

# CITRUS SPRINGS CHARTER SCHOOL BOARD OF DIRECTORS

27740 JEFFERSON AVE • TEMECULA, CA 92590

## REGULAR MEETING MINUTES

December 6, 2022

**4:00 p.m.**

27740 Jefferson Ave. Temecula, CA

Santa Ana Student Center

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:

Cheryl LaCount, Board Chair  
Pam Rivas, Vice Chair  
Eugene Dokes, Secretary  
Jessica Large, Treasurer  
Kellie Woodson, Board Director  
Charlene Ponzio, Board Director  
Lauren Rugge, Board Director arrived at 4:18 p.m.

Kathleen Hermsmeyer, Superintendent  
Vivian Price, Asst. Superintendent, Education  
Tanya Rogers, Asst. Superintendent, Business  
Virginia Smith, Asst. Superintendent, HR  
Katherine VanLeeuwen, Senior Director of Admin Ops  
Natali South, Senior Director of Charter Relations  
Laura Banda, Senior Director of Assmt. & Account.  
Trevor Johnson, Senior Director of Business  
Trevor Johnson, Senior Director of Business  
Beverly Voechting, Director of High School  
Kelly Ouellette, Director of Health Services  
Krista Loy, Health Services Coordinator

### 1. Call to Order and Pledge of Allegiance

- Ms. LaCount called the meeting to order at 4:04 p.m. and led the Pledge of Allegiance.

### 2. Action: Approval of Agenda

- Ms. Ponzio moved to approve the agenda.
- Ms. LaCount seconded.

- Vote: 6 Ayes: Dokes, LaCount, Large, Ponzio, Rivas, Woodson;  
0 Noes; 1 Absent: Rugge; Motion Adopted

**3. Action: Approval of Board Minutes from September 13, 2022**

- Mr. Dokes moved to approve the Board Minutes from September 13, 2022.
- Ms. Ponzio seconded.
- Vote: 6 Ayes: Dokes, LaCount, Large, Ponzio, Rivas, Woodson;  
0 Noes; 1 Absent: Rugge; Motion Adopted

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

- Ms. Rivas moved to approve the Consent Agenda consisting of Warrants, Personal Action Report, and Contract Ratifications As Posted: Arredondo Alcantara Traffic, Arredondo Alcantara Traffic Concrete Removal, and i-Ready Invoice.
- Ms. LaCount seconded.
- Vote: 6 Ayes: Dokes, LaCount, Large, Ponzio, Rivas, Woodson;  
0 Noes; 1 Absent: Rugge; Motion Adopted

**5. Public Comments**

- None

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

- Dr. Hermsmeyer reviewed the Superintendent's Report and answered Board questions regarding enrollment and training for our new teaching staff.

**7. Information: Gold Medal Winner**

- Beverly Voechting announced that our high school students earned the Gold Medal with our Get Focused! Stay Focused! program.

**8. Information: Comprehensive School Safety Plan (CSSP)**

- Tanya Rogers presented the CSSP and explained that each site needs to have a safety plan in place that addresses responses to various emergencies and safety issues.

**9. Information: First Reading of Revised Board Policy 5005.1 - Medications for Students**

- School Nurse, Kelly Ouellette, reviewed the revisions to the Medications for Students policy which has been updated and includes the administration of Narcan for opioid overdose. The policy will be brought back for second reading and approval at a future meeting.

- 10. Information: First Reading of Board Policy 5032.1 Residency Investigation**
  - Katherine Van Leeuwen reviewed this new policy and explained that the policy will provide guidelines for establishing residency requirements for our students. The policy will be brought back for second reading and approval at a future meeting.
  
- 11. Information: Local Control and Accountability Plan (LCAP) 2022-23 & WASC Mid-Year Progress Update**
  - Katherine Van Leeuwen reviewed the mid-year updates for our LCAP & WASC. We are in year 2 of a 3-year LCAP cycle, and also recently received a 6-year accreditation through WASC.
  
- 12. Action: Approval of 1st Interim Budget**
  - Ms. Ponzio moved to approve the 1st Interim Budget.
  - Mr. Dokes seconded.
  - Discussion: Tanya Rogers reviewed the 1st Interim Budget which reflects any necessary adjustments to the preliminary budget which was presented in June. The budget reflects a 23% decrease of expected ADA which is related to not receiving students from a program we were expecting to absorb. No staff had been hired to accommodate these students, as we hire based on enrollment, so no major adjustments needed to be made.
  - Vote: 7 Ayes: Dokes, LaCount, Large, Ponzio, Rivas, Rugge, Woodson; 0 Noes; 0 Absent; Motion Adopted
  
- 13. Action: Approval of EPA 21-22 Actuals**
  - Ms. Large moved to approve the EPA 21-22 Actuals.
  - Ms. LaCount seconded.
  - Discussion: Trevor Johnson reviewed the EPA Actuals and indicated that these funds are tied to our LCFF. This year, the funds covered 1.28 teachers' salaries.
  - Vote: 7 Ayes: Dokes, LaCount, Large, Ponzio, Rivas, Rugge, Woodson; 0 Noes; 0 Absent; Motion Adopted
  
- 14. Action: Approval of Acceptance of Annual Audit for Fiscal Year 2021-22**
  - Ms. Rugge moved to approve the Acceptance of Annual Audit for Fiscal Year 2021-22.
  - Ms. Rivas seconded.
  - Discussion: Tanya Rogers reviewed the audit for 2021-22. Our auditors conducted a review all sources of revenue and expenditures and indicated that we passed the audit with zero findings.
  - Vote: 7 Ayes: Dokes, LaCount, Large, Ponzio, Rivas, Rugge, Woodson; 0 Noes; 0 Absent; Motion Adopted

- 15. Action: Approval of Special Education Contract Addition to Budget**
- Ms. Rugge moved to approve the Special Education Contract Addition to the Budget.
  - Ms. LaCount seconded.
  - Discussion: Tanya Rogers indicated that in our routine reviewing of required services for Special Education, it has been determined that the amount designated to that section of the budget needs to be increased.
  - Vote: 7 Ayes: Dokes, LaCount, Large, Ponzio, Rivas, Rugge, Woodson; 0 Noes; 0 Absent; Motion Adopted
- 16. Action: Approval of CAASPP Grade Bump**
- Ms. Rugge moved to approve the CAASPP Grade Bump.
  - Mr. Dokes seconded.
  - Discussion: Beverly Voechting explained the reasoning for providing an incentive for our students who demonstrate proficiency on the CAASPP assessment by bumping their course grade by 1 grade. The Board had a robust discussion related to the potential benefits and downsides to offering this incentive, and requested that data be brought forward if it comes back next year for consideration.
  - Vote: 7 Ayes: Dokes, LaCount, Large, Ponzio, Rivas, Rugge, Woodson; 0 Noes; 0 Absent; Motion Adopted
- 17. Action: Approval of Waive First Reading and Approve Revised Board Policy 5002.1: Immunizations**
- Mr. Dokes moved to waive the first reading and approve the revised Board Policy 5002.1: Immunizations.
  - Ms. LaCount seconded.
  - Discussion: Katherine Van Leeuwen explained that due to legal requirements, this policy has been updated. In order to comply with the requirements, we are requesting to waive the first reading and move forward with approval of the revised policy. This policy identifies the system through which we can accept immunization waivers.
  - Vote: 7 Ayes: Dokes, LaCount, Large, Ponzio, Rivas, Rugge, Woodson; 0 Noes; 0 Absent; Motion Adopted
- 18. Action: Approval of Waive First Reading and Approve Revised Board Policy 5026.1: Absences and Excuses**
- Ms. Rugge moved to waive the first reading and approve the revised Board Policy 5026.1: Absences and Excuses.
  - Ms. Rivas seconded.
  - Discussion: Katherine Van Leeuwen explained that due to legal requirements, this policy has been updated. In order to comply with the requirements, we are requesting to waive the first reading and move forward with approval of

the revised policy. The policy outlines the allowable reasons for excused absences.

- Vote: 7 Ayes: Dokes, LaCount, Large, Ponzio, Rivas, Rugge, Woodson; 0 Noes; 0 Absent; Motion Adopted

**19. Closed Session: In Accordance with Gov Code Section 54956.9/54957 - Entered 5:35 p.m.**

- Evaluation of Superintendent

**20. Open Session 6:02 p.m.**

- Report of Action Taken in Closed Session
  - Evaluation of Superintendent
    - The Superintendent and Subcommittee reviewed the Superintendent's Goals for 2021-22 and evaluated her performance in each area. The Board endorsed a favorable review and thanked the superintendent for her dedication.

**21. Board Comments**

- Ms. Rugge: Can we return to virtual meetings?
  - Natali South explained that the opportunity for virtual meetings is expiring with the lifting of the Covid-emergency protocols.

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

- Ms. Rugge moved to adjourn the meeting at 6:11p.m.
- Ms. Ponzio seconded.
- Vote: 7 Ayes: Dokes, LaCount, Large, Ponzio, Rivas, Rugge, Woodson; 0 Noes; 0 Absent; Motion Adopted

  
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Eugene Dokes, Secretary

February 7, 2023  
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Date