

HARBOR SPRINGS CHARTER SCHOOL BOARD OF DIRECTORS

700 E. Bobier Ave. Vista, CA 92084

REGULAR MEETING MINUTES

September 11, 2025

4:30 p.m.

Vista Student Center

700 E. Bobier Ave. Vista, CA 92084

Otay Ranch Academy for the Performing Arts

2371 Fenton St. Chula Vista, CA 91914

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:

Collin Harrison, Chair Reginald Wadlington, Vice Chair Lauren Rugge, Secretary Ivo Caouette, Treasurer Barbara BJ Heath, Director Michelle Nagelvoort, Director	Dr. Kathleen Hermsmeyer, Superintendent Dr. Vivian Price, Asst. Superintendent, Education Virginia Smith, Asst. Superintendent, Human Resources Michelle Sapanara, Asst. Superintendent, Student Services Amy Podratz, Asst. Superintendent, Admin. Ops. Natali South, Senior Director of Charter Relations Katherine Van Leeuwen, Senior Director of Admin. Ops. Courtney Cook, Senior Director of Special Education Tony Santistevan, Director of Facilities Kimberly Bagby, Principal Renee Albright, Charter Relations Coordinator
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- 1. Establish a Quorum, Call to Order, and Pledge of Allegiance**
 - Ms. South called the meeting to order at 4:30 p.m. and led the Pledge of Allegiance.
- 2. Action: Oath of Office: Ivo Caouette**
 - Natali South led Ivo Caouette in the Oath of Office. His first three-year term will expire on June 30, 2028.

3. Approval of Agenda

- Mr. Harrison moved to approve the agenda.
- Ms. Nagelvoort seconded.
- 6 Ayes: Caouette, Harrison, Heath, Nagelvoort, Rugge, Wadlington;
1 Absent: Daniel; 0 Noes; Motion Adopted

4. Action: Election of Officers & Appointment of Subcommittees

- Mr. Caouette moved to elect Collin Harrison as Board Chair.
- Ms. Nagelvoort seconded.
- 6 Ayes: Caouette, Harrison, Heath, Nagelvoort, Rugge, Wadlington;
1 Absent: Daniel; 0 Noes; Motion Adopted

- Mr. Harrison moved to elect Reginald Wadlington as Vice Chair.
- Ms. Heath seconded.
- 6 Ayes: Caouette, Harrison, Heath, Nagelvoort, Rugge, Wadlington;
1 Absent: Daniel; 0 Noes; Motion Adopted

- Ms. Heath moved to elect Lauren Rugge as Board Secretary.
- Ms. Nagelvoort seconded.
- 6 Ayes: Caouette, Harrison, Heath, Nagelvoort, Rugge, Wadlington;
1 Absent: Daniel; 0 Noes; Motion Adopted

- Mr. Harrison moved to elect Ivo Caouette as Treasurer.
- Mr. Wadlington seconded.
- 6 Ayes: Caouette, Harrison, Heath, Nagelvoort, Rugge, Wadlington;
1 Absent: Daniel; 0 Noes; Motion Adopted

- Ms. Rugge moved to appoint BJ Heath and Michelle Nagelvoort to the Superintendent's Evaluation Subcommittee.
- Mr. Caouette seconded.
- 6 Ayes: Caouette, Harrison, Heath, Nagelvoort, Rugge, Wadlington;
1 Absent: Daniel; 0 Noes; Motion Adopted

- Mr. Wadlington moved to appoint Lauren Rugge as Harbor, Pacific, and Vista Springs' representative on the Succession Plan Subcommittee.
- Mr. Caouette seconded.
- 6 Ayes: Caouette, Harrison, Heath, Nagelvoort, Rugge, Wadlington;
1 Absent: Daniel; 0 Noes; Motion Adopted

5. Action: Approval of Minutes from June 12, 2025

- Mr. Wadlington moved to approve the Minutes from June 12, 2025.
- Ms. Heath seconded.
- 5 Ayes: Harrison, Heath, Nagelvoort, Rugge, Wadlington;

0 Absent; 1 Abstention: Caouette; 0 Noes; Motion Adopted

6. **Action: Approval of Minutes from August 5, 2025**
 - Ms. Rugge moved to approve the Minutes from August 5, 2025.
 - Ms. Nagelvoort seconded.
 - 5 Ayes: Harrison, Heath, Nagelvoort, Rugge, Wadlington; 0 Absent; 1 Abstention: Caouette; 0 Noes; Motion Adopted
7. **Action: Approval of Consent Agenda**
 - Ms. Heath moved to approve the Consent Agenda consisting of Warrants and Personnel Action Report.
 - Mr. Caouette seconded.
 - 6 Ayes: Caouette, Harrison, Heath, Nagelvoort, Rugge, Wadlington; 1 Absent: Daniel; 0 Noes; Motion Adopted
8. **Public Comments**
 - None
9. **Information: Staff Spotlight - IGNITE! Day One**
 - The Board enjoyed a video presentation featuring our Springs Charter School's organization at our Annual Ignite! Conference - Day One. This was our day of professional development for all Springs' staff members.
10. **Information: Superintendent's Report**
 - Dr. Kathleen Hermsmeyer reviewed the Superintendent's Report, and provided information related to enrollment, advocacy and network-wide updates.
11. **Information: First Reading of Board Policy 6005.1 - Remote Internet Access Board Policy**
 - Virginia Smith explained that this policy outlines the parameters for cell phone and/or the issuance of MiFi devices, per position. The policy will be brought back for second reading and approval at a following meeting.
12. **Information: First Reading of Revised Board Policy 6002.1 - Cell Phones and Cell Phone Reimbursement**
 - Virginia Smith explained that this policy outlines the parameters for cell phone issuance and cell phone reimbursement. The policy will be brought back for second reading and approval at a following meeting.
13. **Action: Approval of Unaudited Actuals**
 - Mr. Caouette moved to approve the Unaudited Actuals.
 - Ms. Nagelvoort seconded.

- Discussion: Tanya Rogers reviewed the Unaudited Actuals and provided information regarding revenue, expenditures and grants. Our auditors will perform the official audit, and the final report will be presented at the December meeting.
- 6 Ayes: Caouette, Harrison, Heath, Nagelvoort, Rugge, Wadlington;
1 Absent: Daniel; 0 Noes; Motion Adopted

14. Action: Approval of Longevity Bonuses

- Mr. Wadlington moved to approve the Longevity Bonuses.
- Mr. Caouette seconded.
- Discussion: Tanya Rogers explained that bonuses are paid for 15, 20 and 25-year employee recognition.
- 6 Ayes: Caouette, Harrison, Heath, Nagelvoort, Rugge, Wadlington;
1 Absent: Daniel; 0 Noes; Motion Adopted

15. Action: Approval of Revised Position Control System (PCS) to reclassify Speech Language Pathologists

- Mr. Caouette moved to approve the revised Position Control System (PCS) to reclassify Speech Language Pathologists' salary schedules.
- Ms. Rugge seconded.
- Discussion: Virginia Smith explained that the salary scale for Speech Language Pathologists has been updated to reflect current market value.
- 6 Ayes: Caouette, Harrison, Heath, Nagelvoort, Rugge, Wadlington;
1 Absent: Daniel; 0 Noes; Motion Adopted

16. Action: Approval of Superintendent Goals 2025-2026

- Ms. Rugge moved to approve the Superintendent Goals for the 2025-2026 school year.
- Mr. Wadlington seconded.
- Discussion: Dr. Kathleen Hermsmeyer discussed her Superintendent Goals for the 2025-26 school year.
- 6 Ayes: Caouette, Harrison, Heath, Nagelvoort, Rugge, Wadlington;
1 Absent: Daniel; 0 Noes; Motion Adopted

17. Board Comments

- None

18.

Action: Motion to Adjourn the Meeting

- Ms. Rugge moved to adjourn the meeting at p.m.
- Mr. Wadlington seconded.
- 6 Ayes: Caouette, Harrison, Heath, Nagelvoort, Rugge, Wadlington;
1 Absent: Daniel; 0 Noes; Motion Adopted



Lauren Rugge, Secretary

Dec. 11, 2025

Date