

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

**REGULAR MEETING**  
**MINUTES**

**March 9, 2020**

**3:00 p.m.**

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

Lauren Rugge, Chair Sarah Schlatter, Vice Chair Charlene Ponzio, Board Secretary Joline Johnson, Board Treasurer Mike Shurance, Board Director Michael Solomon, Board Director Don Vawter, Board Director	Kathleen Hermsmeyer, Superintendent Tanya Rogers, Asst. Superintendent of Business Vivian Price, Asst. Superintendent of Education Debbie Daniel, Asst. Superintendent of Program Improvement Natali South, Director of Executive Support Kelly Ouellette, School Nurse Yvette Spendler, Controller
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- 1. Call to Order and Pledge of Allegiance**
  - Ms. Rugge called the meeting to order at 3:04 p.m. and led the Pledge of Allegiance.
- 2. Action: Approval of Agenda**
  - Ms. Ponzio moved to approve the agenda.
  - Mr. Solomon seconded.
  - Vote: 7 Ayes: Rugge, Schlatter, Ponzio, Johnson, Shurance; Solomon, Vawter; 0 Noes; 0 Absent:  
Motion Adopted
- 3. Action: Approval of Minutes from February 10, 2020**
  - Ms. Schlatter moved to approve the Minutes from the February 10, 2020 meeting.
  - Ms. Ponzio seconded.
  - Discussion: None
  - Vote: 5 Ayes: Rugge, Schlatter, Ponzio, Johnson, Shurance; 0 Noes; 2 Abstentions: Solomon, Vawter; Motion Adopted

4. **Action: Approval of Consent Agenda**
  - Ms. Schlatter moved to approve the Consent Agenda consisting of: Warrants and Personnel Action Report.
  - Ms. Ponzio seconded.
  - Vote: 7 Ayes: Rugge, Schlatter, Ponzio, Johnson, Shurance; Solomon, Vawter; 0 Noes; 0 Absent: Motion Adopted
5. **Information: PUBLIC COMMENTS**
  - Laura Balance, an Education Specialist spoke to the Board about our Homeschool program and introduced one of her students.
6. **Information: Superintendent's Report**
  - Dr. Hermsmeyer reviewed the Superintendent's report and provided network-wide events including our upcoming GetRealCon event which highlights college and career opportunities for our high school students. Dr. Hermsmeyer reviewed the steps we are taking to prevent the spread of viruses.
7. **Information: Health Services Report**
  - School Nurse, Kelly Ouellete presented a report that highlighted the efforts of our school-wide health department.
8. **Information: 2018-19 School Accountability Report Card (SARC) Update**
  - Dr. Hermsmeyer explained that SARC data is posted on our website, per legal requirement.
9. **Information/Activity: Form 700 Completion**
  - Natali South led the Board through the completion of annual Conflict of Interest Form 700.
10. **Action: Approval of 2020-2021 School Calendar**
  - Ms. Johnson moved to approve the updated school calendar for 2020-21.
  - Ms. Ponzio seconded.
  - Discussion: Dr. Hermsmeyer reviewed the changes to the upcoming school calendar, and explained that the main adjustment provides two complete months of summer break for our teaching staff.
  - Vote: 7 Ayes: Rugge, Schlatter, Ponzio, Johnson, Shurance; Solomon, Vawter; 0 Noes; 0 Absent: Motion Adopted
11. **Action: Approval of Second Interim Budget**
  - Mr. Solomon moved to approve the second interim budget.
  - Ms. Johnson seconded.
  - Discussion: Tanya Rogers reviewed the second interim budget which reflects an additional 8 students for Citrus' ADA which created a positive financial impact on the budget.
  - Vote: 7 Ayes: Rugge, Schlatter, Ponzio, Johnson, Shurance; Solomon, Vawter; 0 Noes; 0 Absent: Motion Adopted

**12. Action: Approval of Selection of Auditor**

- Ms. Schlatter moved to approve the selection of auditor for 2019-20.
- Ms. Ponzio seconded.
- Discussion: Yvette Spendler explained that staff was pleased with the audit services provided by CWDL's firm last year and recommend them for performing this year's audit.
- Vote: 7 Ayes: Rugge, Schlatter, Ponzio, Johnson, Shurance; Solomon, Vawter; 0 Noes; 0 Absent:  
Motion Adopted

**13. Action: Approval of Superintendent's Succession Plan**

- Ms. Johnson moved to approve the Superintendent's Succession Plan.
- Mr. Solomon seconded.
- Discussion: Debbie Daniel explained that the Succession Plan outlines the steps that would be taken in the event that the Superintendent were to take a leave of absence for any reason or duration.
- Vote: 7 Ayes: Rugge, Schlatter, Ponzio, Johnson, Shurance; Solomon, Vawter; 0 Noes; 0 Absent:  
Motion Adopted

**14. Action: Approval of Revised Board Policy 5004.1 – Infectious Diseases**


- Ms. Ponzio moved to approve the revised Board Policy 5004.1 – Infectious Diseases.
- Ms. Schlatter seconded.
- Discussion: Debbie Daniel explained that recent changes to laws as well as recent national health concerns resulted in the need to update our Board policy on Infectious Diseases. The policy was entirely updated, and therefore a red-lined version was not provided. Additionally, for this reason, we elected to seek approval at this meeting as opposed to our typical two-meeting approval process.
- Vote: 7 Ayes: Rugge, Schlatter, Ponzio, Johnson, Shurance; Solomon, Vawter; 0 Noes; 0 Absent:  
Motion Adopted

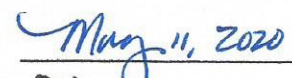
**15. Board Comments**

- Ms. Johnson suggested that Board members familiarize themselves with our Google reviews.
- Ms. Schlatter inquired if she is still the Board's secretary.
  - Staff indicated that she is not, and presently holds the seat of Vice Chair.
- Mr. Vawter inquired about our process in the event that a parent drops a sick child at our campus.
  - Staff indicated that our families have been very responsive to recent health concerns and have been very proactive. In the event that a child were to become ill while at school, they would be sent home. Health and safety protocols have been updated and communicated.

**16. Action: Motion to Adjourn the Meeting**

- Ms. Johnson moved to adjourn the meeting at 4:26 p.m.
- Mr. Solomon seconded.
- Vote: 7 Ayes: Rugge, Schlatter, Ponzio, Johnson, Shurance; Solomon, Vawter; 0 Noes; 0 Absent:  
Motion Adopted

  
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Charlene Ponzio, Secretary

  
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Date