

# PACIFIC 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:

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| Collin Harrison, Chair<br>Reginald Wadlington, Vice Chair<br>Lauren Ruge, Secretary<br>Ivo Caouette, Treasurer<br>Debbie Daniel, Director<br>Barbara BJ Heath, Director<br>Michelle Nagelvoort, Director | Dr. Kathleen Hermsmeyer, Superintendent<br>Dr. Vivian Price, Asst. Superintendent, Education<br>Virginia Smith, Asst. Superintendent, Human Resources<br>Michelle Sapanara, Asst. Superintendent, Student Services<br>Amy Podratz, Asst. Superintendent, Admin. Ops.<br>Tanya Rogers, Asst. Superintendent, Business<br>Natali South, Senior Director of Charter Relations<br>Courtney Cook, Senior Director of Special Education<br>Ruth Newsome, Senior Director of Human Resources<br>Scott Lloyd, Senior Director of Facilities<br>Tony Santistevan, Director of Facilities<br>Maureen Roye, Director of CITE<br>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, Ruge, 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. Wadlington moved to approve the Consent Agenda consisting of Warrants and Personnel Action Report.
  - Mr. Caouette 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: 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. **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

**12. 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 PSCS is in a healthy budget position.
- 7 Ayes: Caouette, Daniel, Harrison, Heath, Nagelvoort, Rugge, Wadlington; 0 Absent: Daniel; 0 Noes; Motion Adopted

**13. 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

**14. 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

**15. 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

- 16. 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. Ruge 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, Ruge, Wadlington; 0 Absent: Daniel; 0 Noes; Motion Adopted
- 17. 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, Ruge, Wadlington; 0 Absent: Daniel; 0 Noes; Motion Adopted
- 18. 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. Ruge 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, Ruge, Wadlington; 0 Absent: Daniel; 0 Noes; Motion Adopted
- 19. 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

**20. 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
- Conference with Legal Counsel - Existing Litigation - 54956.9(d)(1): F-2371 vs LaRoca

**21. Open Session: Report of Action Taken in Closed Session**

- Evaluation of the Superintendent
  - The Board provided a favorable evaluation of the superintendent.
- F-2371 vs LaRoca
  - No action to report.

**22. Board Comments**

- None

**23. 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



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Lauren Rugge, Secretary

Feb. 12, 2026

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Date