HARBOR SPRINGS CHARTER SCHOOL BOARD OF DIRECTORS

43466 BUSINESS PARK DRIVE • TEMECULA, CA 92590

REGULAR MEETING
MINUTES

May 24, 2013

2:30 – 4:00p.m.

43466 Business Park Drive / Temecula, CA 92590

Conference Line (218) 844-3366 / Code: 020100#*

I. PRELIMINARY

1. **Call to Order: Board President, Ms. Ellard, called the meeting to order at 2:46pm.**

PRESENT:

Pamela Ellard, Board Chairman	Kathleen Hermsmeyer, Executive Director
Jennifer Mejares Pham, Board Clerk	Kyla Shofner, Director of Charter Relations
Steaven Chan, Board Director	Amy Podratz, Sr Director of Business &
Rachel Couch, Board Director	Administrative Operations

2. *Action*: **Approval of Agenda**
   a. **Ms. Mejares Pham moved to approve the agenda.**
   b. **Mr. Chan seconded.**
   c. Discussion: None
   d. **3 AYES (Mejares Pham, Chan, Ellard); 0 NOES; 0 ABSENT. Motion adopted.**
3. *Action:* **Approval Meeting Minutes – April 11, 2013**
   a. **Mr. Chan moved to approve the April 11, 2013 meeting minutes.**
   b. **Ms. Mejares Pham seconded.**
   c. Discussion: None
   d. **3 AYES (Chan, Mejares Pham, Ellard); 0 NOES; 0 ABSENT. Motion adopted.**
4. *Action:* **Ratification of Appointment of New Board Director – Rachel Couch**
   a. **Ms. Mejares Pham moved to ratify the appointment of new Board Director, Rachel Couch.**
   b. **Mr. Chan seconded.**
   c. Discussion: None
   d. **3 AYES (Mejares Pham, Chan, Ellard); 0 NOES; 0 ABSENT. Motion adopted.**

Ms. Couch became an active Board Director at this time.

II. COMMUNITY RELATIONS

5. *Information*: **PUBLIC COMMENTS**
   a. None
6. *Information*: **BOARD COMMENTS**

a. Mr. Chan cautioned that staff needs to be more clear describing changes that are made to documents between revisions.

b. Ms. Ellard: I think we might want to start following LiterateNation.org. I think we are the trendsetters for this movement.

c. Ms. Pham: I think that would be good PR for Harbor Springs to join this movement.

d. Mr. Chan suggested viewing the website: Apple.com/uk/education/ and clicking on "Learn More" to watch a video about "An Ailing UK School Makes an Incredible Transformation."

7. *Information:* **Report from Executive Director**

a. *See attached report.*

b. Dr. Hermsmeyer: We are planning to revamp our Palm Street Academy to a K-8 Montessori academy and plan to replicate our Murrieta Montessori program. The Montessori ideology is absolutely in line with our mission/vision of personalizing learning. We have already ordered our Montessori manipulatives and will be training our staff over the summer. It is unlikely that we will be able to find Montessori-trained teachers who also have a teaching credential (a rare combination). We are not inviting back the staff at Palm Street Academy for school year 2013/14. However, we are allowing all of them to reapply for open positions. The same demographic of students in the Desert Sands area are outperforming our Palm Street Academy by nearly 200 API points, so it is urgent that we find a solution to the low performance at this academy.

c. Ms. Mejares Pham: Is Harbor Springs now a Title I school? Can we work with the Apple Education or Teach for America programs to attract high level college graduates to come teach at Palm Street?

d. Ms. Podratz: The threshold for qualifying for Title I is 75% free and reduced lunch.

e. Ms. Mejares Pham: Maybe we should isolate Palm Street so they can qualify for more federal aid categorical block grants. We need to be innovative about how to attract the best staff.

f. Ms. Ellard: I thought we were going to move away from Title I funds?

g. Ms. Podratz: We are for this first year of operations but will reexamine that in the future.

h. Ms. Mejares Pham: Can we look into the idea of offering Montessori certification (on top of their BTSA and certification) as a perk to attract teachers to come work for us fresh out of school?

III. BUSINESS

8. *Action:* **Approval Legal Services Agreement – Young, Minney & Corr, LLP**

a. Ms. Mejares Pham moved to approve the legal services agreement with Young, Minney & Corr. LLP.

b. **Mr. Chan seconded.**

c. Discussion: None

d. **4 AYES (Mejares Pham, Chan, Couch, Ellard); 0 NOES; 0 ABSENT. Motion adopted.**

9. *Action:* **Designation of Agent for Service of Process**

a. **Ms. Mejares Pham moved to designate Young, Minney & Corr as the agent for service of process.**

b. **Mr. Chan seconded.**

c. Discussion: None

d. **4 AYES (Mejares Pham, Chan, Couch, Ellard); 0 NOES; 0 ABSENT. Motion adopted.**

10. *Action:* **Approval of Bylaws (Revised)**

a. **Mr. Chan moved to approve the revised bylaws as amended.**

b. **Ms. Couch seconded.**

c. Discussion:

i. Ms. Shofner: I will be correcting all mention of trustee to director.

d. **4 AYES (Chan, Couch, Mejares Pham, Ellard); 0 NOES; 0 ABSENT. Motion adopted.**

11. *Action:* **Approval of Final Charter Petition (Revised)**

a. **Mr. Chan moved to approve the revised and final charter petition.**

b. **Ms. Couch seconded.**

c. Discussion: None

d. **4 AYES (Chan, Couch, Mejares Pham, Ellard); 0 NOES; 0 ABSENT. Motion adopted.**

12. *Action:* **Ratification of MOU for Special Education Services By and Between River Springs, Harbor Springs, and Empire Springs Charter Schools for 2013-2014**

a. **Mr. Chan moved ratify the MOU for special education by and between River Springs, Harbor Springs, and Empire Springs Charter Schools for 2013-2014.**

b. **Ms. Couch seconded.**

c. Discussion: None

d. **4 AYES (Chan, Couch, Mejares Pham, Ellard); 0 NOES; 0 ABSENT. Motion adopted.**

IV. GOVERNANCE

13. *Action:* **Approval of 2013-2014 Board Calendar**

a. **Mr. Couch moved to approve the 2013-2014 Board Calendar.**
b. **Ms. Mejares Pham seconded.**
c. Discussion: None
d. **4 AYES (Couch, Mejares Pham, Chan, Ellard); 0 NOES; 0 ABSENT. Motion adopted.**

14. *Action:* **Approval of Board Policy 1001.1 – Nondiscrimination in School Programs & Activities**

a. **Ms. Mejares Pham moved to approve Board Policy 1001.1 – Nondiscrimination in School Programs and Activities.**
b. **Mr. Chan seconded.**
c. Discussion: None
d. **4 AYES (Mejares Pham, Chan, Couch, Ellard); 0 NOES; 0 ABSENT. Motion adopted.**

15. *Action:* **Approval of Board Policy 1002.1 – School Accountability Report Card**

a. **Mr. Chan moved to approve Board Policy 1002.1 – School Accountability Report Card.**
b. **Ms. Mejares Pham seconded.**
c. Discussion: None
d. **4 AYES (Chan, Mejares Pham, Couch, Ellard); 0 NOES; 0 ABSENT. Motion adopted.**

16. *Action:* **Approval of Board Policy 2001.1 – Uniform Complaint Procedures**

a. **Mr. Couch moved to approve Board Policy 2001.1 – Uniform Complaint Procedures.**
b. **Ms. Chan seconded.**
c. Discussion: None
d. **4 AYES (Couch, Chan, Ellard, Mejares Pham); 0 NOES; 0 ABSENT. Motion adopted.**

17. *Action:* **Approval of Board Policy 3001.1 – Administration in Leeway in Absence of Board Policy**

a. **Mr. Chan moved to approve Board Policy 3001.1 – Administration in Leeway in Absence of Board Policy.**
b. **Ms. Couch seconded.**
c. Discussion: None
d. **4 AYES (Chan, Couch, Ellard, Mejares Pham); 0 NOES; 0 ABSENT. Motion**

adopted.

18. *Action:* **Approval of Board Policy 3011.1 – Family Educational Rights and Privacy Act (FERPA)**

    a. **Ms. Mejares Pham moved to approve Board Policy 3011.1 – Family Educational Rights and Privacy Act.**
    b. **Ms. Couch seconded.**
    c. Discussion: None
    d. **4 AYES (Mejares Pham, Couch, Chan, Ellard); 0 NOES; 0 ABSENT. Motion adopted.**

19. *Action:* **Approval of Board Policy 4001.1 – Contracts**

    a. **Mr. Chan moved to approve Board Policy 4001.1 – Contracts.**
    b. **Ms. Couch seconded.**
    c. Discussion: None
    d. **4 AYES (Chan, Couch, Ellard, Mejares Pham); 0 NOES; 0 ABSENT. Motion adopted.**

20. *Action:* **Approval of Board Policy 4002.1 – Budget**

    a. **Ms. Couch moved to approve Board Policy 4002.1 - Budget.**
    b. **Ms. Chan seconded.**
    c. Discussion: None
    d. **4 AYES (Couch, Chan, Ellard, Mejares Pham); 0 NOES; 0 ABSENT. Motion adopted.**

21. *Action:* **Approval of Board Policy 5001.1 – Child Abuse Reporting Procedures**

    a. **Ms. Mejares Pham moved to approve Board Policy 5001.1 – Child Abuse Reporting Procedures.**
    b. **Ms. Couch seconded.**
    c. Discussion: None
    d. **4 AYES (Mejares Pham, Couch, Chan, Ellard); 0 NOES; 0 ABSENT. Motion adopted.**

22. *Action:* **Approval of Board Policy 5002.1 – Immunizations**

    a. **Ms. Couch moved to approve Board Policy 5002.1 – Immunizations.**
    b. **Ms. Chan seconded.**
    c. Discussion: None
    d. **4 AYES (Couch, Chan, Ellard, Mejares Pham); 0 NOES; 0 ABSENT. Motion adopted.**

23. *Action:* **Approval of Board Policy 5003.1 – Infectious Disease Prevention**

a. **Ms. Chan moved to approve Board Policy 5003.1 – Infectious Disease Prevention.**
b. **Ms. Couch seconded.**
c. Discussion: None
d. **4 AYES (Chan, Couch, Ellard, Mejares Pham); 0 NOES; 0 ABSENT. Motion adopted.**

24. *Action:* **Approval of Board Policy 5004.1 – Infectious Diseases**

a. **Ms. Couch moved to approve Board Policy 5004.1 – Infectious Diseases.**
b. **Ms. Mejares Pham seconded.**
c. Discussion: None
d. **4 AYES (Couch, Mejares Pham, Chan, Ellard); 0 NOES; 0 ABSENT. Motion adopted.**

25. *Action:* **Approval of Board Policy 5005.1 – Medications for Students**

a. **Ms. Mejares Pham moved to approve Board Policy 5005.1 – Medications for Students.**
b. **Ms. Chan seconded.**
c. Discussion: None
d. **4 AYES (Mejares Pham, Chan, Couch, Ellard); 0 NOES; 0 ABSENT. Motion adopted.**

26. *Action:* **Approval of Board Policy 5006.1 – Independent Study**

a. **Ms. Chan moved to approve Board Policy 5006.1 – Independent Study.**
b. **Ms. Couch seconded.**
c. Discussion: None
d. **4 AYES (Chan, Couch, Ellard, Mejares Pham); 0 NOES; 0 ABSENT. Motion adopted.**

27. *Action:* **Approval of Board Policy 7001.1 – Board Stipends**

a. **Ms. Couch moved to approve Board Policy 7001.1 – Board Stipends.**
b. **Ms. Chan seconded.**
c. Discussion:
    i. Dr. Hermsmeyer: Keep in mind that accepting any stipend (even if it's just $10) does open our board up for litigation (as opposed to being a strictly volunteer board with zero liability).
    ii. Ms. Mejares Pham: I would like to lead a board committee to revise Board Policy 7001.1 to include a list of board expectations such as dress code, requirements to visit student

centers and participate in a community event, requirement to read the board packet, etc. and consequences of not fulfilling these obligatory board duties.

d. 3 AYES (Couch, Chan, Ellard); 1 NO (Mejares Pham); 0 ABSENT. Motion adopted.

e. *Ms. Mejares Pham moved that this item be re-opened for discussion. Mr. Chan seconded. 4 AYES (Mejares Pham, Chan, Couch, Ellard); 0 NOES; 0 ABSENT. Motion adopted.*

f. Ms. Mejares Pham moved to form a board ad hoc committee to further discussion of Board Policy 7001.1. Ms. Mejares Pham and Ms. Couch nominated themselves for the committee.

g. Mr. Chan seconded.

h. 4 AYES (Mejares Pham, Chan, Couch, Ellard); 0 NOES; 0 ABSENT. Motion adopted.

V. ADJOURNMENT

28. There being no further business, it was moved by Ms. Mejares Pham and seconded by Mr. Chan that this meeting be adjourned at 4:07p.m.

VII. NEXT REGULAR MEETING

Tuesday, June 18, 2013, 2:00 – 3:30p.m.

Temecula Administrative Offices – 43448 Business Park Drive – Temecula, CA 92590

Rachel L. Couch

Rachel Couch, Board Secretary

8/15/13

Date

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