HARBOR SPRINGS CHARTER SCHOOL BOARD OF DIRECTORS

43466 BUSINESS PARK DRIVE • TEMECULA, CA 92590

REGULAR MEETING
MINUTES

August 14, 2014

4:30 – 6:30p.m.

43448 Business Park Drive / Temecula, CA 92590

Conference Line (267) 507-0370 / Code: 020100#*

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, Ms. Ellard called the meeting to order at 4:35 p.m.

PRESENT:

Pamela Ellard, Board Chair Steaven Chan, Board Vice Chair Rachel Couch, Secretary Kristyn "Liz" Johnson, Director Louis H. Fetherolf, Director Pam Rivas, Director Cheryl LaCount, Director	Dr. Kathleen Hermsmeyer, Superintendent Amy Podratz, Assistant Supt – Business and Admin Ops Phil Hermsmeyer, Assistant Supt – IT & Facilities Jennifer Walker, Academic Program Coordinator

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

3. *Action*: **Approval of Meeting Minutes – June 12, 2014**
    a. Ms. Johnson moved to approve the meeting minutes from June 12, 2014.
    b. Ms. Rivas seconded.
    c. Discussion:
        i. None
    d. 6 AYES (Johnson, Rivas, Couch, Chan, Ellard, Fetherolf); 0 NOES; 0 ABSENT; 1 ABSTAINED (LaCount). Motion adopted.

4. *Action:* **Ratification of Board Appointment of New Board Director (Cheryl LaCount) & Oath of Office**
    a. Ms. Johnson moved to ratify the appointment of Board Director, Cheryl LaCount.
    b. Ms. Couch seconded.
    c. Discussion:
        i. Ms. LaCount took the Oath of Office.

d. 6 AYES (Johnson, Couch, Chan, Ellard, Fetherolf, Rivas); 0 NOES; 0 ABSENT; 1 ABSTAINED (LaCount) Motion adopted.

5. *Action*: **Election of Board & Corporate Officers**
   a. Mr. Fetherolf moved to elect the Board & Corporate Officers
   b. Ms. Rivas seconded.
   c. Discussion:
      i. Ms. Ellard: If a Board member does not to accept the position of Vice Chair or Chair they should be able to opt out and remain a Board Director.
   d. Ms. Johnson moved to add an addendum to the election process so that the rotation of position continues each year. However, each Board Director has the option to decline advancement for the following year. If advancement is declined, that Board Director falls to the bottom of the list of positions. This policy will be part of the annual update each year.
   e. Mr. Fetherolf seconded
   f. 7 AYES (Johnson, Fetherolf, Chan, Couch, Ellard, LaCount, Rivas); 0 NOES; 0 ABSENT Motion adopted.

   g. Mr. Fetherolf moved to elect **Steavan Chan to Board Chair**, **Rachel Couch to Board Vice Chair**, **Liz Johnson to Secretary**, and **Louis Fetherolf to Treasurer**.
   h. Mr. Chan seconded
   i. 7 AYES (Fetherolf, Chan, Couch, Ellard, Johnson, LaCount, Rivas); 0 NOES; 0 ABSENT Motion adopted.

II. CONSENT AGENDA

Consent agenda items are considered routine and may be enacted by a single motion. Any Director of the Board 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 motion of a Board Director, followed by a second and majority vote.

6. *Action*: **Ratification of Warrant Listing & Personnel Action Report (June/July)**
   a. Ms. Ellard moved to approve the consent agenda.
   b. Mr. Fetherolf seconded.
   c. 7 AYES (Ellard, Fetherolf, Chan, Couch, Johnson, LaCount, 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.

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

8. *Information:* **BOARD COMMENTS**
   a. Mr. Fetherolf: I attended my first conference at Pechanga and thought it was a first class presentation. It was well planned and well executed. Kudos to Kathleen and all the staff.
   b. Mr. Chan: The keynote speaker was phenomenal. I heard so many positive comments about her.
   c. Dr. Hermsmeyer: Debbie Silver. Her message was exactly in line with our vision.
   d. Ms. Rivas: I'm having a hard time wrapping my mind around the warrant reports. Can I spend a few minutes with Amy so that I understand the process?

e. Ms. Podratz: Absolutely. Let's set up a time to get together. I'm happy to answer questions for any of you.
f. Mr. Fetherolf: I would like to participate in that meeting as well.
g. Ms. Ellard: I was able to go to the La Fuente event. The staff there seemed wonderful. I was connected with a parent with a student with dyslexia and was able to give them encouragement. This parent asked if we have the LARP program and it seemed some staff members didn't know that we offered it. I will contact Karen Arnett to see if we can market that a bit more. The building construction is coming along. Kudos to the La Fuente staff.
h. Mr. Fetherolf: Can we get buy in or preliminary approval from the Board prior to signing lease agreements? It seems that the process is skipping the Board.
i. Ms. Podratz: the way the contracts policy reads is that the Board ratifies anything under $50,000 and votes on anything over $50,000.
j. Mr. Hermsmeyer: Sometimes we have to make snap decisions. In most cases, I construct a lease agreement and get legal review. Then we can get the Board approval or ratification on the lease agreement.
k. Mr. Fetherolf: I don't want to do anything to encumber the process but before the contract is executed could the Board be notified via e-mail of the agreement? That way any questions could be answered by Phil directly in advance without violating the Brown Act.
l. Ms. Ellard: I appreciate the blurb at the top of the e-mails notifying Board Members not to reply all to avoid a serial Board meeting.
m. Ms. Podratz: We will definitely continue to do that.
n. Ms. Couch: I went to the Otay Rach site and they are doing a great job there interviewing parents and students.

IV. STUDENT ACHIEVEMENT

9. *Information*: **Report from the Superintendent**
   a. Dr. Hermsmeyer: We are thrilled by the progress we've made this year.
   b. Ms. Ellard: Enrollment report states "totals without ready". What does that mean?
   c. Dr. Hermsmeyer: Students that don't have all of their information in to enrollment yet are "students with ready" and students that are completely enrolled are "without ready".
   d. Ms. Podratz: The enrollment numbers change daily. There are hundreds of applications in process.

V. BUSINESS

10. *Action*: **Approval of Superintendent's Salary for 2014-2015**
   a. Ms. Ellard moved to approve the Superintendent's Salary for 2014-2015.
   b. Ms. Rivas seconded.
   c. Discussion:
      i. Ms. Ellard: is the 3% our portion of the split between charters?
      ii. Ms. Podratz: Yes.
   d. 7 AYES (Ellard, Rivas, Chan, Couch, Fetherolf, Johnson, LaCount); 0 NOES; 0 ABSENT Motion adopted.

11. *Information*: **Enrollment/Finance Update**
   a. Ms. Podratz: Enrollment and ADA is 95% of the school's revenue so this is the most important information to give you right now. I'll give you an update in September as well. Kathleen and I sit down and discuss specific program enrollment in September and will keep the Board informed of those decisions. If a student has all of their documentation in we sign the Student Agreement on the first day of school so they can attend from Day 1.

b. Ms. Ellard: I notice that there are a lot of negative enrollment numbers. How much will that affect us?
c. Ms. Podratz: I'll give you an update in September. Basically, if La Fuente and Otay Ranch don't fill up the budget will suffer.
d. Ms. Ellard: Did we get state funding based on Proficiency scores?
e. Ms. Podratz: I'm doing an in depth budget training in October so you'll have a better grasp on the calculations going forward. We were never paid based on Proficiency scores.

12. *Action:* **Ratification of Lease Agreement with Stephen Miraflor (1985 Peacock Blvd / Oceanside)**
    - ***La Fuente Student Center***

a. Mr. Fetherolf moved to ratify the lease agreement with Stephen Miraflor (1985 Peacock Blvd / Oceanside).
b. Ms. Couch seconded.
c. Discussion:
    i. Ms. Ellard: We're paying for the utilities and they are paying back a percentage. Is that correct?
    ii. Mr. Hermsmeyer: Yes. We have a baseline of their energy consumption going back 6 months and are essentially, subtracting their energy bill from our rent.
d. 7 AYES (Fetherolf, Couch, Chan, Ellard, Johnson, LaCount, Rivas); 0 NOES; 0 ABSENT Motion adopted.

VI. GOVERNANCE

13. *Action:* **Approval of Superintendent's 2014-2015 Goals**

a. Ms. Rivas moved to approve the Superintendent's 2014-2015 Goals.
b. Ms. LaCount seconded.
c. Discussion:
    i. Dr. Hermsmeyer: 7-8 years ago the Board started asking for me to create measurable and outcome oriented goals. The lack of state data makes that tricky now. We do have CAHSEE and CELDT but that is a small minority of our school. We'll be using I-Ready data, which includes national norms.
d. 7 AYES (Rivas, LaCount, Chan, Couch, Ellard, Fetherolf, Johnson); 0 NOES; 0 ABSENT Motion adopted.

14. *Training:* **Assessment**

a. Ms. Podratz**:** Next year you will receive a full training on how API will be calculated.
b. We had 96% participation with CAASPP testing.
c. Ms. Ellard: a lot of school's used iPads and there were so many issues. Kudos to our IT Department for making things run smoothly.
d. Ms. Podratz: I expect the number of CELDT testing to quadruple with Otay Ranch and La Fuente. Amy Heald will be working as an RSP teacher with all 3 charters.

15. *Action:* **Approval of Board Policy 3002.1 – Superintendent's Contract**

a. Ms. Johnson moved to approve Board Policy 3002.1 – Superintendent's Contract.
b. Ms. Rivas seconded.
c. Discussion:
    i. Ms. Ellard: This policy clarifies that process that will be conducted each year.
    ii. Mr. Chan: Does the representative appointed for negotiations need to be a Board member?
    iii. Ms. Podratz: You can appoint whomever you choose.

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

16. *Action:* **Approval of Board Policy 3005.1 – Bonuses, Incentives, & Awards**
    a. Ms. Ellard moved to approve Board Policy 3005.1 – Bonuses, Incentives, & Awards
    b. Mr. Fetherolf seconded.
    c. Discussion:
        i. Ms. Johnson: These bonuses would be budgeted so it's capped already.
        ii. Dr. Hermsmeyer: The only bonus we pay out regularly now is to the ESes. That bonus is based on Student Achievement.
    d. 7 AYES (Ellard, Fetherolf, Chan, Couch, Johnson, LaCount, Rivas); 0 NOES; 0 ABSENT Motion adopted.

17. *Action:* **Approval of Board Policy 3008.1 – Evaluation of the Superintendent**
    a. Mr. Fetherolf moved to approve Board Policy 3008.1 – Evaluation of the Superintendent.
    b. Ms. Johnson seconded.
    c. Discussion:
        i. None
    d. 7 AYES (Fetherolf, Johnson, Chan, Couch, Ellard, LaCount, Rivas); 0 NOES; 0 ABSENT Motion adopted.

VII. ADJOURNMENT

18. *Action:* **Motion to Adjourn the Meeting**
    a. Ms. LaCount moved to adjourn the meeting at 5:55p.m.
    b. Ms. Ellard seconded.
    c. 7 AYES (LaCount, Ellard, Chan, Couch, Fetherolf, Johnson, Rivas); 0 NOES; 0 ABSENT. Motion adopted.

VIII. NEXT REGULAR MEETING

RETREAT: Thursday, September 11, 2014, 9:00a.m. – 4:00p.m.
Temecula Administrative Offices – 43448 Business Park Drive – Temecula, CA 92590

Kristyn "Liz" Johnson, Board Secretary

9/11/14
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 District's governing board, please contact the Administrative Office at (951) 252-8891. Notification by noon on Monday 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.