

# PACIFIC SPRINGS CHARTER SCHOOL BOARD OF DIRECTORS

700 E. Bobier Ave. Vista, CA 92084

## REGULAR MEETING MINUTES

December 7, 2023

**4:30 p.m.**

700 E. Bobier Ave. Vista, CA 92084

*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 Araiza, Board Chair Collin Harrison, Treasurer Barbara BJ Heath, Secretary Jennifer Mejares-Pham, Board Director Debbie Daniel, Board Director Justin Moldenhauer, Board Director	Kathleen Hermsmeyer, Superintendent Amy Podratz, Asst. Superintendent, Admin Ops Tanya Rogers, Asst. Superintendent, Business Vivian Price, Asst. Superintendent, Education Michelle Sapanara, Asst. Superintendent, Student Services Natali South, Senior Director of Charter Relations Trevor Johnson, Senior Director of Business Dave Black, Senior Director of Facilities Courtney Cook, Senior Director of Special Education
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- 1. Call to Order and Pledge of Allegiance**
  - Ms. Araiza called the meeting to order at 4:30 p.m. and led the Pledge of Allegiance.
- 2. Action: Approval of Agenda**
  - Ms. Heath moved to approve the agenda.
  - Mr. Harrison seconded.
  - Vote: 6 Ayes: Araiza, Daniel, Harrison, Heath, Mejares-Pham, Moldenhauer; 1 Absent: Darrow; 0 Noes; Motion Adopted
- 3. Action: Approval of Minutes from September 14, 2023**
  - Mr. Moldenhauer moved to approve the Minutes from September 14, 2023.
  - Mr. Harrison seconded.
  - Vote: 6 Ayes: Araiza, Daniel, Harrison, Heath, Mejares-Pham, Moldenhauer; 1 Absent: Darrow; 0 Noes; Motion Adopted

4. **Action: Approval of Consent Agenda**
  - Ms. Mejares-Pham moved to Approve the Warrants, Personnel Action Report, and Contract Ratifications As Posted: Innovative School Solutions Contract for OASIS.
  - Mr. Moldenhauer seconded.
  - Vote: 6 Ayes: Araiza, Daniel, Harrison, Heath, Mejares-Pham, Moldenhauer; 1 Absent: Darrow; 0 Noes; Motion Adopted
5. **Public Comment**
  - None
6. **Presentation: Student Spotlight - Vista - Victor**
  - The board watched a video submitted by Victor discussing his boxing adventures. Victor won the Guerra en la Fronterra Championship in Baja, Mexicali, in October 2023. He is currently ranked number one in his age group.
7. **Information: HSCS/PSCS/VSCS - Superintendent's Report**
  - Dr. Hermsmeyer reviewed the Superintendent's report and provided network-wide updates including her recently posted Op-Ed about Flex-based schooling options, our recent Federal Program Monitoring audit which resulted in zero findings and the Credo report that named Springs as a gap-busting school for our academic achievement.
  - Dr. Hermsmeyer indicated that she will provide updates regarding Otay Ranch's academic achievement progress as well as progress toward the CAASPP BHAG goal (Big Hairy Audacious Goals) in her future Superintendent's Reports.
8. **Information: Comprehensive School Safety Plan**
  - Tanya Rogers explained that each school must create a safety plan and update it every year. This plan is shared with multiple agencies in order to provide necessary information needed in the event of an emergency. Public-view copies are available with sensitive and private information redacted.
9. **Presentation: Charter Cash Management Program (CCMP) and FAQ**
  - Karl Yoder and Tanya Rogers reviewed the Cash Management Program which allows the school to invest excess cash reserves and earn interest. This is a fairly new opportunity for charter schools. Tanya Rogers answered the board members' questions regarding the accounts from Chase bank and the difference between the CCMP account and Chase accounts.

10. **Information: First Reading of Investment Policy - BP 4016.1**
- Karl Yoder presented proposed policy 4016.1 - Investment Policy. This policy outlines the general framework for investing school funds, and will be brought back for a second reading and approval at a future meeting.
11. **Action: Approval of the Resolution Authorizing Participation in the Charter Cash Management Program**
- Mr. Moldenhauer moved to approve the Resolution authorizing participation in the Charter Cash Management Program.
  - Mr. Harrison seconded.
  - Discussion: Karl explained that this resolution allows the school to participate in the CCMP as explained earlier in the meeting. Karl will be asking for the set-up fee to be waived.
  - Vote: 6 Ayes: Araiza, Daniel, Harrison, Heath, Mejares-Pham, Moldenhauer; 1 Absent: Darrow; 0 Noes; Motion Adopted
12. **Action: Approval of 2024-25 Attendance and Credentialed Staff Calendar**
- Mr. Harrison moved to approve the 2024-25 Attendance and Credentialed Staff Calendar.
  - Mr. Moldenhauer seconded.
  - Discussion: Amy Podratz reviewed the proposed calendar and explained that it reflects 175 student days, per legal requirement.
  - Vote: 6 Ayes: Araiza, Daniel, Harrison, Heath, Mejares-Pham, Moldenhauer; 1 Absent: Darrow; 0 Noes; Motion Adopted
13. **Action: Approval of 1st Interim Budget 23-34.**
- Ms. Mejares-Pham moved to approve the 1st Interim Budget for 23-24
  - Ms. Heath seconded.
  - Discussion: Trevor Johnson reviewed the 1st Interim Budget which is the first look at the current school's budget as compared to enrollment and expenses. Trevor indicated that we're in a good financial position.
  - Vote: 6 Ayes: Araiza, Daniel, Harrison, Heath, Mejares-Pham, Moldenhauer; 1 Absent: Darrow; 0 Noes; Motion Adopted
14. **Action: Approval of Acceptance of Annual Audit for Fiscal Year 2022-23**
- Mr. Moldenhauer moved to approve the acceptance of the Annual Audit for Fiscal Year 2022-23.
  - Ms. Mejares-Pham seconded.
  - Discussion: Tanya Rogers reviewed the annual audit and indicated that this is a draft version with some final details to be added, but it reflects a clean audit with no findings.
  - Vote: 6 Ayes: Araiza, Daniel, Harrison, Heath, Mejares-Pham, Moldenhauer; 1 Absent: Darrow; 0 Noes; Motion Adopted

15. **Action: Approval of Special Education Contract Addition to the Budget**
- Mr. Moldenhauer moved to approve the Special Education Contract Addition to the Budget.
  - Ms. Heath seconded.
  - Discussion: Trevor Johnson explained the need for additional funds for our Special Education service contracts. Courtney Cook explained which services are the most requested, and the plans to add additional staff who can provide some of the services.
  - Vote: 6 Ayes: Araiza, Daniel, Harrison, Heath, Mejares-Pham, Moldenhauer; 1 Absent: Darrow; 0 Noes; Motion Adopted
16. **Action: Approval of Waive First Reading and Approve Updated Policy Title 1 Part A - LEA Level Parent and Family Engagement Policy**
- Ms. Mejares-Pham moved to waive the First Reading and approve updated Policy Title 1 Part A - LEA Level Parent and Family Engagement Policy.
  - Mr. Harrison seconded.
  - Discussion: Vivian Price explained that River Springs recently underwent a Federal Program Monitoring review, which resulted in zero findings. During the audit, however, it was determined that this policy needs to have some minor additions made in order to be fully compliant, so we are making the amendment for all charters in the network.
  - Vote: 6 Ayes: Araiza, Daniel, Harrison, Heath, Mejares-Pham, Moldenhauer; 1 Absent: Darrow; 0 Noes; Motion Adopted
17. **Closed Session - Enter into Closed Session at 5:45 pm - In Accordance with Gov Code Section 54956.9/54957**
- Evaluation of Superintendent
18. **Open Session - Enter into Open Session at 6:33 pm**
- Report of Action Taken in Closed Session
  - Evaluation of Superintendent
    - The board took no action on this and requested a subsequent meeting to review data.
19. **Board Comments**
- None
20. **Action: Motion to Adjourn the Meeting**
- Ms. Mejares-Pham moved to adjourn the meeting at 6:35 p.m.
  - Ms. Heath seconded.

- Vote: 6 Ayes: Araiza, Daniel, Harrison, Heath, Mejares-Pham, Moldenhauer; 1 Absent: Darrow; 0 Noes; Motion Adopted

A handwritten signature in cursive script that reads "BJ Heath". The signature is written in dark ink and is positioned above a horizontal line.

**BJ Heath, Secretary**

February 8, 2024

**Date**