# CITRUS SPRINGS CHARTER SCHOOL BOARD OF DIRECTORS

**43466 BUSINESS PARK DRIVE • TEMECULA, CA 92590**

## *REGULAR MEETING*
## *MINUTES*

**July 26, 2016**

***6:00 p.m.***

***Marie Callender's Restaurant***

**1821 N Grand Ave, Santa Ana, CA 92701**

***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.***

**Present:**

| | |
|---|---|
| Kevin Brejnak, Board Director | Kathleen Hermsmeyer, Superintendent |
| Joline Johnson, Board Director | Tanya Rogers, Assistant Superintendent of Business |
| Sarah Schlatter, Board Director | Diane Anvari, Assistant Superintendent of Personnel |
| Mike Shurance, Board Director | Monica Lopez, Program Director – Orange County |
| Michael Solomon, Board Director | Natali South, Director of Executive Support |
| Don Vawter, Board Director | |
| Reginald Wadlington, Board Director | |

1. **Action: Oath of Office**
   - Natali South led the Board members in taking their Oath of Office.

2. **Action: Call to Order & Pledge of Allegiance**
   - Natali South called the meeting to order at 6:15 p.m. and led the Pledge of Allegiance.

3. **Action: Approval of Agenda**
   - Mr. Shurance moved to approve the agenda.
   - Mr. Wadlington seconded.
   - Vote: 7 Ayes (Brejnak, Johnson, Schlatter, Shurance, Solomon, Vawter, Wadlington); 0 Noes; 0 Absent. Motion Adopted.

4. **Action: Approval of Minutes from June 17, 2016**
   - Mr. Vawter moved to approve the Minutes from the June 17, 2016 meeting.
   - Mr. Solomon seconded.
   - Discussion: None
   - Vote: 2 Ayes (Solomon, Vawter); 0 Noes; 5 Abstained (Brejnak, Johnson, Schlatter, Shurance, Solomon, Vawter, Wadlington). Motion Adopted.

5. **Action: Election of Officers**
   - Mr. Solomon moved to elect Don Vawter as Board Chair.
   - Mr. Shurance seconded.
   - Discussion: None
   - Vote: 7 Ayes (Brejnak, Johnson, Schlatter, Shurance, Solomon, Vawter, Wadlington); 0 Noes; 0 Absent. Motion Adopted.

   - Mr. Shurance moved to elect Michael Solomon as Vice Chair.
   - Mr. Vawter seconded.
   - Discussion: None
   - Vote: 7 Ayes (Brejnak, Johnson, Schlatter, Shurance, Solomon, Vawter, Wadlington); 0 Noes; 0 Absent. Motion Adopted.

   - Ms. Schlatter moved to elect Mike Shurance as Secretary.
   - Ms. Johnson seconded.
   - Discussion: None
   - Vote: 7 Ayes (Brejnak, Johnson, Schlatter, Shurance, Solomon, Vawter, Wadlington); 0 Noes; 0 Absent. Motion Adopted.

   - Mr. Wadlington moved to elect Kevin Brejnak as Treasurer.
   - Mr. Solomon seconded.
   - Discussion: None
   - Vote: 7 Ayes (Brejnak, Johnson, Schlatter, Shurance, Solomon, Vawter, Wadlington); 0 Noes; 0 Absent. Motion Adopted.

6. **Information: PUBLIC COMMENTS**
   - None

7. **Information: Superintendent's Report**
   - Dr. Hermsmeyer welcomed the newly formed Board and provided an update on the history of Citrus Springs and the Springs Charter School organization.

8. **Information: Ralph M. Brown Act**
   - Natali South explained the Ralph M. Brown Act, and reviewed the slides in the Board packet.

9. **Action: Approval of Board Policies**
   - Mr. Vawter moved to approve the following Board Policies:
     3003.1 – Credit Card Policy
     3004.1 – Expense Reimbursement Policy
     3005.1 – Bonuses, Incentives and Awards Policy
     3006.1 – Travel Policy
     4004.1 – Fixed Assets and Capitalization Policy
     5014.1 – Document Retention and Destruction Policy
     7002.1 – Board-Staff Communications
     7006.1 – Board Oath of Office for Board Members

7007.1 – Board Regular and Special Board Meetings
8001.1 – 8001.3 – Hiring
8002.1 – Salary
8003.1 – 8003.3 – Termination
8004.1 – Harassment-Free Workplace
8005.1 – Employee Complaints
8006.1 – Certification
8007.1 – Social Media Guidelines for Staff

- Mr. Wadlington seconded.
- Discussion:
  - Staff explained the purposes behind the policies, and explained that the reason so many policies are being brought forward is that there are many required policies in order to open a school. After the first few meetings, policies will typically be presented individually.
  - Mr. Solomon: Regarding the Salary policy, do we have to approve each person's salary?
    - Tanya Rogers: Not individually; we will ask you to approve salary scales. The only individual's salary that you will approve is the Superintendent.
  - Mr. Brejnak: With regard to the bonus policy, can you tell me how often that happens?
    - Dr. Hermsmeyer: This policy is in place to allow the structure for incentivizing a particular project. We learned this from another district, and have put it in place when we needed to target improvement in a particular area, such as achievement, or other areas that we want to focus on. It's not a regular process, but something that allows us to offer it when we need to.
  - Mr. Wadlington: I noticed there are not dollar amount limits on the travel policies.
    - Tanya Rogers: This policy provides the structure for our travel policy, but we do have administrative regulations on the particulars regarding the per diem amounts. We monitor this carefully, and in the rare occasion of someone exceeding the amounts or doing something that violates the policy or procedure, they are charged back for the expense.
  - Ms. Schlatter: I had a question regarding the policy that discusses salaries, and it mentions that the goal is to be competitive with Riverside County. Since we are Orange County, should the policy indicate that?
    - Diane Anvari: Thank you for pointing that out. We recently underwent a compensation study that included all of our counties. We do need to consider that we establish our salary scales network-wide. In other words, we don't pay teachers that live in San Diego, for example, more than our Riverside teachers even though the cost of living there is likely higher.
  - Ms. Schlatter: I have an observation with regard to teacher evaluations. I would propose changing the evaluation process for new teachers, and/or teachers new to Springs to twice per year.
    - Staff responded with an explanation regarding our current process and a commitment to consider adding additional evaluations. It was also

explained that Board policies provide the general governance, not the specific procedure.

- Vote: 7 Ayes (Brejnak, Johnson, Schlatter, Shurance, Solomon, Vawter, Wadlington); 0 Noes; 0 Absent. Motion Adopted.

10. **Action: Approval of Resolution 100.4 – Establish State Disability Insurance (SDI)**
    - Mr. Reginald moved to approve Resolution 100.4.
    - Mr. Solomon seconded.
    - Discussion: Tanya explained the purpose behind Resolution 100.4 which allows us to establish Sate Disability Insurance (SDI).
    - Vote: 7 Ayes (Brejnak, Johnson, Schlatter, Shurance, Solomon, Vawter, Wadlington); 0 Noes; 0 Absent. Motion Adopted.

11. **Action: Approval of Resolution 100.5 – Facsimile Signature Agreement**
    - Mr. Shurance moved to approve Resolution 100.5.
    - Mr. Vawter seconded.
    - Discussion: Tanya explained the purpose behind Resolution 100.5 which authorizes a Facsimile Signature Agreement.
    - Vote: 7 Ayes (Brejnak, Johnson, Schlatter, Shurance, Solomon, Vawter, Wadlington); 0 Noes; 0 Absent. Motion Adopted.

12. **Action: Approval of Resolution 100.6 – County Treasury Agreement**
    - Mr. Solomon moved to approve Resolution 100.6.
    - Ms. Schlatter seconded.
    - Discussion: Tanya explained the purpose behind Resolution 100.6 which establishes a County Treasury Agreement.
    - Vote: 7 Ayes (Brejnak, Johnson, Schlatter, Shurance, Solomon, Vawter, Wadlington); 0 Noes; 0 Absent. Motion Adopted.

13. **Action: Approval of Resolution 100.7 – Joining California Charter Schools JPA**
    - Mr. Solomon moved to approve Resolution 100.7.
    - Ms. Schlatter seconded.
    - Discussion: Diane Anvari explained the purpose behind Resolution 100.7 which authorizes joining the California Charter Schools JPA.
    - Vote: 7 Ayes (Brejnak, Johnson, Schlatter, Shurance, Solomon, Vawter, Wadlington); 0 Noes; 0 Absent. Motion Adopted.

14. **Action: Approval of Resolution 100.8 – Certificate of Consent – Self Insure Worker's Comp Insurance**
    - Mr. Shurance moved to approve Resolution 100.8.
    - Mr. Wadlington seconded.
    - Discussion: Diane Anvari explained the purpose behind Resolution 100.8 provides a certificate of consent to self-insure for Worker's Comp Insurance through a Joint Powers Authority (JPA).
    - Vote: 7 Ayes (Brejnak, Johnson, Schlatter, Shurance, Solomon, Vawter, Wadlington); 0 Noes; 0 Absent. Motion Adopted.

15. **Action: Approval of Proposed Board Calendar**
    - Ms. Johnson moved to approve the proposed Board Calendar.
    - Mr. Vawter seconded.
    - Discussion: The Board discussed their availability for meetings, and it was determined that 3:00 pm would be a good time to schedule Citrus Springs' meetings.
    - Vote: 7 Ayes (Brejnak, Johnson, Schlatter, Shurance, Solomon, Vawter, Wadlington); 0 Noes; 0 Absent. Motion Adopted.

16. **Action: Approval of CalSTRS & CalPRS participation.**
    - Mr. Wadlington moved to approve CalSTRS & CalPRS participation.
    - Mr. Shurance seconded.
    - Discussion: Diane provided an explanation of CalSTRS & CalPRS for our employee retirement system.
        - Mr. Shurance: Are the contribution percentages standard?
            - Diane Anvari: Yes, they do change each year, but they are regulated amounts.
    - Vote: 7 Ayes (Brejnak, Johnson, Schlatter, Shurance, Solomon, Vawter, Wadlington); 0 Noes; 0 Absent. Motion Adopted.

17. **Information: BOARD COMMENTS & AGENDA ITEM REQUESTS**
    - Mr. Solomon: I'm glad that it will be Don who has to handle this meeting next time, because everything that Natali just did for this meeting, he's going to be in charge of!
    - Mr. Wadlington: As a point of order, I just wanted to mention that if there is something that you as a Board member want to revisit, you can ask for it to be on a future agenda.

18. **Action: Motion to Adjourn the Meeting**
    - Mr. Vawter moved to adjourn the meeting at 8:37 p.m.
    - Ms. Schlatter seconded.
    - Vote: 7 Ayes (Brejnak, Johnson, Schlatter, Shurance, Solomon, Vawter, Wadlington); 0 Noes; 0 Absent. Motion Adopted.

Mike Shurance | 8/22/16

**Mike Shurance, Secretary** **Date**