HARBOR SPRINGS CHARTER SCHOOL BOARD OF DIRECTORS

43466 BUSINESS PARK DRIVE • TEMECULA, CA 92590

REGULAR MEETING
MINUTES

June 12, 2014
4:30 – 6:30p.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 4:40p.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	Vondella McCombs, Springs Charter Schools Board Secretary
Kristyn "Liz" Johnson, Board Director	Brenda Ramirez, Controller I
Pam Rivas, Board Director	

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

3. *Action*: **Approval of Meeting Minutes – May 15, 2014**
   a. **Mr. Chan moved to approve the May 15, 2014 meeting minutes.**
   b. **Ms. Johnson seconded.**
   c. Discussion: None
   d. **6 AYES (Chan, Johnson, Ellard, Fetherolf, Mejares Pham, Rivas); 0 NOES; 0 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*: **Approval of Warrant Listing & Personnel Action Report (May)**
   a. **Ms. Rivas moved to approve the consent agenda.**
   b. **Ms. Mejares Pham seconded.**

6 AYES (Rivas, Mejares Pham, Chan, Ellard, Fetherolf, Johnson); 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

6. *Information:* **BOARD COMMENTS**

- **a.** Mr. Fetherolf: I had the opportunity to attend the Harbor Springs open house at the Mater Dei campus on May 31st, and the campus is beautiful. I would like to know which marketing efforts work the best in order to best channel our future resources.
- **b.** Ms. Podratz: As of now, Harbor has 106 brand new students in the application process already (for Homeschool and academy). This is amazing, given that it is only June.
- **c.** Mr. Chan: My son – a River Springs Charter School graduate – has now graduated from Berkeley.
- **d.** Ms. Mejares Pham: Can we have a board policy that before we acquire another program, it is brought before the Board first (even as an informational email)? I just want to be sure that any new program is up to the standard of Springs Charter Schools.
- **e.** Dr. Hermsmeyer: We can certainly do that.
- **f.** Mr. Fetherolf: I just want to make sure that the Board doesn't encumber the process and slow down progress.

IV. STUDENT ACHIEVEMENT

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

- **a.** *See attached Report from the Superintendent*
- **b.** Ms. Mejares Pham: I suggest that we put Venture's address at one of our San Diego facilities (rather than Temecula) to help with search optimization.
- **c.** Ms. Mejares Pham: What is our policy of bringing on a new program? Do we have a committee?
- **d.** Dr. Hermsmeyer: New program development is my main job. I was discussing with Ms. Podratz the idea of creating a checklist for new program development.
- **e.** Ms. Mejares Pham: I would just like to see standard procedures that are replicable.

Ms. Couch arrived to the meeting at this time.

8. *Action:* **Approval of Local Control Accountability Plan (LCAP)**

- **a. Mr. Fetherolf moved to approve the Local Control Accountability Plan (LCAP).**
- **b. Mr. Chan seconded.**
- **c.** Discussion: None
- **d. 7 AYES (Fetherolf, Chan, Couch, Ellard, Johnson, Mejares Pham, Rivas); 0 NOES; 0 ABSENT. Motion adopted.**

V. BUSINESS

9. *Action*: **Approval of Final July 1, 2014-2015 Budget**

- **a. Ms. Mejares Pham moved to approve the Final July 1, 2014-2015 Budget.**
- **b. Ms. Rivas seconded.**

c. Discussion:
    i. Ms. Podratz discussed details of the Final July 1, 2014-2015 Budget.
d. **7 AYES (Mejares Pham, Rivas, Chan, Couch, Ellard, Fetherolf, Johnson); 0 NOES; 0 ABSENT. Motion adopted.**

10. *Action*: **Approval Memorandum of Understanding with River Springs Charter School**
a. **Mr. Chan moved to approve the Memorandum of Understanding with River Springs Charter School.**
b. **Ms. Johnson seconded.**
c. Discussion: None
d. **7 AYES (Chan, Johnson, Couch, Ellard, Fetherolf, Mejares Pham, Rivas); 0 NOES; 0 ABSENT. Motion adopted.**

11. *Action*: **Approval of Memorandum of Understanding with Springs Charter Schools**
a. **Ms. Mejares Pham moved to approve the Memorandum of Understanding with Springs Charter Schools.**
b. **Mr. Fetherolf seconded.**
c. Discussion: None
d. **7 AYES (Mejares Pham, Fetherolf, Chan, Couch, Ellard, Johnson, Rivas); 0 NOES; 0 ABSENT. Motion adopted.**

12. *Action:* **Approval of Education Protection Account (EPA) Final Expenditures (2013-2014)**
a. **Ms. Couch moved to approve the Education Protection Account (EPA) Final Expenditures (2013-2014).**
b. **Ms. Rivas seconded.**
c. Discussion:
    i. Ms. Podratz (in response to a question from Mr. Chan): As a first year charter, your EPA funds are very limited which is why the funds are so low this year and why the revenue changes so drastically in Year 2.
d. **7 AYES (Couch, Rivas, Chan, Ellard, Fetherolf, Johnson, Mejares Pham); 0 NOES; 0 ABSENT. Motion adopted.**

13. *Action:* **Approval of Education Protection Account (EPA) Spending Plan (2014-2015)**
a. **Ms. Rivas moved to approve the Education Protection Account (EPA) Spending Plan (2014-2015).**
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.**

VI. GOVERNANCE

14. *Action:* **Approval of Revised Board Policy 2001.1 – Uniform Complaint Procedures**
a. **Mr. Chan moved to approve Board Policy 2001.1 – Uniform Complaint Procedures.**
b. **Mr. Fetherolf seconded.**
c. Discussion:
    i. Ms. Shofner: This policy has been updated to comply with the new legal requirements from the Local Control Funding Formula.
d. **7 AYES (Chan, Fetherolf, Couch, Ellard, Johnson, Mejares Pham, Rivas); 0 NOES; 0 ABSENT. Motion adopted.**

15. *Action:* **Approval of Board Policy 3010.1 – Volunteers**

- **a. Ms. Mejares Pham moved to approve Board Policy 3010.1 – Volunteers.**
- **b. Ms. Rivas seconded.**
- **c.** Discussion:
  - **i.** Ms. Ellard: I want to thank the staff for breaking each of the volunteer categories up with so much detail; great job.
- **d. 7 AYES (Mejares Pham, Rivas, Chan, Couch, Ellard, Fetherolf, Johnson); 0 NOES; 0 ABSENT. Motion adopted.**

16. *Action:* **Approval of Board Policy 4008.1 – Debt**

- **a. Ms. Rivas moved to approve Board Policy 4008.1 – Debt.**
- **b. Mr. Chan seconded.**
- **c.** Discussion: None
- **d. 7 AYES (Rivas, Chan, Couch, Ellard, Fetherolf, Johnson, Mejares Pham); 0 NOES; 0 ABSENT. Motion adopted.**

17. *Action:* **Approval of Board Policy 4009.1 – Accounting**

- **a. Mr. Fetherolf moved to approve Board Policy 4009.1 – Accounting.**
- **b. Ms. Johnson seconded.**
- **c.** Discussion: None
- **d. 7 AYES (Fetherolf, Johnson, Chan, Couch, Ellard, Mejares Pham, Rivas); 0 NOES; 0 ABSENT. Motion adopted.**

18. *Action:* **Approval of Board Committee for Superintendent Evaluation**

- **a. Ms. Mejares Pham moved to approve Mr. Fetherolf and Ms. Couch to serve on the Board Committee for Superintendent Evaluation for 2013-14 and 2014-15.**
- **b. Ms. Ellard seconded.**
- **c.** Discussion: None
- **d. 7 AYES (Mejares Pham, Ellard, Chan, Couch, Fetherolf, Johnson, Rivas); 0 NOES; 0 ABSENT. Motion adopted.**

19. *Information:* **Year in Review – Summary of Data Reports & Trainings (2013-2014)**

- **a.** *See attached Year in Review from 2013-2014.*

VII. CLOSED SESSION – *Called to order at 6:15p.m.*

20. *Action:* **CONFERENCE WITH REAL PROPERTY NEGOTIATOR**

- **a.** Property: 1985 Peacock Avenue / Oceanside, CA 92056

VIII. OPEN SESSION – *Reconvened at 6:45p.m.*

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

20. *Action:* **CONFERENCE WITH REAL PROPERTY NEGOTIATOR**

- **a.** Property: 1985 Peacock Avenue / Oceanside, CA 92056
  - **i.** ***Ms. Mejares Pham moved to allow staff to negotiate the terms of the Oceanside lease. Ms. Couch seconded. 7 AYES (Mejares Pham, Couch, Chan, Ellard, Fetherolf, Johnson, Rivas); 0 NOES; 0 ABSENT. Motion adopted.***

ADJOURNMENT

22. *Action:* **Motion to Adjourn the Meeting**
    a. **Ms. Mejares Pham moved and Ms. Couch seconded to adjourn the meeting at 6:50p.m.**
    b. **7 AYES (Mejares Pham, Couch, Chan, Ellard, Fetherolf, Johnson, Rivas); 0 NOES; 0 ABSENT. Motion adopted.**

X. NEXT REGULAR MEETING

Thursday, August 14, 2014 4:30 – 6:30p.m.
Temecula Administrative Offices – Executive Conference Room – 43448 Business Park Drive – Temecula 92590

Rachel Couch

Rachel Couch, Board Secretary

8/14/14
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.