

EMPIRE SPRINGS CHARTER SCHOOL BOARD OF DIRECTORS

27740 JEFFERSON AVE • TEMECULA, CA 92590

REGULAR MEETING MINUTES

June 7, 2018

9:00 a.m. Closed Session

9:30 a.m. Open Session

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:

Marlene Darrow, Board Chair Justin Moldenhauer, Secretary Jessica Large, Board Director Steaven Chan, Board Director Beth Burt, Board Director Robin Mammoth, Board Director	Kathleen Hermsmeyer, Superintendent Tanya Rogers, Asst. Superintendent of Business Amy Podratz, Asst. Superintendent, Admin Ops Diane Anvari, Asst. Superintendent, Personnel Robert Hennings, Asst. Superintendent Pupil Services Vivian Price, Asst. Superintendent, Education Debbie Daniels, Asst. Supt. of Special Projects Natali South, Director of Executive Support Kathy Cox, Director of Special Education Debbie Cessario, Legal Counsel
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1. **Action: Call to Order – Closed Session**
 - Ms. Darrow called the Closed Session portion of the meeting to order at 9:10 a.m.
 - Conference with Legal Counsel Regarding Litigation Issues
 - Conference with Legal Counsel regarding Pending Litigation: Student #514653
 - Conference with Legal Counsel regarding Pending Litigation: Student #511948
2. **Action: Call to Order – Open Session**
 - Ms. Darrow called the Open Session portion of the meeting to order at 10:02 and led the Pledge of Allegiance.
3. **Action: Public Report of Action Taken Closed Session**
 - Conference with Legal Counsel Regarding Litigation Issues
 - No Action to Report
 - Conference with Legal Counsel regarding Pending Litigation: Student #514653
 - The Board approved the settlement agreement.
 - Conference with Legal Counsel regarding Pending Litigation: Student #511948
 - The Board approved the settlement agreement.

4. Action: Approval of Agenda

- Mr. Moldenhauer moved to approve the agenda.
- Mr. Chan seconded.
- Discussion: None
- Vote: 6 Ayes: Darrow, Moldenhauer, Chan, Mammoth, Burt, Large, 1 Absent: Schneider; Motion Adopted

5. Action: Approval of Minutes from May 17, 2018

- Ms. Large moved to approve the Minutes from the May 17, 2018 meeting.
- Mr. Moldenhauer seconded.
- Discussion: None
- Vote: 6 Ayes: Darrow, Moldenhauer, Chan, Mammoth, Burt, Large, 1 Absent: Schneider; Motion Adopted

6. Action: Approval of Consent Agenda

- Ms. Mammoth moved to approve the Consent Agenda consisting of the Warrant Registers, MOU between Charters, and Spectrum contract ratification.
- Ms. Burt seconded.
- Vote: 6 Ayes: Darrow, Moldenhauer, Chan, Mammoth, Burt, Large, 1 Absent: Schneider; Motion Adopted

7. Information: PUBLIC COMMENTS

- None

8. Information: Superintendent's Report

- Kathleen Hermsmeyer reviewed the Superintendent's report and reviewed recent activities throughout the network. She indicated that Program Reviews have been completed where Kathleen and other staff visit each campus and review their program, facility, and data. The Rancho Cucamonga campus will offer a lunch program next year. Amy Podratz indicated that the MOU with Helendale is being completed and will be brought forward for ratification at a future meeting.

9. Information: Succession Plan

- Debbie Daniel explained that we are in the process of establishing a process that would be put in place to replace the Superintendent if she were to leave the organization. A second element of the succession plan will also develop a process to be utilized in the event of a Senior Staff departure. Each Board will have a representative on the committee.

10. Information: Conference Options for Board Members

- The Board was presented the list of conference options, and encouraged to select a conference to attend.

11. Action: Approval of 2018 LCAP

- Mr. Chan moved to approve the 2018 LCAP.
- Mr. Moldenhauer seconded.
- Discussion: Amy Podratz reviewed the LCAP report which was compiled from the responses to the LCAP surveys taken by stakeholders.

- Vote: 6 Ayes: Darrow, Moldenhauer, Chan, Mammoth, Burt, Large, 1 Absent: Schneider; Motion Adopted

12. Action: Approval Budget 2018-2019

- Mr. Moldenhauer moved to approve the budget for 2018-2019.
- Ms. Burt seconded.
- Discussion: Tanya Rogers reviewed the budget including the vision for the upcoming year, increased medical and STRS & PERS contributions, and other projected expenses.
- Vote: 6 Ayes: Darrow, Moldenhauer, Chan, Mammoth, Burt, Large, 1 Absent: Schneider; Motion Adopted

13. Action: Approval 2018-2019 Consolidated Application for Funding

- Ms. Large moved to approve the 2018-2019 Consolidated Application for Funding.
- Mr. Chan seconded.
- Discussion: Tanya Rogers explained the purpose of the Con-App and indicated that it requires annual Board approval.
- Vote: 6 Ayes: Darrow, Moldenhauer, Chan, Mammoth, Burt, Large, 1 Absent: Schneider; Motion Adopted

14. Action: Approval of Revenue Anticipation Note (RAN)

- Ms. Burt moved to approve the RAN.
- Ms. Mammoth seconded.
- Discussion: This RAN will provide an advance on revenue apportionment, which will be repaid in four or five installments in the upcoming school year.
- Vote: 6 Ayes: Darrow, Moldenhauer, Chan, Mammoth, Burt, Large, 1 Absent: Schneider; Motion Adopted

15. Action: Approval of Promissory Note

- Ms. Large moved to approve the Promissory Note to extend funds to Vista Springs and Pacific Springs.
- Ms. Burt seconded.
- Discussion: Tanya Rogers indicated that funds will be extended to Vista and Pacific for start-up funds. The money may come from Empire's current reserves or from the RAN. Vista & Pacific will repay Empire, including interest and fees.
- Vote: 6 Ayes: Darrow, Moldenhauer, Chan, Mammoth, Burt, Large, 1 Absent: Schneider; Motion Adopted

16. Action: Approval of Superintendent's Contract: 2018-2019

- Ms. Mammoth moved to approve the Superintendent's Contract for 2018-2019.
- Mr. Moldenhauer seconded.
- Discussion: Tanya Rogers indicated that this is the same contract that is brought forward each year for approval with adjustments made for the revised percentage splits among the charters.
- Vote: 6 Ayes: Darrow, Moldenhauer, Chan, Mammoth, Burt, Large, 1 Absent: Schneider; Motion Adopted

17. Action: Approval of 2017-2018 Actuals

- Ms. Mammoth moved to approve the 2017-2018 Actuals Report.
- Ms. Burt seconded.
- Discussion: Tanya Rogers reviewed the 2017-18 projections and indicated that the projections were met.
- Vote: 6 Ayes: Darrow, Moldenhauer, Chan, Mammoth, Burt, Large, 1 Absent: Schneider; Motion Adopted

18. Action: Approval of 2018-2019 EPA Plan

- Mr. Moldenhauer moved to approve the 2018-2019 EPA Plan.
- Ms. Mammoth seconded.
- Discussion: Tanya Rogers indicated that the attached report establishes the plan for the upcoming EPA.
- Vote: 6 Ayes: Darrow, Moldenhauer, Chan, Mammoth, Burt, Large, 1 Absent: Schneider; Motion Adopted

19. Action: Approval of Board Policy 4014.1 Title I, Part A

- Ms. Large moved to approve Board Policy 4014.1 Title I, Part A.
- Ms. Burt seconded.
- Discussion: Tanya Rogers indicated that this policy is required by the California Department of Education and indicated that the school site council is responsible for ensuring that the Title I monies are used as indicated.
- Vote: 6 Ayes: Darrow, Moldenhauer, Chan, Mammoth, Burt, Large, 1 Absent: Schneider; Motion Adopted

20. Action: Approval of Uniform Complaint Process Policy

- Mr. Moldenhauer moved to approve the Uniform Complaint Process Policy.
- Ms. Mammoth seconded.
- Discussion: Tanya Rogers indicated that this policy is a requirement by the California Department of Education.
- Vote: 6 Ayes: Darrow, Moldenhauer, Chan, Mammoth, Burt, Large, 1 Absent: Schneider; Motion Adopted

21. Action: Approval of Additional Policies

- Mr. Moldenhauer moved to approve additional Board policies.
- Ms. Burt seconded.
- Discussion: Amy Podratz indicated that staff reviewed all policies throughout the network to identify any policies that each charter needed to adopt. The following policies were brought forward for Empire's approval:
 - 3009.1 – Employee Telecommuting
 - 4004.1 – Fixed Assets and Capitalization
 - 4005.1 – Disposal of Surplus Property
 - 4006.1 – Vendor Minimum Qualifications Requirements (Core Subjects Only)
 - 4009.2 – Revolving Cash
 - 4010.1 – Food Service/Child Nutrition Program
 - 4011.1 – Other Food Sales
 - 4012.1 – Free and Reduced Price Meals

4013.1 – Payment Reimbursement for Meals

5007.1 – Adequate Progress

5010.1 – School Uniforms

6001.1 – School IT Equipment

6002.1 – Cell Phones

6003.1 – School Vehicles

- Vote: 6 Ayes: Darrow, Moldenhauer, Chan, Mammoth, Burt, Large, 1 Absent: Schneider;
Motion Adopted

22. Action: Approval of Long Distance Travel – National School Safety Symposium

- Ms. Burt moved to approve Long Distance Travel for Jeanie Schaffner to attend the National School Safety Symposium.
- Mr. Chan seconded.
- Discussion: Diane Anvari indicated that this conference provides valuable school safety information.
- Vote: 6 Ayes: Darrow, Moldenhauer, Chan, Mammoth, Burt, Large, 1 Absent: Schneider;
Motion Adopted

23. Action: Approval of ESCS Employee Handbook

- Ms. Burt moved to approve the revised Employee Handbook.
- Mr. Moldenhauer seconded.
- Discussion: Diane Anvari reviewed the changes to the handbook which was updated to reflect new legal requirements.
- Vote: 6 Ayes: Darrow, Moldenhauer, Chan, Mammoth, Burt, Large, 1 Absent: Schneider;
Motion Adopted

24. Action: Approval of 2018-2019 Board Calendar

- Mr. Chan moved to approve the 2018-2019 Board Calendar.
- Ms. Large seconded.
- Discussion: Natali South presented the calendar for next year's Board meetings.
- Vote: 6 Ayes: Darrow, Moldenhauer, Chan, Mammoth, Burt, Large, 1 Absent: Schneider;
Motion Adopted

25. Information: BOARD COMMENTS and FUTURE AGENDA ITEMS

- Ms. Mammoth: It's been great being on Empire Springs Board. This is my last meeting because my term has ended.
- Mr. Chan: We are very happy with Kathleen's vision to make this building look so professional and welcoming.
- Ms. Darrow: I also am terming out after 8 years of serving on one of our Boards and will miss being a part of this Board!
- Ms. Burt: Thank you to both Robin & Marlene for their great years of service. I also want to say how fun it is to see our ads in the movie theater; great job, Andie!
- Ms. Large: These meetings are always so inspiring! I look forward to continuing to serve.

26. Action: Motion to Adjourn the Meeting

- Mr. Moldenhauer moved to adjourn the meeting at 11:11 a.m.
- Ms. Mammoth seconded.

- Vote: 6 Ayes: Darrow, Moldenhauer, Chan, Mammoth, Burt, Large, 1 Absent: Schneider;
Motion Adopted



Justin Moldenhauer, Secretary



Date