

# CITRUS SPRINGS CHARTER SCHOOL BOARD OF DIRECTORS

27740 JEFFERSON AVE • TEMECULA, CA 92590

## REGULAR MEETING MINUTES

June 4, 2024

**4:00 p.m.**

**27740 Jefferson Ave. Temecula, CA**

**and**

**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:

Pam Rivas, Board Chair  
Eugene Dokes, Vice Chair  
Jessica Large, Secretary  
Michael Solomon, Treasurer  
Kellie Woodson, Board Director  
Charlene Ponzio, Board Director  
Cheryl LaCount, Board Director

Dr. Kathleen Hermsmeyer, Superintendent  
Michelle Sapanara, Asst. Superintendent, Student Services  
Virginia Smith, Asst. Superintendent, Human Resources  
Tanya Rogers, Asst. Superintendent, Business  
Natali South, Senior Director of Charter Relations  
Katherine VanLeeuwen, Senior Director Admin. Operations  
Denise Smith, Senior Director of Human Resources  
Joni Rogers, Director of Recruitment and Hiring  
Maureen Roye, CITE Director  
Erin Chafin, Credential Analyst

- 1. Call to Order and Pledge of Allegiance**
  - Ms. Rivas called the meeting to order at 4:00 p.m. and led the Pledge of Allegiance.
- 2. Action: Approval of Agenda**
  - Dr. Dokes moved to approve the agenda.
  - Ms. LaCount seconded.
  - Vote: 7 Ayes: Dokes, LaCount, Large, Ponzio, Rivas, Solomon, Woodson  
0 Noes; 0 Absent; Motion Adopted

3. **Action: Approval of Board Minutes from May 7, 2024**
  - Dr. Dokes moved to approve the Board Minutes from May 7, 2024.
  - Ms. Large seconded.
  - Vote: 7 Ayes: Dokes, LaCount, Large, Ponzio, Rivas, Solomon, Woodson  
0 Noes; 0 Absent; Motion Adopted
  
4. **Action: Approval of Consent Agenda**
  - Ms. Rivas moved to approve the Consent Agenda consisting of Warrants and Personnel Action Report.
  - Ms. Large seconded.
  - Vote: 7 Ayes: Dokes, LaCount, Large, Ponzio, Rivas, Solomon, Woodson  
0 Noes; 0 Absent; Motion Adopted
  
5. **Public Comments**
  - None
  
6. **Information: Student Spotlight - Montessori Voyage**
  - The board enjoyed a video created by Principal, Lanise Goosby, highlighting Montessori Voyage student, Sophia. Sophia played the piano for the Board. Sophia likes to bake in her free time and hopes to one day create beautiful pastries for people with autoimmune disorders.
  
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 Citrus Springs Charter Secondary District Plan and Work Experience Application (Renewal)**
  - Maureen Roye explained that this application allows our CTE students to participate in work experience opportunities and earn school credit.
  
9. **Action: Approval of Reporting of State Priority Local Indicators to CDE Dashboard**
  - Ms. Woodson moved to approve the Reporting of State Priority Local Indicators to the CDE Dashboard.
  - Dr. Dokes seconded.
  - Discussion: Katherine Van Leeuwen presented the local indicators for our dashboard. These are self-reported indicators of our LCAP goals.
  - Vote: 7 Ayes: Dokes, LaCount, Large, Ponzio, Rivas, Solomon, Woodson  
0 Noes; 0 Absent; Motion Adopted

- 10. Action: Approval of the 2024-2025 Local Control and Accountability Plan (LCAP)**

  - Ms. Woodson moved to approve the 2024-2025 Local Control and Accountability Plan (LCAP).
  - Ms. LaCount 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: Dokes, LaCount, Large, Ponzio, Rivas, Solomon, Woodson  
0 Noes; 0 Absent; Motion Adopted
  
- 11. Action: Approval of Altitude Learning Contract for Montessori Voyage Program**

  - Dr. Dokes moved to approve the Altitude Learning Contract for the Montessori Voyage Program.
  - Ms. Large seconded.
  - Discussion: Tanya Rogers indicated that this contract is for the Montessori Voyage curriculum.
  - Vote: 7 Ayes: Dokes, LaCount, Large, Ponzio, Rivas, Solomon, Woodson  
0 Noes; 0 Absent; Motion Adopted
  
- 12. Action: Approval of CSCS 2024-25 Budget Presentation**

  - Ms. Large moved to approve the CSCS 2024-25 Budget Presentation.
  - Ms. LaCount seconded.
  - Discussion: Tanya Rogers reviewed the budget for the upcoming year.
  - Vote: 7 Ayes: Dokes, LaCount, Large, Ponzio, Rivas, Solomon, Woodson  
0 Noes; 0 Absent; Motion Adopted
  
- 13. Action: Second Reading and Approval of Revised Board Policy 3003.1 - Credit Cards**

  - Dr. Dokes moved to approve the Second Reading and Approval of Revised Board Policy 3003.1 - Credit Cards
  - Ms. Rivas seconded.
  - Discussion: Tanya Rogers indicated that this policy was previously presented for approval with no requested changes.
  - Vote: 7 Ayes: Dokes, LaCount, Large, Ponzio, Rivas, Solomon, Woodson  
0 Noes; 0 Absent; Motion Adopted
  
- 14. Action: Second Reading and Approval of Revised Board Policy 3004.1 - Expense Reimbursement**

  - Ms. LaCount moved to approve the Second Reading and Approval of Revised Board Policy 3004.1 - Expense Reimbursement
  - Ms. Large seconded.
  - Discussion: Tanya Rogers indicated that this policy was previously presented for approval with no requested changes.
  - Vote: 7 Ayes: Dokes, LaCount, Large, Ponzio, Rivas, Solomon, Woodson  
0 Noes; 0 Absent; Motion Adopted

- 15. Action: Second Reading and Approval of Revised Board Policy 3006.1 - Travel Policy**
- Ms. Rivas moved to approve the Second Reading and Approval of Revised Board Policy 3006.1 - Travel Policy.
  - Ms. LaCount seconded.
  - Discussion: Tanya Rogers indicated that this policy was previously presented for approval with no requested changes.
  - Vote: 7 Ayes: Dokes, LaCount, Large, Ponzio, Rivas, Solomon, Woodson  
0 Noes; 0 Absent; Motion Adopted
- 16. Action: Approval of Longevity Payments to 15, 20, and 25-year Employees**
- Ms. Rivas moved to approve the Longevity Payments to 15, 20, and 25-year Employees.
  - Ms. Large 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: Dokes, LaCount, Large, Ponzio, Rivas, Solomon, Woodson  
0 Noes; 0 Absent; Motion Adopted
- 17. Action: Contract with SAUSD for Vended Meal Service**
- Ms. LaCount moved to approve the contract with SAUSD for Vended Meal Service.
  - Ms. Large seconded.
  - Discussion: Tanya Rogers explained that this contract allows us to partner with Santa Ana Unified School District to provide hot meals for our students.
  - Vote: 7 Ayes: Dokes, LaCount, Large, Ponzio, Rivas, Solomon, Woodson  
0 Noes; 0 Absent; Motion Adopted
- 18. Action: Approval of 2023-24 EPA Plan Actuals**
- Ms. Large moved to approve the 2023-24 EPA Plan Actuals.
  - Ms. LaCount seconded.
  - Discussion: Tanya Rogers reported that 1.40 of teachers' salaries were paid by these funds for the 2023-24 school year.
  - Vote: 7 Ayes: Dokes, LaCount, Large, Ponzio, Rivas, Solomon, Woodson  
0 Noes; 0 Absent; Motion Adopted
- 19. Action: Approval of 2024-25 EPA Multi-Year Plan**
- Ms. Large moved to approve the 2024-25 EPA Multi-Year Plan.
  - Ms. Rivas seconded.
  - Discussion: Tanya Rogers explained that we expect 1.52 of teachers' salaries to be paid through these funds for next school year.
  - Vote: 7 Ayes: Dokes, LaCount, Large, Ponzio, Rivas, Solomon, Woodson

0 Noes; 0 Absent; Motion Adopted

- 20. Action: Approval of Special Education Contracts for Providers for 2024-25**
- Ms. Large moved to approve the Special Education Contracts for Providers for 2024-25.
  - Ms. LaCount seconded.
  - Discussion: Tanya Rogers explained that we expect to spend approximately \$250,000 on special education contracts for the upcoming school year.
  - Vote: 7 Ayes: Dokes, LaCount, Large, Ponzio, Rivas, Solomon, Woodson  
0 Noes; 0 Absent; Motion Adopted
- 21. Action: Approval of Contract with Hatch & Cesario 2024-25**
- Dr. Dokes moved to approve the Contract with Hatch & Casario 2024-25.
  - Ms. Woodson 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: Dokes, LaCount, Large, Ponzio, Rivas, Solomon, Woodson  
0 Noes; 0 Absent; Motion Adopted
- 22. Action: Approval of Superintendent's Contract 2024-25**
- Ms. LaCount moved to approve the Superintendent's Contract 2024-25.
  - Ms. Large 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: Dokes, LaCount, Large, Ponzio, Rivas, Solomon, Woodson  
0 Noes; 0 Absent; Motion Adopted
- 23. Action: Second Reading and Approval of Animals at School Board Policy 5035.1**
- Ms. LaCount moved to approve the Second Reading and Approval of Animals at School Board Policy 5035.1.
  - Ms. Large 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: Dokes, LaCount, Large, Ponzio, Rivas, Solomon, Woodson  
0 Noes; 0 Absent; Motion Adopted
- 24. Action: Approval of Position Control System (PCS) and Salary Schedules 2024-2025**
- Ms. Large moved to approve the Position Control System (PCS) and Salary Schedules 2024-2025.
  - Ms. Rivas 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. An error was identified regarding first-year teacher salaries with multiple degrees, and that correction will be made.
- Vote: 7 Ayes: Dokes, LaCount, Large, Ponzio, Rivas, Solomon, Woodson  
0 Noes; 0 Absent; Motion Adopted

**25. Action: Approval of Scoot Education Contract**

- Ms. Large moved to approve the Scoot Education Contract.
- Ms. Rivas seconded.
- Discussion: Joni Rogers presented the Scoot contract for approval. Scoot provides substitutes when we need additional coverage for teachers and ACEs who are sick or on leave.
- Vote: 7 Ayes: Dokes, LaCount, Large, Ponzio, Rivas, Solomon, Woodson  
0 Noes; 0 Absent; Motion Adopted

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

- Ms. Large moved to approve the CL-500 Declaration of Need for Fully Qualified Educators.
- Ms. Rivas seconded.
- Discussion: Erin Chafin explained that the DON allows us to apply for limited assignment permits while a teacher is acquiring the appropriate credential.
- Vote: 7 Ayes: Dokes, LaCount, Large, Ponzio, Rivas, Solomon, Woodson  
0 Noes; 0 Absent; Motion Adopted

**27. Action: Approval of Board Calendar 2024-25**

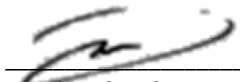
- Dr. Dokes moved to approve the Board Calendar 2024-25.
- Ms. Woodson seconded.
- Discussion: Natali South presented the calendar for next year's meetings and indicated that there may be one additional meeting needed for newly required board training. Details will be sent out when available.
- Vote: 7 Ayes: Dokes, LaCount, Large, Ponzio, Rivas, Solomon, Woodson  
0 Noes; 0 Absent; Motion Adopted

**28. Board Comments and Future Agenda Requests**

- Ms. Ponzio: Graduation was fantastic! I encourage my fellow board members to attend. It is so inspiring each year.

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

- Dr. Dokes moved to adjourn the meeting at 5:37 p.m.
- Ms. LaCount seconded.
- Vote: 7 Ayes: Dokes, LaCount, Large, Ponzio, Rivas, Solomon, Woodson  
0 Noes; 0 Absent; Motion Adopted



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**Michael Solomon, Secretary**

September 10, 2024

**Date**