

CITRUS SPRINGS CHARTER SCHOOL BOARD OF DIRECTORS

27749 JEFFERSON AVE • TEMECULA, CA 92590

REGULAR MEETING MINUTES

June 4, 2018

3:00 p.m.

27740 Jefferson Ave., Temecula, CA

and via Video Feed at 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:

Michael Solomon, Chair (Santa Ana) Mike Shurance, Vice Chair (Temecula) Kevin Brejnak, Secretary (Temecula) Sarah Schlatter, Treasurer (Santa Ana) Joline Johnson, Board Director (Temecula, arrived 3:10) Lauren Rugge, Board Director (Santa Ana)	Kathleen Hermsmeyer, Superintendent Tanya Rogers, Asst. Superintendent of Business Robert Hennings, Asst. Superintendent Pupil Services Amy Podratz, Asst. Superintendent, Admin Ops Debbie Daniel, Asst. Superintendent, Special Projects Doug House, Director of Human Resources CJ Gaunder Singh, Director of Business Natali South, Director of Executive Support Monica Lopez, Principal, Santa Ana Student Center
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- Action: Call to Order – Open Session**
 - Mr. Solomon called the meeting to order at 3:00 p.m. and led the Pledge of Allegiance.
- Action: Approval of Agenda**
 - Ms. Schlatter moved to approve the agenda.
 - Mr. Shurance seconded.
 - Vote: 5 Ayes: Solomon, Shurance, Brejnak, Schlatter, Rugge; 0 Noes; 2 Absent: Vawter, Johnson; Motion Adopted
- Action: Approval of Minutes from May 14, 2018**
 - Ms. Schlatter moved to approve the Minutes from the May 14, 2018 meeting.
 - Ms. Rugge seconded.
 - Discussion: None
 - Vote: 5 Ayes: Solomon, Shurance, Brejnak, Schlatter, Rugge; 0 Noes; 2 Absent: Vawter, Johnson; Motion Adopted
- Information: PUBLIC COMMENTS**
 - None

5. Action: Approval of Consent Agenda

- Mr. Shurance moved to approve the Consent Agenda consisting of the Warrant Registers for Feb-Apr, 2018.
- Mr. Brejnak seconded.
- Vote: 5 Ayes: Solomon, Shurance, Brejnak, Schlatter, Rugge; 0 Noes; 2 Absent: Vawter, Johnson; Motion Adopted

6. Information: Superintendent's Report

- Kathleen Hermsmeyer reviewed the Superintendent's report and reviewed recent activities throughout the network. Santa Ana recently underwent the annual Program Review by Kathleen and other team members.

7. Information/Activity: Succession Plan

- Debbie Daniel reviewed the Succession Plan summary. This plan will establish a process to follow in the event that the superintendent were to leave the organization or experience a long-term absence for any reason. The summary in the Board packet outlines the process that will be followed, and an update will be brought forward to the Board at a future meeting.

8. Information: Conference Options for Board Members

- Natali South presented the list of conference options, and encouraged Board members to select a conference to attend.

9. Action: Approval of 2018 LCAP

- Ms. Schlatter moved to approve the 2018 LCAP.
- Mr. Brejnak seconded.
- Discussion: Amy Podratz reviewed the LCAP report which was compiled from the responses to the LCAP surveys taken by stakeholders.
- Vote: 6 Ayes: Solomon, Shurance, Brejnak, Johnson, Schlatter, Rugge; 0 Noes; 1 Absent: Vawter; Motion Adopted

10. Action: Approval Budget 2018-2019

- Mr. Shurance moved to approve the budget for 2018-2019.
- Ms. Schlatter 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: Solomon, Shurance, Brejnak, Johnson, Schlatter, Rugge; 0 Noes; 1 Absent: Vawter; Motion Adopted

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

- Mr. Brejnak moved to approve the 2018-2019 Consolidated Application for Funding.
- Mr. Shurance seconded.
- Discussion: Tanya Rogers explained the purpose of the Con-App and how the funds are distributed.
- Vote: 6 Ayes: Solomon, Shurance, Brejnak, Johnson, Schlatter, Rugge; 0 Noes; 1 Absent: Vawter; Motion Adopted

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

- Ms. Johnson moved to approve the Superintendent's Contract for 2018-2019.
- Ms. Ruge seconded.
- Discussion: Tanya Rogers explained that Citrus Springs is now able to cover their share of the Superintendent's contract, and reviewed the terms of the contract.
- Vote: 6 Ayes: Solomon, Shurance, Brejnak, Johnson, Schlatter, Ruge; 0 Noes;
1 Absent: Vawter; Motion Adopted

13. Action: Approval of 2017-2018 Actuals

- Ms. Johnson moved to approve the 2017-2018 Actuals Report.
- Mr. Brejnak seconded.
- Discussion: Tanya Rogers reviewed the 2017-18 projections and indicated that the projections were met.
- Vote: 6 Ayes: Solomon, Shurance, Brejnak, Johnson, Schlatter, Ruge; 0 Noes;
1 Absent: Vawter; Motion Adopted

14. Action: Approval of 2018-2019 EPA Plan

- Ms. Schlatter moved to approve the 2018-2019 EPA Plan.
- Ms. Ruge seconded.
- Discussion: Tanya Rogers indicated that the attached report establishes the plan for the upcoming EPA.
- Vote: 6 Ayes: Solomon, Shurance, Brejnak, Johnson, Schlatter, Ruge; 0 Noes;
1 Absent: Vawter; Motion Adopted

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

- Mr. Shurance moved to approve Board Policy 4014.1 Title I, Part A.
- Ms. Johnson 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: Solomon, Shurance, Brejnak, Johnson, Schlatter, Ruge; 0 Noes;
1 Absent: Vawter; Motion Adopted

16. Action: Approval of Uniform Complaint Process Policy

- Ms. Schlatter moved to approve the Uniform Complaint Process Policy.
- Ms. Ruge seconded.
- Discussion: Tanya Rogers indicated that this policy is a requirement by the California Department of Education.
- Vote: 6 Ayes: Solomon, Shurance, Brejnak, Johnson, Schlatter, Ruge; 0 Noes;
1 Absent: Vawter; Motion Adopted

17. Action: Approval of Additional Policies

- Ms. Schlatter moved to approve Additional Policies:
3002.1 – Superintendent's Contract
3008.1 – Evaluation of the Superintendent
3009.1 – Employee Telecommuting
4009.2 – Revolving Cash
5018.1 – Graduation Requirements

5019.1 – Home Hospital

- Ms. Ruge seconded.
- Discussion: Amy Podratz explained that the policies being submitted will complete Citrus Springs' efforts to have all of the required policies in place.
- Vote: 6 Ayes: Solomon, Shurance, Brejnak, Johnson, Schlatter, Ruge; 0 Noes; 1 Absent: Vawter; Motion Adopted

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

- Mr. Brejnak moved to approve Long Distance Travel for Cynthia Torres to attend the National School Safety Symposium with a correction to the per diem amount.
- Ms. Johnson seconded.
- Discussion: Board members asked that the authorized food per diem be corrected.
- Vote: 6 Ayes: Solomon, Shurance, Brejnak, Johnson, Schlatter, Ruge; 0 Noes; 1 Absent: Vawter; Motion Adopted

19. Action: Approval of CSCS Employee Handbook

- Ms. Schlatter moved to approve the revised Employee Handbook.
- Ms. Ruge seconded.
- Discussion: Doug House reviewed the changes to the handbook which was updated to reflect new legal requirements.
- Vote: 6 Ayes: Solomon, Shurance, Brejnak, Johnson, Schlatter, Ruge; 0 Noes; 1 Absent: Vawter; Motion Adopted

20. Action: Approval of 2018-2019 Board Calendar

- Ms. Schlatter moved to approve the 2018-2019 Board Calendar.
- Ms. Ruge seconded.
- Discussion: Natali South presented the calendar for next year's Board meetings.
- Vote: 6 Ayes: Solomon, Shurance, Brejnak, Johnson, Schlatter, Ruge; 0 Noes; 1 Absent: Vawter; Motion Adopted

21. Information: BOARD COMMENTS and FUTURE AGENDA ITEMS

- Ms. Schlatter: I have heard of other charter schools offering summer school both to their students and others, and I was wondering if we are interested in doing that.
 - Dr. Hermsmeyer indicated that the schools who are doing this are doing creative multi-track enrollment in order to receive funding for the program, and this is not something that we would be interested in doing. We do allow our high school students to take courses over the summer if doing so will allow them to graduate.

22. Action: Motion to Adjourn the Meeting

- Ms. Johnson moved to adjourn the meeting at 3:52 p.m.
- Ms. Ruge seconded.
- Vote: 6 Ayes: Solomon, Shurance, Brejnak, Johnson, Schlatter, Ruge; 0 Noes; 1 Absent: Vawter; Motion Adopted


Kevin Brejnak, Secretary


Date