

2014 Local Agency Biennial Notice

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Name of Agency: Harbor Springs Charter School CLERK OF THE BOARD OF SUPERVISORS

Mailing Address: 43466 Business Park Dr / Temecula, CA 92590

Contact Person: Kyla Shofner Phone No: (951) 252-8891

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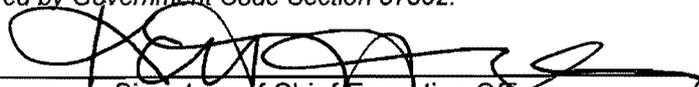
Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (check one box):

- An amendment is required. The following amendments are necessary:
(Mark all that apply.)
 - Include new positions (including consultants) that must be designated
 - Revise disclosure categories
 - Revise the titles of existing positions
 - Delete positions that no longer make or participate in making governmental decisions
 - Other (describe) _____
- The code is currently under review by the code reviewing body.
- No amendment is required. (If your code is more than five years old, amendments may be necessary.)

Verification

This agency's conflict of interest code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure categories assigned to those positions accurately require the disclosure of all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions. The code includes all other provisions required by Government Code Section 87302.



 Signature of Chief Executive Officer

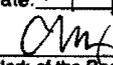
7/16/14

 Date

Complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 1, 2014**, or by the date specified by your agency, if earlier, to:

(PLACE RETURN ADDRESS OF THE CODE REVIEWING BODY HERE)
San Diego County Clerk of the Board
1600 Pacific Highway, Room 402
San Diego, CA 92101

PLEASE DO NOT RETURN THIS FORM TO THE FPPC

Approved and/or authorized by the Board of Supervisors of the County of San Diego.	
Meeting Date: <u>12/2/14</u>	Minute Order No. <u>23</u>
By: 	Date: <u>12/2/14</u>
Deputy Clerk of the Board Supervisors	

Subject: Conflict of Interest Code
Effective Date: February 27, 2013
Revised Date: March 13, 2014
Approved By: Board of Directors (Harbor Springs Charter School)
Policy: 7003.1

I. ADOPTION

In compliance with the Political Reform Act of 1974, California Government Code Section 87100, *et seq.*, Harbor Springs Charter School hereby adopts this Conflict of Interest Code which shall apply to all governing board members, candidates for members of the governing board, and all other designated employees of Harbor Springs Charter School, as specifically required by California Government Code Section 87300.

II. DEFINITION OF TERMS

As applicable to a California public charter school, the definitions contained in the Political Reform Act of 1974, the regulations of the Fair Political Practices Commission, specifically California Code of Regulations Section 18730, and any amendments or modifications to the Act and regulations incorporated by reference to this Code.

III. DESIGNATED EMPLOYEES

Employees of this Charter School, including governing board members and candidates for election and/or appointment to the governing board, who hold positions that involve the making or participation in the making, of decisions that may foreseeably have a material effect on any financial interest, shall be "designated employees." The designated positions are listed in "Exhibit A" attached to this policy and incorporated by reference herein.

IV. STATEMENT OF ECONOMIC INTERESTS: FILING

Each designated employee, including governing board members and candidates for election and/or appointment to the governing board, shall file a Statement of Economic Interest ("Statement") at the time and manner prescribed by California Code of Regulations, title 2, section 18730, disclosing reportable investments, interests in real property, business positions, and income required to be reported under the category or categories to which the employee's position is assigned in "Exhibit A."

An investment, interest in real property or income shall be reportable, if the business entity in which the investment is held, the interest in real property, the business position, or source of income may foreseeably be affected materially by a decision made or participate in by the designated employee by virtue of his or her position. The specific disclosure responsibilities assigned to each position are set forth in "Exhibit B."

Statements Filed With the Charter School. All Statements shall be supplied by the Charter School. All Statements shall be filed with the Charter School. The Charter School's filing

officer shall make and retain a copy and forward the original to the County Board of Supervisors.

V. DISQUALIFICATION

No designated employee shall make, participate in making, or try to use his/her official position to influence any Charter School decision which he/she knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of his or her immediate family.

VI. MANNER OF DISQUALIFICATION

A. Non-Governing Board Member Designated Employees

When a non-Governing Board member designated employee determines that he/she should not make a decision because of a disqualifying interest, he/she should submit a written disclosure of the disqualifying interest to his/her immediate supervisor. The supervisor shall immediately reassign the matter to another employee and shall forward the disclosure notice to the Superintendent, who shall record the employee's disqualification. In the case of a designated employee who is head of an agency, this determination and disclosure shall be made in writing to his/her appointing authority.

B. Governing Board Member Designated Employees

Governing Board members shall disclose a disqualifying interest at the meeting during which consideration of the decision takes place. This disclosure shall be made part of the Board's official record. The Board member shall then refrain from participating in the decision in any way (i.e., the Board member with the disqualifying interest shall refrain from voting on the matter and shall leave the room during Board discussion and when the final vote is taken) **and** comply with any applicable provisions of the Charter School bylaws.

EXHIBIT A

Designated Positions

- I. Persons occupying the following positions are designated employees and must disclose financial interests in all categories defined in "Exhibit B" (i.e. categories 1, 2, and 3).
 - A. Members of the Governing Board
 - B. Candidates for Members of the Governing Board
 - C. Corporate Officers (Chair, Treasurer, Secretary)
 - D. Superintendent of Charter School
 - E. Assistant Superintendent of Business & Administrative Operations
 - F. Assistant Superintendent of Pupil Services
 - G. Assistant Superintendent of Education – Personalized Learning
 - H. Assistant Superintendent of Education – Academies
 - I. Assistant Superintendent of Personnel
 - J. Assistant Superintendent of Facilities & IT
 - K. Consultant: Delta Managed Solutions, LLC
 - L. Facilities Project Manager
 - M. Facilities General Contractor

- II. Persons occupying the following positions are designated employees and must disclose financial interests defined in Category 1 of "Exhibit B."
 - A. Controller

- III. Persons occupying the following positions are designated employees and must disclose financial interests defined in Categories 2 and 3 of "Exhibit B."
 - A. Site Directors
 - B. Program Directors (Homeschool, Keys, Learning Centers)
 - C. Administrative Directors (Special Education, Guidance/Intake, Instructional Support, Board Operations)
 - D. Director of Student Records
 - E. Risk Manager
 - F. Educational Activities Coordinator
 - G. Field Trip Coordinator
 - H. Assistant Director of Business & Administrative Operations
 - I. Data Analyst

EXHIBIT B

Disclosure Categories

Category 1 Reporting:

- A. Interest in real property which is located in whole or in part either (1) within the boundaries of the county, or (2) within two miles of the boundaries of the county, including any leasehold, beneficial or ownership interests or option to acquire such interest in real property, if the fair market value of the interest is greater than \$1,000.

(Interests in real property of an individual include a business entity's share of interest in real property of any business entity or trust in which the designated employee or his or her spouse owns, directly, indirectly, or beneficially, a ten percent interest or greater.)

- B. Investments in or income from persons or business entities which are contractors or sub-contractors which are or have been within the previous two-year period engaged in the performance of building construction or design within the county.

- C. Investments in or income from persons or business entities engaged in the acquisition or disposal of real property within the county.

(Investment includes any financial interest in or security issued by a business entity, including but not limited to common stock, preferred stock, rights, warrants, options, debt instruments and any partnership interest or other ownership interests.)

(Investments of any individual include a pro rata share of investments of any business entity or trust in which the designated employee or his or her spouse owns, directly, indirectly or beneficially, a ten percent interest or greater.)

(Investment does not include a time or demand deposit in a financial institution, shares in a credit union, any insurance policy, or any bond or other debt instrument issued by any government or government agency.)

(No investment or interest in real property is reportable unless its fair market value exceeds \$1,000. No source of income is reportable unless the income received by or promised to the public official aggregates \$250 or more in value or \$50 or more in value if the income was a gift during the preceding 12-month reporting period.)

Category 2 Reporting:

- A. Investments in or income from business entities which manufacture or sell supplies, books, machinery or equipment of the type utilized by the department for which the designated employee is Manager or Director. Investments include interests described in Category 1.

Category 3 Reporting:

- A. Investments in or income from business entities which are contractors or sub-contractors engaged in the performance of work or services of the type utilized by the department for which the designated employee is Manager or Director. Investments include the interests described in Category 1.

HARBOR SPRINGS CHARTER SCHOOL BOARD OF DIRECTORS
43466 BUSINESS PARK DRIVE • TEMECULA, CA 92590

March 13, 2014

3:30 – 5:45p.m.

43448 Business Park Drive / Temecula, CA 92590

Conference Line (267) 507-0370 / Code: 000012#*

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.

I. Action: Call to Order & Pledge of Allegiance

- a. Board Chair, Pamela Ellard, called the meeting to order at 3:43p.m.

PRESENT:

Pamela Ellard, Board Chair	Amy Podratz, Assistant Superintendent – Business & Admin Ops
Steaven Chan, Board Vice Chair	Vivian Price, Assistant Superintendent – Education
Rachel Couch, Board Secretary	Phil Hermsmeyer, Assistant Superintendent – Facilities & IT
Jennifer Mejares Pham, Board Treasurer	Debbie Daniel, Assistant Superintendent – Pupil Services
Louis H. Fetherolf, Board Director	Pamela Rivas, New Appointee to Harbor Board & Community Member
Kristyn “Liz” Johnson, Board Director	Chris Lemke, Director of Guidance & Intake
Dr. Kathleen Hermsmeyer, Superintendent	Cheryl Small, Intake Advisor
Kyla Shofner, Director of Charter Relations	

2. Action: Approval of Agenda

- a. Mr. Fetherolf moved to approve the agenda. Mr. Chan seconded.
- b. Discussion: None
- c. 6 AYES (Fetherolf, Chan, Couch, Ellard, Johnson, Mejares Pham); 0 NOES; 0 ABSENT. Motion adopted.

3. Action: Approval of Meeting Minutes – February 13, 2014

- a. Ms. Couch moved to approve the February 13, 2014 meeting minutes. Ms. Johnson seconded.
- b. Discussion: None
- c. 6 AYES (Couch, Johnson, Chan, Ellard, Fetherolf, Mejares Pham); 0 NOES; 0 ABSENT. Motion adopted.

Consent agenda items are considered routine and may be enacted by a single motion. Any Board Director may request removal of any item from the consent agenda for consideration under the regular agenda if discussion of the item is desired. Items not removed from the consent agenda will stand approved upon the motion of a Board Director, followed by a second and majority vote.

4. Action: Approval of Warrant Listing & Personnel Action Report (February)

5. Action: Approval of Revised 2014-15 Attendance & 185 Credentialed Staff Calendar

- a. Mr. Chan moved to approve the consent agenda. Ms. Mejares Pham seconded.
- b. 6 AYES (Chan, Mejares Pham, Couch, Ellard, Fetherolf, Johnson); 0 NOES; 0 ABSENT. Motion adopted.

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.

6. Information: PUBLIC COMMENTS

- a. None

7. Information: BOARD COMMENTS

- a. Ms. Shofner introduced Pamela Rivas who was appointed to the Harbor Board (her term to begin at the May meeting) by the Springs Board on March 12, 2014. The Board then introduced themselves to Pamela.
- b. Ms. Mejares Pham: Is there a way that we only bring new board members on once or twice each year so that we're not constantly training new board members?
- c. Ms. Ellard: How can we facilitate that?
- d. Dr. Hermsmeyer: I agree that – once our boards are full – that we institute such a policy.
- e. Ms. Shofner will discuss a Board Recruitment Policy to address these issues to be brought back before the board next fiscal year.
- f. Mr. Fetherolf: I attended the California Charter Schools Association (CCSA) Conference with several other board members last week. It presented wonderful learning opportunities, including those hot button issues. I feel like the charter's money was very well spent.

8. Information: Report from the Superintendent (Including WASC Update)

- a. See attached report.
- b. Dr. Hermsmeyer: We will be looking at some potential properties in San Diego County tomorrow. I am also attending a webinar to discuss replacing Moodle with Canvas. (We plan to keep Moodle and run both concurrently.)
- c. Dr. Hermsmeyer: The Instructional Support Department is working on a curriculum that will replace our current Boxed Set Curriculum Guides. We are ensuring that the guides are mission-aligned and integrated across subject areas. We will be implementing these new modules through Canvas (rather than Moodle), which allows the student to upload their assignment directly through Canvas. The student can also record their voice or even a personal video as their assignment. Canvas is compatible with ST Math.
- d. Ms. Mejares Pham: I think we should have a parent committee to help you develop these modular courses.
- e. Dr. Hermsmeyer: That is a good idea. And Heidi Chan from the Empire Springs Board also suggested having a student committee to provide their input.

9. Action: Approval of 2nd Interim 2013-14 Budget

- a. Ms. Mejares Pham moved to approve the 2nd Interim 2013-14 Budget. Mr. Fetherolf seconded.
- b. Discussion: None
- c. 6 AYES (Mejares Pham, Fetherolf, Chan, Couch, Ellard, Johnson); 0 NOES; 0 ABSENT. Motion adopted.

10. Action: Approval of Auditor Selection for 2013-14 School Year

- a. Mr. Fetherolf moved to approve Feddersen & Company at the Auditor for 2013-14. Ms. Couch seconded.
- b. Discussion:
 - i. Ms. Podratz (in response to a question from Ms. Mejares Pham): There is no conflict of interest that Feddersen & Company is also contracting with River Springs Charter School for their annual audit.
 - ii. Ms. Podratz (in response to a question from Mr. Fetherolf): As a charter school we are not required to do competitive bids. We have used Feddersen & Company in the past and are very happy with them. Most charter schools keep their auditors for decades. As long as we change the Managing Partner every three years, we are legally allowed to use the same auditing firm.
- c. 6 AYES (Fetherolf, Couch, Chan, Ellard, Johnson, Mejares Pham); 0 NOES; 0 ABSENT. Motion adopted.

11. Action: Completion of Statement of Economic Interests Form 700

- a. Ms. Mejares Pham moved to approve the completion of Statement of Economic Interests Form 700 for all Board Directors. Mr. Chan seconded.
- b. Discussion: None
- c. 6 AYES (Mejares Pham, Chan, Couch, Ellard, Fetherolf, Johnson); 0 NOES; 0 ABSENT. Motion adopted.

12. Action: Approval of Revised Board Policy 7003.1 – Conflict of Interest Code

- a. Ms. Mejares Pham moved to approve revised Board Policy 7003.1 – Conflict of Interest Code. Mr. Chan seconded.
- b. Discussion:
- c. 6 AYES (Mejares Pham, Chan, Couch, Ellard, Fetherolf, Johnson); 0 NOES; 0 ABSENT. Motion adopted.

13. Action: Approval of Board Policy 4003.1 – Financial Reports and Accountability

- a. Mr. Chan moved to approve Board Policy 4003.1 – Financial Reports and Accountability. Ms. Johnson seconded.
- b. Discussion:
 - i. Mr. Chan: Can we amend this policy to state that the board can request up-to-date financials if necessary?
 - ii. Mr. Fetherolf: In regards to the Warrant Listing, can we add a category to include cash flow to our Warrant Listing?
- c. Ms. Mejares Pham moved to approve Board Policy 4003.1 – Financial Reports and Accountability as amended. Mr. Fetherolf seconded.
- d. 6 AYES (Mejares Pham, Fetherolf, Chan, Couch, Ellard, Johnson); 0 NOES; 0 ABSENT. Motion adopted.

14. Action: Approval of Board Policy 5014.1 – Document Retention and Destruction

- a. Mr. Fetherolf moved to approve the Board Policy 5014.1 – Document Retention and Destruction. Ms. Johnson seconded.
- b. Discussion: None
- c. 6 AYES (Fetherolf, Johnson, Chan, Couch, Ellard, Mejares Pham); 0 NOES; 0 ABSENT. Motion adopted.

15. Action: Approval of Board Policy 5009.1 – CAHSEE Testing and Students with Disabilities

- a. Ms. Chan moved to approve Board Policy 5009.1 – CAHSEE Testing and Students and Disabilities. Ms. Mejares Pham seconded.
- b. Discussion: None
- c. 6 AYES (Chan, Mejares Pham, Couch, Ellard, Fetherolf, Johnson); 0 NOES; 0 ABSENT. Motion adopted.

16. Training: Intake Process

- a. See attached training.
- b. Cheryl Smallman, Intake Advisor, presented a training for the Harbor Springs Charter School Board of Directors regarding the Intake Process.

Ms. Mejares Pham left the meeting at this time.

17. Training: High School Advisement

- a. See attached training.
- b. Chris Lemke, Director of Guidance and Intake, presented a training for the Harbor Springs Charter School Board of Directors regarding High School Advisement.

18. Training: FERPA

- a. See attached training.
- b. Chris Lemke, Director of Guidance and Intake, presented a training for the Harbor Springs Charter School Board of Directors regarding FERPA.

Ms. Ellard left the meeting at this time.

19. Training: 504

- a. See attached training.
- b. Chris Lemke, Director of Guidance and Intake, presented a training for the Harbor Springs Charter School Board of Directors regarding 504.

20. Action: Motion to Adjourn the Meeting

- a. Mr. Fetherolf moved and Ms. Johnson seconded to adjourn the meeting at 6:23p.m.
- b. 4 AYES (Fetherolf, Johnson, Chan, Couch); 0 NOES; 2 ABSENT (Ellard, Mejares Pham). Motion adopted.

Thursday, May 15, 2014 3:45 – 6:20p.m.

Temecula Administrative Offices – Executive Conference Room – 43448 Business Park Drive – Temecula 92590



Rachel Couch, Board Secretary

5/15/14

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 charter school's governing board, please contact the Administrative Office at (951) 252-8891. Notification by 3:30pm on Tuesday 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.

***Members of the public attending a board meeting via teleconference need not give their name when entering the conference call.**