

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

**REGULAR CALLED MEETING
MINUTES**

September 10, 2020

4:30 p.m.

Due to CA safer at home order, meeting was held electronically.



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:

Marlene Darrow, Chair Yuan Hawkes, Vice Chair Justin Moldenhauer, Board Secretary Gene Swank, Board Director	Kathleen Hermsmeyer, Superintendent Amy Podratz, Asst. Superintendent Admin Ops Tanya Rogers, Asst. Superintendent of Business Vivian Price, Asst. Superintendent, Education Doug House, Asst. Superintendent, Personnel Debbie Daniel, Asst. Superintendent of Program Improvement Natali South, Director of Executive Support
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1. **Action: Call to Order**
 - Natali South called the meeting to order at 4:31 p.m. and established a quorum through roll call.

2. **Action: Approval of Agenda**
 - Mr. Moldenhauer moved to approve the agenda.
 - Ms. Hawkes seconded.
 - Discussion: None
 - Vote: 4 Ayes: Swank, Darrow, Hawkes, Moldenhauer; 0 Absent; 0 Noes;
Motion Adopted

3. **Action: Election of Officers and Appointment of Subcommittees**
 - Mr. Moldenhauer moved to elect Marlene Darrow as Board Chair.
 - Mr. Swank seconded.
 - Vote: 4 Ayes: Swank, Darrow, Hawkes, Moldenhauer; 0 Absent; 0 Noes;
Motion Adopted

- Mr. Swank moved to elect Yuan Hawkes as Vice Chair.
- Mr. Moldenhauer seconded.
- Vote: 4 Ayes: Swank, Darrow, Hawkes, Moldenhauer; 0 Absent; 0 Noes;
Motion Adopted

- Ms. Darrow moved to elect Justin Moldenhauer as Board Secretary.
- Ms. Hawkes seconded.
- Vote: 4 Ayes: Swank, Darrow, Hawkes, Moldenhauer; 0 Absent; 0 Noes;
Motion Adopted

- The Board Treasurer position will be filled at a future meeting.

- Ms. Darrow moved to appoint Yuan Hawkes and Justin Moldenhauer to the Superintendent's Evaluation Subcommittee.
- Mr. Swank seconded.
- Vote: 4 Ayes: Swank, Darrow, Hawkes, Moldenhauer; 0 Absent; 0 Noes;
Motion Adopted

- Mr. Moldenhauer moved to appoint Marlene Darrow as Harbor Springs' representative on the Succession Plan Subcommittee.
- Ms. Hawkes seconded.
- Vote: 4 Ayes: Swank, Darrow, Hawkes, Moldenhauer; 0 Absent; 0 Noes;
Motion Adopted

4. **Action: Approval of Minutes**

- Mr. Moldenhauer moved to approve the Minutes from June 11, 2020.
- Mr. Swank seconded.
- Vote: 4 Ayes: Swank, Darrow, Hawkes, Moldenhauer; 0 Absent; 0 Noes;
Motion Adopted

5. **Action: Approval of Consent Agenda**

- Ms. Hawkes moved to approve the Consent Agenda consisting of Warrants and Personnel Action Report.
- Mr. Moldenhauer seconded.
- Vote: 4 Ayes: Swank, Darrow, Hawkes, Moldenhauer; 0 Absent; 0 Noes;
Motion Adopted

6. **Information: PUBLIC COMMENTS**

- None

7. **Information: Public Hearing & Discussion: Learning Continuity and Attendance Plan**

- A Public Hearing was opened at 4:40 p.m. regarding the Learning Continuity and Attendance Plan. No public comments were made and the hearing was closed at 4:44 p.m. Opportunity for

response was also provided via email and our website. The plan will be brought forward for approval at the September 15, 2020 Board meeting.

8. **Information: Superintendent's Report**

- Dr. Hermsmeyer reviewed the Superintendent's Report. She provided updates and information about our Distance Learning efforts as well as other measures being taken to ensure student engagement.

9. **Information: 1st Reading of Revised Policy 8006.1 – Certification**

- Doug House reviewed the updates to the policy which includes language to meet requirements regarding the certification of our teachers. No amendments were requested, and the policy will be brought for second reading and approval at a future meeting.

10. **Information: 1st Reading Covid-19 Policies**

- Debbie Daniel reviewed revisions to policy 3010.2: Visitors and Guests, which now includes language about disease-related protocols for attending one of our campuses or sites. Additionally, Debbie introduced 3012.1: Covid-19, and 8008.1: Covid-19 Staff policies. All policies were presented for First Reading. Staff indicated that the word "current" will be removed from Covid-19 language in order to allow the policies to be utilized long-term. Additionally, a statement will be added to authorize staff to implement or discontinue Covid-19 related policy usage as needed without additional Board action. With these amendments, all three policies will be brought to a future meeting for Second Reading and Approval.

11. **Action: Approval of Superintendent's Goals 20-21**

- Ms. Hawkes moved to approve the Superintendent's Goals.
- Mr. Moldenhauer seconded.
- Discussion: Dr. Hermsmeyer reviewed her goals for the year and explained that this year's goals are significantly different than her typical goals due to Distance Learning and changes in standardized testing. This year's goals are largely focused on student engagement in a virtual setting.
- Vote: 4 Ayes: Swank, Darrow, Hawkes, Moldenhauer; 0 Absent; 0 Noes;
Motion Adopted

12. **Action: Approval of EPA Actuals**

- Ms. Hawkes moved to approve the EPA Actuals.
- Mr. Swank seconded.
- Discussion: Tanya Rogers explained that changes in state funding calculations account for a revision to the estimates that were provided in June. The current number reflects .89 of a Harbor teacher's salary.
- Vote: 4 Ayes: Swank, Darrow, Hawkes, Moldenhauer; 0 Absent; 0 Noes;
Motion Adopted

13. **Action: Approval of Unaudited Actuals**
- Mr. Swank moved to approve the EPA Actuals.
 - Ms. Hawkes seconded.
 - Discussion: Tanya Rogers reviewed the report and explained that while adjustments were made in both positive (revenue) and negative (expenditure) directions, the net outcome leaves Harbor Springs in a positive budget position. The external auditors will be conducting their review in a few weeks.
 - Vote: 4 Ayes: Swank, Darrow, Hawkes, Moldenhauer; 0 Absent; 0 Noes;
Motion Adopted
14. **Action: Approval of Special Education Contracts**
- Ms. Hawkes moved to approve the Special Education Contracts.
 - Ms. Darrow seconded.
 - Discussion: Tanya Rogers explained that some adjustments have been made since the contracts were originally presented in June. The revised amounts reflect the current projections.
 - Vote: 4 Ayes: Swank, Darrow, Hawkes, Moldenhauer; 0 Absent; 0 Noes;
Motion Adopted
15. **Action: Approval of Updated Salary Schedule**
- Mr. Moldenhauer moved to approve the Updated Salary Schedule.
 - Mr. Swank seconded.
 - Discussion: Doug House explained that a change has been made to the Education Specialists' salary schedule. Rather than paying ESEs on a per-student basis, they will be placed on a standard salary schedule. This change provides a benefit to the teachers, allowing more of their income to count toward STRS retirement, and will also simplify payroll calculations for staff.
 - Vote: 4 Ayes: Swank, Darrow, Hawkes, Moldenhauer; 0 Absent; 0 Noes;
Motion Adopted
16. **Action: Approval of Employee Handbook Update**
- Ms. Hawkes moved to approve the Employee Handbook Update.
 - Mr. Swank seconded.
 - Discussion: Doug House reviewed the changes made to the Handbook which were related to Covid-19 requirements.
 - Vote: 4 Ayes: Swank, Darrow, Hawkes, Moldenhauer; 0 Absent; 0 Noes;
Motion Adopted
17. **Board Comments**
- Ms. Darrow: I am thankful to be back home and I'm doing well.
 - Mr. Swank: My family is relocating to another state. I've enjoyed being a part of Springs Charter Schools and serving as a Board member. I'll miss you all.
 - Ms. Hawkes: Do we have a date to reopen for in-person school?
 - Dr. Hermsmeyer indicated that we are working on opening as quickly as possible.

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

- Mr. Moldenhauer moved to adjourn the meeting at 6:19 p.m.
- Ms. Hawkes seconded.
- Vote: 4 Ayes: Swank, Darrow, Hawkes, Moldenhauer; 0 Absent; 0 Noes;
Motion Adopted

Justin Moldenhauer, Secretary



Date 10.8.2020