PACIFIC SPRINGS CHARTER SCHOOL BOARD OF DIRECTORS

27740 JEFFERSON AVE • TEMECULA, CA 92590

REGULAR MEETING
MINUTES

December 8, 2022

4:30 p.m.

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:

Jennifer Mejares-Pham, Board Chair Jennifer Araiza, Vice Chair Marlene Darrow, Secretary (left at 6:47) Andrea Bundy, Treasurer Justin Moldenhauer, Board Director Collin Harrison, Board Director Barbara BJ Heath, Board Director (arrived at 4:59)	Kathleen Hermsmeyer, Superintendent Tanya Rogers, Asst. Superintendent, Business Natali South, Senior Director of Charter Relations Courtney Cook, Senior Director of Special Education Trevor Johnson, Senior Director of Business Katherine Van Leeuwen, Senior Director of Admin Ops Brenda Betson, Controller Jayme Dierken, Controller Kelly Ouellette, School Nurse Sarah Adams, Principal of Vista Student Center Brynne Dukes, Principal of Otay Ranch Student Center

1. Call to Order and Pledge of Allegiance

- Ms. Mejares-Pham called the meeting to order at 4:35 p.m. and led the Pledge of Allegiance.

2. Action: Approval of Virtual Board Meeting

- Mr. Harrison moved to approve the Virtual Board meeting resolution.
- Ms. Araiza seconded.
- Vote: 6 Ayes: Araiza, Bundy, Darrow, Harrison, Mejares-Pham, Moldenhauer; 1 Absent: Heath; 0 Noes; Motion Adopted

3. Action: Approval of Agenda

- Mr. Moldenhauer moved to approve the agenda.
- Mr. Harrison seconded.
- Vote: 6 Ayes: Araiza, Bundy, Darrow, Harrison, Mejares-Pham, Moldenhauer; 1 Absent: Heath; 0 Noes; Motion Adopted

4. Action: Approval of Minutes from September 15, 2022

- Ms. Darrow moved to approve the Minutes from September 15, 2022.
- Mr. Harrison seconded.
- Vote: 6 Ayes: Araiza, Bundy, Darrow, Harrison, Mejares-Pham, Moldenhauer; 1 Absent: Heath; 0 Noes; Motion Adopted

5. Action: Approval of Minutes from October 7, 2022

- Mr. Moldenhauer moved to approve the Minutes from October 7, 2022.
- Mr. Harrison seconded.
- Vote: 6 Ayes: Araiza, Bundy, Darrow, Harrison, Mejares-Pham, Moldenhauer; 1 Absent: Heath; 0 Noes; Motion Adopted

6. Action: Approval of Consent Agenda

- Mr. Harrison moved to approve the Consent Agenda consisting of Warrants, Personnel Action Report, and Contract Ratifications As Posted: i-Ready Invoice and Teachers on Reserve.
- Ms. Araiza seconded.
- Vote: 6 Ayes: Araiza, Bundy, Darrow, Harrison, Mejares-Pham, Moldenhauer; 1 Absent: Heath; 0 Noes; Motion Adopted

7. Public Comment

- None

8. Information: Superintendent's Report

- Dr. Hermsmeyer reviewed the Superintendent's Report and provided network-wide updates.

9. 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.

10. Information: First Reading of Revised Board Policy 5005.1

- 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.

11. 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.

12. 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.

13. Action: Approval of 1st Interim Budget

- Ms. Darrow moved to approve the 1st Interim Budget.
- Mr. Harrison seconded.
- Discussion: Tanya Rogers reviewed the 1st Interim Budget which reflects any necessary adjustments to the preliminary budget which was presented in June. Tanya also shared our plans for one-time monies, and announced that we are able to provide a 5% bonus which we're calling The Greatest Employees on Earth bonus.
- Vote: 7 Ayes: Araiza, Bundy, Darrow, Harrison, Heath, Mejares-Pham, Moldenhauer; 0 Absent; 0 Noes; Motion Adopted

14. Action: Approval of EPA 21-22 Actuals

- Mr. Harrison moved to approve the EPA 21-22 Actuals.
- Ms. Araiza seconded.
- Discussion: Trevor Johnson reviewed the EPA Actuals and indicated that these funds are tied to our LCFF. This year, the funds covered 1.62 of a teacher's salary, as well as other things such as instructional supplies and materials.
- Vote: 7 Ayes: Araiza, Bundy, Darrow, Harrison, Heath, Mejares-Pham, Moldenhauer; 0 Absent; 0 Noes; Motion Adopted

15. Action: Approval of Annual Audit for Fiscal Year 2021-22

- Mr. Harrison moved to approve the Annual Audit for Fiscal Year 2021-22.
- Ms. Bundy seconded.
- Discussion: Tanya Rogers reviewed the audit for 2021-22. Our auditors conducted a review of all sources of revenue and expenditures and indicated that we passed the audit with zero findings.
- Vote: 7 Ayes: Araiza, Bundy, Darrow, Harrison, Heath, Mejares-Pham, Moldenhauer; 0 Absent; 0 Noes; Motion Adopted

16. Action: Approval of Special Education Contract Addition to Budget

- Ms. Bundy moved to approve the Special Education Contract Addition to the Budget.
- Ms. Heath 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: Araiza, Bundy, Darrow, Harrison, Heath, Mejares-Pham, Moldenhauer; 0 Absent; 0 Noes; Motion Adopted

17. Action: Approval of Waive First Reading and Approve Revised Board Policy 5002.1: Immunizations

- Mr. Harrison moved to waive the first reading and approve the revised Board Policy 5002.1: Immunizations.
- Ms. Heath 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 the approval of the revised policy. This policy identifies the system through which we can accept immunization waivers.
- Vote: 7 Ayes: Araiza, Bundy, Darrow, Harrison, Heath, Mejares-Pham, Moldenhauer; 0 Absent; 0 Noes; Motion Adopted

18. Action: Approval of Increase to Scoot Education NTE Amount

- Ms. Darrow moved to approve the Increase to Scoot Education NTE Amount.
- Mr. Harrison seconded.
- Discussion: Virginia Smith explained that we utilize Scoot Education to provide substitute teachers. The need for their services has exceeded initial expectations, and thus, the NTE amount needs to be increased.
- Vote: 7 Ayes: Araiza, Bundy, Darrow, Harrison, Heath, Mejares-Pham, Moldenhauer; 0 Absent; 0 Noes; Motion Adopted

19. Closed Session - in Accordance with Gov Code Section 54956.9/54957: Entered into at 6:39 p.m.

- Evaluation of Superintendent

20. Open Session - entered into Open Session 7:30 p.m.

- Report of Action Taken in Closed Session: Evaluation of Superintendent
    - The Evaluation Subcommittee reviewed the Superintendent's Evaluation data and results, and provided a favorable evaluation, and thanked Dr. Hermsmeyer for her service.

21. Board Comments

- Ms. Bundy: Merry Christmas, everyone!

- Ms. Mejares-Pham: Merry Christmas to all. I appreciate everyone's thoughtful questions and input at today's meeting.

22. Action: Motion to Adjourn the Meeting

- Ms. Bundy moved to adjourn the meeting at 7:34 p.m.
- Mr. Moldenauer seconded.
- Vote: 6 Ayes: Araiza, Bundy, Harrison, Heath, Mejares-Pham, Moldenhauer; 1 Absent: Darrow; 0 Noes; Motion Adopted



Marlene Darrow, Secretary

February 9, 2023

Date