

HARBOR SPRINGS CHARTER SCHOOL BOARD OF DIRECTORS

700 E. Bobier Ave. Vista, CA 92084

REGULAR MEETING MINUTES

December 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 Debbie Daniel, Director 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. Tanya Rogers, Asst. Superintendent, Business Natali South, Senior Director of Charter Relations Courtney Cook, Senior Director of Special Education Ruth Newsome, Senior Director of Human Resources Scott Lloyd, Senior Director of Facilities Tony Santistevan, Director of Facilities Maureen Roye, Director of CITE Renee Albright, Charter Relations Coordinator
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- 1. Establish a Quorum, Call to Order, and Pledge of Allegiance**
 - Mr. Harrison called the meeting to order at 4:30 p.m. and led the Pledge of Allegiance.
- 2. Action: Approval of Agenda**
 - Mr. Caouette moved to approve the agenda.
 - Ms. Nagelvoort seconded.

- 7 Ayes: Caouette, Daniel, Harrison, Heath, Nagelvoort, Rugge, Wadlington; 0 Absent: Daniel; 0 Noes; Motion Adopted

3. Action: Approval of Minutes from September 11, 2025

- Mr. Caouette moved to approve the minutes from September 11, 2025.
- Mr. Wadlington seconded.
- 7 Ayes: Caouette, Daniel, Harrison, Heath, Nagelvoort, Rugge, Wadlington; 0 Absent: Daniel; 0 Noes; Motion Adopted

4. Action: Approval of Consent Agenda

- Mr. Caouette moved to approve the Consent Agenda consisting of Warrants and Personnel Action Report.
- Mr. Wadlington seconded.
- 7 Ayes: Caouette, Daniel, Harrison, Heath, Nagelvoort, Rugge, Wadlington; 0 Absent: Daniel; 0 Noes; Motion Adopted

5. Public Comments

- None

6. Information: Student Spotlight - Spelling Bee 2025

- The Board enjoyed a video presentation featuring our Springs Charter School's Spelling Bee Competition 2025.

7. Information: Superintendent's Report

- Dr. Kathleen Hermsmeyer presented the Superintendent's Report and provided network-wide updates, including iReady testing, upcoming professional development for staff, and current student initiatives. She also provided an update regarding our renewal efforts for Vista Springs.

8. Information: Review of 2025-26 Mid-year Local Control and Accountability Plan (LCAP) and WASC Priorities Implementation Update

- Katherine Van Leeuwen 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**

 - Mr. Wadlington moved to approve the Acceptance of the Annual Audit for Fiscal Year 2024-25.
 - Mr. Caouette seconded.
 - Discussion: Trevor Johnson indicated that HSCS received a clean audit with zero findings.
 - 7 Ayes: Caouette, Daniel, Harrison, Heath, Nagelvoort, Rugge, Wadlington; 0 Absent: Daniel; 0 Noes; Motion Adopted

- 13. Action: Approval of 1st Interim Budget 25-26 School Year**

 - Mr. Wadlington moved to approve the 1st Interim Budget for the 25-26 School Year.
 - Ms. Nagelvoort seconded.
 - Discussion: Trevor Johnson reviewed the budget, including a comparison to the preliminary budget, current snapshot, and projections. He indicated that HSCS is in a healthy budget position.
 - 7 Ayes: Caouette, Daniel, Harrison, Heath, Nagelvoort, Rugge, Wadlington; 0 Absent: Daniel; 0 Noes; Motion Adopted

- 14. Action: Approval of the Annual Prop 28 Report**

 - Ms. Rugge moved to approve the Annual Prop 28 Report.
 - Ms. Heath 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.
 - 7 Ayes: Caouette, Daniel, Harrison, Heath, Nagelvoort, Rugge, Wadlington; 0 Absent: Daniel; 0 Noes; Motion Adopted

- 15. Action: Approval of Stipend Agreement Form (SAF) Schedule for 2025-26**

 - Mr. Caouette moved to approve the Stipend Agreement Form (SAF) Schedule for 2025-26.
 - Ms. Rugge seconded.

- Discussion: Trevor Johnson reviewed the various stipends that the school provides, including the amounts paid and the source of funding.
- 7 Ayes: Caouette, Daniel, Harrison, Heath, Nagelvoort, Rugge, Wadlington; 0 Absent: Daniel; 0 Noes; Motion Adopted

16. Action: Approval of Staff Retention Bonuses 2025

- Mr. Wadlington moved to approve the Staff Retention Bonuses 2025.
- Mr. Caouette 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.
- 7 Ayes: Caouette, Daniel, Harrison, Heath, Nagelvoort, Rugge, Wadlington; 0 Absent: Daniel; 0 Noes; Motion Adopted

17. Action: Approval of 2026-27 Attendance & 185/187/188 Staff Calendar

- Mr. Wadlington moved to approve the 2026-27 Attendance & 185/187/188 Staff Calendar.
- Mr. Rugge 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.
- 7 Ayes: Caouette, Daniel, Harrison, Heath, Nagelvoort, Rugge, Wadlington; 0 Absent: Daniel; 0 Noes; Motion Adopted

18. Action: Second Reading and Approval of Revised Board Policy 6002.1 - Cell Phones and Cell Phone Reimbursement

- Mr. Wadlington moved to approve the Second Reading and Approval of Revised Board Policy 6002.1 - Cell Phones and Cell Phone Reimbursement.
- Mr. Caouette 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.
- 7 Ayes: Caouette, Daniel, Harrison, Heath, Nagelvoort, Rugge, Wadlington; 0 Absent: Daniel; 0 Noes; Motion Adopted

19. Action: Second Reading and Approval of Board Policy 6005. 1 - Remote Internet Access Policy

- Mr. Wadlington moved to approve the Second Reading and Approval of Board Policy 6005. 1 - Remote Internet Access Policy.
- Ms. Rugge 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.
- 7 Ayes: Caouette, Daniel, Harrison, Heath, Nagelvoort, Rugge, Wadlington; 0 Absent: Daniel; 0 Noes; Motion Adopted

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

- Mr. Caouette moved to approve the rescission of Home and Hospital Instruction Board Policy 5019.1.
- Ms. Heath 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.
- 7 Ayes: Caouette, Daniel, Harrison, Heath, Nagelvoort, Rugge, Wadlington; 0 Absent: Daniel; 0 Noes; Motion Adopted

21. Closed Session - in Accordance with Gov Code Section 54954.5/54957(b)(1): Entered into at 5:37 p.m.

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

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

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

23. Board Comments

- None

24. Action: Motion to Adjourn the Meeting

- Mr. Caouette moved to adjourn the meeting at 6:47 p.m.
- Mr. Wadlington seconded.
- 7 Ayes: Caouette, Daniel, Harrison, Heath, Nagelvoort, Rugge, Wadlington; 0 Absent: Daniel; 0 Noes; Motion Adopted



 Lauren Rugge, Secretary

Feb. 12, 2026

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