

**EMPIRE SPRINGS CHARTER SCHOOL BOARD OF DIRECTORS**  
27740 JEFFERSON AVE • TEMECULA, CA 92590

***REGULAR MEETING***  
***MINUTES***

**March 12, 2020**  
***9:00 a.m.***

*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:**

Michelle Nagelvoort, Vice Chair Tracey Vela, Board Director Ivo Caouette, Board Director Dianne Mendez-Cantu, Board Director	Kathleen Hermsmeyer, Superintendent Amy Podratz, Asst. Superintendent, Admin Operations Tanya Rogers, Asst. Superintendent of Business Doug House, Interim Asst. Superintendent, Personnel Debbie Daniel, Asst. Superintendent, Program Improvement Natali South, Director of Executive Support Yvette Spendler, Controller Kelly Ouellette, School Nurse
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1. **Call to Order and Pledge of Allegiance**
  - Ms. Nagelvoort called the meeting to order at 9:12 a.m. and Tracey Vela led the Pledge of Allegiance.
2. **Action: Approval of Agenda**
  - Ms. Mendez-Cantu moved to approve the agenda.
  - Ms. Vela seconded.
  - Vote: 4 Ayes: Vela, Caouette, Mendez-Cantu, Nagelvoort; 3 Absent: Schneider, Rodriguez, Large; 0 Noes, Motion Adopted
3. **Action: Approval of Minutes from February 13, 2020**
  - Ms. Vela moved to approve the Minutes from the February 13, 2020 meeting.
  - Mr. Caouette seconded.
  - Discussion: None
  - Vote: 4 Ayes: Vela, Caouette, Mendez-Cantu, Nagelvoort; 3 Absent: Schneider, Rodriguez, Large; 0 Noes, Motion Adopted

4. **Action: Approval of Consent Agenda**
  - Mr. Caouette moved to approve the Consent Agenda consisting of: Warrants, PAR, and ratification of contract with Gaggle.
  - Ms. Mendez-Cantu seconded.
  - Vote: 4 Ayes: Vela, Caouette, Mendez-Cantu, Nagelvoort; 3 Absent: Schneider, Rodriguez, Large; 0 Noes, Motion Adopted
  
5. **Information: PUBLIC COMMENTS**
  - None
  
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/Activity: Form 700 Completion**
  - Natali South led the Board through the completion of annual Conflict of Interest Form 700.
  
9. **Information: Discussion of Revenue Anticipation Note**
  - Tanya Rogers explained that growth opportunities for the charter has resulted in the need of pursuing a Revenue Anticipation Note in the near future. The actual document will be brought forward for approval at a future meeting.
  
10. **Action: Approval of 2020-2021 School Calendar**
  - Ms. Vela moved to approve the updated school calendar for 2020-21.
  - Mr. Caouette seconded.
  - Discussion: Amy Podratz 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: 4 Ayes: Vela, Caouette, Mendez-Cantu, Nagelvoort; 3 Absent: Schneider, Rodriguez, Large; 0 Noes, Motion Adopted

11. **Action: Approval of Second Interim Budget**

- Ms. Mendez-Cantu moved to approve the second interim budget.
- Mr. Caouette seconded.
- Discussion: Tanya Rogers reviewed the second interim budget which reflects an additional 12 ADA which will have a positive impact on the revenue.
- Vote: 4 Ayes: Vela, Caouette, Mendez-Cantu, Nagelvoort; 3 Absent: Schneider, Rodriguez, Large; 0 Noes, Motion Adopted

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

- Ms. Mendez-Cantu moved to approve the selection of auditor for 2019-20.
- Ms. Vela 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: 4 Ayes: Vela, Caouette, Mendez-Cantu, Nagelvoort; 3 Absent: Schneider, Rodriguez, Large; 0 Noes, Motion Adopted

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

- Ms. Vela moved to approve the Superintendent's Succession Plan.
- Ms. Mendez-Cantu 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, or were to retire.
- Vote: 4 Ayes: Vela, Caouette, Mendez-Cantu, Nagelvoort; 3 Absent: Schneider, Rodriguez, Large; 0 Noes, Motion Adopted

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

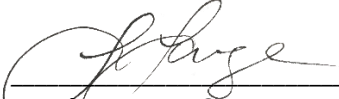
- Ms. Mendez-Cantu moved to approve the revised Board Policy 5004.1 – Infectious Diseases.
- Ms. Vela seconded.
- Discussion: Debbie Daniel explained that recent changes to laws as well as recent national health concerns resulted in the need to update our Board policy on Infectious Diseases. The policy 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: 4 Ayes: Vela, Caouette, Mendez-Cantu, Nagelvoort; 3 Absent: Schneider, Rodriguez, Large; 0 Noes, Motion Adopted

15. **Board Comments**

- Ms. Mendez-Cantu: I appreciate the proactivity of our school in light of current health concerns.

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

- Ms. Mendez-Cantu moved to adjourn the meeting at 9:43 a.m.
- Ms. Vela seconded.
- Vote: 4 Ayes: Vela, Caouette, Mendez-Cantu, Nagelvoort; 3 Absent: Schneider, Rodriguez, Large; 0 Noes, Motion Adopted



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**Jessica Large, Secretary**

4/16/2020

**Date**