

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

**REGULAR MEETING  
MINUTES**

**June 6, 2024**

**9:00 a.m.**

**27740 Jefferson Ave. Temecula, CA  
and  
Rancho Cucamonga Student Center  
8969 Archibald Ave.  
Rancho Cucamonga, 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:**

Dianne Mendez, Board Chair Stephanie Vargas, Vice Chair Craig Schneider, Treasurer Michelle Nagelvoort, Secretary Ivo Caouette, Board Director Jason Rodriguez, Board Director Tracey Vela, Board Director	Dr. Kathleen Hermsmeyer, Superintendent Michelle Sapanara, Asst. Superintendent, Student Services Amy Podratz, Asst. Superintendent, Admin. Operations Tanya Rogers, Asst. Superintendent, Business Virginia Smith, Asst. Superintendent, HR Natali South, Senior Director of Charter Relations Trevor Johnson, Senior Director of Business Katherine VanLeeuwen, Senior Director Admin. Operations Sarah Adams, Senior Director of Student Services Denise Smith, Senior Director of Human Resources Tamara Rose, Director of Professional Learning & Development Rosario Marquez, WEE Lead Coordinator
--	---

- 1. Call to Order and Pledge of Allegiance**
  - Ms. Mendez called the meeting to order at 9:02 a.m. and led the Pledge of Allegiance.
  
- 2. Approval of Agenda**
  - Mr. Caouette moved to approve the agenda.
  - Ms. Vela seconded.
  - Vote: 7 Ayes: Caouette, Mendez, Nagelvoort, Rodriguez, Schneider, Vargas, Vela; 0 Absent; 0 Noes; Motion Adopted

3. **Action: Approval of Board Minutes from May 9, 2024**
  - Mr. Caouette moved to approve the Board Minutes from May 9, 2024.
  - Ms. Nagelvoort seconded.
  - Vote: 7 Ayes: Caouette, Mendez, Nagelvoort, Schneider; 0 Absent; 0 Noes; 3 Abstain: Rodriguez, Vargas, Vela; Motion Adopted
  
4. **Action: Approval of Consent Agenda**
  - Ms. Vela moved to approve the Warrants, Personnel Action Report, and Contract Ratification: Liminex, Inc. dba GoGuardian, ST Math 3-Year, Benchmark Express Invoice, and Moore Flooring Inc. at Rancho Cucamonga Learning Center.
  - Mr. Caouette seconded.
  - Vote: 7 Ayes: Caouette, Mendez, Nagelvoort, Rodriguez, Schneider, Vargas, Vela; 0 Absent; 0 Noes; Motion Adopted
  
5. **Public Comments**
  - None
  
6. **Information: Student Spotlight - Junior Senior Prom Video**
  - The board enjoyed watching a video from this year's prom event.
  
7. **Information: Superintendent's Report**
  - Dr. Hermsmeyer reviewed the Superintendent's Report and provided network-wide updates. She shared information about assessment, graduation and our upcoming Ignite! conference.
  
8. **Information: Notification Empire Springs Charter Secondary District Plan and Work Experience Application (Renewal)**
  - Rosario Marquez explained that this application allows our CTE students to participate in work experience opportunities and earn school credit.
  
9. **Action: Approval of the 2024-2025 Local Control and Accountability Plan (LCAP)**
  - Ms. Vela moved to approve the 2024-2025 Local Control and Accountability Plan (LCAP).
  - Ms. Vargas seconded.
  - Discussion: Katherine Van Leeuwen explained that the LCAP outlines the major priorities and plans for the next three years, and specifically for the upcoming school year.
  - Vote: 7 Ayes: Caouette, Mendez, Nagelvoort, Rodriguez, Schneider, Vargas, Vela; 0 Absent; 0 Noes; Motion Adopted

- 10. Action: Approval of Reporting of State Priority Local Indicators to CDE Dashboard**
- Ms. Vargas moved to approve the Reporting of State Priority Local Indicators to the CDE Dashboard.
  - Mr. Caouette seconded.
  - Discussion: Katherine Van Leeuwen presented the local indicators for our dashboard. These are self-reported indicators of our LCAP goals.
  - Vote: 7 Ayes: Caouette, Mendez, Nagelvoort, Rodriguez, Schneider, Vargas, Vela; 0 Absent; 0 Noes; Motion Adopted
- 11. Action: Approval of CSCS 2024-25 Budget Presentation**
- Ms. Nagelvoort moved to approve the ESCS 2024-25 Budget Presentation.
  - Mr. Rodriguez seconded.
  - Discussion: Tanya Rogers reviewed the budget for the upcoming year.
  - Vote: 7 Ayes: Caouette, Mendez, Nagelvoort, Rodriguez, Schneider, Vargas, Vela; 0 Absent; 0 Noes; Motion Adopted
- 12. Action: Approval of Sublease between Inland Empire Springs and Empire Springs**
- Ms. Vela moved to approve the Sublease between Inland Empire Springs and Empire Springs.
  - Mr. Caouette seconded.
  - Discussion: Tanya Rogers explained that Inland Empire Springs will sublease the facility that is held in Empire Springs' name.
  - Vote: 7 Ayes: Caouette, Mendez, Nagelvoort, Rodriguez, Schneider, Vargas, Vela; 0 Absent; 0 Noes; Motion Adopted
- 13. Action: Second Reading and Approval of Revised Board Policy 3003.1 - Credit Cards**
- Mr. Caouette moved to approve the Second Reading and Approval of Revised Board Policy 3003.1 - Credit Cards
  - Mr. Rodriguez seconded.
  - Discussion: Tanya Rogers indicated that this policy was previously presented for approval with no requested changes.
  - Vote: 7 Ayes: Caouette, Mendez, Nagelvoort, Rodriguez, Schneider, Vargas, Vela; 0 Absent; 0 Noes; Motion Adopted
- 14. Action: Second Reading and Approval of Revised Board Policy 3004.1 - Expense Reimbursement**
- Ms. Nagelvoort moved to approve the Second Reading and Approval of Revised Board Policy 3004.1 - Expense Reimbursement
  - Mr. Caouette seconded.
  - Discussion: Tanya Rogers indicated that this policy was previously presented for approval with no requested changes.
  - Vote: 7 Ayes: Caouette, Mendez, Nagelvoort, Rodriguez, Schneider, Vargas, Vela; 0 Absent; 0 Noes; Motion Adopted

- 15. Action: Second Reading and Approval of Revised Board Policy 3006.1 - Travel Policy**
- Ms. Nagelvoort moved to approve the Second Reading and Approval of Revised Board Policy 3006.1 - Travel Policy.
  - Mr. Caouette seconded.
  - Discussion: Tanya Rogers indicated that this policy was previously presented for approval with no requested changes.
  - Vote: 7 Ayes: Caouette, Mendez, Nagelvoort, Rodriguez, Schneider, Vargas, Vela; 0 Absent; 0 Noes; Motion Adopted
- 16. Action: Approval of Longevity Payments to 15, 20, and 25-year Employees**
- Ms. Nagelvoort moved to approve the Longevity Payments to 15, 20, and 25-year Employees.
  - Mr. Caouette seconded.
  - Discussion: Tanya Rogers indicated that we've paid longevity awards for years, and they've been adopted previously through the budget process. This individual approval allows additional transparency.
  - Vote: 7 Ayes: Caouette, Mendez, Nagelvoort, Rodriguez, Schneider, Vargas, Vela; 0 Absent; 0 Noes; Motion Adopted
- 17. Action: Approval of Contract with TopNCatering LLC 2024-25**
- Ms. Vela moved to approve the Contract with TopNCatering LLC 2024-25.
  - Mr. Caouette seconded.
  - Discussion: Tanya explained this vendor provides meals for our students. The majority of the costs are recovered through a governmental meal reimbursement programs.
  - Vote: 7 Ayes: Caouette, Mendez, Nagelvoort, Rodriguez, Schneider, Vargas, Vela; 0 Absent; 0 Noes; Motion Adopted
- 18. Action: Approval of the Temporary Lending to IESCS**
- Ms. Nagelvoort moved to approve the Temporary Lending to IESCS.
  - Ms. Vela seconded.
  - Discussion: Tanya Rogers indicated that Inland Empire Springs may need to borrow funds from Empire Springs until their funding comes in. The promissory note outlines the terms of the agreement
  - Vote: 7 Ayes: Caouette, Mendez, Nagelvoort, Rodriguez, Schneider, Vargas, Vela; 0 Absent; 0 Noes; Motion Adopted
- 19. Action: Approval of 2023-24 EPA Plan Actuals**
- Mr. Caouette moved to approve the 2023-24 EPA Plan Actuals.
  - Ms. Vela seconded.
  - Discussion: Tanya Rogers reported that 4.83 of teachers' salaries were paid by these funds for the 2023-24 school year.

- Vote: 7 Ayes: Caouette, Mendez, Nagelvoort, Rodriguez, Schneider, Vargas, Vela; 0 Absent; 0 Noes; Motion Adopted

**20. Action: Approval of 2024-25 EPA Multi-Year Plan**

- Mr. Caouette moved to approve the 2024-25 EPA Multi-Year Plan.
- Mr. Rodriguez seconded.
- Discussion: Tanya Rogers explained that we expect 4.84 of teachers' salaries to be paid through these funds for next school year.
- Vote: 7 Ayes: Caouette, Mendez, Nagelvoort, Rodriguez, Schneider, Vargas, Vela; 0 Absent; 0 Noes; Motion Adopted

**21. Action: Approval of Special Education Contracts for Providers for 2024-25**

- Ms. Nagelvoort moved to approve the Special Education Contracts for Providers for 2024-25.
- Mr. Caouette seconded.
- Discussion: Tanya Rogers explained that we expect to spend approximately \$350,000 on special education contracts for the upcoming school year.
- Vote: 7 Ayes: Caouette, Mendez, Nagelvoort, Rodriguez, Schneider, Vargas, Vela; 0 Absent; 0 Noes; Motion Adopted

**22. Action: Approval of Contract with Hatch & Cesario 2024-25**

- Mr. Caouette moved to approve the Contract with Hatch & Casario 2024-25.
- Ms. Nagelvoort seconded.
- Discussion: Tanya Rogers indicated that we use Hatch & Cesario for Special Education legal matters. The contract establishes the hourly rate and expected cost for 24-25.
- Vote: 7 Ayes: Caouette, Mendez, Nagelvoort, Rodriguez, Schneider, Vargas, Vela; 0 Absent; 0 Noes; Motion Adopted

**23. Action: Approval of Superintendent's Contract 2024-25**

- Mr. Caouette moved to approve the Superintendent's Contract 2024-25.
- Ms. Vargas seconded.
- Discussion: Tanya Rogers reviewed Dr. Hermsmeyer's contract. The superintendent will receive a three-step salary increase as a result of a recent salary comparison study.
- Vote: 7 Ayes: Caouette, Mendez, Nagelvoort, Rodriguez, Schneider, Vargas, Vela; 0 Absent; 0 Noes; Motion Adopted

**24. Action: Approval of Equipment Lease Agreement with Image 2000**

- Ms. Vargas moved to approve the Equipment Lease Agreement with Image 2000.
- Mr. Caouette seconded.
- Discussion: Aaron Lorenz explained that we would like to change to a different copier company.

- Vote: 7 Ayes: Caouette, Mendez, Nagelvoort, Rodriguez, Schneider, Vargas, Vela; 0 Absent; 0 Noes; Motion Adopted

**25. Action: Second Reading and Approval of Animals at School Board Policy 5035.1**

- Ms. Vela moved to approve the Second Reading and Approval of Animals at School Board Policy 5035.1.
- Ms. Nagelvoort seconded.
- Discussion: Michelle Sapanara explained that the policy was brought forward for first reading at a previous meeting. A minor adjustment was made to the language, but overall, the policy remains unchanged.
- Vote: 7 Ayes: Caouette, Mendez, Nagelvoort, Rodriguez, Schneider, Vargas, Vela; 0 Absent; 0 Noes; Motion Adopted

**26. Action: Approval of Position Control System (PCS) and Salary Schedules 2024-2025**

- Ms. Vela moved to approve the Position Control System (PCS) and Salary Schedules 2024-2025.
- Mr. Rodriguez seconded.
- Discussion: Denise Smith explained that the position control is brought forward for board approval each year. This year, a few positions have received adjustments to their starting line in order to remain competitive with the marketplace.
- Vote: 7 Ayes: Caouette, Mendez, Nagelvoort, Rodriguez, Schneider, Vargas, Vela; 0 Absent; 0 Noes; Motion Adopted

**27. Action: Approval of CL-500 Declaration of Need for Fully Qualified Educators**

- Ms. Vargas moved to approve the CL-500 Declaration of Need for Fully Qualified Educators.
- Ms. Vela seconded.
- Discussion: Erin Chafin explained that the DON allows us to apply for limited assignment permits when a teacher doesn't have the appropriate credential.
- Vote: 7 Ayes: Caouette, Mendez, Nagelvoort, Rodriguez, Schneider, Vargas, Vela; 0 Absent; 0 Noes; Motion Adopted

**28. Action: Approval of Savvas Contract**

- Ms. Vela moved to approve the Savvas Contract.
- Ms. Nagelvoort seconded.
- Discussion: Dr. Hermsmeyer explained that we are getting a new math curriculum. This is a modular program that allows additional flexibility and personalization.
- Vote: 7 Ayes: Caouette, Mendez, Nagelvoort, Rodriguez, Schneider, Vargas, Vela; 0 Absent; 0 Noes; Motion Adopted

- 29. Action: Approval of Board Calendar 2024-25**
- Mr. Caouette moved to approve the Board Calendar 2024-25.
  - Ms. Nagelvoort seconded.
  - Discussion: Natali South presented the calendar for next year’s meetings and indicated that there will be one additional meeting needed for newly required board training. Details will be sent out when available.
  - Vote: 7 Ayes: Caouette, Mendez, Nagelvoort, Rodriguez, Schneider, Vargas, Vela; 0 Absent; 0 Noes; Motion Adopted

- 30. Board Comments**
- Ms. Nagelvoort: It has been a pleasure being on this board. I will miss you all!
  - Mr. Rodriguez: I agree; this has been great opportunity. I have three children in the Homeschool program, and it has been so beneficial to see things from this perspective.
  - Ms. Vargas: Principal Lopez is doing such a great job at the Rancho site! I recently attended an outdoor event, and it was so well coordinated.

- 31. Action: Motion to Adjourn the Meeting**
- Mr. Caouette moved to adjourn the meeting at 11:03 a.m.
  - Mr. Rodriguez seconded.
  - Vote: 7 Ayes: Caouette, Mendez, Nagelvoort, Rodriguez, Schneider, Vargas, Vela; 0 Absent; 0 Noes; Motion Adopted

  
\_\_\_\_\_  
**Michelle Nagelvoort, Secretary**

June 26, 2024

\_\_\_\_\_  
**Date**