

# CITRUS SPRINGS CHARTER SCHOOL BOARD OF DIRECTORS

27749 JEFFERSON AVE • TEMECULA, CA 92590

## REGULAR MEETING MINUTES

September 14, 2020

**3:00 p.m.**

***Due to CA safer at home orders, this 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:

Lauren Rugge, Chair Sarah Schlatter, Vice Chair Charlene Ponzio, Board Secretary Mike Shurance, Board Treasurer Michael Solomon, Board Director	Kathleen Hermsmeyer, Superintendent Amy Podratz, Asst. Superintendent of Admin Ops Tanya Rogers, Asst. Superintendent of Business Vivian Price, Asst. Superintendent of Education Doug House, Asst. Superintendent of Personnel Debbie Daniel, Asst. Superintendent of Program Improvement Natali South, Director of Executive Support
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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, and Natali South established a quorum through roll call.

### 2. Action: Approval of Agenda

- Mr. Shurance moved to approve the agenda.
- Ms. Schlatter seconded.
- Vote: 5 Ayes: Rugge, Schlatter, Ponzio, Shurance; Solomon; 0 Noes; 0 Absent:  
Motion Adopted

### 3 Action: Election of Officers and Appointment of Subcommittees

- Ms. Schlatter moved to elect Lauren Rugge as Board Chair.
- Mr. Shurance seconded.
- Vote: 5 Ayes: Rugge, Schlatter, Ponzio, Shurance; Solomon; 0 Noes; 0 Absent:  
Motion Adopted
- Ms. Rugge moved to elect Sarah Schlatter as Vice Chair.
- Mr. Solomon seconded.
- Vote: 5 Ayes: Rugge, Schlatter, Ponzio, Shurance; Solomon; 0 Noes; 0 Absent:  
Motion Adopted

- Mr. Solomon moved to elect Charlene Ponzio as Board Secretary.
- Mr. Shurance seconded.
- Vote: 5 Ayes: Rugge, Schlatter, Ponzio, Shurance; Solomon; 0 Noes; 0 Absent:  
Motion Adopted
- Mr. Solomon moved to elect Mike Shurance as Board Treasurer.
- Ms. Ponzio seconded.
- Vote: 5 Ayes: Rugge, Schlatter, Ponzio, Shurance; Solomon; 0 Noes; 0 Absent:  
Motion Adopted
- Ms. Ponzio moved to appoint Lauren Rugge and Sarah Schlatter to the Superintendent's Evaluation Subcommittee.
- Mr. Shurance seconded.
- Vote: 5 Ayes: Rugge, Schlatter, Ponzio, Shurance; Solomon; 0 Noes; 0 Absent:  
Motion Adopted
- Mr. Shurance moved to appoint Michael Solomon Citrus Springs' representatives on the Succession Plan Subcommittee.
- Ms. Schlatter seconded.
- Vote: 5 Ayes: Rugge, Schlatter, Ponzio, Shurance; Solomon; 0 Noes; 0 Absent:  
Motion Adopted

**4. Action: Approval of Minutes**

- Mr. Shurance moved to approve the Consent Agenda consisting of Warrants and Personnel Action Report.
- Mr. Solomon seconded.
- Vote: 5 Ayes: Rugge, Schlatter, Ponzio, Shurance; Solomon; 0 Noes; 0 Absent:  
Motion Adopted

**5. Information: PUBLIC COMMENTS**

- None

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

- A Public Hearing was opened at 3:20 p.m. regarding the Learning Continuity and Attendance Plan. No public comments were made and the hearing was closed at 3:22 p.m. Opportunity for response was also provided via email and our website. Board members asked questions, and requested that the data be disaggregated to show Citrus Springs' data separate from the network. The plan will be brought forward for approval at the September 15, 2020 Board meeting.

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

- Dr. Kathleen Hermsmeyer reviewed the Superintendent's Report and provided updates regarding our current Distance Learning efforts and plans for returning to our site when it is considered reasonably safe to do so.

**8 Information: 1st Reading of Revised Policy 8006.1 - Certification**

- Doug House presented Revised Policy 8006.1 - Certification for 1st Reading. No changes were requested, and the policy will be brought forward for approval at a future meeting.

**9 Information: 1st Reading of Revised Policy 5006.1 - Independent Study**

- Amy Podratz presented Revised Policy 8006.1 - Independent Study for 1st Reading. No changes were requested, and the policy will be brought forward for 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**

- Mr. Shurance moved to approve the Superintendent's Goals.
- Mr. Solomon 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: 5 Ayes: Rugge, Schlatter, Ponzio, Shurance; Solomon; 0 Noes; 0 Absent:  
Motion Adopted

**12 Action: Approval of EPA Actuals**

- Mr. Shurance moved to approve the EPA Actuals.
- Ms. Rugge seconded.
- Discussion: Tanya Rogers explained that changes in state funding calculations account for a revision to the estimates that were provided in June.
- Vote: 5 Ayes: Rugge, Schlatter, Ponzio, Shurance; Solomon; 0 Noes; 0 Absent:  
Motion Adopted

**13 Action: Approval of Unaudited Actuals**

- Mr. Shurance moved to approve the Unaudited Actuals.
- Ms. Rugge 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 Citrus Springs in a positive budget position. The external auditors will be conducting their review in a few weeks.
- Vote: 5 Ayes: Rugge, Schlatter, Ponzio, Shurance; Solomon; 0 Noes; 0 Absent:  
Motion Adopted

**14. Action: Approval of Preferred Meals Contract**

- Ms. Ponzio moved to approve the contract with Preferred Meals.
- Ms. Schlatter seconded.
- Discussion: Tanya Rogers reviewed the terms of the contract. Board members asked clarifying questions, which were answered. One Board member asked to be provided with a sample menu.
- Vote: 5 Ayes: Rugge, Schlatter, Ponzio, Shurance; Solomon; 0 Noes; 0 Absent:  
Motion Adopted

**15. Action: Approval of Special Education Contracts**

- Mr. Solomon moved to approve the Special Education Contracts.
- Ms. Rugge seconded.
- Discussion: Tanya Rogers explained the need to add additional Special Education services.
- Vote: 5 Ayes: Rugge, Schlatter, Ponzio, Shurance; Solomon; 0 Noes; 0 Absent:  
Motion Adopted

**16. Action: Approval of Updated Salary Schedule**

- Mr. Solomon moved to approve the Updated Salary Schedule.
- Ms. Rugge seconded.
- Discussion: Doug House presented the updated Salary Schedules and explained that the major change was to move Education Specialists' pay from a per-student model to a straight salary. Board members asked clarifying questions regarding the timeline of the implementation of the new salary schedule as well as details regarding the impact on ESes.
- Vote: 2 Ayes: Rugge, Ponzio, 3 Noes: Shurance; Schlatter, Solomon, 0 Absent:  
Motion did not pass.

**17. Action: Approval of Employee Handbook Update**

- Mr. Shurance moved to approve the Employee Handbook Update.
- Ms. Rugge seconded.
- Discussion: Doug House reviewed the changes made to the Handbook which were related to Covid-19 requirements. The Board asked clarifying questions and requested that additional language be added to define the requirement for employees to remain home when experiencing a fever along with any other Covid-19 related symptoms.
- Vote: 5 Ayes: Rugge, Schlatter, Ponzio, Shurance; Solomon; 0 Noes; 0 Absent:  
Motion Adopted

**18. Board Comments**

- Ms. Ponzio: I want to thank staff for working so hard during this time. I appreciate that our staff is quick to own any mistakes and is always working in the best interest of our students. It has been a seamless transition to move from classroom to home instruction.
- Ms. Schlatter asked a question related to the salary freeze that was put in place. Staff answered that due to budget restrictions, the traditional step increase of 3% that we like to offer our staff each year was not possible. This has occurred in years' past, but this is the first time in recent years that we've been unable to provide an annual salary increase.
- Ms. Rugge: I would like to comment that it would be great to see more diversity when Springs Inc. considers new members for Citrus. It would be nice to have a Spanish speaking person in light of the population we serve.

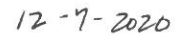
19. **Action: Motion to Adjourn the Meeting**

- Mr. Shurance moved to adjourn the meeting at 5:37 p.m.
- Ms. Ponzio seconded.
- Vote: 5 Ayes: Rugge, Schlatter, Ponzio, Shurance; Solomon; 0 Noes; 0 Absent:  
Motion Adopted



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Charlene Ponzio, Secretary



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Date