

CITRUS SPRINGS CHARTER SCHOOL BOARD OF DIRECTORS

27740 JEFFERSON AVE • TEMECULA, CA 92590

REGULAR MEETING MINUTES

December 9, 2025

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:

Jessica Large, Chair
Michael Solomon, Vice Chair
Cheryl LaCount, Secretary
Pam Rivas, Treasurer
Eugene Dokes, Director
Todd Franklin, Director
Kellie Woodson, 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
Trevor Johnson, Senior Director of Business
Ruth Newsome, Senior Director of Human Resources
Katherine Van Leeuwen, Senior Director of Admin. Ops.
Tony Hager, Director of Risk Management
Maureen Roye, Director of CITE
Renee Albright, Charter Relations Coordinator

- 1. Establish a Quorum, Call to Order, and Pledge of Allegiance**
 - Ms. Large called the meeting to order at 4:00 p.m. and led the Pledge of Allegiance.

- 2. Action: Approval of Agenda**
 - Ms. Rivas moved to approve the agenda.
 - Dr. Dokes seconded.
 - Vote: 7 Ayes: Dokes, Franklin, LaCount, Large, Rivas, Solomon, Woodson; 0 Noes; 0 Absent; Motion Adopted

3. **Action: Approval of Minutes from September 9, 2025**
 - Ms. Large moved to approve the minutes from September 9, 2025.
 - Ms. Woodson seconded.
 - Vote: 7 Ayes: Dokes, Franklin, LaCount, Large, 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.
 - Dr. Dokes seconded.
 - Vote: 7 Ayes: Dokes, Franklin, LaCount, Large, Rivas, Solomon, Woodson; 0 Noes; 0 Absent; Motion Adopted

5. **Public Comments**
 - None

6. **Information: Student Spotlight - Fall Open House & Showcase - Montessori Voyage**
 - The Board enjoyed a video presentation featuring our Montessori Voyage program Fall 2025 Open House Art Showcase.

7. **Information: Superintendent's Report**
 - Dr. Kathleen Hermsmeyer presented the Superintendent's Report and provided network-wide updates, including i-Ready test preparation efforts, upcoming professional development for staff, and current student initiatives.

8. **Information: Review of 2025-26 Mid-year Local Control and Accountability Plan (LCAP) and WASC Priorities Implementation Update**
 - Katherine VanLeeuwen reviewed the mid-year LCAP plan and WASC priorities update.

9. **Information: Comprehensive School Safety Plan**
 - Tony Hager reviewed the CSSP and explained that the plan was developed in collaboration with the appropriate agencies to ensure the safety of students and staff in the event of an emergency.

10. **Information: First Reading of Revised Board Policy 5000 Updates**
 - Michelle Sapanara explained that minor changes have been made to policies in the 5000 section of our policies. The policies will return for a second reading and approval at a future meeting.

- 11. Information: Review Updated Work Permit Authorization List for Secondary District Plan**
 - Maureen Roye presented the list of individuals who are authorized to approve work permits.

- 12. Action: Approval of Acceptance of Annual Audit for Fiscal Year 2024-25**
 - Dr. Dokes moved to approve the Acceptance of the Annual Audit for Fiscal Year 2024-25.
 - Ms. Rivas seconded.
 - Discussion: Trevor Johnson indicated that CSCS received a clean audit with zero findings.
 - Vote: 7 Ayes: Dokes, Franklin, LaCount, Large, Rivas, Solomon, Woodson; 0 Noes; 0 Absent; Motion Adopted

- 13. Action: Approval of 1st Interim Budget 25-26 School Year**
 - Dr. Dokes moved to approve the 1st Interim Budget for the 25-26 School Year.
 - Ms. LaCount seconded.
 - Discussion: Trevor Johnson reviewed the budget, including a comparison to the preliminary budget, current snapshot, and projections. He indicated that CSCS is in a healthy budget position.
 - Vote: 7 Ayes: Dokes, Franklin, LaCount, Large, Rivas, Solomon, Woodson; 0 Noes; 0 Absent; Motion Adopted

- 14. Action: Approval of the Annual Prop 28 Report**
 - Ms. Large moved to approve the Annual Prop 28 Report.
 - Dr. Dokes seconded.
 - Discussion: Trevor Johnson reported that Prop 28 provides dedicated funding for arts and music. Ongoing funds support teacher salaries, while one-time funds have been used to purchase equipment and supplies for these programs.
 - Vote: 7 Ayes: Dokes, Franklin, LaCount, Large, Rivas, Solomon, Woodson; 0 Noes; 0 Absent; Motion Adopted

- 15. Action: Approval of Stipend Agreement Form (SAF) Schedule for 2025-26**
 - Ms. Large moved to approve the Stipend Agreement Form (SAF) Schedule for 2025-26.
 - Ms. Rivas seconded.
 - Discussion: Trevor Johnson reviewed the various stipends that the school provides, including the amounts paid and the source of funding.
 - Vote: 7 Ayes: Dokes, Franklin, LaCount, Large, Rivas, Solomon, Woodson; 0 Noes; 0 Absent; Motion Adopted

- 16. Action: Approval of Staff Retention Bonuses 2025**
- Ms. Large moved to approve the Staff Retention Bonuses 2025.
 - Ms. LaCount seconded.
 - Discussion: Trevor Johnson explained that we have received one-time funding for the purpose of staff retention. We will provide a \$1500 bonus for all full-time staff, and prorate the amount based on the percentage of employment for part-time staff.
 - Vote: 7 Ayes: Dokes, Franklin, LaCount, Large, Rivas, Solomon, Woodson; 0 Noes; 0 Absent; Motion Adopted
- 17. Action: Approval of Authorized Signers of Bank Accounts**
- Ms. Large moved to approve the Authorized Signers of Bank Accounts.
 - Ms. Rivas seconded.
 - Discussion: Trevor Johnson presented the list of authorized signers. This is an annual update; there were no changes to the previous list.
 - Vote: 7 Ayes: Dokes, Franklin, LaCount, Large, Rivas, Solomon, Woodson; 0 Noes; 0 Absent; Motion Adopted
- 18. Action: Approval of 2026-27 Attendance & 185/187/188 Staff Calendar**
- Ms. Large moved to approve the 2026-27 Attendance & 185/187/188 Staff Calendar.
 - Ms. LaCount seconded.
 - Discussion: Amy Podratz reviewed the staff and attendance calendars for the 2026-27 school year, noting days designated for staff development, holidays, testing, and other important dates.
 - Vote: 7 Ayes: Dokes, Franklin, LaCount, Large, Rivas, Solomon, Woodson; 0 Noes; 0 Absent; Motion Adopted
- 19. Action: Second Reading and Approval of Revised Board Policy 6002.1 - Cell Phones and Cell Phone Reimbursement**
- Ms. Large moved to approve the Second Reading and Approval of Revised Board Policy 6002.1 - Cell Phones and Cell Phone Reimbursement.
 - Ms. Woodson seconded.
 - Discussion: Ruth Newsome reminded the board that the revisions were reviewed at the September meeting. No changes had been requested, and the policy was presented for second reading and approval.
 - Vote: 7 Ayes: Dokes, Franklin, LaCount, Large, Rivas, Solomon, Woodson; 0 Noes; 0 Absent; Motion Adopted
- 20. Action: Second Reading and Approval of Board Policy 6005. 1 - Remote Internet Access Policy**
- Ms. Woodson moved to approve the Second Reading and Approval of Board Policy 6005. 1 - Remote Internet Access Policy.
 - Dr. Dokes seconded.

- Discussion: Ruth Newsome reminded the board that the revisions were reviewed at the September meeting. No changes had been requested, and the policy was presented for second reading and approval.
- Vote: 7 Ayes: Dokes, Franklin, LaCount, Large, Rivas, Solomon, Woodson; 0 Noes; 0 Absent; Motion Adopted

21. Action: Rescission of Home and Hospital Instruction Board Policy 5019.1

- Ms. Large moved to approve the rescission of Home and Hospital Instruction Board Policy 5019.1.
- Ms. Woodson seconded.
- Discussion: Michelle Sapanara clarified that this policy will be rescinded from the list of approved board policies because charter schools are exempt from the funding model referenced in the standard Home and Hospital program. She noted that Springs continues to provide instruction to students receiving home or hospital care through our regular instructional model.
- Vote: 7 Ayes: Dokes, Franklin, LaCount, Large, Rivas, Solomon, Woodson; 0 Noes; 0 Absent; Motion Adopted

22. Closed Session - in Accordance with Gov Code Section 54954.5/54957(b)(1): Entered into at 5:25 p.m.

- 54957(b)(1): Evaluation of Superintendent - Dr. Kathleen Hermsmeyer

23. Open Session: Report of Action Taken in Closed Session

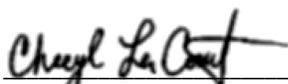
- Evaluation of the Superintendent
 - The Board provided a favorable evaluation of the superintendent.

24. Board Comments and Future Agenda Requests

- Ms. LaCount: I enjoyed attending the first Fall Native American History Festival at Santa Ana, and was very impressed. It was a fantastic event.

25. Action: Motion to Adjourn the Meeting

- Dr. Dokes moved to adjourn the meeting at 5:41 p.m.
- Ms. Woodson seconded.
- Vote: 7 Ayes: Dokes, Franklin, LaCount, Large, Rivas, Solomon, Woodson; 0 Noes; 0 Absent; Motion Adopted



Cheryl LaCount, Secretary

02/10/26

Date