

# CITRUS SPRINGS CHARTER SCHOOL BOARD OF DIRECTORS

27740 JEFFERSON AVE • TEMECULA, CA 92590

## REGULAR MEETING MINUTES

December 10, 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:**

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

Dr. Kathleen Hermsmeyer, Superintendent  
Virginia Smith, Asst. Superintendent, Human Resources  
Amy Podratz, Asst. Superintendent, Admin. Operations  
Natali South, Senior Director of Charter Relations  
Trevor Johnson, Senior Director of Business  
Katherine Van Leeuwen, Senior Director of Admin. Ops  
Jared McLeod, Senior Director of Assessment & Accountability  
Laura Banda, Director of Assessment & Accountability  
Priscilla Doorbar, Principal  
Renee Albright, Charter Relations Coordinator

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

- Dr. Dokes called the meeting to order at 4:02 p.m. and led the Pledge of Allegiance.

**2. Action: Approval of Agenda**

- Ms. LaCount moved to approve the agenda.
- Ms. Woodson seconded.
- Vote: 7 Ayes: Dokes, LaCount, Large, Ponzio, Rivas, Solomon, Woodson; 0 Noes; 0 Absent; Motion Adopted

3. **Action: Approval of Board Minutes from September 10, 2024**
  - Ms. Rivas moved to approve the Board Minutes from September 10, 2024.
  - Ms. LaCount 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, Personnel Action Report, and Contract Ratifications As Posted: i-Ready Invoice.
  - Ms. LaCount seconded.
  - Vote: 7 Ayes: Dokes, LaCount, Large, Ponzio, Rivas, Solomon, Woodson; 0 Noes; 0 Absent; Motion Adopted
  
5. **Public Comments**
  - Claudia Palencia, Andria Nhean, and Heather Sibayan addressed the board with concerns regarding learning center and curriculum options.
  
6. **Information: Student Spotlight - Teen Action Committee Video Presentation**
  - The board enjoyed a video created by Jeremiah, an 8th-grade student at Citrus Springs. He is an active member of the Teen Action Committee (T.A.C.), a leadership-based volunteer organization established by the City of Yorba Linda's Parks and Recreation Department. The T.A.C. provides an opportunity for students like Jeremiah to engage in meaningful community service projects. As a dedicated participant, Jeremiah helps plan and implement city-sponsored events, gaining valuable leadership skills while fostering a strong sense of community involvement. His commitment to the program includes attending monthly meetings, contributing to at least one service project per month, and fulfilling a minimum of 20 hours of community service.
  
7. **Information: Student Academic Achievement Data Presentation**
  - Laura Banda reviewed academic achievement data and explained the efforts we are making to increase proficiency in all areas.
  
8. **Information: CAASPP Awards Presentation**
  - Students were honored for their exceptional performance on the CAASPP assessment, showcasing their dedication and academic excellence.
    - Perfect Score: Toby Do and Devin Thai
    - Top Growth in English Language Arts: Aiden Ramos, Casen Conner, and Mia Tran
    - Top Growth in Mathematics: Xander Mccray, Casen Conner, and Aiden Lua

- 9. Information: Superintendent's Report**
  - Kathleen Hermsmeyer reviewed the Superintendent's Report and provided updates. She announced that we recently received approval from the Orange County Department of Education to operate a county-wide benefit charter, named Orange Springs. Additionally, Dr. Hermsmeyer provided network-wide updates including recent conferences and initiatives.
  
- 10. Information: Comprehensive School Safety Plan**
  - Trevor Johnson presented the safety plan and explained that the posted document is for public view, and the school has also completed a version with tactical information.
  
- 11. Information: First Reading of Revised Board Policy 5015.1 - Student Suspension and Expulsion**
  - Michelle Sapanara presented the revised policy and explained that the revision provides the opportunity for students or families to appeal suspension or expulsions. Additionally, minor language edits were made. The policy will be returned for a second reading and vote at the next meeting.
  
- 12. Information: 2024-2025 Mid-Year Local Control and Accountability Plan (LCAP) Implementation Update**
  - Katherine Van Leeuwen reviewed the progress on our LCAP goals and indicated that there will be another update later in the school year.
  
- 13. Action: Approval of 2025-26 Attendance and Credentialed Staff Calendar**
  - Ms. Large moved to approve the 2025-26 Attendance and Credentialed Staff Calendar.
  - Ms. LaCount seconded.
  - Discussion: Amy Podratz reviewed the calendar.
  - Vote: 7 Ayes: Dokes, LaCount, Large, Ponzio, Rivas, Solomon, Woodson; 0 Noes; 0 Absent; Motion Adopted
  
- 14. Action: Waive the First Reading and Approve Board Policy 4020.1 - Risk Management Policy**
  - Ms. LaCount moved to Waive the First Reading and Approve Board Policy 4020.1 - Risk Management Policy.
  - Ms. Large seconded.
  - Discussion: Trevor Johnson explained that this policy outlines the practices that we already have in place as related to Risk Management.
  - Vote: 7 Ayes: Dokes, LaCount, Large, Ponzio, Rivas, Solomon, Woodson; 0 Noes; 0 Absent; Motion Adopted

- 15. Action: Approval of Annual Audit for Fiscal Year 2023-24**
- Ms. Rivas moved to approve the Annual Audit for Fiscal Year 2023-24.
  - Ms. Woodson seconded.
  - Discussion: Trevor Johnson reviewed the audit report which reflects zero findings or corrections.
  - Vote: 7 Ayes: Dokes, LaCount, Large, Ponzio, Rivas, Solomon, Woodson; 0 Noes; 0 Absent; Motion Adopted
- 16. Action: Approval of 1st Interim Budget 24-25 SY**
- Ms. Large moved to approve the 1st Interim Budget 24-25 SY.
  - Ms. Rivas seconded.
  - Discussion: Trevor Johnson reviewed the budget and explained that we've adjusted the expected ADA by about 5% which will result in a minor budget adjustment as well. Regardless, the charter remains in a strong financial position with no deficit spending.
  - Vote: 7 Ayes: Dokes, LaCount, Large, Ponzio, Rivas, Solomon, Woodson; 0 Noes; 0 Absent; Motion Adopted
- 17. Action: Approval of Shared Services Memorandum of Understanding**
- Ms. LaCount moved to approve the Shared Services Memorandum of Understanding.
  - Ms. Woodson seconded.
  - Discussion: Trevor Johnson explained that the MOU between all Springs' charters has been updated to include the newest Springs' charter, Inland Empire Springs.
  - Vote: 7 Ayes: Dokes, LaCount, Large, Ponzio, Rivas, Solomon, Woodson; 0 Noes; 0 Absent; Motion Adopted
- 18. Action: Approval of Authorized Signers of Bank Accounts**
- Ms. Rivas moved to approve the Authorized Signers of Bank Accounts.
  - Ms. LaCount seconded.
  - Discussion: Trevor Johnson explained that this item is presented every year for approval. There have been no changes since the last presentation of bank signers.
  - Vote: 7 Ayes: Dokes, LaCount, Large, Ponzio, Rivas, Solomon, Woodson; 0 Noes; 0 Absent; Motion Adopted
- 19. Closed Session - in Accordance with Gov Code Section 54956.9/54957: Entered into at 5:29 p.m.**
- Evaluation of the Superintendent

**20. Open Session - Entered into at 5:51 p.m.**

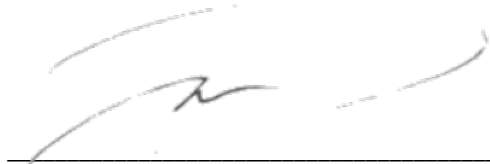
- Report of Action Taken in Closed Session
  - The evaluation subcommittee reviewed the evaluation report.

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

- Ms. Ponzio: There were technical difficulties in today's meeting which made it hard to hear. I appreciate the attention being given to Citrus' achievement and enrollment.

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

- Ms. Rivas moved to adjourn the meeting at 5:57 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**

**Feb. 4, 2025**

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**Date**