

**CITRUS SPRINGS CHARTER SCHOOL BOARD OF DIRECTORS
27749 JEFFERSON AVE • TEMECULA, CA 92590**

**REGULAR MEETING
MINUTES**

December 10, 2018

3:00 p.m.

**27740 Jefferson Ave., Temecula, CA
and via Video Feed at 2121 N. Grand Ave, Santa Ana, CA**

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:

Mike Shurance, Chair Kevin Brejnak, Vice Chair Sarah Schlatter, Board Secretary Lauren Rugge, Treasurer Joline Johnson, Board Director Don Vawter, Board Director Mike Solomon, Board Director	Kathleen Hermsmeyer, Superintendent Amy Podratz: Asst. Superintendent of Admin Ops Tanya Rogers, Asst. Superintendent of Business Diane Anvari, Asst. Superintendent of HR Robert Hennings, Asst. Superintendent Pupil Services Vivian Price, Asst. Superintendent of Education Monica Lopez, Principal Tammy Jackson, Sr. Director, Individualized Learning Programs Natali South, Director of Executive Support
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- Action: Call to Order**
 - Mr. Shurance called the meeting to order at 3:04 p.m. and led the Pledge of Allegiance.
- Action: Approval of Agenda**
 - Mr. Brejnak moved to approve the agenda.
 - Mr. Solomon seconded.
 - Vote: 7 Ayes: Shurance, Brejnak, Schlatter, Rugge, Johnson, Solomon, Vawter; 0 Noes; 0 Absent; Motion Adopted
- Action: Approval of Minutes from September 10, 2018**
 - Ms. Johnson moved to approve the Minutes from the September 10, 2018 meeting.
 - Mr. Brejnak seconded.
 - Discussion: None
 - Vote: 7 Ayes: Shurance, Brejnak, Schlatter, Rugge, Johnson, Solomon, Vawter; 0 Noes; 0 Absent; Motion Adopted

4. **Action: Approval of Consent Agenda**
 - Mr. Brejnak moved to approve the Consent Agenda consisting of Warrants and PAR and contract ratifications: Harbor Building Maintenance, & Business Expo Center for CAASPP Testing.
 - Mr. Solomon seconded.
 - Vote: 7 Ayes: Shurance, Brejnak, Schlatter, Ruge, Johnson, Solomon, Vawter; 0 Noes; 0 Absent; Motion Adopted
5. **Information: PUBLIC COMMENTS**
 - None
6. **Information: Superintendent's Report**
 - Dr. Hermsmeyer reviewed the Superintendent's report and provided updates on network-wide activities.
7. **Information: LCAP Update**
 - Amy Podratz provided an update regarding LCAP and our progress on each of the goals network-wide. Citrus' specific data will be available in June.
8. **Information: 2018 CAASPP Update**
 - Liz Copeland and Mitch Aulakh provided additional CAASPP data for Citrus Springs'. General information was provided at a previous meeting, Now that subgroup data was available, additional information about this program's achievement data was provided.
9. **Information: Homeschool Program Update**
 - Vivian Price reviewed the Homeschool report that was included in the packet. This report provided detailed information of our Homeschool offerings, Instructional Funds, and resources provided to our Homeschool families. Dr. Hermsmeyer, Tammy Jackson and the Board engaged in a discussion regarding potential changes, and current considerations.
10. **Information: First Reading of Board Policy BP 5023.1 Seat-Based Attendance**
 - Robert Hennings reviewed the policy for Seat-Based Attendance. This policy will outline the process for calculating attendance for this seat-based program, and the consequences for inadequate attendance. There were no changes requested, and the policy will be brought forward for approval at the next meeting.
11. **Information: First Reading of Board Policy BP 5005.1 Medications for Students**
 - Robert Hennings reviewed the policy for Medications for Students. Robert indicated that over recent years there have been some legislative changes that required updating the language in our policy. There were no revisions requested, and the policy will be brought forward for approval at the next meeting.

12. Action: Approval of Dashboard Reporting to CDE

- Mr. Brejnak moved to approve the Dashboard Reporting to CDE.
- Ms. Johnson seconded.
- Discussion: Amy Podratz reviewed the local indicators on the Dashboard and indicated that the information will be reported to the CDE.
- Vote: 7 Ayes: Shurance, Brejnak, Schlatter, Rugge, Johnson, Solomon, Vawter; 0 Noes; 0 Absent; Motion Adopted

13. Action: Approval of Audited Actuals

- Mr. Brejnak moved to approve the Audited Actuals report.
- Ms. Johnson seconded.
- Discussion: Tanya Rogers indicated that the Audited Actuals report resulted in a positive fund balance, and reviewed specific data regarding a small finding where our P2 reporting was misreported by less than 1 ADA. This minor error has been corrected.
- Vote: 7 Ayes: Shurance, Brejnak, Schlatter, Rugge, Johnson, Solomon, Vawter; 0 Noes; 0 Absent; Motion Adopted

14. Action: Approval of First Interim Budget

- Mr. Vawter moved to approve the First Interim Budget.
- Mr. Brejnak seconded.
- Discussion: Tanya Rogers reviewed the First Interim Budget and the adjustments that are being made to align with our ADA.
- Vote: 7 Ayes: Shurance, Brejnak, Schlatter, Rugge, Johnson, Solomon, Vawter; 0 Noes; 0 Absent; Motion Adopted

15. Action: Approval of Participation in the CalCard Program

- Mr. Brejnak moved to approve participation in CalCard Program.
- Ms. Johnson seconded.
- Discussion: Tanya Rogers explained that our participation in the CalCard program will allow Citrus Springs to have their own CalCard account, rather than having to reimburse the other charters for Citrus-related expenses.
- Vote: 7 Ayes: Shurance, Brejnak, Schlatter, Rugge, Johnson, Solomon, Vawter; 0 Noes; 0 Absent; Motion Adopted

16. Action: Second Reading and Approval of Policy 2002.1 – Access to Public Records

- Ms. Schlatter moved to approve Board Policy 2002.1 – Access to Public Records.
- Mr. Solomon seconded
- Tanya Rogers explained that the only change made to this policy since first reading was at the Board's request to change the per-page charge to a "reasonable fee."
- Vote: 7 Ayes: Shurance, Brejnak, Schlatter, Rugge, Johnson, Solomon, Vawter; 0 Noes; 0 Absent; Motion Adopted

17. Action: Approval of Bank Signer Card

- Mr. Brejnak moved to approve the Bank Signer Card.
- Ms. Ruge seconded.
- Discussion: Tanya Rogers indicated that a change in staffing necessitated the update to the authorized signers.
- Vote: 7 Ayes: Shurance, Brejnak, Schlatter, Ruge, Johnson, Solomon, Vawter; 0 Noes; 0 Absent; Motion Adopted

18. Action: Approval of Revised Board Policy 7001.1 Conflict of Interest Code

- Ms. Johnson moved to approve revised Board Policy 7001.1 Conflict of Interest Code.
- Ms. Ruge seconded.
- Discussion: Natali South indicated that we are updating our Conflict of Interest Code in order to list updated titles of required filers and also to indicate that the original forms will be maintained at our administrative offices.
- Vote: 7 Ayes: Shurance, Brejnak, Schlatter, Ruge, Johnson, Solomon, Vawter; 0 Noes; 0 Absent; Motion Adopted

19. Action: Approval/Ratification of Kelly Services Contract

- Ms. Schlatter moved to approve and ratify the Kelly Services Contract.
- Ms. Ruge seconded.
- Discussion: Diane Anvari indicated that this contract allows us to hire substitutes, as needed, from Kelly Services.
- Vote: 7 Ayes: Shurance, Brejnak, Schlatter, Ruge, Johnson, Solomon, Vawter; 0 Noes; 0 Absent; Motion Adopted

20. Information: BOARD COMMENTS and FUTURE AGENDA ITEMS


- Ms. Ruge: I participated in the Dress for Success event in Hemet. I was very impressed with the process, and I enjoyed being part of the experience.
- Ms. Schlatter: It's really nice that so many attended at the Santa Ana site.
- Ms. Johnson: Is there a way that one meeting per year could be held in Santa Ana so that we're all together?
 - Staff will look at the remainder of this year's calendar and/or next year's calendar and suggest a date to meet in Santa Ana.

21. Action: Motion to Adjourn the Meeting

- Ms. Johnson moved to adjourn the meeting at 4:33 p.m.
- Mr. Brejnak seconded.
- Vote: 7 Ayes: Shurance, Brejnak, Schlatter, Ruge, Johnson, Solomon, Vawter; 0 Noes; 0 Absent; Motion Adopted



Sarah Schlatter, Secretary



Date