares Pham, Rivas); 0 NOES; 0 ABSENT. Motion adopted.**

25. *Action:* **Approval of Board Policy 5016.1 – Campus Supervision**

a. **Ms. Rivas moved to approve Board Policy 5016.1 – Campus Supervision.**
b. **Ms. Mejares Pham seconded.**
c. Discussion: None
d. **7 AYES (Rivas, Mejares Pham, Chan, Couch, Ellard, Fetherolf, Johnson); 0 NOES; 0 ABSENT. Motion adopted.**

26. *Action:* **Approval of Board Policy 5017.1 – Student Admissions and Public Random Drawing ("Lottery")**

a. **Ms. Mejares Pham moved to approve Board Policy 5017.1 – Student Admissions and Public Random Drawing.**
b. **Mr. Fetherolf seconded.**
c. Discussion:
    i. Ms. Podratz: Please note that this policy only goes into effect if the entire school enrollment caps – *NOT* when a program's enrollment is waitlisted.
d. **7 AYES (Mejares Pham, Fetherolf, Chan, Couch, Ellard, Johnson, Rivas); 0 NOES; 0 ABSENT. Motion adopted.**

VII. ADJOURNMENT

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

a. **Ms. Rivas moved and Mr. Fetherolf seconded to adjourn the meeting at 6:07p.m.**
b. **7 AYES (Rivas, Fetherolf, Chan, Couch, Ellard, Johnson, Mejares Pham); 0 NOES; 0 ABSENT. Motion adopted.**

VIII. NEXT REGULAR MEETING

Thursday, June 12, 2014 4:30 – 6:30p.m.
Temecula Administrative Offices – Executive Conference Room – 43448 Business Park Drive – Temecula 92590

Rachel L. Couch — 6/12/14

Rachel Couch, Board Secretary

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