HARBOR SPRINGS CHARTER SCHOOL BOARD OF DIRECTORS

43466 BUSINESS PARK DRIVE • TEMECULA, CA 92590

REGULAR MEETING
MINUTES

September 12, 2013

2:00 – 3:30p.m.

43448 Business Park Drive / Temecula, CA 92590

Conference Line (218) 844-3366 / Code: 020100#*

I. PRELIMINARY

1. *Action*: **Call to Order & Pledge of Allegiance**
   a. Board Chairman, Ms. Ellard, called the meeting to order at 2:18pm.

PRESENT:

Pamela Ellard, Board Chairman	Amy Podratz, Chief Administrative Officer
Steaven Chan, Board Vice Chairman	Diane Anvari, Chief Human Resources Officer
Rachel Couch, Board Secretary	Phil Hermsmeyer, Chief Facilities Officer
Jennifer Mejares Pham, Board Treasurer	Vivian Price, Chief Personalized Learning Officer
Andrea Sexton, Esq, Young, Minney & Corr *(c.c.)*	
Kathleen Hermsmeyer, Executive Director	
Kyla Shofner, Director of Charter Relations	

2. *Action*: **Approval of Agenda**
   a. **Mr. Chan moved to approve the agenda.**
   b. **Ms. Mejares Pham seconded.**
   c. Discussion: None
   d. **4 AYES (Chan, Mejares Pham, Couch, Ellard); 0 NOES; 0 ABSENT. Motion adopted.**

3. *Action*: **Approval of Meeting Minutes – August 26, 2013**
   a. **Ms. Mejares Pham moved to approve the August 26, 2013 meeting minutes.**
   b. **Mr. Chan seconded.**
   c. Discussion: None
   d. **4 AYES (Mejares Pham, Chan, Couch, Ellard); 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.

Action: **Approval of Warrant Listing (August)**
   e. **Mr. Chan moved to approve the consent agenda.**
   f. **Ms. Couch seconded.**
   g. **4 AYES (Chan, Couch, Ellard, Mejares Pham); 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.

4. *Information*: **PUBLIC COMMENTS**

- **a.** None

5. *Information:* **BOARD COMMENTS**

- **a.** Mr. Chan: How can a parent raise their concerns or complaints? At the Temecula Student Center, between 2:30pm and 3:30pm there are only two lanes of cars going in which is leading to a massive backup of traffic.
- **b.** Ms. Ellard: The Temecula Student Center is a part of River Springs Charter School.
- **c.** Dr. Hermsmeyer: We have a Uniform Complaint Procedure. Our parents can also contact me directly or, more appropriately, the Director of the Student Center or the Chief Education Officer (who oversees the academy programs).
- **d.** Ms. Couch: It is always best to contact the Site Director first.
- **e.** Ms. Sexton: As a reminder, this is board comments section only. You might want to consider making this an action item at a future board meeting.

IV. STUDENT ACHIEVEMENT

6. *Information*: **Report from the Executive Director**

- **a.** *See attached report.*
- **b.** Dr. Hermsmeyer: Harbor Springs Charter School is limited on the number of students it can enroll because we have to comply with AB 1994 which requires we have 51% of our enrollment in San Diego County (where we are sponsored). Our goal is to launch a Homeschool marketing campaign in San Diego County to attract more San Diego homeschoolers so that we can, in turn, increase our Orange County Quest Student Center numbers.
- **c.** Dr. Hermsmeyer: We had originally thought that WASC would grant Harbor Springs Charter School immediate accreditation through a substantive change process. However, WASC conveyed to us that they feel more comfortable not doing a substantive change. This means we will go through a traditional initial visit in early January/February 2014 so that we can get immediate interim accreditation until such time as we have to do our Focus on Learning Process (hopefully at the same time as River Springs Charter School in three years). We will be limiting Harbor's enrollment this school year to K-10 even though this initial accreditation would be retroactive to the start of this school year because we do not want to take any chances. (It is important to note that we can't seek accreditation unless we have some high school students enrolled.) Our first graduating class for Harbor will be 2016. We can't get A-G approval on our classes until we have this interim accreditation.

7. *Information:* **Assessment Training**

- **a.** *See attached PowerPoint presentation.*
- **b.** Ms. Podratz presented the assessment training.

V. BUSINESS

8. *Information*: **Financial Update**

- **a.** *See attached financial update.*

b. Mr. Chan requested clarification about the enrollment numbers and ADA.
c. Ms. Podratz: The number to watch is 232.
d. Ms. Podratz (in response to a question from Ms. Mejares Pham): Until we have the PERS issues worked out, we can't move the Human Resources Department under Harbor Springs Charter.
e. Ms. Podratz (in response to a question from Mr. Chan): We calculate total projected ADA at 95% because there are students who never attend. However, at this point in the year ADA is calculated at 97%. I will be training the board at the October 17th shared board meeting on budgets.
f. Ms. Podratz (in response to a question from Ms. Mejares Pham): The next budget you see will be in December (the First Interim). I still have to compare that budget to the petition budget. After the First Interim is approved in December, that will then serve as the comparison budget.

9. *Action:* **Approval of Salary Schedules (2013-2014)**
a. *See attached salary schedules and executive summary.*
b. Ms. Couch moved to approve the 2013-2014 Salary Schedules.
c. Mr. Chan seconded.
d. Discussion:
i. Mr. Chan: Would it be possible to add some kind of legend that explains the charts and the rows/columns?
i. Ms. Anvari: The row for teacher salary schedules are years of service. Rows don't work the same way for other salary schedules. All other salary schedules have a corresponding position control system, so the row represents the employee's position. The idea of a position control system is to ensure fairness. Everyone received a "bump" this year, meaning they moved up a row or column (depending on the salary schedule). However, until this year, salaries had been frozen for the past four years. We can present the position control system to the board in the future to help explain the salary schedules.
e. 4 AYES (Couch, Chan, Ellard, Mejares Pham); 0 NOES; 0 ABSENT. Motion adopted.

10. *Action:* **Approval of Resolution 100.7 Authorizing Participation in the SDCOE FBC & Master Vendor List**
a. *See attached executive summary.*
b. Ms. Mejares Pham moved to approve Resolution 100.7 Authorizing Participation in the SDCOE FBC & Master Vendor List.
c. Ms. Couch seconded.
d. Discussion:
i. Ms. Anvari: Starting a 403(b) of 457(b) is separate from STRS/PERS and is a totally voluntary program; we do not match an employee's contribution to either their 403(b) or 457(b).
ii. Ms. Anvari (in response to a question from Ms. Couch): Harbor Springs will need to contract with the vendors in the Master Vendor List through the San Diego County Office of Education. However, if an employee already had a 403(b) or 457(b) retirement plan through River Spring Charter School they will be able to transfer that to an Empire Springs vendor penalty free.
iii. Ms. Anvari (in response to a question from Mr. Chan): The IRS sets the limitations to the plan, and the plan is entirely the employee's.
e. 4 AYES (Mejares Pham, Couch, Chan, Ellard); 0 NOES; 0 ABSENT. Motion adopted.

11. *Action:* **Approval of Resolution 100.8 Authorizing Facsimile Signatures on Checks**
a. *See attached executive summary.*
b. Ms. Mejares Pham moved to approve Resolution 100.8 Authorizing Facsimile Signatures on Checks.
c. Mr. Chan seconded.
d. Discussion:

i. Mr. Chan: It might be a good idea to put a limit on the amount an electronic signature can authorize.
ii. Ms. Podratz: The reason we don't is because the segregation of duties within the business department does not give room for fraud. There is always a minimum of four different employees involved. However, anything greater than $50k will require prior board approval per the board's contracts policy. Also, on the consent agenda you will always be seeing the warrant listing. This is also audited every year by our auditors.
iii. Mr. Chan: I still like the idea of having a check over $50k require a "wet" signature.
iv. Ms. Podratz (in response to a question from Ms. Couch): The only authorized signers for Harbor Springs are the Controller, Assistant Director of Business Services, Chief Administrative Officer, and Executive Director.
v. **Ms. Mejares Pham moved to approve Board Resolution 100.8 Authorizing Facsimile Signatures on Checks with the stipulation than any check over $50,000 require dual, original signatures by authorized signers.**
vi. **Mr. Chan seconded.**

e. **4 AYES (Mejares Pham, Chan, Couch, Ellard); 0 NOES; 0 ABSENT. Motion adopted.**

VI. ADJOURNMENT

12. *Action:* **Motion to Adjourn the Meeting**
    a. **Ms. Couch moved and Mr. Chan seconded to adjourn the meeting at 3:41p.m.**
    b. **4 AYES (Chan, Couch, Ellard, Mejares Pham); 0 NOES; 0 ABSENT. Motion adopted.**

VII. NEXT REGULAR MEETING

Thursday, October 17, 2013, 10:00a.m. – 5:00p.m.
Pechanga Resort's Eagle's Nest – 45000 Pechanga Parkway – Temecula, CA 92592

Rachel L. Couch — 9/26/13

Rachel Couch, Board Secretary — Date

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

HARBOR Springs CHARTER SCHOOL