HARBOR SPRINGS CHARTER SCHOOL BOARD OF DIRECTORS

43466 BUSINESS PARK DRIVE • TEMECULA, CA 92590

SPECIAL MEETING
MINUTES

August 26, 2013
2:00 – 2:40p.m.
43448 Business Park Drive / Temecula, CA 92590

I. PRELIMINARY

1. *Action*: **Call to Order & Pledge of Allegiance**
   a. Board Chairman, Ms. Ellard, called the meeting to order at 2:04pm.

PRESENT:

Pamela Ellard, Chairman Steaven Chan, Vice Chairman Jennifer Mejares Pham, Board Treasurer Kathleen Hermsmeyer, Executive Director Kyla Shofner, Director of Charter Relations	Diane Anvari, Chief Human Resources Officer

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; 1 ABSENT (Couch). Motion adopted.**

3. *Action*: **Approval of Meeting Minutes – August 15, 2013**
   a. **Mr. Chan moved to approve the August 15, 2013 meeting minutes.**
   b. **Ms. Mejares Pham seconded.**
   c. Discussion: None
   d. **3 AYES (Chan, Mejares Pham, Ellard); 0 NOES; 1 ABSENT (Couch). Motion adopted.**

II. COMMUNITY RELATIONS

This is an opportunity for community members to speak to any item on the agenda or regarding subjects or concerns that do not appear on the agenda. Any person wishing to speak is requested to complete the "Request to Speak" form found at the entrance to the meeting and to bring it forward to the Board Secretary. Presentations are limited to five minutes. Government Code Section 54954.2 and Education Code Section 35145.5 prohibit the Board from discussing or acting upon matters not on the agenda.

4. *Information*: **PUBLIC COMMENTS**
   a. None
5. *Information:* **BOARD COMMENTS**
   a. Ms. Mejares Pham (to Ms. Shofner): Great job on the minutes; that is exactly the kind of detail I was looking for.

III. BUSINESS

6. *Action*: **Approval of Agreement for Charter School Retirement Reporting Services with the San Diego County Office of Education (SDCOE)**
    a. **Ms. Mejares Pham moved to approve the Agreement for Charter School Retirement Reporting Services with the San Diego County Office of Education (SDCOE).**
    b. **Mr. Chan seconded.**
    c. Discussion:
        i. Ms. Mejares Pham: What is meant by "test."
        ii. Ms. Anvari: The County Office of Education will be testing our payroll, the way we are giving the data to AptaFund, so they can get it to STRS correctly. The Counties do reporting to STRS and PERS, so we are responsible for getting the information to the counties.
        iii. Ms. Anvari (in response to a question from Ms. Mejares Pham): River Springs Charter uses Galaxy to do payroll and accounting which is required by the Riverside County Office of Education. Harbor and Empire Springs Charters are using AptaFund.
        iv. Mr. Chan: So basically it is a qualifying test?
        v. Ms. Anvari: Correct.
        vi. Ms. Ellard: How do they charge us for file testing (per person or per megabyte)?
        vii. Ms. Anvari: The "test" is to run all of our data through the testing process to make sure the data is formulated correctly. The additional test file fee comes in if our data is really disorganized.
    d. **3 AYES (Mejares Pham, Chan, Ellard); 0 NOES; 1 ABSENT (Couch). Motion adopted.**

7. *Action:* **Approval of Resolution 100.3 – California State Teachers' Retirement System**
    a. **Mr. Chan moved to approve Resolution 100.3 – California State Teachers' Retirement System.**
    b. **Ms. Mejares Pham seconded.**
    c. Discussion:
        i. Mr. Chan pointed out a typo on Page 1 of the Resolution. Ms. Shofner will make the correction.
        ii. Ms. Ellard requested clarification of Section III on Page 2 of the resolution.
        iii. Ms. Anvari: In neither case would an employee have an option to take the contributions rather than having them paid through the employer. All classified employees must pay into both PERS and social security. STRS members cannot pay into Social Security. (STRS replaces Social Security.) That means our certificated staff pays 8% into their retirement; our classified staff pays 13.5% into their retirement.
    d. **3 AYES (Chan, Mejares Pham, Ellard); 0 NOES; 1 ABSENT (Couch). Motion adopted.**

8. *Action:* **Approval of Resolution 100.4 – CalSTRS Redeposit Payroll**
    a. **Ms. Mejares Pham moved to approve Resolution 100.4 – CalSTRS Redeposit Payroll.**
    b. **Mr. Chan seconded.**
    c. Discussion: None
    d. **3 AYES (Mejares Pham, Chan, Ellard); 0 NOES; 1 ABSENT (Couch). Motion adopted.**

9. *Action:* **Approval of Resolution 100.5 to Tax Defer Member Paid Contributions – IRC 414(h)(2)**
    a. **Mr. Chan moved to approve Resolution 100.5 to Tax Defer Member Paid Contributions – IRC 414(h)(2).**
    b. **Ms. Mejares Pham seconded.**
    c. Discussion:
        i. Mr. Chan: What kind of vesting are we talking about; is it almost the same as Social Security in that the money can't be accessed until a certain age?

ii. Ms. Anvari: An employee is vested after five years of service. Then there are milestones although the systems are different. They determine what your retirement will be based on your highest salary earned. If an employee is a PERS employee after three years, they can withdraw their money (although it would be taxed).

d. 3 AYES (Chan, Mejares Pham, Ellard); 0 NOES; 1 ABSENT (Couch). Motion adopted.

10. *Action:* **Approval of Resolution 100.6 to Tax Defer Service Credit Purchases**

a. Ms. Mejares Pham moved to approve Resolution 100.6 to Tax Defer Service Credit Purchases.

b. Mr. Chan seconded.

c. Discussion: None

d. 3 AYES (Mejares Pham, Chan, Ellard); 0 NOES; 1 ABSENT (Couch). Motion adopted.

IV. ADJOURNMENT

11. Ms. Mejares Pham moved and Mr. Chan seconded to adjourn the meeting at 2:21p.m.

a. 3 AYES (Mejares Pham, Chan, Ellard); 0 NOES; 1 ABSENT (Couch). Motion adopted.

V. NEXT REGULAR MEETING

Thursday, September 12, 2013, 2:00pm – 3:00pm

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

Pamela Ellard

Pamela Ellard, Board Chairman

9/12/13

Date

In compliance with the Americans with Disabilities Act (AB3035; CH 300, Statutes of 2000), if you need special assistance, disability-related modifications or accommodations, including auxiliary aids or services, in order to participate in the public meetings of the District's governing board, please contact the Administrative Office at (951) 252-8891. Notification by noon on Monday prior to the board meeting (48 hours) will enable the school to make reasonable arrangements to assure accessibility to this meeting. Upon request, the school shall also make available this agenda and all other public records associated with this meeting in appropriate alternative formats for persons with a disability.

HARBOR Springs CHARTER SCHOOL