

**HARBOR SPRINGS CHARTER SCHOOL BOARD OF DIRECTORS**

**27740 JEFFERSON AVE • TEMECULA, CA 92590**

**REGULAR CALLED MEETING MINUTES**

**June 7, 2018**

**4:30 p.m.**

*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:**

Pam Rivas, Vice Chair Cheryl LaCount, Secretary Heidi Chan, Board Director Louis Fetherolf, Board Director Gene Swank, Board Director Rachel Couch, Board Director (arrived 4:50pm) Kristyn "Liz" Johnson (arrived 5:08pm)	Kathleen Hermsmeyer, Superintendent Diane Anvari, Asst. Superintendent, Personnel Tanya Rogers, Asst. Superintendent of Business Amy Podratz, Asst. Superintendent, Admin Ops Robert Hennings, Asst. Superintendent Pupil Services Vivian Price, Asst. Superintendent, Education Debbie Daniel, Asst. Superintendent, Special Projects Natali South, Director of Executive Support
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1. **Action: Call to Order**
  - Pam Rivas called the meeting to order at 4:34 p.m. and led the Pledge of Allegiance.
  
2. **Action: Approval of Agenda**
  - Ms. Chan moved to approve the agenda.
  - Mr. Swank seconded.
  - Discussion: None
  - Vote: 5 Ayes: LaCount, Rivas, Chan, Fetherolf, Swank; 2 Absent: Johnson; Couch; Motion Adopted
  
3. **Action: Approval of Minutes from May 17, 2018**
  - Mr. Fetherolf moved to approve the Minutes from the May 17, 2018 meeting.
  - Ms. LaCount seconded.
  - Discussion: None

- Vote: 5 Ayes: LaCount, Rivas, Chan, Fetherolf, Swank; 2 Absent: Johnson; Couch; Motion Adopted
4. **Action: Approval of Consent Agenda**
    - Mr. Fetherolf moved to approve the Consent Agenda consisting of the Warrant Registers, PAR, MOU between Charters, and Spectrum contract ratification.
    - Mr. Swank seconded.
    - Vote: 6 Ayes: LaCount, Rivas, Chan, Fetherolf, Couch, Swank; 1 Absent: Johnson; Motion Adopted
  5. **Information: PUBLIC COMMENTS**
    - None
  6. **Information: Superintendent's Report**
    - Kathleen Hermsmeyer reviewed the Superintendent's report and reviewed recent activities throughout the network. Dr. Hermsmeyer explained that the parent-day for Ignite! Conference will be changing this year. Rather than having parent-day at Pechanga, we will host two regional events, one in the Inland Empire and one in Riverside.
  7. **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.
  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. Chan moved to approve the 2018 LCAP.
    - Mr. Fetherolf seconded.
    - Discussion: Amy Podratz reviewed the LCAP report which was compiled from the responses to the LCAP surveys taken by stakeholders.
    - Vote: 6 Ayes: LaCount, Rivas, Chan, Fetherolf, Couch, Swank; 1 Absent: Johnson; Motion Adopted
  10. **Action: Approval Budget 2018-2019**
    - Mr. Fetherolf moved to approve the budget for 2018-2019.
    - Ms. LaCount 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: 7 Ayes: Johnson, LaCount, Rivas, Chan, Fetherolf, Couch, Swank; 0 Absent: Motion Adopted

11. **Action: Approval 2018-2019 Consolidated Application for Funding**
  - Ms. Couch moved to approve the 2018-2019 Consolidated Application for Funding.
  - Mr. Swank seconded.
  - Discussion: Tanya Rogers explained the purpose of the Con-App and indicated that it requires annual Board approval.
  - Vote: 7 Ayes: Johnson, LaCount, Rivas, Chan, Fetherolf, Couch, Swank; 0 Absent: Motion Adopted
  
12. **Action: Approval of Superintendent's Contract: 2018-2019**
  - Ms. Couch moved to approve the Superintendent's Contract for 2018-2019.
  - Ms. LaCount seconded.
  - Discussion: Tanya Rogers indicated that this is the same contract that is brought forward every year. Dr. Hermsmeyer will receive the same 3% increase as all staff. The contract reflects the split percentages between the charters.
  - Vote: 7 Ayes: Johnson, LaCount, Rivas, Chan, Fetherolf, Couch, Swank; 0 Absent: Motion Adopted
  
13. **Action: Approval of 2017-2018 Actuals**
  - Ms. Rivas moved to approve the 2017-2018 Actuals Report.
  - Ms. LaCount seconded.
  - Discussion: Tanya Rogers reviewed the 2017-18 projections and indicated that the projections were met.
  - Vote: 7 Ayes: Johnson, LaCount, Rivas, Chan, Fetherolf, Couch, Swank; 0 Absent: Motion Adopted
  
14. **Action: Approval of 2018-2019 EPA Plan**
  - Ms. LaCount moved to approve the 2018-2019 EPA Plan.
  - Ms. Chan seconded.
  - Discussion: Tanya Rogers indicated that the attached report establishes the plan for the upcoming EPA.
  - Vote: 7 Ayes: Johnson, LaCount, Rivas, Chan, Fetherolf, Couch, Swank; 0 Absent: Motion Adopted
  
15. **Action: Approval of Sublease**
  - Ms. Rivas moved to approve the subleases of Otay Ranch to Pacific Springs and the Vista Student Center to Vista Springs.
  - Ms. Couch seconded.
  - Discussion: The Board and staff discussed subleasing the sites, and determined that subleasing is not necessary as the leases were established in the Corporation's name, which is the same.
  - No Action Taken
  
16. **Action: Approval of Board Policy 4014.1 Title I, Part A**
  - Ms. Rivas moved to approve Board Policy 4014.1 Title I, Part A
  - Ms. Chan 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: 7 Ayes: Johnson, LaCount, Rivas, Chan, Fetherolf, Couch, Swank; 0 Absent: Motion Adopted

**17. Action: Approval of Uniform Complaint Process Policy**

- Mr. Fetherolf moved to approve the Uniform Complaint Process Policy.
- Ms. Rivas seconded.
- Discussion: Tanya Rogers indicated that this policy is a requirement by the California Department of Education.
- Vote: 7 Ayes: Johnson, LaCount, Rivas, Chan, Fetherolf, Couch, Swank; 0 Absent: Motion Adopted

**18. Action: Approval of Additional Policies**

- Ms. LaCount moved to approve additional Board policies.
- Ms. Rivas seconded.
- Discussion: Amy Podratz explained that the following policies are needed to complete Harbor's Board Policies:
  - 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: 7 Ayes: Johnson, LaCount, Rivas, Chan, Fetherolf, Couch, Swank; 0 Absent: Motion Adopted

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

- Mr. Fetherolf moved to approve Long Distance Travel for Tami Foster to attend the National School Safety Symposium with a correction to the per diem amount.
- Ms. LaCount seconded.
- Discussion: Diane Anvari indicated that this conference provides valuable school safety information.
- Vote: 7 Ayes: Johnson, LaCount, Rivas, Chan, Fetherolf, Couch, Swank; 0 Absent: Motion Adopted

**20. Action: Approval of HSCS Employee Handbook**

- Ms. Rivas moved to approve the revised Employee Handbook.
- Ms. LaCount seconded.
- Discussion: Diane Anvari reviewed the changes to the handbook which was updated to reflect

new legal requirements.

- Vote: 7 Ayes: Johnson, LaCount, Rivas, Chan, Fetherolf, Couch, Swank; 0 Absent: Motion Adopted

21. **Action: Approval of 2018-2019 Board Calendar**

- Ms. Couch moved to approve the 2018-2019 Board Calendar.
- Mr. Swank seconded.
- Discussion: Natali South presented the calendar for next year's Board meetings.
- Vote: 7 Ayes: Johnson, LaCount, Rivas, Chan, Fetherolf, Couch, Swank; 0 Absent: Motion Adopted

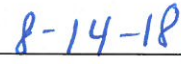
22. **Information: BOARD COMMENTS and FUTURE AGENDA ITEMS**

- Ms. Johnson: We need to figure out a way to get in the building if it's past when the receptionist leaves.

23. **Action: Motion to Adjourn the Meeting**

- Ms. Johnson moved to adjourn the meeting at 5:45 p.m.
- Ms. Chan seconded.
- Vote: 7 Ayes: Johnson, LaCount, Rivas, Chan, Fetherolf, Couch, Swank; 0 Absent: Motion Adopted

  
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Cheryl LaCount, Secretary

  
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Date

