

Conflict of Interest Code:

Brookfield Engineering Science
Technology Academy



Phone: (833) 619-BEST (2378)
info@bestacademy.com
www.bestacademy.com

B.E.S.T. Academy Charter School
1704 Cape Horn
Julian, CA 92036

February 27, 2025

COSD CLERK OF THE BOARD
2025 MAR 4 AM 9:03

Dear Members of the San Diego Board of Supervisors,

I am requesting your approval of the amended Conflict of Interest (COI) Code for BEST Academy. The updates ensure compliance with current legal requirements and better address the needs of our school.

We kindly request your support in approving these amendments to help us maintain transparency and accountability in our operations. Please let us know if you need additional information.

Thank you for your time and consideration.

Sincerely,

Alejandro (Alex) Soriano, Director



(619)800-4589

www.bestacademy.com

CDS Code: 37 68163 0139402



**BROOKFIELD ENGINEERING SCIENCE
TECHNOLOGY ACADEMY**

College and Career Pathways with Guidance and Support
1704 Cape Horn, Julian, CA 92036

**REGULAR MEETING OF THE BOARD OF
DIRECTORS' PROPOSED AGENDA**

Wednesday, December 4, 2024

10:30 a.m. Board Meeting

LOCATION

Barker Blue Dog Office

6360 El Cajon Blvd #101

San Diego, CA 92115

BOARD DOCUMENTS



Join Zoom Meeting

<https://us02web.zoom.us/j/83363729882>

Meeting ID: 934 1098 1120

One tap mobile

+16699006833,,93410981120# US (San Jose)

+12532158782,,93410981120# US (Tacoma)

Dial by your location

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

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+1 929 205 6099 US (New York)

+1 301 715 8592 US (Germantown)

Meeting ID: 934 1098 1120

Find your local number: <https://us02web.zoom.us/j/93410981120>

Before the meeting, please submit a Request to Speak to the Board of Directors for any agenda or non-agenda items to the Executive Director. At most, three (3) minutes are to be allotted to any one (1) speaker, and at most twenty (20) minutes on the same subject. This portion of the agenda is for comments, recognition, and reports to the Board and is not intended to be a question-and-answer period. If you have Action questions for the Board, please provide the Board President with a written copy, and an administrator will provide answers later.

MISSION STATEMENT

Brookfield Engineering Science & Technology Academy will harness the power of a flexible learning environment and modern educational technology to serve learners with diverse backgrounds and goals, seeking an educational alternative that stimulates and supports independent learning, provides a strong social-emotional approach, and supports STEM college and career readiness.

THE ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE Notice is hereby given that the order of consideration of matters on this agenda may be changed without prior notice.

REASONABLE LIMITATIONS MAY BE PLACED ON PUBLIC TESTIMONY. The Governing Board's presiding officer reserves the right to impose reasonable time limits on public testimony to ensure the agenda is completed.

REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY

Pursuant to the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, any individual with a disability who requires reasonable accommodation to attend or participate in this meeting of the Governing Board may request assistance by contacting Brookfield Engineering Science and Technology Academy at 833-619-2378.

1. CALL TO ORDER and ROLL CALL

Roll Call
Marcella Nino
Debra Webb
Joseph Cipres
Gary McCloskey

- 2. APPROVAL OF AGENDA:** It is recommended by the Board of Directors that the agenda for the Regular Board Meeting of December 4, 2024, be adopted as presented.

Motion: 1st _____ 2nd: _____

Roll Call
Marcella Nino
Debra Webb
Joseph Cipres
Gary McCloskey

- 3. Pledge of ALLEGIANCE** [Flag](#) Led by _____

4. PUBLIC COMMENTS / RECOGNITION

5. CORRESPONDENCE / PROPOSALS / REPORTS / INFORMATION

a. Budget / School Update

b. Board Governance Handbook [LINK](#)

6. APPROVAL OF CONSOLIDATED MOTION FOR CONSENT

CALENDAR: The board considers all matters under the consent agenda routine and will approve, ratify, and enact them in one motion in the form listed below. Unless a board member specifically requests further discussion or removal from the agenda, these items will not be discussed further prior to the Board vote. Comments by the Board may be made at the discretion of the Chairperson.

a. Minutes [LINK](#)

b. Expense Reports

c. Routine Contract Renewals

Motion: 1st _____ 2nd: _____

Roll Call
Marcella Nino
Debra Webb
Joseph Cipres
Gary McCloskey

7. ACTION ITEMS

- a. 2024-25 1st Interim Report [LINK](#) [LINK](#)**
i. The board will be asked to approve the 2024-25 1st Interim Budget Report

Motion: 1st _____ 2nd: _____

Roll Call
Marcella Nino
Debra Webb
Joseph Cipres
Gary McCloskey

- b. HR Coordinator position to a Director position [LINK](#)**
i. Approval adjusts the position from a coordinator to a director position to increase the salary to recruit high-caliber candidates.

Motion: 1st _____ 2nd: _____

Roll Call
Marcella Nino
Debra Webb
Joseph Cipres
Gary McCloskey

- c. Update Conflict of Interest Policy [LINK](#)**
i. Approval adds the Human resources coordinator position to the COI Code and requires the person to file a Statement of Economic Interest FORM 700

Motion: 1st _____ 2nd: _____

Roll Call
Marcella Nino
Debra Webb
Joseph Cipres

Gary McCloskey

d. Proposed Service Agreement Between Proactive Legal - The Bock Law Group, PC [LINK](#)

i. Approval establishes HR support and guidance for the HR Coordinator

Motion: 1st_____

2nd:_____

Roll Call

Marcella Nino

Debra Webb

Joseph Cipres

Gary McCloskey

8. Closed Session

**a. CONFERENCE WITH LEGAL COUNSEL—LITIGATION
(Gov. Code section 54956.9(d)(4).): (1 matter).**

9. BOARD COMMENTS

10. DIRECTOR'S COMMENTS

11. ADJOURNMENT

a. Regular Board Meetings

- ~~August 21, 2024 Organizational Meeting~~
- ~~October 2, 2024, Brown Act Training~~
- ~~November 6, 2024~~
- December 4, 2024
- February 5, 2025
 - February 26, 2024
- ~~March 5, 2025 Cancelled~~
- April 2, 2025
- May 7, 2025
- June 4, 2025
- June 10, 2025 Graduation
 - Memorial Park, 373 Park Way, Chula Vista, CA 91910 10 am - 12 pm

Motion to adjourn the Board of Directors meeting at:

Motion: 1st_____

2nd:_____

Roll Call

Marcella Nino

Debra Webb

Joseph Cipres

Gary McCloskey

E 9270 Board Bylaws

Conflict Of Interest

RESOLUTION ADOPTING A CONFLICT OF INTEREST CODE

WHEREAS, the Political Reform Act, Government Code 87300-87313, requires each public agency in California to adopt a conflict of interest code; and

WHEREAS, the Governing Board of the Brookfield Engineering Science Technology Academy has previously adopted a local conflict of interest code; and

WHEREAS, past and future amendments to the Political Reform Act and implementing regulations may require conforming amendments to be made to the district's conflict of interest code; and

WHEREAS, a regulation adopted by the Fair Political Practices Commission, 2 CCR 18730, provides that incorporation by reference of the terms of that regulation, along with an agency-specific appendix designating positions and disclosure categories shall constitute the adoption and amendment of a conflict of interest code in conformance with Government Code 87300 and 87306; and

WHEREAS, the Brookfield Engineering Science Technology Academy has recently reviewed its positions, and the duties of each position, and has determined that (changes/no changes) to the current conflict of interest code are necessary; and

WHEREAS, any earlier resolutions, bylaws, and/or appendices containing the district's conflict of interest code shall be rescinded and superseded by this resolution and Appendix; and

NOW THEREFORE BE IT RESOLVED that the Brookfield Engineering Science Technology Academy Governing Board adopts the following Conflict of Interest Code including its Appendix of Designated Employees and Disclosure Categories.

PASSED AND ADOPTED THIS 4th day of December 2024 at a meeting, by the following vote:

AYES: __4__ NOES: __0__ ABSENT: __0__

Attest:

Board Secretary: Alejandro Soriano _____

Secretary/President

Conflict of Interest Code of the Brookfield Engineering Science Technology Academy. The provisions of 2 CCR 18730 and any amendments to it adopted by the Fair Political Practices Commission, together with the attached Appendix specifying designated positions and disclosure categories, are incorporated by reference and shall constitute the district's conflict of interest code.

Governing Board members and designated employees shall file a Statement of Economic Interest/Form 700 in accordance with the disclosure categories listed in the attached Appendix. The Statement of Economic Interest shall be filed with the district's filing officer and/or, if so required, with the district's code reviewing body. The district's filing officer shall make the statements available for public review and inspection.

APPENDIX

Disclosure Categories

1. Category 1: A person designated Category 1 shall disclose:

- a. Interests in real property located entirely or partly within district boundaries, within two miles of district boundaries, or of any land owned or used by the district.
- b. Investments or business positions in or income from sources that are engaged in the acquisition or disposal of real property within the district, are contractors or subcontractors which are or have been within the past two years engaged in work or services of the type used by the district, or manufacture or sell supplies, books, machinery, or equipment of the type used by the district.

2. Category 2: A person designated Category 2 shall disclose:

- a. Investments or business positions in or income from sources which are contractors or subcontractors engaged in work or services of the type used by the department that the designated person manages or directs.
- b. Investments or business positions in or income from sources that manufacture or sell supplies, books, machinery, or equipment of the type used by the department that the designated person manages or directs. For the purposes of this category, a principal's department is his/her entire school.

3. Full Disclosure: Because it has been determined that the district's Board members and/or Executive Directors "manage public investments," they and other persons designated for "full disclosure" shall disclose, in accordance with Government Code 87200:

a. Interests in real property located entirely or partly within district boundaries, or within two miles of district boundaries, or of any land owned or used by the district.

b. Investments, business positions, and sources of income, including gifts, loans, and travel payments.

Designated Positions

Designated Position Disclosure Category

Governing Board Members 1

Executive Director 1

Special Education Coordinator 2

School Director 2

Intervention Coordinator 3

Student and Family Services Director 2

English Learner and Literacy Director 2

Office Manager 3

Human Resources Director 2 (added new position)

Disclosures for Consultants

Consultants are designated employees who must disclose financial interests as determined on a case-by-case basis by the Superintendent or designee. The Executive Director or designee's written determination shall include a description of the consultant's duties and a statement of the extent of disclosure requirements based upon that description. All such determinations are public records and shall be retained for public inspection along with this conflict of interest code.

A consultant is an individual who, pursuant to a contract with the district, makes a governmental decision whether to: (2 CCR 18701)

1. Approve a rate, rule, or regulation
2. Adopt or enforce a law
3. Issue, deny, suspend, or revoke a permit, license, application, certificate, approval, order, or similar authorization or entitlement
4. Authorize the district to enter into, modify, or renew a contract that requires district approval
5. Grant district approval to a contract that requires district approval and in which the district is a party or to the specifications for such a contract
6. Grant district approval to a plan, design, report, study, or similar item
7. Adopt or grant district approval of district policies, standards, or guidelines

A consultant is also an individual who, pursuant to a contract with the district, serves in a staff capacity with the district and in that capacity participates in making a governmental decision as defined in 2 CCR 18702.2 or performs the same or substantially all the same duties for the district that would otherwise be performed by an individual holding a position specified in the district's conflict of interest code. (2 CCR 18701)

07/2019

updated 11/2020

updated 07/22

updated 11/23

updated 08/24

updated 12/24

Conflict of Interest Code:

Chula Vista Elementary School
District



CHULA VISTA ELEMENTARY SCHOOL DISTRICT

84 EAST J STREET • CHULA VISTA, CALIFORNIA 91910 • 619 425-9600

EACH CHILD IS AN INDIVIDUAL OF GREAT WORTH

March 5, 2025

COSD ASSESSMENT APPEALS
2025 MAR 5 AM 11:37

Clerk of the Board of Supervisors, Disclosure Services Unit
County of San Diego
1600 Pacific Highway, Room 402, San Diego, CA 92101

Dear Board of Supervisors,

I am writing this to kindly request your approval of the Conflict of Interest code for the Chula Vista Elementary School District.

Please let me know if you have any questions or require additional information.

Thank you.

Araceli Guzman

Araceli Guzman
Superintendent and Board of Education Administrative Manager

BOARD OF EDUCATION

DELIA DOMINGUEZ CERVANTES ♦ KEREN RAMIREZ DOMINGUEZ ♦ FRANCISCO TAMAYO ♦ JESSICA R. TOLSTON ♦ LUCY UGARTE

SUPERINTENDENT

EDUARDO REYES, Ed.D.

The Chula Vista Elementary School District's programs, activities, and practices shall be free from discrimination based on race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics, or association with a person or group with one or more of these actual or perceived characteristics. (CVESD Board Policy 0410.)

Bylaws of the Board

CONFLICT OF INTEREST

Designated Positions and Disclosure Requirements

1. Persons occupying the following positions are designated employees in Category 1:

Governing Board Members
Superintendent of Schools
Deputy Superintendent
Assistant Superintendents

Designated persons in this category must report:

- a. Interests in real property located entirely or partly within District boundaries, or within two miles of District boundaries, or of any land owned or used by the District. Such interests include any leasehold, beneficial, or ownership interest or option to acquire such interest in real property.
- b. Investments or business positions in or income from sources that:
 - (1) Are engaged in the acquisition or disposal of real property within the District.
 - (2) Are contractors or subcontractors that are or have been within the past two years engaged in work or services of the type regularly used by the District.
 - (3) Manufacture or sell supplies, books, machinery, or equipment of the types used by the District.

2. Persons occupying the following positions are designated employees in Category 2:

**Executive Director of Human Resources, Teacher Residency, and
Charter Schools**

Executive Director of Special Education and Instruction Services and Support
Executive Director of Curriculum and Instruction Services and Support
Executive Director of Language Development
Senior Director, Curriculum and Instruction Services Support
Senior Director of Student, Family, Community, and Instruction Services and
Support
Senior Director of Information Technology Services and Support
Senior Director of Early Childhood Education

Bylaws of the Board

CONFLICT OF INTEREST (continued)

Senior Director of Human Resources

Senior Director of Leadership and Learning

Principal/Director

Principal I

Principal II

Benefits/Risk Management Manager

Benefits/Risk Management Senior Manager

Chief Operations Officer

Communications Officer

Director of Communications

Director of Attendance, Wellness & Student Supports

Director of Child Nutrition Services

Director of Early Childhood Education

Director of ELOP (Expanded Learning Opportunities Program)

Director of Fiscal Services and Support

Director of Innovation - Instructional Services

Director of Leadership Development, Equity, and Access

Director of Multi-Tiered System of Supports

Director of Maintenance and Operations

Director of Special Education & Pupil Services

Director of Transportation

Associate Principal/Academy Director

Community Collaborative Director

Coordinator of Athletics Programs

Coordinator of Early Childhood Education Services

Coordinator of Expanded Learning Opportunities Program

Coordinator of Leadership, Development, Equity and Access

Coordinator of Multi-Tiered System of Supports

Coordinator of Parent Engagement Liaison

Coordinator of Physical Education, Health, and Wellness

Coordinator Pupil Services

Coordinator of Special Education and Pupil Services

Coordinator of Special Education/District Behavior Team

Coordinator of Student Support Services

Coordinator of Visual and Performing Arts

District Community School Director

District Social Worker

Lead Mental Health Specialist

Program Specialist

Bylaws of the Board

CONFLICT OF INTEREST (continued)

Emergency Preparedness and Security Manager

Facilities Maintenance Manager

Facilities Operations Manager

Facilities Planning Manager

Finance Director

Grounds, Safety, and Maintenance Manager

Instructional Services Coordinator

**Manager of Network Services, Computer Hardware Support, &
Publishing Operations**

Math Coordinator

Payroll Manager

Purchasing, Publications, and Warehouse Manager

Safety, Environmental, and Maintenance Manager

Security Program & Safety Operations Manager

Special Education Coordinator

Student Placement Manager

Senior Grant Writer

Superintendent and Board of Education Administrative Manager

Designated persons in this category must report investments or business positions in or income from sources that:

- a. Are contractors or subcontractors engaged in work or services of the types used by the department that the designated person manages or directs.
 - b. Manufacture or sell supplies, books, machinery, or equipment of the types used by the department that the designated person manages or directs. For the purposes of this category, a Principal's department is his/her entire school.
3. Consultants are designated employees that must disclose financial interests as determined on a case-by-case basis by the Superintendent/designee. The Superintendent/designee's written determination shall include a description of the consultant's duties and a statement of the extent of disclosure requirements based upon that description. All such determinations are public records and shall be retained for public inspection along with this Conflict of Interest Code.

A consultant is an individual who, pursuant to a contract with the District, makes any of several specified governmental decisions whether to: (2 CCR 18701)

Bylaws of the Board

CONFLICT OF INTEREST (continued)

- a. Approve a rate, rule, or regulations.
- b. Adopt or enforce a law.
- c. Issue, deny, suspend, or revoke a permit, license, application, certificate, approval, order, or similar authorization or entitlement.
- d. Authorize the District to enter into, modify, or renew a contract that requires District approval.
- e. Grant District approval to a contract or contract specifications that require District approval and in which the District is a party.
- f. Grant District approval to a plan, design, report, study, or similar item.
- g. Adopt or grant District approval of District a policy, standard, or guideline.

A consultant is also an individual who, pursuant to a contract with the District, serves in a staff capacity with the District and in that capacity participates in making a governmental decision as defined in 2 CCR 18702.2 or performs the same or substantially all the same duties for the District that would otherwise be performed by an individual holding a position specified in the District's Conflict of Interest Code (2 CCR 18701).

Exhibit

Adopted: 09/27/94

Revised: 02/07/95

Revised: 08/31/98

Revised: 04/11/00

Revised: 02/20/01

Revised: 05/21/02

Revised: 09/14/04

Revised: 09/19/06

Revised: 09/16/08

Revised: 10/14/10

Revised: 09/09/20

Revised: 10/19/22

Revised: **XX/XX/XX**

CHULA VISTA ELEMENTARY SCHOOL DISTRICT
Chula Vista, California

CHULA VISTA ELEMENTARY SCHOOL DISTRICT
84 EAST "J" STREET • CHULA VISTA, CALIFORNIA 91910 • (619) 425-9600
EACH CHILD IS AN INDIVIDUAL OF GREAT WORTH

MINUTES
BOARD OF EDUCATION

Regular Meeting – September 11, 2024

Closed Session – 3:30 P.M.
Open Session – 6 P.M.

Dr. Lowell J. Billings Board Room, Education Service and Support Center
Streamed Online

ORDER OF BUSINESS

1. OPENING PROCEDURES

President Ugarte called the meeting to order at 3:35 P.M. with all Board Members present, except for Clerk Tamayo.

A. Roll Call

Members Present:

Ms. Lucy Ugarte, President
Mr. Cesar T. Fernandez, Vice President
Ms. Kate Bishop, Member
Ms. Delia Dominguez Cervantes, Member

Members Absent:

Mr. Francisco Tamayo, Clerk

Others Present:

Dr. Eduardo Reyes, Superintendent
~~Ms. Sharon Casey, Asst. Supt. Student Services~~
Ms. Jessica Morales, Area Asst. Supt., Innovation and Instruction
Mr. Jason Romero, Asst. Supt. Human Resources
Ms. Rochelle Carroll, Asst. Supt. of Achievement, Instructional Design, and Instruction Services and Support
Mr. Mark Pong, Asst. Supt. of Business Services and Support
Ms. Giovanna Castro, Director of Communications
Ms. Araceli Guzman, Supt. and Board of Education Administrative Manager
Ms. Paloma Romo, Secretary II

2. APPROVE AGENDA

A. Approval of Agenda

Motion: BISHOP, Second: FERNANDEZ,

Vote: Ayes: BISHOP, DOMINGUEZ CERVANTES, FERNANDEZ, UGARTE.

Absent: TAMAYO; Noes: NONE; Abstain: NONE

3. ORAL COMMUNICATIONS ON CLOSED SESSION ITEMS

A. Oral Communications for Closed Session Items

The Oral Communications section provides the public with an opportunity to address the Board on closed session items only. Persons wishing to be heard may attend in person and should complete a "Request to Be Heard" card and submit it to the Recording Secretary before the start of the meeting. Speakers are requested to limit their remarks to three minutes and speak in a respectful and professional manner. The Board shall limit the total time for public input on each topic to 20 minutes. With Board consent, the President may increase or decrease the time allowed for public comments depending on the number of persons wishing to be heard. No Board action can be taken.

No speakers.

4. ADJOURN TO CLOSED SESSION

A. Closed Session Information

President Ugarte adjourned to closed session at 3:38 P.M. in accordance with the following:

- B. Government Code Sections 3549.1(d) and 54957.6: Collective Bargaining/Employee Negotiations; Agency Negotiators: Fagen Friedman & Fulfroft, LLP and Adams Silva & McNally LLP; Employee Organizations: Chula Vista Classified Employees Organization (CVCEO); Chula Vista Educators (CVE); Nonrepresented Employees; Administrators Association Chula Vista (AACV)
- C. Government Code Section 54957(b)(1): Public Employee Discipline/Dismissal/Release
- D. Government Code Section 54956.9(d)(1): Conference with Legal Counsel – Existing Litigation in Office of Administrative Hearings, Case No. 2024030924
- E. Government Code Section 54956.9(d)(1): Conference with Legal Counsel – Existing Litigation in Office of Administrative Hearings, Case No. 2024040547
- F. Government Code Section 54956.9(d)(1): Conference with Legal Counsel – Existing Litigation in Office of Administrative Hearings, Case No. 2024060333
- G. Government Code Section 54957: Public Employee Appointment Title: Senior Director of Curriculum and Instruction

- H. Conference with Legal Counsel Anticipated Litigation Initiation of Litigation Pursuant to Government Code Section 54956.9 Subsection D4 (1 Case)
- I. Government Code Section 54957(b)(1): Complaint or Charge Brought Against Employee

5. RECONVENE TO OPEN SESSION

A. Call to Order/Roll Call

President Ugarte reconvened to open session at 6:06 P.M. with all Board Members present. She reported that Clerk Tamayo arrived to closed session at 4:10 P.M.

Members Present:

Ms. Lucy Ugarte, President
Mr. Cesar T. Fernandez, Vice President
Mr. Francisco Tamayo, Clerk
Ms. Kate Bishop, Member
Ms. Delia Dominguez Cervantes, Member

Members Absent:

None.

Others Present:

Dr. Eduardo Reyes, Superintendent
Ms. Sharon Casey, Asst. Supt. Student Services
Ms. Jessica Morales, Area Asst. Supt., Innovation and Instruction
Mr. Jason Romero, Asst. Supt. Human Resources
Ms. Rochelle Carroll, Asst. Supt. of Achievement, Instructional Design, and Instruction Services and Support
Mr. Mark Pong, Asst. Supt. Business Services and Support
Ms. Giovanna Castro, Director of Communications
Ms. Araceli Guzman, Supt. and Board of Education Administrative Manager
Ms. Paloma Romo, Secretary II

B. Report Out from Closed Session

Clerk Tamayo announced that in closed session, the Board:

~~Government Code Section 54956.9(d)(1): Conference with Legal Counsel – Existing Litigation in Office of Administrative Hearings, Case No. 2024060333~~

Approved.

Motion: FERNANDEZ, Second: BISHOP,

Vote: Ayes: BISHOP, DOMINGUEZ CERVANTES, FERNANDEZ, UGARTE,

Absent: TAMAYO; Noes: NONE; Abstain: NONE

Government Code Section 54956.9(d)(1): Conference with Legal Counsel – Existing Litigation in Office of Administrative Hearings, Case No. 2024040547

Approved.

Motion: BISHOP, Second: DOMINGUEZ CERVANTES,

Vote: Ayes: BISHOP, DOMINGUEZ CERVANTES, FERNANDEZ, UGARTE,

Absent: TAMAYO; Noes: NONE; Abstain: NONE

Government Code Section 54956.9(d)(1): Conference with Legal Counsel – Existing Litigation in Office of Administrative Hearings, Case No. 2024030924

Approved.

Motion: DOMINGUEZ CERVANTES, Second: FERNANDEZ,

Vote: Ayes: BISHOP, DOMINGUEZ CERVANTES, FERNANDEZ, UGARTE,

Absent: TAMAYO; Noes: NONE; Abstain: NONE

Government Code Section 54957(b)(1): Complaint or Charge Brought Against Employee

Denied.

Motion: FERNANDEZ, Second: TAMAYO,

Vote: Ayes: BISHOP, FERNANDEZ, TAMAYO, UGARTE,

Absent: NONE; Noes: NONE; Abstain: DOMINGUEZ CERVANTES

Government Code Section 54957: Public Employee Appointment Title: Senior Director of Curriculum and Instruction

Approved Maria Montgomery as Senior Director of Curriculum and Instruction.

Motion: DOMINGUEZ CERVANTES, Second: TAMAYO,

Vote: Ayes: BISHOP, DOMINGUEZ CERVANTES, FERNANDEZ, TAMAYO, UGARTE,

Absent: NONE; Noes: NONE; Abstain: NONE

Conference with Legal Counsel Anticipated Litigation Initiation of Litigation Pursuant to Government Code Section 54956.9 Subsection D4 (1 Case)

Board Member Bishop recused herself.

By the following vote, the Board took action to authorize administration to implement initial steps to prepare for litigation related to damages sustained by the District.

Motion: TAMAYO, Second: FERNANDEZ,

Vote: Ayes: DOMINGUEZ CERVANTES, FERNANDEZ, TAMAYO, UGARTE,

Absent: NONE; Noes: NONE; Abstain: NONE

President Ugarte reconvened to open session at 6:10 P.M. with all Board Members present.

President Ugarte announced a moment of silence in recognition of the day's somber date and those students and teachers who lost their lives at Apalachee High School.

C. Pledge of Allegiance

6. APPROVE AGENDA

A. Approval of Agenda

Motion: BISHOP, Second: FERNANDEZ,

Vote: Ayes: BISHOP, DOMINGUEZ CERVANTES, FERNANDEZ, TAMAYO, UGARTE,

Absent: NONE; Noes: NONE; Abstain: NONE

7. COMMUNICATIONS TO THE BOARD OF EDUCATION

A. Chula Vista Classified Employees Organization

President Angela Reed stated she is strongly committed to protecting employee achievement, equitable treatment for all, and fair compensation. She takes pride in contract negotiations with the District and sees successful steps in wages and time allotted for collaboration and professional development. However, this cannot distract from the focused goal.

Employees genuinely believe they make a difference in student learning. Unfortunately, frequent retasking and bouncing from different teaching styles and student needs set employees up for failure. This leads to friction with the classified employees and classroom teachers. August has been a busy month fielding an unprecedented number of concerns regarding the assignment of tasks and assigning tasks outside the job description. She asked that the District honor job descriptions and for schools to act accordingly.

A. Chula Vista Educators

President Rosi Martinez said that CVE is holding listening tours of what is going well, what challenges teachers are facing, and what they need to do their job successfully. Its purpose is to place priority and effort through consultation and bargaining. She shared that safety is of major concern, centered around student behavior. Teachers feel a lack of adequate support. The number of incident reports of teachers injured does not coincide with the District's reporting. Not only are classrooms becoming unsafe, but these incidents are affecting learning opportunities for students.

Education Code clearly outlines teacher rights to remove a student from the classroom to maintain a safety place for other students. Unfortunately, some administrators are not honoring this and returning students to class creating classroom disruption. Additionally, in Article 14.2, there is language that all members receive a copy of student discipline procedures at the beginning of the school year. This is to ensure that all staff are on the same page. In surveying staff, only about half the staff have received them.

There is concern about facilities and unsafe classrooms. There are missing window blinds, and filters to the air purifiers have not been changed for many

years. She applauded Mr. Jovanim Martinez for his quick response to facilities' inquiries.

Lastly, she expressed concerns about the conflicting messaging of change in the structure of special education services. Certificated staff was not informed and it created anxiety. She thanked Ms. Sharon Casey for clarifying the message at the recent staff training and feels hopeful that we will be better prepared for the inclusion model.

C. Administrators Association Chula Vista

President Theresa Corona recognized principals for their amazing work in the first quarter. AACV empowers members to provide the highest quality education for all our students. As emphasized previously, principals play a pivotal role in advancing the Rigorous Learning For All Plan. It is essential that members have meaningful input. They will be key to bringing the plan to action.

Article 15 Consultation outlines the role principals have so they actively engage to advance teaching and learning. She looks forward to establishing a consultation committee.

President Ugarte announced that Agenda Item 14.A. Report on District Project Labor Agreement was withdrawn by staff. It has been removed from the agenda.

8. ORAL COMMUNICATIONS

A. Oral Communications Guidelines

The Oral Communications section provides the public with an opportunity to address the Board on non-agenda items. Persons wishing to be heard may attend in person and should complete a "Request to Be Heard" card and submit it to the Recording Secretary before the start of the meeting. Speakers are requested to limit their remarks to three minutes and speak in a respectful and professional manner. The Board shall limit the total time for public input on each topic to 20 minutes. With Board consent, the President may increase or decrease the time allowed for public comments depending on the number of persons wishing to be heard. No Board action can be taken.

There were nine speakers.

- Grandparent Linda Garcia expressed concerns about class shortages and disciplinary issues at Greg Rogers Elementary.
- Parent Jade Bautista expressed safety concerns and insufficient behavioral support at Greg Rogers Elementary.
- Parent Maribel Martinez commended staff and Principal Lizeth Porras for the leadership and support for special education students.
- Parent Noelle Cravens from Fahari L. Jeffers shared concerns regarding the former principal and thanked the Board and Superintendent for appointing the new principal, Mr. Selleck.
- Sharmane Estolano announced her candidacy for seat two on the CVESD Board of Education and addressed false claims regarding her lack of support for teachers.

- Parent Christy M. from Greg Rogers Elementary expressed concerns about safety and student injuries and wellbeing.
- Patricia Clark chose not to speak.
- Parent Randi Lynn Herrera Greg Rogers Elementary expressed concerns regarding inadequate supervision and safety.
- Teacher Patsy Wahlroos thanked and commended Rochelle Carroll for all her hard work and support to the community.

9. ORAL PRESENTATIONS AND WRITTEN REPORTS

A. District Safety/Health Update

Mr. Jason Romero called upon Security Program and Safety Operations Manager Ahmed Wiggins to join him in presenting.

Mr. Wiggins gave a brief update and an incident timeline at Enrique S. Camarena Elementary School.

- Graffiti with racial slurs found on the inside corridor. It was targeted twice.
- Graffiti with racial slurs found on the retaining wall by staff parking.
- Security camera installation.
- Meetings with CVESD staff, Chula Vista Police Department (CVPD), and Federal Bureau of Investigations (FBI).
- School threat assessment by CVESD and FBI.
- Reported suspect in custody within five days of the initial incident.

He thanked everyone involved, and parents for their help in immediately addressing these incidents. Mr. Romero stated this undertaking was a community effort with CVESD staff, CVPD, FBI, and parents and community members. He added that FBI became involved because church organizations hold services at the school on Sundays.

Mr. Romero introduced the Rocket Rules Pilot Program, which teaches emergency preparedness, safety awareness, and social-emotional skills to children from PreK to second grade. Part of the program includes a cute cartoon character, "Rocket", coming into the classroom through AI to interact with students. The safety team and CVPD will be invited to participate.

Board Member Dominguez Cervantes thanked the staff for their diligence and the successful outcome of Camarena's incident. She asked for details of the Rocket Rules Program. Mr. Romero said it will be piloted at a few school sites. It is a quick 15-minute interactive program, including a small workbook. There is a minimal cost of \$1.45 per workbook. Board Members were invited to participate.

Vice President Fernandez expressed the importance of addressing the safety concerns and egregious behaviors at Greg Rogers Elementary. Dr. Reyes shared that he and Ms. Casey will be immediately addressing these needs and concerns and support the school.

Board Members Bishop, Clerk Tamayo, Vice President Fernandez, and President Ugarte also thanked the safety team and all those involved in solving the Camarena incident.

B. Supporting our Multilingual English Learners with High-Quality Instruction

Ms. Rochelle Carroll introduced Executive Director, Language Development/State and Federal Programs Ms. Lalaine Perez to begin the presentation.

Ms. Perez introduced the CVESD Multilingual English Learner Master Plan. She described Integrated ELD and Designated ELD. The presentation contained a diagram of Comprehensive ELD. There was a video clip of 5th Grade Teacher Alex Barton at Fred H. Rohr Elementary and ELPAC Level 2 and Level 3 students with the integrated learning lesson including: 1) Clear Learning Intentions and Success Criteria, 2) Focus on Learning Forms, 3) Collaborative Conversations, 4) Focus on Academic Vocabulary, and 5) Revisit Learning Intention for Self-Reflection. Ms. Perez highlighted that the video exhibited students feeling safe to take risks while learning.

Ms. Perez was excited to report that at Fred H. Rohr Elementary, achievement for multilingual English learning in the CAASP, ELA scores more than doubled based on preliminary data. Additionally, ELPACs data showed an increase from 10% to 18%. She congratulated students, teachers, and staff for the amazing growth.

A snapshot showed the linguistically diverse students we serve.

LCAP Goal #3 shows we have four explicit actions outlined that are essential to Multilingual English Learning achievement.

The ELPAC Performance Data graph based on preliminary data showed growth from 16% in 2022-23 to 21% in 2023-24. English Learners and Reclassified Fluent English Proficient based on preliminary data showed increases from 2022-23 to 2023-24 in both math and English. The Reclassification Rates graph showed the increases from 2020-21 up to 2023-24. The Reclassification and Monitoring slide showed the process and criteria for reclassification.

This year, as part of the Rigorous Learning For All, there is high-quality professional learning districtwide for teachers on ELD and foundational literacy skills, which support LCAP Goals 3.2 and 3.3.

~~Part of the professional development session included a survey for teachers to provide feedback on what they valued from the learning session. Ms. Perez shared a few comments.~~

Board Member Dominguez Cervantes inquired about Integrated vs. Designated instruction. She requested to see feedback from teachers.

Board Member Bishop was pleased to see increases. She inquired about ELD designation for native English speakers with another language in the home. Ms. Perez explained that when enrolled, students take the ELPAC exam. If passed,

the student does not receive additional support. If not passed, the student is given additional support. The summative ELPAC is administered every year.

Clerk Tamayo was pleased to see the work and how impactful it is for our students. He asked what the plans are for teacher professional development to ensure they know best practices for English learner students. Ms. Perez stated it is a combination of working interdepartmentally between sites and instructional services, mapping out a five-year plan, then reviewing and updating as needed for year two, then year three, and so on. Additionally, a biliteracy planning committee was formed to allow union representatives to participate in planning, discussing needs, and providing input.

Vice President Fernandez was pleased with the sample video and commended the teacher and supporting staff.

President Ugarte appreciated the presentation and thanked the team. She asked about academic language for math since the assessment material contains a high volume of literacy on the math test. Ms. Perez said the next step in professional development is looking at how to support the language portion. Currently, the priority is literacy, and Integrated ELD is a fantastic opportunity to focus on this skill.

10. CONSENT CALENDAR

A. Approval of Consent Calendar

The following items listed under Consent Calendar are considered by the Board in one action. There will be no discussion on these items prior to the time the Board votes on the motion unless members of the Board, staff, or public request specific items to be discussed and/or removed from the Consent Calendar.

Prior to approval of the Consent Calendar, Item 10.B., 10.C. Subsections A, E, G (B), and L, and Items 10.D, 10.F, 10.J., and 10.O. were pulled by Board Member Dominguez Cervantes; Items 10.D, 10.E, and 10.I. were pulled by Board Member Bishop; and Items 10.C., Subsection L, 10.D., and 10.H. were pulled by Clerk Tamayo.

Motion: TAMAYO, Second: BISHOP,

Vote: Ayes: BISHOP, DOMINGUEZ CERVANTES, FERNANDEZ, TAMAYO, UGARTE,

Absent: NONE; Noes: NONE; Abstain: NONE

B. Adopt Board of Education Meeting Minutes: Regular Meetings and Special Meetings

Board Member Dominguez Cervantes requested to revise the minutes of August 14, 2024. Item 14.B. Report to Calendar of Board of Education. The minutes state that she commented on cell phone and dress code policies. However, she requested an update from the Policy Review Committee on her previous request. Dr. Reyes stated the minutes will be revised accordingly. He shared that the Policy Review Committee met regarding these policies and decided to reach out to legal counsel to ensure revisions align with legal policies.

*Motion: FERNANDEZ, Second: TAMAYO,
Vote: Ayes: BISHOP, DOMINGUEZ CERVANTES, FERNANDEZ, TAMAYO, UGARTE,
Absent: NONE; Noes: NONE; Abstain: NONE*

C. Approve and/or Ratify Human Resources Items A Through L
(2024-25.030)

Board Member Dominguez Cervantes inquired on:

Subsection A New Employment:

- Many new hires are retroactive to July. Why weren't they included on the August agenda? Mr. Romero explained the lengthy process of fingerprinting, pre-employment screening, and approval by Budget. For certificated, we wait on verification of previous employment to ensure correct salary placement.

Board Member Bishop asked if new hires get retroactive pay if the salary placement was incorrect. She also asked if our internal LiveScan screening expedites the hiring process. Mr. Romero concurred, and added there is no statute of limitation on salary placement correction.

Clerk Tamayo asked about classified salary placement. Mr. Romero clarified that for classified, we can call to verify previous employment for salary.

- What new hire training is provided to new instructional assistants? Mr. Romero stated we have a three-hour employee orientation presentation for new hires of all systems and structures. Labor groups participate in the presentation.

Subsection E Leave of Absence

- The original copy of the agenda she received stated the title of Vice President for CVE. It was since revised to Officer. A notification of the change would have eliminated pulling the item for inquiry.

Subsection G (B) Reassignment/New Employment:

- The caption gives mixed messages. Mr. Romero explained it includes a combination of reassignments within our organization as well as new employment outside our organization. It will be listed more clearly in upcoming agendas.

Subsection L Consultants:

- ~~Access Control Security, Inc. (ACS):~~ Mr. Pong stated Fred H. Rohr Elementary had firewatch service repairs to the emergency fire panel, and Enrique Camarena had after-hours and weekend security patrol due to the graffiti incident.
- Central Monitoring Corp.: Mr. Pong stated they provide fire alarm service monitoring throughout the District.
- The Ed Ladder: Dr. Reyes stated monies are received by CVESD on behalf of private schools for services provided. Vice President Fernandez added that federal dollars follow the child based on residency.

- Wilkinson Hadley King & Co., LLP: Mr. Pong stated that CVESD's Public Facilities Financing Corporation (PFFC) holds separate meetings and act on behalf of the District. These include multiple issuances from CFDs. Funds are drawn from the Certificates of Participation.

Clerk Tamayo inquired on:

- SBCS: The District is paying \$690,000 to hire staff. Now that we have a community schools coordinator, should these be positions be hired under CVESD? Ms. Casey concurred and added that we are currently restructuring to bring them under our Community Schools umbrella.

Motion: BISHOP, Second: TAMAYO,

Vote: Ayes: BISHOP, DOMINGUEZ CERVANTES, FERNANDEZ, TAMAYO, UGARTE,

Absent: NONE; Noes: NONE; Abstain: NONE

Prior to continuing, President Ugarte called on Assistant Superintendent of Human Resources Mr. Jason Romero:

Mr. Romero proudly announced recently promoted employees. He also announced newly hired Senior Director of Curriculum and Instruction Maria Montgomery. Ms. Montgomery thanked the Board and Superintendent for appointing her and expressed excitement about starting her new assignment.

D. Adopt Resolution in Recognition and Appreciation of the Cultural, Ethnic, and Linguistic Diversity in the Chula Vista Elementary School District for the 2024-25 School Year **(2024-25.031)**

Board Member Dominguez Cervantes was pleased that it includes Jewish American Heritage Month and requested that the curriculum always be age appropriate. Board Member Bishop was also happy to see the revisions to the resolution, including the curriculum. She requested a separate resolution for Hispanic Heritage and Filipino American History in October. Additionally, she agrees that the curriculum should be age appropriate. Board Member Dominguez Cervantes then requested that a resolution for Christmas be presented in December.

Motion: TAMAYO, Second: BISHOP,

Vote: Ayes: BISHOP, DOMINGUEZ CERVANTES, FERNANDEZ, TAMAYO, UGARTE,

Absent: NONE; Noes: NONE; Abstain: NONE

E. Adopt Resolution Proclaiming October 13-19, 2024, as Week of the School Administrator in the Chula Vista Elementary School District **(2024-25.032)**

Board Member Bishop emphasized the importance of this resolution and requested to read the latter part aloud.

Motion: TAMAYO, Second: BISHOP,

Vote: Ayes: BISHOP, DOMINGUEZ CERVANTES, FERNANDEZ, TAMAYO, UGARTE,

Absent: NONE; Noes: NONE; Abstain: NONE

- F. Approve Salary Schedules for Preschool Teachers, Speech and Language Pathologist, Classified Supervisors, Confidential, and Management Salary Schedules for 2024-25 School Year

Board Member Dominguez Cervantes asked if the labor partners were informed of the revised salary schedules. Mr. Romero concurred.

Motion: TAMAYO, Second: FERNANDEZ,

Vote: Ayes: BISHOP, DOMINGUEZ CERVANTES, FERNANDEZ, TAMAYO, UGARTE,

Absent: NONE; Noes: NONE; Abstain: NONE

- G. Ratify agreement with the City of Chula Vista for the Use of Spaces at the Chula Vista Elite Athlete Training Center, Chula Vista Public Library (Civic Center and South Branches), and Oleander Community Center for the Period of July 1, 2024, Through June 30, 2025

- H. Approve Memorandum of Understanding with SBCS Corporation, for Support Services to the Local Community October 1, 2024, Through June 30, 2025

Clerk Tamayo shared that as we continue to work with SBCS, we look at other services we could bring (provide) in-house. He motioned to approve.

Motion: TAMAYO, Second: FERNANDEZ,

Vote: Ayes: BISHOP, DOMINGUEZ CERVANTES, FERNANDEZ, TAMAYO, UGARTE

Absent: NONE; Noes: NONE; Abstain: NONE

- I. Approve Memorandum of Understanding with Southwestern College, for School-Based Adult Education Services, October 1, 2024, Through June 30, 2025

Board Member Bishop expressed excitement about the Memorandum of Understanding (MOU) with Southwestern College (SWC) providing self-enrichment opportunities for our parents such as English or ESL lessons.

Board Member Bishop motioned to approve, and President Ugarte seconded the motion with additional discussion.

President Ugarte commended the efforts of the Community School's steering committee for working with SWC to provide these services. This partnership is an amazing opportunity for our parents.

Vice President Fernandez asked if this MOU is to have SWC classes on our campuses. Dr. Reyes concurred.

Clerk Tamayo asked if parents could receive college credit. Dr. Reyes stated they are non-credit classes. At the request of Clerk Tamayo, Dr. Reyes will reach out to Sweetwater's Adult School Program for the possibility of offering additional classes such as resume writing.

Motion: BISHOP, Second: UGARTE,

Vote: Ayes: BISHOP, DOMINGUEZ CERVANTES, FERNANDEZ, TAMAYO, UGARTE,

Absent: NONE; Noes: NONE; Abstain: NONE

- J. Ratify Nonpublic, Nonsectarian Individual Services Agreement with San Diego Center for Children for Student No. 501962 for the 2024-25 School Year

Board Member Dominguez Cervantes asked if Medical funding could cover these expenditures. Ms. Casey stated these are residential treatment facilities. We cannot bill Medical.

Motion: TAMAYO, Second: BISHOP,

Vote: Ayes: BISHOP, DOMINGUEZ CERVANTES, FERNANDEZ, TAMAYO, UGARTE,

Absent: NONE; Noes: NONE; Abstain: NONE

- K. Approve School-Level Parent and Family Engagement Policies for Enrique S. Camarena, Heritage, and Veterans Elementary Schools

- L. 1) Approve Retention Release for Bid Package No. 1 – Prime Contractor for Chula Vista Hills Elementary School Fire Lane Renovation Project to Kirk Paving, Inc.;

- 2) Approve Change Order to Core Contracting for a decrease in the Amount of \$71.00; and

- 3) Approve Notice of Completion for Bid Package No. 1 – Prime Contractor to Kirk Paving, Inc.

- M. Adopt Resolution Establishing Appropriations Limits for Fiscal Years 2023-24 and 2024-25 Pursuant to Article XIII B (Gann Amendment) of the California State Constitution **(2024-25.033)**

- N. Ratify Purchase Orders, Warrants, and Checks Written/Issued Through August 30, 2024 **(2024-25.034)**

- O. Approve and/or Ratify Inservice/Travel Requests School Year **(2024-25.035)**

Board Member Dominguez Cervantes inquired about the different costs for the Courageous Principals Program in Westlake. Ms. Carroll stated two leaders received scholarships to fund part of the expenses.

Clerk Tamayo inquired about the different costs for the EDspaces 2024 Conference in Houston. Ms. Morales stated that the coordinator received a scholarship to fund part of the expenses.

President Ugarte referenced a typographical error in the name of C. Arancibia. It is D. Arancibia.

Motion: BISHOP, Second: FERNANDEZ,

Vote: Ayes: BISHOP, DOMINGUEZ CERVANTES, FERNANDEZ, TAMAYO, UGARTE,

Absent: NONE; Noes: NONE; Abstain: NONE

President Ugarte announced a break at 8:11 P.M., and the meeting reconvened at 8:20 P.M.

11. PUBLIC HEARINGS

A. Public Hearing Guidelines

The Public Hearings section provides the public with an opportunity to address the Board on specific items. Persons wishing to address the Board on any public hearing items must complete a "Request to Be Heard" card and submit it to the Recording Secretary before the start of the meeting. Speakers are requested to limit their remarks to three minutes and speak in a respectful and professional manner. The Board shall limit the total time for input on each public hearing item to 20 minutes. With Board consent, the President may increase or decrease the time allowed for public comments on each public hearing item depending on the topic and the number of persons wishing to be heard.

B. (1) Conduct Public Hearing Regarding Sufficiency of Instructional Materials and the Williams Class Action Settlement; and

(2) Adopt Resolution for the 2024-25 School Year Regarding Sufficiency of Instructional Materials and the Williams Class Action Settlement with the State of California **(2024-25.036)**

Ms. Carroll discussed the Sufficiency Act and the critical importance of having instructional materials and a safe environment for our schools. It is a continued challenge to ensure we have all the instructional materials in the hands of our students. There is constant communication with CVE and AACV to ensure material gets to school sites. For adopted programs, there is digital access in the absence or transition time in getting the hard copy material to the schools. She proudly announced that during the two Williams visits from SDCOE, we did get good reports back for the two schools and met all the guidelines.

President Ugarte opened the public hearing, said no comments were received, and closed the public hearing.

Motion: BISHOP, Second: TAMAYO,

Vote: Ayes: BISHOP, DOMINGUEZ CERVANTES, FERNANDEZ, TAMAYO, UGARTE

Absent: NONE; Noes: NONE; Abstain: NONE

Board Member Dominguez Cervantes has met with CVE. She was informed that instructional material had not been provided. Ms. Carroll stated there have been delays in delivering materials for student use due to either purchasing challenges or determining what to order. Teachers are waiting for Benchmark Phonics (teacher materials) but teachers and students do have the digital material. This is supplemental material.

C. Adopt Resolution Authorizing Rejection of All Bids Received in Response to Bid No. 23/24-14, Carpet Cleaning Project **(2024-25.037)**

Mr. Pong shared that on June 7th, we issued a bid for carpet cleaning services District-wide. Based on pricing for the bids received, we determined that we can economically perform the work in-house by purchasing the equipment and cleaning during the breaks. As a result, we have decided to reject all bids for this service.

President Ugarte opened the public hearing, said no comments were received, and closed the public hearing.

Motion: TAMAYO, Second: BISHOP,

Vote: Ayes: BISHOP, DOMINGUEZ CERVANTES, FERNANDEZ, TAMAYO, UGARTE

Absent: NONE; Noes: NONE; Abstain: NONE

Board Member Dominguez Cervantes is pleased the work will be serviced in-house. Dr. Reyes shared that there is a plan and a cycle for our staff to perform the services. We may need to bring the item back for minimal expenses in case of flooding or unexpected emergencies.

Board Member Bishop asked if we have received input from CVCEO if the regular custodial staff is directed to perform the services and if we will receive the equipment in time for Fall Break. Vice President Fernandez questions why we have waited until now to make the change. Mr. Pong confirms that carpet clearing falls within the normal work duties and job description of custodians. Dr. Reyes stated that he and Mr. Pong are working with the facilities director, Jovanim Martinez to restructure the department. Teams of additional staff will be established to provide the service to schools on a rotational basis. Additionally, we do have equipment, and more equipment will be purchased if needed. Furthermore, we are trying to maximize the services we have in-house as opposed to outsourcing.

12. ADMINISTRATIVE ACTION ITEMS

- A. Ratify Memorandum of Understanding with the City of Chula Vista for School Resource Officer Services for the 2024-25 School Year

Mr. Romero provided a brief background of the School Resource Officer (SRO) program. The partnership dates back to the 80's. The District's recommendation to the creation of the safest schools is that the Board consider funding this MOU with the City of Chula Vista.

Board Member Dominguez Cervantes stated that considering recent threat incidents it amplifies the importance of SROs. We can all appreciate their work and diligence. Should additional funds be available, she feels we should increase the number of SROs. She motioned to approve, seconded by Board Member Bishop.

Clerk Tamayo inquired about the 50% cost of one agent and their role as an SRO. Agent Natalie Caceres stated the remaining 50% is funded by the City of Chula Vista. An agent is a ranking, more experienced officer in a supervisory role.

Vice President Fernandez thanked the SROs for their ongoing support. He appreciates their ongoing communication with the public and calming the fears of threats.

Board Member Bishop thanked them for giving her a walkthrough of the program and for their patience with a multitude of questions.

President Ugarte appreciated their immediate response to the District, the importance of collaboration, and their visibility on campuses and the entire city.

*Motion: DOMINGUEZ CERVANTES, Second: BISHOP,
Vote: Ayes: BISHOP, DOMINGUEZ CERVANTES, FERNANDEZ, TAMAYO, UGARTE
Absent: NONE; Noes: NONE; Abstain: NONE*

B. Approve Submittal of 2023-24 Year-End Summary of Revenues, Expenditures, and Changes in Fund Balances

Mr. Pong presented a report on the 2023-24 estimated actuals budget and unaudited actuals financials when the District closed the books. The estimated actuals were presented in May and again in June for the adoption. He thanked the Fiscal Services Department. This is one of the busiest times of the year working with two different fiscal years.

He provided information on the changes in the General Fund, including estimated actuals budget, unaudited actuals, increases/decreases, restricted designations, reserve for economic uncertainties, unrestrictive revenue and expenditures, contribution changes, and unrestricted designation changes.

Board Members had the opportunity to comment and ask questions.

Board Member Dominguez Cervantes requested clarification about reserved funds, one-time funding, and salaries.

Board Member Bishop requested clarification about federal revenues, unaudited actuals, and unspent funds on salaries and curriculum.

Clerk Tamayo requested clarification on technology devices and equipment replacement, textbook adoption and curriculum, ongoing staff reductions, vacancies and staffing, and salaries.

Vice President Fernandez expressed appreciation for the presentation.

President Ugarte commended Mr. Pong for the presentation. In essence, we are reporting to the County our overall ending balance of \$ 176 million, restricted and unrestricted. The slide seemed a bit confusing. It showed 2023-24 commitments as if they were already spent, but they are rolling over to 2024-25. She added that it was a very good presentation, laying out where the money is, and how it will be spent.

*Motion: BISHOP, Second: FERNANDEZ,
Vote: Ayes: BISHOP, DOMINGUEZ CERVANTES, FERNANDEZ, TAMAYO, UGARTE,
Absent: NONE; Noes: NONE; Abstain: NONE*

C. Approve Proposition 28 Annual Report of the Chula Vista Elementary School District for Fiscal Year 2023-24

Mr. Pong stated this is an annual report submitted to the Board starting this year. We are required to report to the State the staff funded with Proposition 28 which was approved back in November 2022. At the time, there was not much guidance

on the programs and how to spend the funds. We are working on an implementation plan for the 2025-26 school year.

There were two speakers.

- Rosebank Elementary Teacher Jennifer Marakovits expressed support for the VAPA Program, the vacant coordinator position, and the use of Proposition 28.
- Casillas Elementary Music Teacher Jonathan Seligman expressed support for the VAPA Program, lamented the lack of support from the District, and requested that funds be available this year.
- Valley Vista Teacher Rachell Tabor expressed concern about the VAPA coordinator position not being filled and the potential revamping of the District's program.

Board Members had the opportunity to comment and ask questions.

Board Member Dominguez Cervantes stated we should have communicated information to the VAPA community by providing a timeline. Mr. Pong stated these are restricted funds, 80% geared toward staff, and 20% for materials and supplies. The State is waiting for our implementation plan. We have three years to use each allocation, and the funds are ongoing. The guidelines are in coordination with schools, and each school must also create a plan. We will work with principals in preparation for 2025-26. We received the guidelines at the end of last school year. Additionally, community engagement is required because funds are based on school site needs.

Board Member Bishop asked if the new curriculum director manages the VAPA Program. Dr. Reyes stated she will be overseeing VAPA. Ms. Bishop responded that had she known, she would have asked different interview questions. It is crucial to have a coordinator with VAPA experience. She hates that funds have not been spent. Additionally, Proposition 28 funds new programs, not existing programs. A child needs arts education. As we move forward, we need to prioritize art funding and draft a plan.

Clerk Tamayo stated the budget is the strongest policy document. We need action. He motioned that the District bring a plan and presentation to the Board at the December meeting. It was seconded by Board Member Dominguez Cervantes. Board Member Bishop requested an amendment to add the VAPA coordinator. Clerk Tamayo rejected the amendment.

Motion: TAMAYO, Second: DOMINGUEZ CERVANTES,

Vote: Ayes: BISHOP, DOMINGUEZ CERVANTES, FERNANDEZ, TAMAYO, UGARTE,

Absent: NONE; Noes: NONE; Abstain: NONE

President Ugarte stated that guidelines were received in April 2023. If the funds had been spent outside the guidelines, we would have incurred penalties. She does not want to rush into a plan. Especially because sites must create a plan with

community input. It cannot be sloppy. We need to be cautious with the spending to avoid a return.

Ms. Carroll emphasized the importance of VAPA. The guidelines were nebulous at first. We now need to look at our current structure and establish a real plan to ensure students have VAPA opportunities. She has been in recent communication with VAPA teachers and apologized for not communicating sooner.

Vice President Fernandez requested clarification on the coordinator vacancy. He asked when we received the guidelines and funds. President Ugarte stated the guidelines were initially received in April and updated in June. Dr. Reyes stated that funds were received in 2023. Also, when the curriculum director position was approved, part of the duties would include VAPA. Since the new director has VAPA experience, the coordinator position will not be filled.

Vice President Fernandez called the question.

Motion: BISHOP, Second: TAMAYO,

Vote: Ayes: BISHOP, DOMINGUEZ CERVANTES, FERNANDEZ, TAMAYO, UGARTE,

Absent: NONE; Noes: NONE; Abstain: NONE

13. FIRST AND SECOND READINGS, BOARD POLICIES, ADMINISTRATIVE REGULATIONS, AND BOARD BYLAWS

A. First Reading/Revise: Board Bylaw E (B) 9270, Conflict of Interest

Dr. Reyes stated these updates include revised positions that must report the yearly 700 Form. For example, we added Principal I and II.

Board Member Dominguez Cervantes shared that some of our job descriptions do not coincide with job postings in Edjoin. Mr. Romero said we work with labor groups to define roles, responsibilities, and qualifications. The job descriptions for the positions that Dr. Reyes mentioned were updated to match the requirements of the California Department of Education (CDE) and the Commission on Teacher Credentialing (CTC).

Motion: BISHOP, Second: FERNANDEZ,

Vote: Ayes: BISHOP, DOMINGUEZ CERVANTES, FERNANDEZ, TAMAYO, UGARTE,

Absent: NONE; Noes: NONE; Abstain: NONE

14. GENERAL INFORMATION ITEMS/REPORTS

A. Report on District Project Labor Agreement

This item was withdrawn by staff.

B. Report Calendar to Board of Education

Board Member Dominguez Cervantes requested the following:

- Periodic updates of facilities needs assessment. Tamayo asked that it include ranks of priority.

- Update on Linewize software for blurring out audio: Director Jacob Angelo responded that Linewize *“has not released an update for the video or audio portions. It’s still just the images.”*
- Update on T&T Consulting that she has been requesting since April. Mr. Pong investigated the Otay Landfill but has not received a response. He reached out to California Environmental Quality Act (CEQA), and they provided information on how we can monitor our own testing. If the ‘range’ is higher than the norm, we will need to report it to the airport quality authority. They require multiple complaints to begin an investigation.

Vice President Fernandez stated we need to inform ourselves and the public about the air quality in our schools. He and President Ugarte attended a press conference with Imperial Beach Mayor Paloma Aguirre. She had scientists there. The scientists said there is hydrogen cyanide in the air. They took readings. The levels went as high as they could go. We should evaluate the air at our schools (South Bay Union limited outdoor activities.) Dr. Reyes stated that we are having conversations with superintendents in neighboring districts regarding this crisis. We need to have a collective voice. Ms. Dominguez Cervantes stated we need to elevate this concern to an urgent level and that we should also evaluate the water.

Board Member Bishop requested water testing at our facilities. She would like a report on the art grants received for the past three years. This could be in a Friday update.

Clerk Tamayo requested:

- Report on the needs assessment for the support staff at Greg Rogers Elementary.
- Report on the evaluation of the additional support provided or needed by the administration at Greg Rogers Elementary.
- Report on the number of students that the District has agreed on or signed off on for homeschooling. It should include a comparison between this year and last year.
- Report on the number of vacancies for classified, certificated, and management positions.

Vice President Fernandez motioned to adjourn the meeting, and Clerk Tamayo seconded the motion.

Motion: FERNANDEZ, Second: TAMAYO,

Vote: Ayes: BISHOP, DOMINGUEZ CERVANTES, FERNANDEZ, TAMAYO, UGARTE,

Absent: NONE; Noes: NONE; Abstain: NONE

15. BOARD COMMUNICATIONS

A. Members of the Board of Education Communications to the Public

16. SUPERINTENDENT'S COMMUNICATION

- A. Superintendent's Communications to the Public

17. ADJOURNMENT

- A. Adjourn the Meeting

President Ugarte adjourned the meeting at 10:21 P.M.

Motion: FERNANDEZ, Second: TAMAYO,

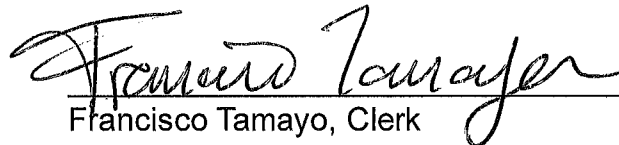
Vote: Ayes: BISHOP, DOMINGUEZ CERVANTES, FERNANDEZ, TAMAYO, UGARTE,

Absent: NONE; Noes: NONE; Abstain: NONE

- B. The next Regular Meeting of the Board of Education of the Chula Vista Elementary School District will be held on October 9, 2024, at 4:00 PM for Closed Session and 6:00 PM for the Open Session



Eduardo Reyes, Ed.D. Secretary



Francisco Tamayo, Clerk

Conflict of Interest Code:

Grossmont Union High School
District



- GOVERNING BOARD MEMBERS

SCOTT ECKERT

CHRIS FITE

JIM KELLY

ROBERT SHIELD

DR. GARY C. WOODS

- SUPERINTENDENT

MIKE FOWLER

COMMITTED TO EXCELLENCE
SINCE 1920

March 12, 2025

Clerk of the Board of Supervisors
County Administration Center
1600 Pacific Highway, Fourth Floor, Room 402
San Diego, California 92101

COSD CLERK OF THE BOARD
2025 MAR 12 PM2:45

Dear Clerk of the Board of Supervisors,

Attached is a copy of the Grossmont Union High School District (GUHSD) Governing Board approval for amending GUHSD's Conflict of Interest Code (COI).

Please forward the revised COI to the County Board of Supervisors for approval.

Thank you,

Monica Osterloh

Monica Osterloh
Executive Assistant II, Business Services

**CONFLICT OF INTEREST CODE FOR
GROSSMONT UNION HIGH SCHOOL DISTRICT**

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission adopted a regulation (2 Cal. Code of Regs. Section 18730) that contains the terms of a standard conflict of interest code and may be incorporated by reference in an agency's code. After public notice and hearing, the standard code may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act.

Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the corresponding exhibit (E9270) designating positions and establishing disclosure requirements, shall constitute the conflict of interest code of the Grossmont Union High School District.

Individuals holding positions designated in Appendix I shall file their statement directly with the Clerk of the Board of Supervisors via the County's online eDisclosure system.

Individuals holding positions designated in Appendix II shall file their statements with the Grossmont Union High School District, which will retain the statements and make the statements available for public inspection and reproduction. (Gov. Code Section 81008.)

Appendix I

Designated Positions	Disclosure Categories
Assistant Superintendent, Business Services	1
Assistant Superintendent, Educational Services	1
Assistant Superintendent, Human Resources	1
CBOC-Citizen's Bond Oversight Committee	1
<u>Chief of Staff</u>	<u>1</u>
Director, Purchasing	1
Director I, Adult Education	2,3
Director I, College & Career Readiness	2,3
Director I, Human Resources	2,3
Director I, Special Education	2,3
Director I, Student and Family Engagement, Learning and Innovation	2,3
Director I, Student Support Services & Alternative Education	2,3
District Superintendent	1
Executive Director, Communications	2,3
Executive Director, Educational Technology Services	1
Executive Director, Facilities Management	1
Executive Director, Fiscal Services	1
Governing Board	1
Internal Auditor	1

Appendix II

Designated Positions	Disclosure Categories
Administrative Coordinators	4,6
Assistant Principals	4,6
Benefit Services Coordinator	2,3
Buyers	3
*Contract Consultants	2,3
Coordinator, Testing & Accountability	2,3
Director, Food Services & Warehouse	2,3
Director, Maintenance & Operations	2,3
Director, Risk Management and Compliance	2,3,5

Director, Technical Services	2,3
Director, Transportation	2,3
Director II, Accountability, State and Federal Programs	2,3
Director II, Adult Education	4,6
Director II, College and Career Readiness	2,3
Director II, ELL Ed Programs	2,3
Director II, Extended Curricular Programs	2,3
Director II/Principal, Home Choice	2,3
Director II, Special Education	2,3
Director II, Student Support Services	2,3
Manager, Fiscal Services	1
Manager, Payroll	2,3
Manager, School Facilities	4,6
Operations Manager, Maintenance & Operations	4,6
Principals	4,6
Senior Project Manager, Planning & Construction	1

* Contract consultants who make or participate in the making of decisions which may foreseeably have a material effect on the economic interests of the District. Such contract consultants shall disclose pursuant to the disclosure requirements in this code subject to the following limitations:

The Superintendent may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to comply fully with the disclosure requirements in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The Superintendent's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

Disclosure Categories

Individuals holding designated positions must report their interests according to the following corresponding disclosure category(ies) to which their position has been assigned. Please see FPPC Form 700 instructions for more detailed information.

Disclosure Category 1

Interests in real property located, excluding personal residence, within the jurisdiction or within two miles of the boundaries of the jurisdiction or within two miles of any land owned or used by the agency; and investments and business positions in business entities, and income, including loans, gifts (see FPPC Form 700 Schedule D instructions for exceptions), and travel payments, from all sources.

Disclosure Category 2

Interests in real property, excluding personal residence, located within the jurisdiction or within two miles of the boundaries of the jurisdiction or within two miles of any land owned or used by the agency.

Disclosure Category 3

Investments and business positions in business entities, and income, including loans, gifts (see FPPC Form 700 Schedule D instructions for exceptions), and travel payments, from sources, that provide services, supplies, materials, machinery, or equipment of the type utilized by the agency.

Disclosure Category 4

Investments and business positions in business entities, and income, including loans, gifts (see FPPC Form 700 Schedule D instructions for exceptions), and travel payments, from sources, that provide services, supplies, materials, machinery, or equipment of the type utilized by the department or division to which the filer is assigned duties.

Disclosure Category 5

Investments and business positions in business entities, and income, including loans, gifts (see FPPC Form 700 Schedule D instructions for exceptions), and travel payments, from sources, that filed a claim against the agency during the previous two years, or have a claim pending.

Disclosure Category 6

Investments and business positions in business entities, and income, including loans, gifts (see FPPC Form 700 Schedule D instructions for exceptions), and travel payments, from sources, that are of the type to request an entitlement to use agency property or facilities, including, but not limited to:

1. A license
2. Utility permit
3. Station vendor permit.

Public Officials Who Manage Public Investments

The following positions are not covered by this conflict of interest code because those individuals holding these positions must file under Government Code Section 87200. These positions are listed for informational purposes only:

- None at time of update

An individual holding one of the above-listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by Government Code Section 87200



COSD CLERK OF THE BOARD
2025 MAR 12 PM2:45

Grossmont Union High School District

Agenda Item Details

Meeting	Mar 11, 2025 - Regular Governing Board Meeting
Category	N. Action Items - Governing Board
Subject	2. Approval of First Reading and Option to Waive Second Reading of Board Bylaw Exhibit 9270: Conflict of Interest
Access	Public
Type	Action, Policy Revision/Update - 1st Read
Recommended Action	Approval of First Reading and to Waive Second Reading of Board Bylaw Exhibit 9270: Conflict of Interest

Public Content

GUHSD Board Bylaw 9270 and Exhibit 9270 comprise the District's Conflict of Interest Code. Exhibit 9270 specifies which District positions must file a Statement of Economic Interests Form 700.

Board Bylaw Exhibit 9270 has been updated to reflect the addition of a new position.

 [Proposed Revisions to Exhibit 9270 - Conflict of Interest.pdf \(147 KB\)](#)

Executive Content

Motion & Voting

Approval of First Reading and to Waive Second Reading of Board Bylaw Exhibit 9270: Conflict of Interest

Motion by Chris Fite, second by Rob Shield.

Final Resolution: Motion Carried

Yes: Gary Woods, Rob Shield, Scott Eckert, Jim Kelly, Chris Fite

Conflict of Interest Code:
Guajome Learning Centers



Guajome Schools

Building a Community of Learners

COSD CLERK OF THE BOARD
2025 MAR 7 PM 1:58

March 7, 2025

The Honorable Board of Supervisors
County of San Diego
1600 Pacific Highway
San Diego, CA 92101

Re: Approval of the amended Conflict of Interest Code for Guajome Learning Centers

Dear Supervisors,

Guajome Learning Centers, a charter public school in Vista, CA, seeks your approval of the recent amendment made to the organization's Conflict of Interest Code. This update includes the filing of Form 700 Statements of Economic Interests directly with San Diego County's Clerk of the Board of Supervisors online eFiling system and Business Services has been added to the list of Designated Positions.

The amendment to the Conflict of Interest Code was approved by Guajome Learning Centers Board of Directors on March 6, 2025.

Thank you for your time and consideration.

Sincerely,

Kevin Humphrey
Charter School Superintendent
Guajome Learning Centers

GUAJOME LEARNING CENTERS CONFLICT-OF-INTEREST CODE

The Political Reform Act (Govt. Code § 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict-of-interest codes. The Fair Political Practices Commission (FPPC) has adopted a regulation (2 CCR § 18730) that contains the terms of a standard conflict-of-interest code, which can be incorporated by reference in an agency's code. After public notice and hearing, the standard code may be amended by the FPPC to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations § 18730 and any amendments to it duly adopted by the FPPC are hereby incorporated by reference. This regulation and the attached Exhibits A and B, designating positions and establishing disclosure categories, shall constitute the conflict-of-interest code of Guajome Learning Centers, which operates Guajome Learning Centers (or "Charter School").

Individuals holding designated positions shall file their Form 700 Statements of Economic Interests ~~with the Charter School, which will make the statements available for public inspection and reproduction. (Govt. Code § 81008.) All statements will be retained by the Charter School.~~ directly with San Diego County's Clerk of the Board of Supervisors online eFiling system.

APPROVED AND ADOPTED by the Board of Directors of Guajome Learning Centers on the ~~10th day of December 2024.~~ 6th day of March 2025.

Guajome Learning Centers Superintendent

I, the undersigned, do hereby certify:

1. That I am the Secretary of the Guajome Learning Centers Board of Directors; and
2. That the foregoing Conflict-of-Interest Code constitutes the Conflict-of-Interest Code of said school as duly adopted by the school's Board of Directors on ~~September 8, 2020~~ March 6, 2025.

Secretary Name _____

Secretary Signature _____

Guajome Learning Centers Board of Directors

EXHIBIT A
DESIGNATED POSITIONS

<u>Designated Position</u>	<u>Assigned Disclosure Category</u>
Members of the Governing Board	I
Charter School Superintendent	I
General Counsel	I
Business Services	I
Consultants	*

*Consultants are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitation:

The Superintendent may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The Superintendent's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code. (Govt. Code § 81008.)

EXHIBIT B

DISCLOSURE CATEGORIES

Category I

Designated positions assigned to this category must report:

- a. Interests in real property which are located in whole or in part within the boundaries (and a two mile radius) of any county in which the Charter School operates.
- b. Investments in, income, including gifts, loans, and travel payments, from, and business positions in any business entity of the type which engages in, the manufacture, sale, repair, rental or distribution of school supplies, books, materials, school furnishings or equipment utilized by the Charter School, its parents, teachers and students for educational purposes. This includes, but is not limited to, educational supplies, textbooks and items used for extra-curricular courses.
- c. Investments in, income, including gifts, loans, and travel payments, from, sources which are engaged in the performance of work or services of the type to be utilized by the Charter School, its parents, teachers and students for educational purposes. This includes, but is not limited to, student services commonly provided in public schools such as speech therapists and counselors.

Category II

Designated positions assigned to this category must report:

Investments in, income, including gifts, loans, and travel payments, from, and business positions in any business entity of the type which engages in the manufacture, sale, repair, rental or distribution of school supplies, books, materials, school furnishings or equipment to be utilized by the Charter School, its parents, teachers and students for educational purposes. This includes, but is not limited to, educational supplies, textbooks and items used for extra curricular courses.

Category III

Designated positions assigned to this category must report:

Investments in, income, including gifts, loans, and travel payments, from, sources which are engaged in the performance of work or services of the type to be utilized by the Charter School, its parents, teachers and students for educational purposes. This includes, but is not limited to, student services commonly provided in public schools such as speech therapists and counselors.

Guajome Learning Centers

2000 North Santa Fe Avenue, Vista, CA 92083
Phone: 760-631-8500 Website: www.guajome.net

Board of Directors
REGULAR MEETING
UNADPOTED MINUTES
March 6, 2025

-
1. **Public Session - Call to Order**

Luis Llamas called the meeting to order in public session at 3:01 p.m. in Building 1, Student Services Building, Administrative Training Center.

Members Present: Luis Llamas, Luis Landin, Brittany Bayley, Mark Dykstra, Kathy Hamamoto (arrived 3:08 pm)

Absent: None
 2. **Approval of Agenda**

Moved by Luis Landin; second by Brittany Bayley; Board unanimously approved the agenda with the following vote:

Yes: Luis Llamas, Luis Landin, Kathy Hamamoto, Brittany Bayley
No: 0
Absent: 0
 3. **Public Comments on Agenda Items**

None
 4. **Public Comments on Non-Agenda Items**

None
 5. **Charter School Superintendent Report**

A. General Update
Kevin Humphrey reported on general updates at Guajome Learning Centers including current enrollment numbers.
 6. **Seat New Board Member**

A. Seat New Board Member
Mark Dykstra, elected as a Parent member on the GLC board on February 11, 2025, was sworn into office.
 7. **Fiscal Services**

A. Second Interim
Stephanie Whitehouse presented the Second Interim report for Board approval and provided details and clarifications for updates from the adopted budget in the areas of Expenditure, Revenue, Reserves, and Assumptions for consideration during the budgeting process. Projections for two subsequent years were included. Discussion included considerations for upcoming changes and the impact of those changes.

Fiscal Impact: Projected Deficit of \$21,422

Moved by Kathy Hamamoto; second by Luis Landin; the Board unanimously approved the Second Interim Report with the following vote:

Yes: Luis Llamas, Luis Landin, Kathy Hamamoto, Brittany Bayley, Mark Dykstra
No: 0
Absent: 0

B. LCAP Updates
Kevin Humphrey provided an LCAP update to the Board including a timeline and the progress of developing a new GPA LCAP.

8. Board of Directors

A. Conflict of Interest Code

The Guajome Learning Centers Conflict of Interest Code is reviewed annually. Language has been updated regarding the filing of Form 700 Statements of Economic Interests directly with San Diego County's Clerk of the Board of Supervisors online eFiling system and Business Services has been added to the list of Designated Positions.

Moved by Luis Landin; second by Brittany Bayley; the Board unanimously approved the Conflict of Interest Code with the following vote:

Yes: Luis Llamas, Luis Landin, Kathy Hamamoto, Brittany Bayley, Mark Dykstra

No: 0

Absent: 0

9. Educational Services

A. SARC Report

Judd Thompson provided the board with the executive summary of the School Accountability Report Card. This executive summary of the School Accountability Report Card (SARC) is intended to provide parents and community members with a quick snapshot of information related to individual public schools. Most data presented in this report are reported for the 2023–24 school year. School finances and school completion data are reported for the 2023–24 school year. Contact information, facilities, curriculum and instructional materials, and select teacher data are reported for the 2024–25 school year.

B. Consent Calendar

The purpose of the consent calendar motion is to expedite action on routine agenda items. All agenda action items that are not held for discussion at the request of a member of the audience or Board member will be approved as written as part of a single motion Consent Calendar Motion. No action items were held for discussion.

Moved by Luis Landin; second by Kathy Hamamoto; the Board unanimously approved the Consent Calendar with the following vote:

Yes: Luis Llamas, Luis Landin, Kathy Hamamoto, Brittany Bayley, Mark Dykstra

No: 0

Absent: 0

A. APPROVAL OF MINUTES

1. Board of Directors Minutes, February 11, 2025

B. BOARD POLICIES

1. Cash Receipt Policy No. 3602
2. Fraud Policy No. 3603

C. Communication from the Board

No communications.

D. Proposed Agenda Items for Upcoming Meetings

None

E. Future Board Meeting Dates

- May 13, 2025
- June 10, 2025

F. Adjournment

Luis Llamas adjourned the public session meeting at 3:30 pm

Conflict of Interest Code:
Guajome Park Academy



Guajome Schools

Building a Community of Learners

COSD CLERK OF THE BOARD
2025 MAR 7 PM 1:58

March 7, 2025

The Honorable Board of Supervisors
County of San Diego
1600 Pacific Highway
San Diego, CA 92101

Re: Approval of the amended Conflict of Interest Code for Guajome Park Academy

Dear Supervisors,

Guajome Park Academy, a charter public school in Vista, CA, seeks your approval of the recent amendment made to the organization's Conflict of Interest Code. This update includes the filing of Form 700 Statements of Economic Interests directly with San Diego County's Clerk of the Board of Supervisors online eFiling system and Business Services has been added to the list of Designated Positions.

The amendment to the Conflict of Interest Code was approved by Guajome Park Academy's Board of Directors on March 6, 2025.

Thank you for your time and consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "K. Humphrey".

Kevin Humphrey
Charter School Superintendent
Guajome Park Academy

GUAJOME PARK ACADEMY CONFLICT-OF-INTEREST CODE

The Political Reform Act (Govt. Code § 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict-of-interest codes. The Fair Political Practices Commission (FPPC) has adopted a regulation (2 CCR § 18730) that contains the terms of a standard conflict-of-interest code, which can be incorporated by reference in an agency's code. After public notice and hearing, the standard code may be amended by the FPPC to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations § 18730 and any amendments to it duly adopted by the FPPC are hereby incorporated by reference. This regulation and the attached Exhibits A and B, designating positions and establishing disclosure categories, shall constitute the conflict-of-interest code of Guajome Park Academy, which operates Guajome Park Academy (or "Charter School").

Individuals holding designated positions shall file their Form 700 Statements of Economic Interests ~~with the Charter School, which will make the statements available for public inspection and reproduction. (Govt. Code § 81008.) All statements will be retained by the Charter School.~~ directly with San Diego County's Clerk of the Board of Supervisors online eFiling system.

APPROVED AND ADOPTED by the Board of Directors of Guajome Park Academy on the ~~3rd day of October 2024~~ 6th day of March 2025.

Guajome Park Academy Superintendent

I, the undersigned, do hereby certify:

1. That I am the Secretary of the Guajome Park Academy Board of Directors; and
2. That the foregoing Conflict-of-Interest Code constitutes the Conflict-of-Interest Code of said school as duly adopted by the school's Board of Directors on ~~August 6, 2020~~ March 6, 2025.

Secretary Name _____

Secretary Signature _____

Guajome Park Academy Board of Directors

EXHIBIT A
DESIGNATED POSITIONS

<u>Designated Position</u>	<u>Assigned Disclosure Category</u>
Members of the Governing Board	I
Charter School Superintendent	I
General Counsel	I
Business Services	I
Consultants	*

*Consultants are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitation:

The Superintendent may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The Superintendent's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code. (Govt. Code § 81008.)

EXHIBIT B

DISCLOSURE CATEGORIES

Category I

Designated positions assigned to this category must report:

- a. Interests in real property which are located in whole or in part within the boundaries (and a two mile radius) of any county in which the Charter School operates.
- b. Investments in, income, including gifts, loans, and travel payments, from, and business positions in any business entity of the type which engages in, the manufacture, sale, repair, rental or distribution of school supplies, books, materials, school furnishings or equipment utilized by the Charter School, its parents, teachers and students for educational purposes. This includes, but is not limited to, educational supplies, textbooks and items used for extra-curricular courses.
- c. Investments in, income, including gifts, loans, and travel payments, from, sources which are engaged in the performance of work or services of the type to be utilized by the Charter School, its parents, teachers and students for educational purposes. This includes, but is not limited to, student services commonly provided in public schools such as speech therapists and counselors.

Category II

Designated positions assigned to this category must report:

Investments in, income, including gifts, loans, and travel payments, from, and business positions in any business entity of the type which engages in the manufacture, sale, repair, rental or distribution of school supplies, books, materials, school furnishings or equipment to be utilized by the Charter School, its parents, teachers and students for educational purposes. This includes, but is not limited to, educational supplies, textbooks and items used for extra curricular courses.

Category III

Designated positions assigned to this category must report:

Investments in, income, including gifts, loans, and travel payments, from, sources which are engaged in the performance of work or services of the type to be utilized by the Charter School, its parents, teachers and students for educational purposes. This includes, but is not limited to, student services commonly provided in public schools such as speech therapists and counselors.

Guajome Park Academy

2000 North Santa Fe Avenue, Vista, CA 92083
Phone: 760-631-8500 Website: www.guajome.net

Board of Directors
REGULAR MEETING
UNADPOTED MINUTES
March 6, 2025

-
1. **Public Session - Call to Order**

Anna McAfee called the meeting to order in public session at 4:03 p.m. in Building 1, Student Services Building, Administrative Training Center.

Roll Call and Establishment of Quorum:

Members Present: Anna McAfee, Sylvia Harper, Steve Kildoo, Casey Semrow, Debbie Duffy
 2. **Approval of Agenda**

Moved by Debbie Duffy; second by Sylvia Harper; the Board unanimously approved the agenda with the following vote:

Yes: Sylvia Harper, Casey Semrow, Anna McAfee, Steve Kildoo, Debbie Duffy
No: 0
 3. **Public Comments on Agenda Items**

None
 4. **Public Comments on Non-Agenda Items**

None
 5. **Head of School Report**

Judd Thompson reported updates about current and upcoming events at Guajome Park Academy.
 6. **Charter School Superintendent Report**
 - A. **General Update**

Kevin Humphrey reported on general updates at Guajome Park Academy.
 - B. **Student Recognition**

GPA senior, Pablo Levy, was recognized by the Board for receiving the Rising Star Award in February.
 7. **ASB Student Board Representative Report**
 - A. **Student Board Report**

Stephanie Singleton and Amber Cruz presented the events and projects that GPA high school and middle school ASB have been planning, as well as CAS projects IB students are working on.

Sylvia Harper and Casey Semrow recused themselves for items 8A-9B.
 8. **Board of Directors**
 - A. **Superintendent's Contract**

The Executive Board has conducted a review of the Superintendent's goals and presented a three-year salary compensation starting on July 1, 2025 and ending on June 30, 2028.

Moved by Steve Kildoo; second by Debbie Duffy; the Board unanimously approved the Superintendent's contract with the following vote:

Yes: Anna McAfee, Steve Kildoo, Debbie Duffy
No: 0
Recusal: Sylvia Harper, Casey Semrow
 - B. **Conflict of Interest Code**

The Guajome Park Academy Conflict of Interest Code is reviewed annually. Language has been updated regarding the filing of Form 700 Statements of Economic Interests directly with San Diego County's Clerk of the Board of Supervisors online eFiling system and Business Services has been added to the list of Designated Positions.

Moved by Debbie Duffy; second by Steve Kildoo; the Board unanimously approved the Conflict of Interest Code with the following vote:

Yes: Anna McAfee, Steve Kildoo, Debbie Duffy

No: 0

Recusal: Sylvia Harper, Casey Semrow

9. Fiscal Services

A. Second Interim

Stephanie Whitehouse presented the Second Interim report for Board approval and provided details and clarifications for updates from the adopted budget in the areas of Expenditure, Revenue, Reserves, and Assumptions for consideration during the budgeting process. Projections for two subsequent years were included. Discussion included considerations for upcoming changes and the impact of those changes.

Fiscal Impact: \$883,068 expected revenue over expenditures.

Moved by Steve Kildoo; second by Debbie Duffy; the Board unanimously approved the Second Interim Report with the following vote:

Yes: Anna McAfee, Steve Kildoo, Debbie Duffy

No: 0

Recusal: Sylvia Harper, Casey Semrow

B. Internal Grant

Guajome Park Academy intends to re-open its internal grants process. The process will involve formal written requests from staff for funding of projects of their choosing. A panel of board members will review the requests to select projects that best help to meet the mission and vision of Guajome Park Academy. The amount is based upon the review of financial statements concurrent with the Second Interim Report and will be finalized by the Board Finance Committee during its review of the Second Interim Report.

Fiscal Impact: Variable by year. Estimated between \$50,000 and \$250,000. Not to exceed \$250,000.

Moved by Anna McAfee; second by Steve Kildoo; the Board unanimously approved the Internal Grants with the following vote:

Yes: Anna McAfee, Steve Kildoo, Debbie Duffy

No: 0

Recusal: Sylvia Harper, Casey Semrow

Sylvia Harper and Casey Semrow rejoined the meeting.

10. Educational Services

A. SARC Report

Judd Thompson provided the board with the executive summary of the School Accountability Report Card. This executive summary of the School Accountability Report Card (SARC) is intended to provide parents and community members with a quick snapshot of information related to individual public schools. Most data presented in this report are reported for the 2023–24 school year. School finances and school completion data are reported for the 2023–24 school year. Contact information, facilities, curriculum and instructional materials, and select teacher data are reported for the 2024–25 school year.

B. Palomar College and Guajome Memorandum of Understanding

Judd Thompson introduced an overview of the proposed CCAP agreement between Palomar Community College and Guajome Park Academy to allow students to participate in a dual enrollment partnership.

11. Consent Calendar

The purpose of the consent calendar motion is to expedite action on routine agenda items. All agenda action items that are not held for discussion at the request of a member of the audience or Board member will be approved as written as part of a single motion Consent Calendar Motion. No action items were held for discussion.

Moved by Sylvia Harper; second by Casey Semrow; the Board unanimously approved the Consent Calendar with the following vote:

Yes: Anna McAfee, Debbie Duffy, Sylvia Harper, Steve Kildoo, Casey Semrow

No: 0

Absent: None

Consent Calendar

A. APPROVAL OF MINUTES

1. Board of Directors Minutes, February 6, 2025
2. Special Board Meeting Minutes, February 13, 2024

B. BOARD OF DIRECTORS

1. Cash Receipt Policy No 3602
2. Fraud Policy No. 3603

C. Field Trip - 5th grade Riley Farms

12. Communication From The Board

None

13. Proposed Agenda Items for Upcoming Meetings

None

14. Future Board Meeting Dates

- May 1, 2025
- June 12, 2025

15. Adjournment

Anna McAfee adjourned the meeting at 4:55 pm

Conflict of Interest Code:

Harbor Springs Charter School



SPRINGS CHARTER SCHOOLS

27740 JEFFERSON AVENUE, TEMECULA, CA 92590
P: (951) 252-8800 | F: (951) 252-8801 | www.SpringsCS.org

Superintendent: Kathleen Hermsmeyer, Ed.D.

RIVER SPRINGS | CITRUS SPRINGS | EMPIRE SPRINGS | HARBOR SPRINGS | INLAND EMPIRE SPRINGS | ORANGE SPRINGS | PACIFIC SPRINGS | VISTA SPRINGS

March 3, 2025

COSD CLERK OF THE BOARD
2025 MAR 6 AM 8:46

Board of Supervisors
County of San Diego
Clerk of the Board of Supervisors, Disclosure Services Unit
1600 Pacific Highway, Room 402
San Diego, CA 92101

Request for Approval – 2024 Biennial Review Notice and Board Policy 7003.1

Dear Board of Supervisors,

Attached is the 2024 Biennial Review Notice form for Harbor Springs Charter School, Vista Springs Charter School, and Pacific Springs Charter School, along with documents for the September 12, 2024, Board meeting. This includes a request to waive the first reading and approve the updated Board Policy 7003.1 – Conflict of Interest Code. These changes have been reviewed and recommended for approval.

Please let us know once the amended code has been approved by the Board of Supervisors or if further revisions are required. If you have any questions or need additional information, feel free to contact me at (951) 225-7778.

Thank you for your time and consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Somie Kennedy', is written over the printed name.

Somie Kennedy
HR Administrative Assistant III

Subject: Conflict of Interest Code
Approved By: Board of Directors
Policy: 7003.1



- ☒ **HARBOR SPRINGS CHARTER SCHOOL**
Effective Date: December 10, 2018
Revised Date: September 12, 2024
- ☒ **VISTA SPRINGS CHARTER SCHOOL**
Effective Date: December 10, 2018
Revised Date: September 12, 2024
- ☒ **PACIFIC SPRINGS CHARTER SCHOOL**
Effective Date: December 10, 2018
Revised Date: September 12, 2024

I. ADOPTION

In compliance with the Political Reform Act of 1974, California Government Code Section 87100, et seq., Harbor, Vista, Pacific 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, Vista, Pacific 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 be 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."

All Statements shall be filed with the Charter School. The Charter School's filing officer shall retain the original and provide a copy to the Jurisdiction Board of Supervisors or member of the public upon request.

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 when the final vote is taken) and comply with any applicable provisions of the Charter School bylaws.

EXHIBIT A

Designated Positions

(To be updated by HR as necessary)

- I. Persons occupying the following positions are designated employees and must disclose financial interest 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 (President, Treasurer, Secretary)
- D. Superintendent of Charter School
- E. Assistant Superintendents
- F. Consultant: ~~Delta Managed Solutions, LLC~~ Chief Financial Consultant
- G. Director of Facilities
- H. Senior Director of Facilities

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

- A. Controllers

- III. Persons occupying the following positions are designated employees and must disclose financial interests defined in Categories 2 and 3 of "Exhibit B".

- A. Principals'
- B. B. Directors
- C. Senior Directors
- D. Assistant Directors
- E. Financial Analyst
- F. Payroll Manager
- G. Purchasing Lead
- H. Safety and Risk Manager

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 jurisdiction, or (2) within two miles of the boundaries of the jurisdiction, 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 engaged in the acquisition or disposal of real property within the jurisdiction.

(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 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

700 E. Bobier Ave. Vista, CA 92084

REGULAR MEETING MINUTES

September 12, 2024

4:30 p.m.

700 E. Bobier Ave. Vista, CA 92084

*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:

Barbara BJ Heath, Chair Collin Harrison, Vice Chair Reginald Wadlington, Secretary Lauren Rugge, Treasurer Debbie Daniel, Director Jennifer Mejares-Pham, Director Justin Moldenhauer, Director	Dr. Kathleen Hermsmeyer, Superintendent Virginia Smith, Asst. Superintendent, Human Resources Tanya Rogers, Asst. Superintendent, Business Amy Podratz, Asst. Superintendent, Admin. Operations Natali South, Senior Director of Charter Relations Trevor Johnson, Senior Director of Business Denise Smith, Senior Director of Human Resources Ruth Newsome, Senior Director of Human Resources Courtney Cook, Senior Director of Special Education Dave Black, Senior Director of Facilities Kimberly Bagby Principal Brynne Dukes, Principal Renee Albright, Charter Relations Coordinator
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- 1. Call to Order and Pledge of Allegiance**
 - Natali South called the meeting to order at 4:32 p.m. and led the Pledge of Allegiance.
- 2. Oath of Office: Lauren Rugge and Reginald Wadlington**
 - Natali South presented the Oath of Office to Lauren Rugge and Reginald Wadlington. These members' first, renewable term will expire June 30, 2027.
- 3. Action: Election of Officers & Appointment of Subcommittees**
 - Mr. Harrison moved to elect as BJ Heath as Board Chair.
 - Mr. Moldenhauer seconded.

- Vote: 7 Ayes: Daniel, Harrison, Heath, Mejares-Pham, Moldenhauer, Rugge, Wadlington; 0 Absent; 0 Noes; Motion Adopted
- Mr. Moldenhauer moved to elect as Collin Harrison as Vice Chair.
- Ms. Mejares-Pham seconded.
- Vote: 7 Ayes: Daniel, Harrison, Heath, Mejares-Pham, Moldenhauer, Rugge, Wadlington; 0 Absent; 0 Noes; Motion Adopted
- Ms. Mejares-Pham moved to elect Reginald Wadlington as Board Secretary.
- Mr. Harrison seconded.
- Vote: 7 Ayes: Daniel, Harrison, Heath, Mejares-Pham, Moldenhauer, Rugge, Wadlington; 0 Absent; 0 Noes; Motion Adopted
- Mr. Harrison moved to elect Lauren Rugge as Board Treasurer.
- Ms. Mejares-Pham seconded.
- Vote: 7 Ayes: Daniel, Harrison, Heath, Mejares-Pham, Moldenhauer, Rugge, Wadlington; 0 Absent; 0 Noes; Motion Adopted
- Ms. Mejares-Pham moved to appoint Lauren Rugge and Debbie Daniel as representatives on the Superintendent's Evaluation Subcommittee.
- Mr. Moldenhauer seconded.
- Vote: 7 Ayes: Daniel, Harrison, Heath, Mejares-Pham, Moldenhauer, Rugge, Wadlington; 0 Absent; 0 Noes; Motion Adopted
- Ms. Daniel moved to appoint Collin Harrison as Harbor Springs' representative on the Succession Plan Subcommittee.
- Ms. Mejares-Pham seconded.
- Vote: 7 Ayes: Daniel, Harrison, Heath, Mejares-Pham, Moldenhauer, Rugge, Wadlington; 0 Absent; 0 Noes; Motion Adopted

4. Action: Approval of Agenda

- Mr. Harrison moved to approve the agenda.
- Mr. Wadlington seconded.
- Vote: 7 Ayes: Daniel, Harrison, Heath, Mejares-Pham, Moldenhauer, Rugge, Wadlington; 0 Absent; 0 Noes; Motion Adopted

5. Action: Approval of Minutes from June 6, 2024

- Ms. Mejares-Pham moved to approve the Minutes from June 6, 2024.
- Mr. Moldenhauer seconded.
- Vote: 5 Ayes: Daniel, Harrison, Heath, Mejares-Pham, Moldenhauer; 0 Absent; 0 Noes; 2 Absentation: Rugge, Wadlington; Motion Adopted

6. **Action: Approval of Minutes from August 6, 2024**
 - Ms. Mejares-Pham moved to approve the Minutes from June 6, 2024.
 - Mr. Harrison seconded.
 - Vote: 5 Ayes: Daniel, Harrison, Heath, Mejares-Pham, Moldenhauer; 0 Absent; 0 Noes; 2 Absentation: Rugge, Wadlington; Motion Adopted
7. **Action: Approval of Consent Agenda**
 - Ms. Mejares-Pham moved to approve the Warrants, Personnel Action Report, and Delayed State Data: CA School Dashboard Priority 1.
 - Mr. Harrison seconded.
 - Vote: 7 Ayes: Daniel, Harrison, Heath, Mejares-Pham, Moldenhauer, Rugge, Wadlington; 0 Absent; 0 Noes; Motion Adopted
8. **Public Comment**
 - None
9. **Information: Student Spotlight - 8th Grade Summer Camp Video Presentation**
 - The board enjoyed a video created by our Education Department. Staff members from our Education Department took 8th-grade students to a week-long summer camp to bond with their peers and learn about their inner emotions.
10. **Information: Staff Spotlight - Board Appreciation Dinner 2024 Ignite! Video Presentation**
 - The board enjoyed a video created by Parrell 40 Productions of our Board Appreciation Dinner 2024. Our Board Appreciation Dinner was held on August 6th, 2024, at Pechanga Resort and Casino in the Grand Ballroom.
11. **Information: Staff Spotlight - 25th Ignite! 2024 Video Presentation**
 - The board enjoyed a video created by Parrell 40 Productions of our Staff Development 2024 (IGNITE!). Our Staff Development 2024 (IGNITE!) was held on August 7th, 2024, at Pechanga Resort and Casino in the Summit Ballroom.
12. **Information: Superintendent's Report**
 - Kathleen Hermismeyer reviewed the Superintendent's Report and provided updates about the start of the school year.
13. **Information: Board Conference Options 2024-25**
 - Natali South explained that one member per charter may attend a conference this year.

- 14. Action: Approval of the Booking Agreement with Chula Vista Elite Athlete Training Center for Otay Ranch Academy for the Performing Arts**
- Ms. Mejares-Pham moved to approve the Booking Agreement with Chula Vista Elite Athlete Training Center for Otay Ranch Academy for the Performing Arts.
 - Mr. Wadlington seconded.
 - Discussion: Dave Black explained the Pacific's ORAA students are meeting in this location until the new site is completed, which is expected to be around Thanksgiving.
 - Vote: 7 Ayes: Daniel, Harrison, Heath, Mejares-Pham, Moldenhauer, Rugge, Wadlington; 0 Absent; 0 Noes; Motion Adopted
- 15. Action: Approval of Approval Unaudited Actuals**
- Mr. Moldenhauer moved to approve the Unaudited Actuals.
 - Ms. Rugge seconded.
 - Discussion: Trevor Johnson reviewed the Unaudited Actuals for 2023-24. These will be reviewed during the upcoming audit. Trevor explained the sources of funding and reviewed expenditures.
 - Vote: 7 Ayes: Daniel, Harrison, Heath, Mejares-Pham, Moldenhauer, Rugge, Wadlington; 0 Absent; 0 Noes; Motion Adopted
- 16. Action: Waive the First Reading and Approval of Board Policy 5036.1 - Student Parking**
- Ms. Rugge moved to waive the First Reading and approve Board Policy 5036.1 - Student Parking.
 - Mr. Moldenhauer seconded.
 - Discussion: Trevor Johnson explained that some of the sites in the network have grown to the size that we need to implement a parking policy. While Citrus Springs is not facing this issue, we try to have consistent policies across all our charters so that the policy is in place if needed.
 - Vote: 7 Ayes: Daniel, Harrison, Heath, Mejares-Pham, Moldenhauer, Rugge, Wadlington; 0 Absent; 0 Noes; Motion Adopted
- 17. Action: Approval of Stipend Agreement Form (SAF) Schedule for 2024-25**
- Ms. Rugge moved to approve the Stipend Agreement Form (SAF) Schedule for 2024-25.
 - Mr. Moldenhauer seconded.
 - Discussion: Trevor Johnson explained that we have always offered stipends, which have been approved through the general budget process. CalSTRS has requested a separate approval for clarity regarding retirement credit reporting.

- Vote: 7 Ayes: Daniel, Harrison, Heath, Mejares-Pham, Moldenhauer, Rugge, Wadlington; 0 Absent; 0 Noes; Motion Adopted

18. Action: Approval of Longevity Bonuses presented at Ignite

- Ms. Rugge moved to approve the Longevity Bonuses presented at Ignite.
- Mr. Wadlington seconded.
- Discussion: Trevor Johnson explained that we have always offered stipends, which have been approved through the general budget process. CalSTRS has requested a separate approval regarding clarity for retirement credit reporting.
- Vote: 7 Ayes: Daniel, Harrison, Heath, Mejares-Pham, Moldenhauer, Rugge, Wadlington; 0 Absent; 0 Noes; Motion Adopted

19. Action: Approval of Longevity Payments to 15, 20, and 25-year Employees

- Mr. Moldenhauer moved to approve the Longevity Payments to 15, 20, and 25-year Employees.
- Mr. Wadlington seconded.
- Discussion: Trevor Johnson indicated that we've paid longevity awards for years, and they've been adopted previously through the budget process. This individual approval allows additional transparency.
- Vote: 7 Ayes: Daniel, Harrison, Heath, Mejares-Pham, Moldenhauer, Rugge, Wadlington; 0 Absent; 0 Noes; Motion Adopted

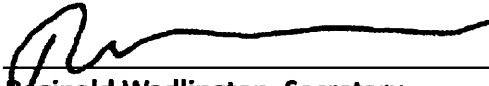
20. Action: Waive the First Reading and Approval of Updated Board Policy 7003.1 - Conflict of Interest Code

- Ms. Rugge moved to waive the First Reading and approve Updated Board Policy 7003.1 - Conflict of Interest Code.
- Ms. Daniel seconded.
- Discussion: Ruth Newsome explained that minor edits have been made to the COI. The approved policy will be forwarded to the County Board of Supervisors for approval.
- Vote: 7 Ayes: Daniel, Harrison, Heath, Mejares-Pham, Moldenhauer, Rugge, Wadlington; 0 Absent; 0 Noes; Motion Adopted

21. Action: Approval of Superintendent's Goals 2024-25

- Ms. Rugge moved to approve the Superintendent's Goals 2024-25.
- Mr. Harrison seconded.
- Discussion: Kathleen Hermsmeyer reviewed her proposed goals for the upcoming year.
- Vote: 7 Ayes: Daniel, Harrison, Heath, Mejares-Pham, Moldenhauer, Rugge, Wadlington; 0 Absent; 0 Noes; Motion Adopted

22. **Closed Session - in Accordance with Gov Code Section 54954.5/54956.9:
Entered into at 6:19 p.m.**
- 54956.9: Special Education Settlement Agreement re: Student ID: 6007 & 6593
23. **Open Session - Entered into Open Session at 6:34 p.m.**
- The board approved the settlement agreement.
24. **Board Comments**
- Ms. Mejares-Pham asked of any Springs campuses closed due to the fires. Dr. Hermismeyer explained that we followed the local school districts, and yes, some campuses closed for a day or two.
25. **Action: Motion to Adjourn the Meeting**
- Mr. Moldenhauer moved to adjourn the meeting at 6:37 p.m.
 - Mr. Harrison seconded.
 - Vote: 7 Ayes: Daniel, Harrison, Heath, Mejares-Pham, Moldenhauer, Rugge, Wadlington; 0 Absent; 0 Noes; Motion Adopted



Reginald Wadlington, Secretary

12/12/24
Date

HARBOR SPRINGS CHARTER SCHOOL BOARD OF DIRECTORS

700 E. Bobier Ave. Vista, CA 92084

REGULAR MEETING MINUTES

December 12, 2024

4:30 p.m.

Vista Student Center

700 E. Bobier Ave. Vista, CA 92084

Otay Ranch Academy for the Performing Arts

2371 Fenton St. Chula Vista, CA 91914

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:

Barbara BJ Heath, Chair
Collin Harrison, Vice Chair
Reginald Wadlington, Secretary
Debbie Daniel, Director
Jennifer Mejares-Pham, Director

Dr. Kathleen Hermsmeyer, Superintendent
Virginia Smith, Asst. Superintendent, Human Resources
Amy Podratz, Asst. Superintendent, Admin. Operations
Natali South, Senior Director of Charter Relations
Dave Black, Senior Director of Facilities
Courtney Cook, Senior Director of Special Education
Trevor Johnson, Senior Director of Business
Jared McLeod, Senior Director of Assessment & Accountability
Katherine Van Leeuwen, Senior Director of Admin. Ops
Laura Banda, Director of Assessment & Accountability
Kimberly Bagby Principal
Brynne Dukes, Principal
Renee Albright, Charter Relations Coordinator

1. **Call to Order and Pledge of Allegiance**
 - Ms. Heath called the meeting to order at 4:33 p.m. and led the Pledge of Allegiance.

2. **Action: Approval of Agenda**
 - Mr. Harrison moved to approve the agenda.
 - Ms. Mejares-Pham seconded.
 - Vote: 5 Ayes: Daniel, Harrison, Heath, Mejares-Pham, Wadlington;
2 Absent: Moldenhauer, Rugge; 0 Noes; Motion Adopted
3. **Action: Approval of Minutes from September 12, 2024**
 - Mr. Harrison moved to approve the Minutes from September 12, 2024.
 - Ms. Daniel seconded.
 - Vote: 5 Ayes: Daniel, Harrison, Heath, Mejares-Pham, Wadlington;
2 Absent: Moldenhauer, Rugge; 0 Noes; Motion Adopted
4. **Action: Approval of Consent Agenda**
 - Mr. Harrison moved to approve the Warrants, Personnel Action Report, and Contract Ratifications as Posted: i-Ready Invoice.
 - Ms. Daniel seconded.
 - Vote: 5 Ayes: Daniel, Harrison, Heath, Mejares-Pham, Wadlington;
2 Absent: Moldenhauer, Rugge; 0 Noes; Motion Adopted
5. **Public Comment**
 - None
6. **Information: Student Spotlight - Venture Student - Joshua**
 - The Board enjoyed a video created by high school Venture student Joshua. Joshua is in 11th grade with Harbor Springs. He explained to the Board that he loves Venture because the POP (Personalized Options Program) allows him to do online school work while pursuing a passion for music. He is also enrolled in Barstow Community College and obtaining college credits.
7. **Information: Student Academic Achievement Data Presentation**
 - Laura Banda reviewed academic achievement data and explained the efforts we are making to increase proficiency in all areas.
8. **Information: CAASPP Awards Presentation**
 - Students were honored for their exceptional performance on the CAASPP assessment, showcasing their dedication and academic excellence. The categories were Perfect Score, Top Growth in English Language Arts, and Top Growth in Mathematics.

9. **Information: Superintendent's Report**
 - Kathleen Hermismeyer reviewed the Superintendent's Report and provided updates. She announced to the board that we recently obtained approval for a county-wide benefit charter in Orange County. Dr. Hermismeyer provided additional network-wide updates including recent conferences and initiatives.
10. **Information: Comprehensive School Safety Plan**
 - Tanya Rogers presented the safety plan and explained that the posted document is for public view, and the school has also completed a version with tactical information.
11. **Information: First Reading of Revised Board Policy 5015.1 - Student Suspension and Expulsion**
 - Michelle Sapanara presented the revised policy and explained that the revision provides the opportunity for students or families to appeal suspension or expulsions. Additionally, minor language edits were made. The policy will be returned for a second reading and vote at the next meeting.
12. **Information: 2024-2025 Mid-Year Local Control and Accountability Plan (LCAP) Implementation Update**
 - Katherine Van Leeuwen reviewed the progress on our LCAP goals and indicated that there will be another update later in the school year.
13. **Action: Approval of 2025-26 Attendance and Credentialed Staff Calendar**
 - Ms. Daniel moved to approve the 2025-26 Attendance and Credentialed Staff Calendar.
 - Ms. Mejares-Pham seconded.
 - Discussion: Amy Podratz reviewed the calendar.
 - Vote: 5 Ayes: Daniel, Harrison, Heath, Mejares-Pham, Wadlington; 2 Absent: Moldenhauer, Rugge; 0 Noes; Motion Adopted
14. **Action: Waive the First Reading and Approve Board Policy 4020.1 - Risk Management Policy**
 - Ms. Daniel moved to Waive the First Reading and Approve Board Policy 4020.1 - Risk Management Policy.
 - Mr. Harrison seconded.
 - Discussion: Tanya Rogers explained that this policy outlines the practices that we already have in place as related to Risk Management.
 - Vote: 5 Ayes: Daniel, Harrison, Heath, Mejares-Pham, Wadlington; 2 Absent: Moldenhauer, Rugge; 0 Noes; Motion Adopted

15. **Action: Approval of Annual Audit for Fiscal Year 2023-24**
- Mr. Harrison moved to approve the Annual Audit for Fiscal Year 2023-24.
 - Ms. Daniel seconded.
 - Discussion: Tanya Rogers reviewed the audit report, which reflects zero findings or corrections.
 - Vote: 5 Ayes: Daniel, Harrison, Heath, Mejares-Pham, Wadlington; 2 Absent: Moldenhauer, Rugge; 0 Noes; Motion Adopted
16. **Action: Approval of 1st Interim Budget 24-25 SY**
- Mr. Harrison moved to approve the 1st Interim Budget 24-25 SY.
 - Ms. Daniel seconded.
 - Discussion: Tanya Rogers reviewed the budget.
 - Vote: 5 Ayes: Daniel, Harrison, Heath, Mejares-Pham, Wadlington; 2 Absent: Moldenhauer, Rugge; 0 Noes; Motion Adopted
17. **Action: Approval of Shared Services Memorandum of Understanding**
- Mr. Harrison moved to approve the Shared Services Memorandum of Understanding.
 - Ms. Daniel seconded.
 - Discussion: Tanya Rogers explained that the MOU between all Springs' charters has been updated to include the newest Springs' charter, Inland Empire Springs.
 - Vote: 5 Ayes: Daniel, Harrison, Heath, Mejares-Pham, Wadlington; 2 Absent: Moldenhauer, Rugge; 0 Noes; Motion Adopted
18. **Action: Approval of Authorized Signers of Bank Accounts**
- Mr. Harrison moved to approve the Authorized Signers of Bank Accounts.
 - Ms. Daniel seconded.
 - Discussion: Trevor Johnson explained that this item is presented every year for approval. There have been no changes since the last presentation of bank signers.
 - Vote: 5 Ayes: Daniel, Harrison, Heath, Mejares-Pham, Wadlington; 2 Absent: Moldenhauer, Rugge; 0 Noes; Motion Adopted
19. **Closed Session - in Accordance with Gov Code Section 54956.9/54956.9(d)(2)/54957: Entered into at 6:45 p.m.**
- 54956.9: Special Education Settlement Agreement re: Student ID: 1889
 - Evaluation of the Superintendent
20. **Open Session - Entered into Open Session at 7:15 p.m.**
- **Report of Action Taken in Closed Session**
 - Approval of Special Education Settlement - Student ID: 1889
 - The Board approved the Settlement Agreement.

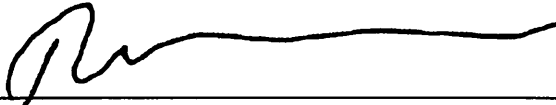
- Evaluation of the Superintendent
 - The Board provided a favorable evaluation of the superintendent.

21. Board Comments

- None

22. Action: Motion to Adjourn the Meeting

- Ms. Daniel moved to adjourn the meeting at 7:18 p.m.
- Mr. Harrison seconded.
- Vote: 5 Ayes: Daniel, Harrison, Heath, Mejares-Pham, Wadlington;
2 Absent: Moldenhauer, Rugge; 0 Noes; Motion Adopted



Reginald Wadlington, Secretary

Feb. 6, 2025

Date

Conflict of Interest Code:

Pacific Springs Charter School



SPRINGS CHARTER SCHOOLS

27740 JEFFERSON AVENUE, TEMECULA, CA 92590
P: (951) 252-8800 | F: (951) 252-8801 | www.SpringsCS.org

Superintendent: Kathleen Hermsmeyer, Ed.D.

RIVER SPRINGS | CITRUS SPRINGS | EMPIRE SPRINGS | HARBOR SPRINGS | INLAND EMPIRE SPRINGS | ORANGE SPRINGS | PACIFIC SPRINGS | VISTA SPRINGS

March 3, 2025

COSD CLERK OF THE BOARD
2025 MAR 6 AM 8:46

Board of Supervisors
County of San Diego
Clerk of the Board of Supervisors, Disclosure Services Unit
1600 Pacific Highway, Room 402
San Diego, CA 92101

Request for Approval – 2024 Biennial Review Notice and Board Policy 7003.1

Dear Board of Supervisors,

Attached is the 2024 Biennial Review Notice form for Harbor Springs Charter School, Vista Springs Charter School, and Pacific Springs Charter School, along with documents for the September 12, 2024, Board meeting. This includes a request to waive the first reading and approve the updated Board Policy 7003.1 – Conflict of Interest Code. These changes have been reviewed and recommended for approval.

Please let us know once the amended code has been approved by the Board of Supervisors or if further revisions are required. If you have any questions or need additional information, feel free to contact me at (951) 225-7778.

Thank you for your time and consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Somie Kennedy', is written over a circular blue stamp.

Somie Kennedy
HR Administrative Assistant III

Subject: Conflict of Interest Code
Approved By: Board of Directors
Policy: 7003.1



☒ **HARBOR SPRINGS CHARTER SCHOOL**

Effective Date: December 10, 2018

Revised Date: September 12, 2024

☒ **VISTA SPRINGS CHARTER SCHOOL**

Effective Date: December 10, 2018

Revised Date: September 12, 2024

☒ **PACIFIC SPRINGS CHARTER SCHOOL**

Effective Date: December 10, 2018

Revised Date: September 12, 2024

I. ADOPTION

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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 be 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."

All Statements shall be filed with the Charter School. The Charter School's filing officer shall retain the original and provide a copy to the Jurisdiction Board of Supervisors or member of the public upon request.

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 when the final vote is taken) and comply with any applicable provisions of the Charter School bylaws.

EXHIBIT A

Designated Positions

(To be updated by HR as necessary)

- I. Persons occupying the following positions are designated employees and must disclose financial interest 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 (President, Treasurer, Secretary)
- D. Superintendent of Charter School
- E. Assistant Superintendents
- F. Consultant: ~~Delta Managed Solutions, LLC~~ Chief Financial Consultant
- G. Director of Facilities
- H. Senior Director of Facilities

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

- A. Controllers

- III. Persons occupying the following positions are designated employees and must disclose financial interests defined in Categories 2 and 3 of "Exhibit B".

- A. Principals'
- B. B. Directors
- C. Senior Directors
- D. Assistant Directors
- E. Financial Analyst
- F. Payroll Manager
- G. Purchasing Lead
- H. Safety and Risk Manager

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 jurisdiction, or (2) within two miles of the boundaries of the jurisdiction, 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 engaged in the acquisition or disposal of real property within the jurisdiction.

(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 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.

PACIFIC SPRINGS CHARTER SCHOOL BOARD OF DIRECTORS

700 E. Bobier Ave. Vista, CA 92084

REGULAR MEETING MINUTES

September 12, 2024

4:30 p.m.

700 E. Bobier Ave. Vista, CA 92084

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:

Barbara BJ Heath, Chair
Collin Harrison, Vice Chair
Reginald Wadlington, Secretary
Lauren Rugge, Treasurer
Debbie Daniel, Director
Jennifer Mejares-Pham, Director
Justin Moldenhauer, Director

Dr. Kathleen Hermsmeyer, Superintendent
Virginia Smith, Asst. Superintendent, Human Resources
Tanya Rogers, Asst. Superintendent, Business
Amy Podratz, Asst. Superintendent, Admin. Operations
Natali South, Senior Director of Charter Relations
Trevor Johnson, Senior Director of Business
Denise Smith, Senior Director of Human Resources
Ruth Newsome, Senior Director of Human Resources
Courtney Cook, Senior Director of Special Education
Dave Black, Senior Director of Facilities
Kimberly Bagby Principal
Brynne Dukes, Principal
Renee Albright, Charter Relations Coordinator

1. **Call to Order and Pledge of Allegiance**
 - Natali South called the meeting to order at 4:32 p.m. and led the Pledge of Allegiance.
2. **Oath of Office: Lauren Rugge and Reginald Wadlington**
 - Natali South presented the Oath of Office to Lauren Rugge and Reginald Wadlington. These members' first, renewable term will expire June 30, 2027.
3. **Action: Election of Officers & Appointment of Subcommittees**
 - Mr. Harrison moved to elect as BJ Heath as Board Chair.
 - Mr. Moldenhauer seconded.

- Vote: 7 Ayes: Daniel, Harrison, Heath, Mejares-Pham, Moldenhauer, Rugge, Wadlington; 0 Absent; 0 Noes; Motion Adopted
- Mr. Moldenhauer moved to elect as Collin Harrison as Vice Chair.
- Ms. Mejares-Pham seconded.
- Vote: 7 Ayes: Daniel, Harrison, Heath, Mejares-Pham, Moldenhauer, Rugge, Wadlington; 0 Absent; 0 Noes; Motion Adopted
- Ms. Mejares-Pham moved to elect Reginald Wadlington as Board Secretary.
- Mr. Harrison seconded.
- Vote: 7 Ayes: Daniel, Harrison, Heath, Mejares-Pham, Moldenhauer, Rugge, Wadlington; 0 Absent; 0 Noes; Motion Adopted
- Mr. Harrison moved to elect Lauren Rugge as Board Treasurer.
- Ms. Mejares-Pham seconded.
- Vote: 7 Ayes: Daniel, Harrison, Heath, Mejares-Pham, Moldenhauer, Rugge, Wadlington; 0 Absent; 0 Noes; Motion Adopted
- Ms. Mejares-Pham moved to appoint Lauren Rugge and Debbie Daniel as representatives on the Superintendent's Evaluation Subcommittee.
- Mr. Moldenhauer seconded.
- Vote: 7 Ayes: Daniel, Harrison, Heath, Mejares-Pham, Moldenhauer, Rugge, Wadlington; 0 Absent; 0 Noes; Motion Adopted
- Ms. Daniel moved to appoint Collin Harrison as Harbor Springs' representative on the Succession Plan Subcommittee.
- Ms. Mejares-Pham seconded.
- Vote: 7 Ayes: Daniel, Harrison, Heath, Mejares-Pham, Moldenhauer, Rugge, Wadlington; 0 Absent; 0 Noes; Motion Adopted

4. Action: Approval of Agenda

- Mr. Harrison moved to approve the agenda.
- Mr. Wadlington seconded.
- Vote: 7 Ayes: Daniel, Harrison, Heath, Mejares-Pham, Moldenhauer, Rugge, Wadlington; 0 Absent; 0 Noes; Motion Adopted

5. Action: Approval of Minutes from June 6, 2024

- Mr. Harrison moved to approve the Minutes from June 6, 2024.
- Ms. Mejares-Pham seconded.
- Vote: 5 Ayes: Daniel, Harrison, Heath, Mejares-Pham, Moldenhauer; 0 Absent; 0 Noes; 2 Absentation: Rugge, Wadlington; Motion Adopted

6. **Action: Approval of Minutes from August 6, 2024**
 - Ms. Mejares-Pham moved to approve the Minutes from June 6, 2024.
 - Ms. Rugge seconded.
 - Vote: 5 Ayes: Daniel, Harrison, Heath, Mejares-Pham, Moldenhauer; 0 Absent; 0 Noes; 2 Absentation: Rugge, Wadlington; Motion Adopted
7. **Action: Approval of Consent Agenda**
 - Ms. Mejares-Pham moved to approve the Warrants, Personnel Action Report, Delayed State Data: CA School Dashboard Priority 1, and Contract Ratifications: Ready Spaces at Otay Ranch Academy for the Performing Arts, OffiSavvy at Otay Ranch Academy for the Performing Arts, Kolibrien Corporation at 2371 Fenton Street, Chula Vista, and AI's Quality Painting Inc. at 1615 Mater Dei Drive, Chula Vista.
 - Ms. Rugge seconded.
 - Vote: 7 Ayes: Daniel, Harrison, Heath, Mejares-Pham, Moldenhauer, Rugge, Wadlington; 0 Absent; 0 Noes; Motion Adopted
8. **Public Comment**
 - None
9. **Information: Student Spotlight - 8th Grade Summer Camp Video Presentation**
 - The board enjoyed a video created by our Education Department. Staff members from our Education Department took 8th-grade students to a week-long summer camp to bond with their peers and learn about their inner emotions.
10. **Information: Staff Spotlight - Board Appreciation Dinner 2024 Ignite! Video Presentation**
 - The board enjoyed a video created by Parrell 40 Productions of our Board Appreciation Dinner 2024. Our Board Appreciation Dinner was held on August 6th, 2024, at Pechanga Resort and Casino in the Grand Ballroom.
11. **Information: Staff Spotlight - 25th Ignite! 2024 Video Presentation**
 - The board enjoyed a video created by Parrell 40 Productions of our Staff Development 2024 (IGNITE!). Our Staff Development 2024 (IGNITE!) was held on August 7th, 2024, at Pechanga Resort and Casino in the Summit Ballroom.
12. **Information: Superintendent's Report**
 - Kathleen Hermismeyer reviewed the Superintendent's Report and provided updates about the start of the school year.

13. **Information: Board Conference Options 2024-25**
- Natali South explained that one member per charter may attend a conference this year.
14. **Action: Approval of the Booking Agreement with Chula Vista Elite Athlete Training Center for Otay Ranch Academy for the Performing Arts**
- Ms. Mejares-Pham moved to approve the Booking Agreement with Chula Vista Elite Athlete Training Center for Otay Ranch Academy for the Performing Arts.
 - Mr. Wadlington seconded.
 - Discussion: Dave Black explained the Pacific's ORAA students are meeting in this location until the new site is completed, which is expected to be around Thanksgiving.
 - Vote: 7 Ayes: Daniel, Harrison, Heath, Mejares-Pham, Moldenhauer, Rugge, Wadlington; 0 Absent; 0 Noes; Motion Adopted
15. **Action: Approval of Approval Unaudited Actuals**
- Mr. Moldenhauer moved to approve the Unaudited Actuals.
 - Ms. Rugge seconded.
 - Discussion: Trevor Johnson reviewed the Unaudited Actuals for 2023-24. These will be reviewed during the upcoming audit. Trevor explained the sources of funding and reviewed expenditures.
 - Vote: 7 Ayes: Daniel, Harrison, Heath, Mejares-Pham, Moldenhauer, Rugge, Wadlington; 0 Absent; 0 Noes; Motion Adopted
16. **Action: Waive the First Reading and Approval of Board Policy 5036.1 - Student Parking**
- Ms. Rugge moved to waive the First Reading and approve Board Policy 5036.1 - Student Parking.
 - Mr. Moldenhauer seconded.
 - Discussion: Trevor Johnson explained that some of the sites in the network have grown to the size that we need to implement a parking policy. While Citrus Springs is not facing this issue, we try to have consistent policies across all our charters so that the policy is in place if needed.
 - Vote: 7 Ayes: Daniel, Harrison, Heath, Mejares-Pham, Moldenhauer, Rugge, Wadlington; 0 Absent; 0 Noes; Motion Adopted
17. **Action: Approval of Stipend Agreement Form (SAF) Schedule for 2024-25**
- Ms. Rugge moved to approve the Stipend Agreement Form (SAF) Schedule for 2024-25.
 - Mr. Moldenhauer seconded.

- Discussion: Trevor Johnson explained that we have always offered stipends, which have been approved through the general budget process. CalSTRS has requested a separate approval for clarity regarding retirement credit reporting.
- Vote: 7 Ayes: Daniel, Harrison, Heath, Mejares-Pham, Moldenhauer, Rugge, Wadlington; 0 Absent; 0 Noes; Motion Adopted

18. Action: Approval of Longevity Bonuses presented at Ignite

- Ms. Rugge moved to approve the Longevity Bonuses presented at Ignite.
- Mr. Wadlington seconded.
- Discussion: Trevor Johnson explained that we have always offered stipends, which have been approved through the general budget process. CalSTRS has requested a separate approval regarding clarity for retirement credit reporting.
- Vote: 7 Ayes: Daniel, Harrison, Heath, Mejares-Pham, Moldenhauer, Rugge, Wadlington; 0 Absent; 0 Noes; Motion Adopted

19. Action: Approval of Longevity Payments to 15, 20, and 25-year Employees

- Mr. Moldenhauer moved to approve the Longevity Payments to 15, 20, and 25-year Employees.
- Mr. Wadlington seconded.
- Discussion: Trevor Johnson indicated that we've paid longevity awards for years, and they've been adopted previously through the budget process. This individual approval allows additional transparency.
- Vote: 7 Ayes: Daniel, Harrison, Heath, Mejares-Pham, Moldenhauer, Rugge, Wadlington; 0 Absent; 0 Noes; Motion Adopted

20. Action: Waive the First Reading and Approval of Updated Board Policy 7003.1 - Conflict of Interest Code

- Ms. Rugge moved to waive the First Reading and approve Updated Board Policy 7003.1 - Conflict of Interest Code.
- Ms. Daniel seconded.
- Discussion: Ruth Newsome explained that minor edits have been made to the COI. The approved policy will be forwarded to the County Board of Supervisors for approval.
- Vote: 7 Ayes: Daniel, Harrison, Heath, Mejares-Pham, Moldenhauer, Rugge, Wadlington; 0 Absent; 0 Noes; Motion Adopted

21. Action: Approval of Superintendent's Goals 2024-25

- Ms. Rugge moved to approve the Superintendent's Goals 2024-25.
- Mr. Harrison seconded.
- Discussion: Kathleen Hermsmeyer reviewed her proposed goals for the upcoming year.

- Vote: 7 Ayes: Daniel, Harrison, Heath, Mejares-Pham, Moldenhauer, Rugge, Wadlington; 0 Absent; 0 Noes; Motion Adopted

**22. Closed Session - in Accordance with Gov Code Section 54954.5/54956.9:
Entered into at 6:19 p.m.**

- 54956.9: Special Education Settlement Agreement re: Student ID: 6007 & 6593

23. Open Session - Entered into Open Session at 6:34 p.m.

- The board approved the settlement agreement.

24. Board Comments

- Ms. Mejares-Pham asked of any Springs campuses closed due to the fires. Dr. Hermismeyer explained that we followed the local school districts, and yes, some campuses closed for a day or two.

25. Action: Motion to Adjourn the Meeting

- Mr. Moldenhauer moved to adjourn the meeting at 6:37 p.m.
- Mr. Harrison seconded.
- Vote: 7 Ayes: Daniel, Harrison, Heath, Mejares-Pham, Moldenhauer, Rugge, Wadlington; 0 Absent; 0 Noes; Motion Adopted



Reginald Wadlington, Secretary

12/12/24

Date

PACIFIC SPRINGS CHARTER SCHOOL BOARD OF DIRECTORS

700 E. Bobier Ave. Vista, CA 92084

REGULAR MEETING MINUTES

December 12, 2024

4:30 p.m.

Vista Student Center

700 E. Bobier Ave. Vista, CA 92084

Otay Ranch Academy for the Performing Arts

2371 Fenton St. Chula Vista, CA 91914

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:

Barbara BJ Heath, Chair
Collin Harrison, Vice Chair
Reginald Wadlington, Secretary
Debbie Daniel, Director
Jennifer Mejares-Pham, Director

Dr. Kathleen Hermsmeyer, Superintendent
Virginia Smith, Asst. Superintendent, Human Resources
Amy Podratz, Asst. Superintendent, Admin. Operations
Natali South, Senior Director of Charter Relations
Dave Black, Senior Director of Facilities
Courtney Cook, Senior Director of Special Education
Trevor Johnson, Senior Director of Business
Jared McLeod, Senior Director of Assessment & Accountability
Katherine Van Leeuwen, Senior Director of Admin. Ops
Laura Banda, Director of Assessment & Accountability
Kimberly Bagby Principal
Brynne Dukes, Principal
Renee Albright, Charter Relations Coordinator

1. **Call to Order and Pledge of Allegiance**
 - Ms. Heath called the meeting to order at 4:33 p.m. and led the Pledge of Allegiance.
2. **Action: Approval of Agenda**
 - Mr. Harrison moved to approve the agenda.
 - Ms. Mejares-Pham seconded.
 - Vote: 5 Ayes: Daniel, Harrison, Heath, Mejares-Pham, Wadlington;
2 Absent: Moldenhauer, Rugge; 0 Noes; Motion Adopted

3. **Action: Approval of Minutes from September 12, 2024**
 - Mr. Harrison moved to approve the Minutes from September 12, 2024.
 - Ms. Daniel seconded.
 - Vote: 5 Ayes: Daniel, Harrison, Heath, Mejares-Pham, Wadlington;
2 Absent: Moldenhauer, Rugge; 0 Noes; Motion Adopted
4. **Action: Approval of Consent Agenda**
 - Mr. Harrison moved to approve the Warrants, Personnel Action Report, and Contract Ratifications as Posted: i-Ready Invoice, Smart Network Solutions, Inc. at 2371 Fenton Street, and Vector USA at 2371 Fenton Street.
 - Ms. Daniel seconded.
 - Vote: 5 Ayes: Daniel, Harrison, Heath, Mejares-Pham, Wadlington;
2 Absent: Moldenhauer, Rugge; 0 Noes; Motion Adopted
5. **Public Comment**
 - None
6. **Information: Student Spotlight - Venture Student - Joshua**
 - The Board enjoyed a video created by high school Venture student Joshua. Joshua is in 11th grade with Harbor Springs. He explained to the Board that he loves Venture because the POP (Personalized Options Program) allows him to do online school work while pursuing a passion for music. He is also enrolled in Barstow Community College and obtaining college credits.
7. **Information: Student Academic Achievement Data Presentation**
 - Laura Banda reviewed academic achievement data and explained the efforts we are making to increase proficiency in all areas.
8. **Information: CAASPP Awards Presentation**
 - Students were honored for their exceptional performance on the CAASPP assessment, showcasing their dedication and academic excellence. The categories were Perfect Score, Top Growth in English Language Arts, and Top Growth in Mathematics.
9. **Information: Superintendent's Report**
 - Kathleen Hermsmeyer reviewed the Superintendent's Report and provided updates. She announced to the board that we recently obtained approval for a county-wide benefit charter in Orange County. Dr. Hermsmeyer provided additional network-wide updates including recent conferences and initiatives.

10. **Information: Comprehensive School Safety Plan**
 - Tanya Rogers presented the safety plan and explained that the posted document is for public view, and the school has also completed a version with tactical information.
11. **Information: First Reading of Revised Board Policy 5015.1 - Student Suspension and Expulsion**
 - Michelle Sapanara presented the revised policy and explained that the revision provides the opportunity for students or families to appeal suspension or expulsions. Additionally, minor language edits were made. The policy will be returned for a second reading and vote at the next meeting.
12. **Information: 2024-2025 Mid-Year Local Control and Accountability Plan (LCAP) Implementation Update**
 - Katherine Van Leeuwen reviewed the progress on our LCAP goals and indicated that there will be another update later in the school year.
13. **Approval of the Venue Use Agreement with Awaken Church for Otay Ranch Academy for the Performing Arts**
 - Mr. Harrison moved to approve the Venue Use Agreement with Awaken Church for Otay Ranch Academy for the Performing Arts.
 - Ms. Daniel seconded.
 - Discussion: Dave Black explained that this contract will
 - Vote: 5 Ayes: Daniel, Harrison, Heath, Mejares-Pham, Wadlington;
2 Absent: Moldenhauer, Rugge; 0 Noes; Motion Adopted
14. **Approval of the Booking Agreement with Chula Vista Elite Athlete Training Center for Otay Ranch Academy for the Performing Arts**
 - Mr. Harrison moved to approve the Booking Agreement with Chula Vista Elite Athlete Training Center for Otay Ranch Academy for the Performing Arts.
 - Ms. Daniel seconded.
 - Discussion: Dave Black explained that this contract will
 - Vote: 5 Ayes: Daniel, Harrison, Heath, Mejares-Pham, Wadlington;
2 Absent: Moldenhauer, Rugge; 0 Noes; Motion Adopted
15. **Action: Approval of 2025-26 Attendance and Credentialed Staff Calendar**
 - Ms. Daniel moved to approve the 2025-26 Attendance and Credentialed Staff Calendar.
 - Ms. Mejares-Pham seconded.
 - Discussion: Amy Podratz reviewed the calendar.

- Vote: 5 Ayes: Daniel, Harrison, Heath, Mejares-Pham, Wadlington;
2 Absent: Moldenhauer, Rugge; 0 Noes; Motion Adopted

16. Action: Waive the First Reading and Approve Board Policy 4020.1 - Risk Management Policy

- Ms. Daniel moved to Waive the First Reading and Approve Board Policy 4020.1 - Risk Management Policy.
- Mr. Harrison seconded.
- Discussion: Tanya Rogers explained that this policy outlines the practices that we already have in place as related to Risk Management.
- Vote: 5 Ayes: Daniel, Harrison, Heath, Mejares-Pham, Wadlington;
2 Absent: Moldenhauer, Rugge; 0 Noes; Motion Adopted

17. Action: Approval of Annual Audit for Fiscal Year 2023-24

- Mr. Harrison moved to approve the Annual Audit for Fiscal Year 2023-24.
- Ms. Daniel seconded.
- Discussion: Tanya Rogers reviewed the audit report, which reflects zero findings or corrections.
- Vote: 5 Ayes: Daniel, Harrison, Heath, Mejares-Pham, Wadlington;
2 Absent: Moldenhauer, Rugge; 0 Noes; Motion Adopted

18. Action: Approval of 1st Interim Budget 24-25 SY

- Mr. Harrison moved to approve the 1st Interim Budget 24-25 SY.
- Ms. Daniel seconded.
- Discussion: Tanya Rogers reviewed the budget.
- Vote: 5 Ayes: Daniel, Harrison, Heath, Mejares-Pham, Wadlington;
2 Absent: Moldenhauer, Rugge; 0 Noes; Motion Adopted

19. Action: Approval of Shared Services Memorandum of Understanding

- Mr. Harrison moved to approve the Shared Services Memorandum of Understanding.
- Ms. Daniel seconded.
- Discussion: Tanya Rogers explained that the MOU between all Springs' charters has been updated to include the newest Springs' charter, Inland Empire Springs.
- Vote: 5 Ayes: Daniel, Harrison, Heath, Mejares-Pham, Wadlington;
2 Absent: Moldenhauer, Rugge; 0 Noes; Motion Adopted

20. Action: Approval of Authorized Signers of Bank Accounts

- Mr. Harrison moved to approve the Authorized Signers of Bank Accounts.
- Ms. Daniel seconded.

- Discussion: Trevor Johnson explained that this item is presented every year for approval. There have been no changes since the last presentation of bank signers.
- Vote: 5 Ayes: Daniel, Harrison, Heath, Mejares-Pham, Wadlington;
2 Absent: Moldenhauer, Rugge; 0 Noes; Motion Adopted

21. Closed Session - in Accordance with Gov Code Section 54956.9/54956.9(d)(2)/54957: Entered into at 6:45 p.m.

- 54956.9: Special Education Settlement Agreement re: Student ID: 3270
- 54956.9(d)(2): Conference with Legal Counsel - Potential Litigation - F-2371
- Evaluation of the Superintendent

22. Open Session - Entered into Open Session at 7:15 p.m.

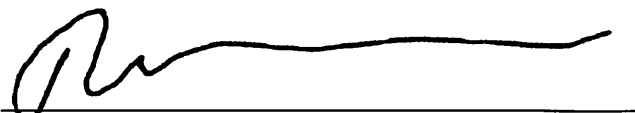
- **Report of Action Taken in Closed Session**
 - Approval of Special Education Settlement - Student ID: 3270
 - The Board approved the Settlement Agreement.
 - Conference with Real Property Negotiators - F-2371
 - The Board provided approval.
 - Evaluation of the Superintendent
 - The Board provided a favorable evaluation of the superintendent.

23. Board Comments

- None

24. Action: Motion to Adjourn the Meeting

- Ms. Daniel moved to adjourn the meeting at 7:18 p.m.
- Mr. Harrison seconded.
- Vote: 5 Ayes: Daniel, Harrison, Heath, Mejares-Pham, Wadlington;
2 Absent: Moldenhauer, Rugge; 0 Noes; Motion Adopted



 Reginald Wadlington, Secretary

Feb. 6, 2025

 Date

Conflict of Interest Code:

San Diego County Regional
Airport Authority

March 3, 2025

Olivia Tabor, Board Assistant
County of San Diego
Clerk of the Board of Supervisors
1600 Pacific Highway, Room 402
San Diego, CA 92101

Re: 2024 Biennial Conflict of Interest Update

Dear Olivia Tabor:

Attached please find the Amended 2024 Biennial Conflict of Interest Code for the San Diego County Regional Airport Authority, Draft Action Minutes, and Resolution No. 2024-0098, adopted by the Airport Authority Board of Directors at its December 5, 2024, meeting. Please let us know when the amended code has been approved by the Board of Supervisors or if further amendments are needed.

If you have any questions or require additional information, please call me at (619) 400-2550.

Sincerely,

Annette Fagan Ortiz, MBA, CMC
Authority Clerk

**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY BOARD
MINUTES
THURSDAY, DECEMBER 5, 2024
SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY
BOARD ROOM**

CALL TO ORDER: Chair Cabrera called the meeting of the San Diego County Regional Airport Authority Board to order at 9:19 a.m. on Thursday, December 5, 2024, at the San Diego County Regional Airport Authority, Administration Building, 2417 McCain Road, San Diego, CA 92101.

PLEDGE OF ALLEGIANCE: Chair Cabrera led the pledge of allegiance.

ROLL CALL:

PRESENT: Board Members: Cabrera (Chair), Fox (Ex-Officio), Herrmann (Ex-Officio), Martinez, Montgomery Steppe, Sly (Vice Chair), von Wilpert

ABSENT: Board Members: Benzian, Perez, Perrault (Ex-Officio), Sanchez, Vaus

ALSO PRESENT: Kimberly J. Becker, President/CEO; Lee Kaminetz, Assistant General Counsel; Annette Fagan Ortiz, Authority Clerk; Patricia Willis, Assistant Authority Clerk I

Board Member Sly arrived at 9:28 a.m.

PRESENTATIONS:

REPORTS FROM BOARD COMMITTEES, AD HOC COMMITTEES, AND CITIZEN COMMITTEES AND LIAISONS:

- **AUDIT COMMITTEE:** Chair Newsom reported that the committee met in November and requested several agenda items be forwarded to the Board. She reported that the items are on today's Consent Agenda and include the Authority's Audited Financial Statements for the Fiscal Year ended June 30, 2024, and a revision to the Office of the Chief Auditor's Audit Plan for Fiscal Year 2025. She also reported excellent results on the financial statements, and the external auditor's opinion was a clean/unmodified opinion, which is the best opinion the Authority can receive. She reported that the next Audit Committee meeting is scheduled for Monday, February 10, 2025.

- **CAPITAL IMPROVEMENT PROGRAM OVERSIGHT COMMITTEE:** Board Member von Wilpert reported that the committee met on November 25, 2024, and at the meeting, the committee received an update on the New Terminal 1 Construction and Logistics, along with a budget and contingency status on the project. She also reported that the project remains on schedule with no logistical moves before the holidays, but at least one major traffic switch is expected next year. She reported that tenant concession spaces in Terminal 1 are scheduled to be turned over by the end of December. She also reported that the Authority staff is hosting regional executives from Southwest Airlines who are in town to tour the building today. She reported that the CIPOC meeting is scheduled for January 16, 2025.
- **EXECUTIVE PERSONNEL AND COMPENSATION COMMITTEE:** Chair Cabrera reported that the committee did not meet last month, and there are no scheduled meetings for the rest of the year.
- **FINANCE COMMITTEE:** Board Member Martinez reported that the committee met on November 25, 2024. She reported that at that meeting, the committee reviewed the Unaudited Financial Statements for the four months ended October 31, 2024, and the Authority Investment Report as of October 31, 2024. She reported that the next meeting is scheduled for December 19, 2024.

ADVISORY COMMITTEES:

- **AUTHORITY ADVISORY COMMITTEE:** Board Member Martinez reported that the committee met on November 21, 2024, and received an update on the New Terminal 1 Airside Improvement Project, which included information about the New Terminal 1 traffic switches and logistics and updates on the Small Business Development programs. No further meetings are scheduled in 2024, the 2025 schedule is currently being developed, and the next meeting is planned for early 2025.
- **ARTS ADVISORY COMMITTEE:** Board Member Martinez reported that on December 4, 2024, Malashock Dance launched its three-month Airport Performing Arts Residency, You Are Here. She reported that the program invites audiences to experience dance inspired by oral history interviews with airport passengers and county residents, and that these personal stories serve as the soundtrack for new choreography, bringing the community and visitor narratives to life. She also reported that the next scheduled committee meeting will be on December 12, 2024, from 2:00 p.m. to 4:00 p.m.

LIAISONS:

- **CALTRANS:** Board Member Fox reported that there is a planned event at Balboa Park, Holiday of Lights, this weekend. She reported that there would be a lot of visitors and there will be slow traffic around downtown San Diego. She reported that Caltrans will have additional signs out to alert drivers of the slower traffic. She also reported that Caltrans continues to perform enhanced letter embankments on Interstate 5 and SR-163 in the downtown San Diego area and on the ramps to and from the airport. She reported that Caltrans continues to relocate the unsheltered encampments to more appropriate shelters in coordination with homeless service providers.
- **INTER-GOVERNMENTAL AFFAIRS:** Chair Cabrera reported that the federal government continues to operate under a continuing resolution which keeps federal agencies funded at Fiscal Year 2024 levels through December 20, 2024. He reported that Congress will likely use another continuing resolution to delay more permanent funding decisions until the new Administration and Senate majority take over in January. He also reported that in Sacramento, the legislature returned on December 6, 2024, for the swearing-in of 29 newly elected Senators and Assembly members and began the special session called by Governor Newsom to respond to potential actions taken by the incoming federal administration. He reported that the Legislature will reconvene on January 6, 2025, for the new two-year legislative session, and in the weeks ahead, the Governor has a statutory deadline of January 10, 2025, to present his Fiscal Year 2025-2026 state budget proposal outlining his policy and spending priorities.
- **MILITARY AFFAIRS:** Board Member Herrmann reported that the Secretary of the Navy, Honorable Carlos Del Toro, arrived at Marine Corps Air Station Miramar on December 3, 2024, to spend the day with the Marines and on the USS Boxer. He reported that construction projects continue, with the completion of the taxiway coming up next month and the large F35 hangar completion in December 2025. He reported that Honoring Our Fallen, Laura Herzog, Founder, worked with Authority Airport staff, security, and the airport to do the Dignified Transfer of one of Miramar's Marines. He also reported that in January 2025, there is a planned meeting with the Air Station Commanding Officers at Camp Pendleton and North Island to work on the common course rules and instructions for all military fliers in the area, and by February 2025 meeting, this will be signed off.
- **PORT:** None.
- **WORLD TRADE CENTER:** None

BOARD REPRESENTATIVES (EXTERNAL):

- **SANDAG BOARD OF DIRECTORS:** Chair Cabrera reported that the SANDAG Board of Directors has met twice since the last Board meeting. He reported that at the first meeting, staff presented updates on major corridor projects, and at the second meeting, staff provided an update on the Otay Mesa East Port of Entry Project, including the toll revenue legal and financial parameters. He reported that the next scheduled meeting is on December 6, 2024.
- **SANDAG TRANSPORTATION COMMITTEE:** Chair Cabrera reported that the committee met once since the last Board meeting. He reported that at the meeting, the committee received an update on regional safety efforts in developing the Regional Vision Zero Action Plan and an update on Advanced Planning and Outreach for the Airport Transit Connection project. He reported that the next original meeting was canceled and has been rescheduled to a special meeting on December 20, 2024.

CHAIR REPORT: Chair Cabrera reported that Board Members Lidia Martinez, James Sly, and CEO Kimberly Becker were named to the San Diego Business Journal's SD 500 list, which represents the most influential members of the San Diego business and civic sectors who have shaped how the region has grown over the years. He reported that Scott Chadwick is the newly appointed CEO of the San Diego Unified Port District. He also reported that this year has been a special year at the Airport Authority with the progress on New Terminal 1, the opening of the New T1 Parking Plaza, and the work in the community that the Authority has done.

PRESIDENT/CEO REPORT: Kim Becker, CEO/President, reported that during the travel week, Tuesday, November 26, 2024, through Sunday, December 1, 2024, nearly half a million travelers passed through the airport, averaging 76 thousand travelers per day. She reported a 4% to 6% increase over the same period last year and will continue with the December holiday travel increase of 3% to 5% over the same period last year. She reported that KLM announced air service to Europe from three Alliances: Star Alliance, Lufthansa, and One World, which will give the community more options. She reported that Porter Airlines will have flights between San Diego and Toronto, Canada, four times a week starting December 4, 2024. She reported that on December 3, 2024, the Airport Authority staff involved in negotiating and signing the Navy Lease joined Capt. Laurie Scott and his staff to celebrate. She also reported that today, December 5, 2024, is the ribbon-cutting ceremony for the opening of the Chase Sapphire Lounge in Terminal 2.

NON-AGENDA PUBLIC COMMENT: None

CONSENT AGENDA (ITEMS 1 - 18):

ACTION: Moved by Board Member Martinez and seconded by Board Member von Wilpert to approve the Consent Agenda. Motion carried by the following votes: YES – Cabrera, Martinez, Montgomery Steppe, Sly, von Wilpert; NO – None; ABSENT – Benzian, Perez, Sanchez, Vaus (Weighted Vote Points: YES – 56; NO – 0; ABSENT – 44)

1. APPROVAL OF MINUTES:

RECOMMENDATION: Approve the minutes of the November 7, 2024, regular meeting.

2. ACCEPTANCE OF BOARD AND COMMITTEE MEMBERS WRITTEN REPORTS ON THEIR ATTENDANCE AT APPROVED MEETINGS AND PRE-APPROVAL OF ATTENDANCE AT OTHER MEETINGS NOT COVERED BY THE CURRENT RESOLUTION:

RECOMMENDATION: Accept the reports and pre-approve Board Member attendance at other meetings, trainings and events not covered by the current resolution.

3. AWARDED CONTRACTS AND APPROVED CHANGE ORDERS FROM OCTOBER 7, 2024, THROUGH NOVEMBER 7, 2024, AND REAL PROPERTY AGREEMENTS GRANTED AND ACCEPTED FROM OCTOBER 7, 2024, THROUGH NOVEMBER 7, 2024:

RECOMMENDATION: Receive the report.

4. DECEMBER 2024 LEGISLATIVE REPORT:

RECOMMENDATION: Adopt Resolution No. 2024-0097, approving the December 2024 Legislative Report.

5. BIENNIAL REVIEW AND AMENDMENT OF AUTHORITY CODE SECTION 2.30 – CONFLICT OF INTEREST CODE:

RECOMMENDATION: Adopt Resolution No. 2024-0098, amending Authority Code Section 2.30 – Conflict of Interest Code.

(Office of the Authority Clerk: Annette Fagan Ortiz, Authority Clerk)

6. APPROVE AND AUTHORIZE A REVISED AIR SERVICE INCENTIVE PROGRAM (ASIP25) AT SAN DIEGO INTERNATIONAL AIRPORT:

RECOMMENDATION: Adopt Resolution No. 2024-0099, approving and authorizing a revised Air Service Incentive Program (ASIP25) at San Diego International Airport to promote new air service and replace the existing air service incentive program authorized by resolution 2022-0098.

CLAIMS:

7. REJECT THE CLAIM OF VASILE RADULESCU:

RECOMMENDATION: Adopt Resolution No. 2024-0100, rejecting the claim of Vasile Radulesch.

8. REJECT THE CLAIM OF IBOLYA RADULESCU:

RECOMMENDATION: Adopt Resolution No. 2024-0101, rejecting the claim of Ibolya Radulesch.

9. REJECT THE CLAIM OF MICHELE AVERY:

RECOMMENDATION: Adopt Resolution No. 2024-0102, rejecting the claim of Michele Avery.

10. REJECT THE CLAIM OF JODY MYERS:

RECOMMENDATION: Adopt Resolution No. 2024-0103, rejecting the claim of Jody Myers.

COMMITTEE RECOMMENDATIONS:

11. EXTERNAL AUDITOR'S REPORTS FOR FISCAL YEAR ENDED JUNE 30, 2024: A) AUDITED FINANCIAL STATEMENTS, B) SINGLE AUDIT REPORTS, C) PASSENGER FACILITY CHARGES COMPLIANCE REPORT, D) CUSTOMER FACILITY CHARGE COMPLIANCE REPORT, AND E) LETTER TO THE BOARD:

RECOMMENDATION: The Audit Committee recommends that the Board accept the reports.

12. REVIEW OF THE ANNUAL COMPREHENSIVE FINANCIAL REPORT (ACFR) FOR THE YEAR ENDED JUNE 30, 2024:

The Board is requested to accept the report.

RECOMMENDATION: The Audit Committee recommends that the Board accept the report.

13. FISCAL YEAR 2025 FIRST QUARTER REPORT FROM THE OFFICE OF THE CHIEF AUDITOR:

RECOMMENDATION: The Audit Committee recommends that the Board accept the report.

14. REVISION TO THE FISCAL YEAR 2025 AUDIT PLAN OF THE OFFICE OF THE CHIEF AUDITOR:

RECOMMENDATION: The Audit Committee recommends that the Board adopt Resolution No. 2024-0104, approving the revision to the Fiscal Year 2025 Audit Plan of the Office of the Chief Auditor.

15. DISPOSITION OF SURPLUS PROPERTY:

RECOMMENDATION: Adopt Resolution No. 2024-0105 authorizing the disposition of surplus property (materials and/or equipment) by: (1) sale to highest bidder; (2) donation; and, (3) recycling and disposing of unwanted items as scrap in accordance with Policy 8.21.

CONTRACTS AND AGREEMENTS:

16. GRANT PUBLIC ROADWAY EASEMENTS TO THE CITY OF SAN DIEGO:

RECOMMENDATION: Adopt Resolution No. 2024-0106, authorizing the President/CEO to negotiate and grant public roadway easements to the City of San Diego in support of the NewT1 Project.

CONTRACTS AND AGREEMENTS AND/OR AMENDMENTS TO CONTRACTS AND AGREEMENTS EXCEEDING \$1 MILLION:

17. AWARD A CONTRACT TO S&L SPECIALTY CONSTRUCTION, INC. FOR QUIETER HOME PROGRAM PHASE 13, GROUP 10, PROJECT NO. 381310 TWENTY-TWO (22) NON-HISTORIC SINGLE-FAMILY AND MULTI-FAMILY UNITS ON SIXTEEN (16) RESIDENTIAL PROPERTIES LOCATED EAST AND WEST OF THE SAN DIEGO INTERNATIONAL AIRPORT:

RECOMMENDATION: Adopt Resolution No. 2024-0107, awarding a contract to S&L Specialty Construction, Inc. in the amount of \$1,078,200 for Phase 13, Group 10, Project No. 381310, of the San Diego County Regional Airport Authority's Quieter Home Program and making a finding that the project is exempt from the California Environmental Quality Act.

18. APPROVE AND AUTHORIZE THE PRESIDENT/CEO TO EXECUTE A FIRE ALARM AND RELATED SYSTEMS MAINTENANCE SERVICE AGREEMENT WITH SYGNAL SYSTEMS:

RECOMMENDATION: Adopt Resolution No. 2024-0108, approving and authorizing the President/CEO to execute a Fire Alarm and Related Systems Maintenance Service Agreement with Sygnal Systems, for a term of three years, with the option for two (2) one-year extensions exercisable at the discretion of the President/CEO, for a total not-to-exceed compensation amount of \$2,100,000, to provide fire alarm and related systems maintenance services, at San Diego International Airport ("SDIA").

PUBLIC HEARINGS:

OLD BUSINESS:

NEW BUSINESS:

19. APPROVE AND AUTHORIZE THE PRESIDENT/CEO TO NEGOTIATE AND EXECUTE A NON-EXCLUSIVE CONCESSION LEASE WITH CAVU EXPERIENCES (AMER), LLC TO DESIGN, BUILD, FINANCE, OPERATE, AND MAINTAIN A COMMON-USE AIRPORT LOUNGE WITHIN THE NEW TERMINAL 1:

Deanna Zachrisson, Director, Revenue Generation & Partnership Development, provided a presentation on the New Terminal 1 Common Use Airport Lounge, Escape Lounges that included New Terminal 1 Lounge Location, Selection Process, About CAVU, Your Airport, Our Inspiration, Spaces for Relaxation & Play, Plan Overview, Escape Lounge Proposal Summary, Small Business Inclusion, and Project Schedule.

RECOMMENDATION: Adopt Resolution No. 2024-0109, approving and authorizing the President/CEO to negotiate and execute a non-exclusive concession lease with CAVU EXPERIENCES (AMER), LLC to design, build, finance, operate, and maintain a common-use airport lounge within the New Terminal 1 at San Diego International Airport for a term not to exceed a fifteen-year operating term and additional term for the design and construction period and authorizing the President/CEO to take all necessary actions to execute the concession lease.

ACTION: Moved by Board Member von Wilpert and seconded by Board Member Montgomery Steppe to approve the recommendation. Motion carried by the following votes: YES – Cabrera, Martinez, Montgomery Steppe, Sly, von Wilpert; NO – None; ABSENT – Benzian, Perez, Sanchez, Vaus (Weighted Vote Points: YES – 56; NO – 0; ABSENT – 44)

The Board recessed at 9:50 a.m. and reconvened at 9:52 a.m.

CLOSED SESSION: The Board recessed into Closed Session at 9:53 a.m. to hear items 20 through 23.

20. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION:

Paragraph (1) of subdivision (d) of Cal. Gov. Code §54956.9

Name of Case: San Diego County Regional Airport Authority v. AQ US SW Holding Co., et al., San Diego Superior Court Case No. 37-2023-00032124-CU-BC- CTL

21. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION:

Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9

Number of potential Cases: 2

22. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION:

Significant exposure of litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9

Number of potential Cases: 1

23. CONFERENCE WITH LEGAL COUNSEL- EXISTING LITIGATION:

Paragraph (1) of subdivision (d) of Cal. Gov. Code §54956.9

Name of Case: *In re Advantage Holdco, Inc., et al.*, United States Bankruptcy Court
for the District of Delaware Case No, 20-11259

REPORT ON CLOSED SESSION: The Board reconvened out of Closed Session at 11:10 a.m. Lee Kamenetz, Assistant General Counsel, reported that the Board gave direction on item 22 on the delay damage claim asserted by AD Partnership.

GENERAL COUNSEL REPORT:

BOARD COMMENT:

ADJOURNMENT: The meeting adjourned at 11:11 a.m.

APPROVED BY A MOTION OF THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY
BOARD THIS 9th DAY OF JANUARY 2025.

ATTEST:



ANNETTE FAGAN ORTIZ
AUTHORITY CLERK

APPROVED AS TO FORM:



AMY GONZALEZ
GENERAL COUNSEL

RESOLUTION NO. 2024-0098

A RESOLUTION OF THE BOARD OF THE SAN DIEGO
COUNTY REGIONAL AIRPORT AUTHORITY, AMENDING
AUTHORITY CODE SECTION 2.30 - CONFLICT OF
INTEREST CODE

WHEREAS, San Diego County Regional Airport Authority Code 2.30 established the Authority's Conflict of Interest Code; and

WHEREAS, Government Code Section 87306.5 requires every local government agency to review its Conflict of Interest Code no later than October 1 of each even-numbered year to determine if changed circumstances necessitate a change in its Conflict of Interest Code; and

WHEREAS, Government Code Section 87302(a) requires that each agency's Conflict of Interest Code enumerate the employee positions within the agency "which involve the making or participation in the making of decisions which may foreseeably have a material effect on any financial interest" of the employee; and

WHEREAS, the Authority has reviewed its Conflict of Interest Code as required and due to changed circumstances, the Board wishes to amend the Code to update and designate certain employee positions which are subject to disclosure of certain economic interests.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby approves the amendments to Authority Code Section 2.30, Conflict of Interest Code (Attachment A), updating the list of designated employees; and

BE IT FURTHER RESOLVED that the Board finds that this action is not a "project" as defined by the California Environmental Quality Act ("CEQA") (California Public Resources Code §21065); and

BE IT FURTHER RESOLVED that the Board finds that this action is not a "development" as defined by the California Coastal Act (California Public Resources Code §30106); and

BE IT FURTHER RESOLVED that the Board finds that this action is not a project that involves additional approvals or actions by the Federal Aviation Administration ("FAA") and, therefore, no formal review under the National Environmental Policy Act ("NEPA") is required.

PASSED, ADOPTED, AND APPROVED by the Board of the San Diego County Regional Airport Authority at a regular meeting this 5th day of December, 2024, by the following vote:

AYES: Board Members: Cabrera, Martinez, Montgomery Steppe, Sly, von Wilpert

NOES: Board Members: None

ABSENT: Board Members: Benzian, Perez, Sanchez, Vaus

ATTEST:



ANNETTE FAGAN ORTIZ
AUTHORITY CLERK

APPROVED AS TO FORM:



AMY GONZALEZ
GENERAL COUNSEL

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

CODE Ss

ARTICLE 2 - ETHICS
PART 2.3 - CONFLICTS OF INTEREST
SECTION 2.30 - CONFLICTS OF INTEREST

(a) The California Political Reform Act, Government Code Sections 81000, *et seq.*, requires state and local government agencies to adopt and promulgate Conflict of Interest Codes. The California Fair Political Practices Commission (“FPPC”) has adopted a regulation, 2 Cal. Code of Regs. Section 18730, which contains the terms of a standard model Conflict of Interest Code, which can be incorporated by reference, and which may be amended by the FPPC to conform to amendments in the California Political Reform Act after public notice and hearings. Therefore, the terms of 2 Cal. Code of Regs. Section 18730 and any amendments to it duly adopted by the FPPC, along with the attached Appendix, in which officials and employees are designated and disclosure categories are set forth, are hereby incorporated by reference and constitute the Conflict of Interest Code of the Authority.

(b) Designated employees shall file Statements of Economic Interests with the Authority Clerk which will make the statements available for public inspection and reproduction (Cal. Gov. Code Section 81008). Upon receipt of the completed Statements of Economic Interest, the Authority Clerk shall date stamp and retain the original statements for all designated employees (Cal. Gov. Code Section 87500 (p)). The original Statements of Economic Interest for heads of agencies, and members of boards or commissions (i.e. President/CEO, General Counsel, Chief Auditor, Vice Presidents, Board Member, and Public Committee Members) will be forwarded to the Clerk of the San Diego County Board of Supervisors (Cal. Gov. Code Section 87500 (k)) and the Authority will maintain a copy.

(c) Appendices

(1) Appendix A - Designated Employee Positions

LIST OF DESIGNATED POSITIONS	*ASSIGNED DISCLOSURE CATEGORY
Accounting Manager	4
Administrative Services Manager	4
Airport Art Program Manager	4
<u>Airport Art Program Coordinator II</u>	<u>4</u>
<u>Airport Properties Operations Coordinator</u>	<u>4</u>
<u>Air Service Program Manager</u>	<u>4</u>
Airside Operations Duty Manager II	2, 4
Airside & Terminal Resource Systems Manager	4

<u>Application Development Analyst</u>	<u>4</u>
Asset Manager	2, 4
Associate Airport Planner	2, 4
Assistant Authority Clerk II	4
Associate Asset Manager	4
Associate Engineer	2, 4
Attorney	1
Auditor	1***
Board Member	1
Chief Auditor	1***
Construction Manager	2, 4
Consultant*	1**
<u>Cost Analyst</u>	<u>2, 4</u>
Customer Relations Manager	4
<u>Database Administrator</u>	<u>4</u>
<u>Director, Accounting</u>	<u>1</u>
Director, Airport Design & Construction	1
Director, Airport Planning & Environmental Affairs	1
Director, Aviation Security & Public Safety	1
Director, Board Services/Authority Clerk	1
<u>Director, Capital Financial Planning & Airline Relations</u>	<u>1</u>
Director, Communications	1
Director, Counsel Services	1
Director, Customer Experience & Innovation	1
Director, Facilities Management	1
Director, Financial Planning and Budget	1
Director, Government Relations	1
Director, Ground Transportation	1
Director, Information & Technology Services	1
<u>Director, Marketing & Air Service Development</u>	<u>1</u>
Director, Procurement	1
<u>Director, Revenue Management</u>	<u>1</u>
Director, Talent, Culture & Capability	1
Director, <u>Terminal & Airside</u> & Terminal Operations	1
<u>Document Control Manager</u>	<u>4</u>
Financial Analyst I/II	4
General Counsel	1
Geographic Information System & Computer Aided Design System Manager	4

<u>Human Resources Analyst I/II</u>	<u>4</u>
<u>Human Resources Information Systems Analyst II</u>	<u>4</u>
<u>IT Project Manager</u>	<u>4</u>
Innovation Program Manager	4
Labor Compliance Program Supervisor	3, 4
Maintenance Project Inspector	3, 4
Management Analyst	4
Manager, Airport Finance	4
Manager, Airport Planning	2, 4
Manager, Airside Operations	4
Manager, Audit Services	<u>1***</u>
Manager, Aviation Security & Law Enforcement	3, 4
Manager, Business Analytic	4
Manager, Business & Systems Applications	4
Manager, Customer Experience Design	4
Manager, Contracts	4
Manager, Emergency Preparedness & Public Safety	3, 4
Manager, Energy & Water Management	4
Manager, Environmental Affairs	2, 4
Manager, Facilities Management	2, 4
<u>Manager, Government & Community Relations</u>	<u>4</u>
Manager, Ground Transportation	4
<u>Manager, HR Business Partnerships</u>	<u>4</u>
<u>Manager, HR Operations</u>	<u>4</u>
<u>Manager, Infrastructure Operations</u>	<u>4</u>
Manager, Insurance & Construction, Risk	2, 4
Manager, Landside Operations	<u>4</u>
Manager, Learning & Capability	4
Manager, Procurement & Contract Services	4
Manager, Safety & Labor Compliance	2, 4
Manager, Safety & Wellness	<u>4</u>
Manager, Service Desk & IT Terminal Operations	4
Manager, Small Business Development	4
Manager, Terminal Concessions	<u>4</u>
Manager, Terminal Operations	4
President/CEO	1
Procurement Analyst I/II	4
Program Manager, <u>Engineering & Construction</u>	<u>2, 4</u>
<u>Program Manager, Concessions</u>	<u>2, 4</u>
<u>Project Analyst</u>	<u>4</u>

<u>Project Controls Analyst</u>	<u>4</u>
Project Manager	4
Public Audit, and Art Advisory Committee Members)	1
<u>Purchasing Card Program Analyst</u>	<u>4</u>
Quality Control Manager	3, 4
Quieter Home Program Coordinator	2, 4
Records & Information Manager	<u>4</u>
<u>Risk Management Analyst I/II</u>	<u>4</u>
<u>Safety & Loss Prevention Analyst I/II</u>	<u>4</u>
<u>Security & Public Safety Analyst I/II</u>	<u>4</u>
<u>Senior Accountant</u>	<u>4</u>
Senior Airport Planner	2, 4
Senior Airport Traffic Supervisor	<u>3</u>
Senior Airside Operations Duty Manager	2, 4
<u>Senior Applications Development Analyst</u>	<u>4</u>
Senior Attorney	1
Senior Auditor	1***
Senior Construction Inspector	<u>2,3</u>
<u>Senior Cost Analyst</u>	<u>2,4</u>
Senior Director, External Relations	1
Senior Director, Finance & Asset Management	<u>1</u>
Senior Director, Marketing & Air Service Development	<u>1</u>
Senior Engineering Technician I/II	2,4
Senior Financial Analyst	4
<u>Senior Human Resource Analyst</u>	<u>4</u>
Senior Maintenance Project Inspector	2,3
Senior Management Analyst	3
Senior Manager, Accounting	<u>4</u>
Senior Manager, Airport Finance	<u>4</u>
Senior Manager, Arts Program	4
<u>Senior Manager, Construction Services</u>	<u>2,4</u>
Senior Manager, Information & Technology Services	4
Senior Manager, Marketing	4
Senior Manager, Talent & OD	<u>4</u>

Senior Marketing Specialist	4
Senior Program Manager	4
Senior Project Management Systems Analyst	4
Senior Procurement Analyst	4
<u>Senior Project Controls Analyst</u>	<u>2,4</u>
Senior Risk Management Analyst	4
Senior Systems Support Analyst	4
<u>Senior Terminal Operations Coordinator</u>	<u>4</u>
Small Business Development Program Coordinator	4
Small Business Development Program Manager	2,4
<u>Systems Support Analyst I/II</u>	<u>4</u>
<u>Terminal Operations Coordinator</u>	<u>4</u>
Vice President & Chief Development Officer	1
Vice President, Treasurer & Chief Financial Officer	1
Vice President & Chief Operations Officer	1
Vice President, Marketing, Innovation & Chief Revenue Officer	1

* Consultants are persons who meet the definition found in 2 Cal. Code of Regs. Section 18700.3.

** Consultants shall disclose pursuant to Category 1, the broadest disclosure category in this Conflict of Interest Code, unless the President/CEO determines in writing that a particular consultant, although a designated employee, is hired to perform a range of duties that are limited in scope and thus is not required to comply with the disclosure requirements described in this Appendix. Such determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The determination of the President/CEO is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code. Nothing herein excuses any such consultant from any other provision of this Conflict of Interest Code.

*** Pursuant to 2 Cal. Code of Regs. Section 18733, an employee in this category may file a Form 700A.

(2) Appendix B - Disclosure Categories

General Provisions. The Authority has jurisdiction throughout the County of San Diego (hereinafter "County"). Accordingly, when a designated employee or individual is required to disclose investments, business positions, and sources of income, they he or she need only disclose investments in business entities and sources of income that do business in the County, plan to do business in the County, or have done business in the County within the past two (2) years. In addition to other activities, a business entity is doing business within the County if it owns real property within the County. When a designated employee or individual is required to disclose real property, they he or she need only disclose that which is located in whole or in part

within or not more than two (2) miles outside the boundaries of the County or within two (2) miles of any land owned or used by the Authority.

Definition of Disclosure Categories

Category 1 - Designated employees assigned to Category 1 shall report as follows:
~~Officials and employees whose duties are broad and indefinable:~~

Business positions, investments and sources of income that are either located in or doing business in the County, are planning to do business in the County, or have done business in the County in the past two (2) years.

Interests in real property in the County, including real property within two (2) miles of the boundaries of the County.

Category 2 - Designated employees assigned to Category 2 shall report as follows:
~~Officials and employees whose decisions may affect real property interests:~~

Investments and business positions in business entities, and income from sources that engage in land development, construction, or the acquisition or sale of real property.

Interests in real property in the County, including real property within two (2) miles of the boundaries of the County, or property located within a two (2) mile radius of any property owned or used by the Authority.

Category 3 - Designated employees assigned to Category 3 shall report as follows:
~~Officials and employees with regulatory powers:~~

All investments, business positions, interests in real property and sources of income subject to the regulatory, permit or licensing authority of the Authority.

Category 4 - Designated employees assigned to Category 4 shall report as follows:
~~Officials and employees whose duties involve contracting or purchasing:~~

Investments and business positions in business entities and sources of income including those that provide services, supplies, materials, machinery or equipment of the type utilized by the Authority or any individual department of the Authority.

[[Amended by Resolution No. 2020-0087 dated October 6, 2022](#)]
[Amended by Resolution No. 2020-0081 dated September 3, 2020.]
[Amended by Resolution No. 2018-0090 dated September 13, 2018.]
[Amended by Resolution No. 2016-0072 dated September 15, 2016]
[Amended by Resolution No. 2014-0083 dated September 4, 2014]
[Amended by Resolution No. 2012-0089 dated September 6, 2012]
[Amended by Resolution No. 2010-0090 dated September 2, 2010]
[Amended by Resolution No. 2008-0107 dated September 4, 2008]
[Amended by Resolution No. 2006-0133 dated November 13, 2006]
[Amended by Resolution No. 2004-0097 dated October 4, 2004]
[Adopted by Resolution No. 2002-02 dated September 20, 2002]

Conflict of Interest Code:

San Diego Unified Port District



COSD CLERK OF THE BOARD
2025 FEB 27 AM9:18

February 24, 2025

Clerk of the Board
San Diego County Board of Supervisors
1600 Pacific Highway
San Diego, CA 92101

RE: Approval of Conflict of Interest Code of the San Diego Unified Port District

Please see the attached Conflict of Interest Code for the San Diego Unified Port District, which was approved by the Board of Port Commissioners on February 11, 2025. Thank you.

Donna Morales

Donna Morales
District Clerk

**CONFLICT OF INTEREST CODE
OF THE
SAN DIEGO UNIFIED PORT DISTRICT**



The Political Reform Act, Government Code Sections 81000, et seq., requires State and local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission has adopted 2 Cal. Adm. Code Section 18730, which contains the standard model Conflict of Interest Code, which can be incorporated by reference, and which may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act after public notice and hearings. Therefore, the provisions of 2 Cal. Adm. Code Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission along with the attached Appendix A, in which officials and employees are designated, and Appendix B and Appendix C, in which disclosure categories are set forth, are hereby incorporated by reference and constitute the Conflict of Interest Code of the San Diego Unified Port District (District). Designated employees listed in Appendix A of the Conflict of Interest Code of San Diego Unified Port District shall disclose those financial interests which are within the categories represented by the numbers following the listed position as described in Appendix B and Appendix C. Designated employees shall file Statements of Economic Interests pursuant to 2 Cal. Adm. Code Section 18730 and this Code.

Individuals holding designated positions shall file their statements of economic interests (statements) with the Office of the District Clerk (District Clerk), which will make the statements available for public inspection and reproduction in accordance with Government Code Section 81008. Upon receipt of the statements for the Members of the Board of Port Commissioners, the District Clerk shall make and retain copies and forward the originals to the Clerk of the San Diego County Board of Supervisors in accordance with Government Code Section 87500. All other statements will be retained by the District Clerk. Staff Form 700 filers may utilize electronic signatures in accordance with Fair Political Practices Commission guidelines and instructions from the District Clerk.

**San Diego Unified Port District
Conflict of Interest Code**

**Appendix A:
List of Designated Employees**

Class No.	Class Title	Assigned Disclosure Categories
B243-CN21	Accountant	IV
B254-UE03	Accounting Supervisor	IV
B210-UE03	Applications Developer	VII
B300-CE03	Architect	I
B821-UE03	Area Real Estate Manager	I
B279-UE03	Asset Manager	I
B230-CN03	Assistant Asset Manager	I
A2013-UE11	Assistant Chief of Harbor Police/ Public Safety	I
A2075-UE24	Assistant Director of Development Services	I
A2075-UE22	Assistant Director, Engineering-Construction	I
A2030-UE15	Assistant Director, General Services	I
A2076-UE24	Assistant Director of People Services	I
A2001-UE20	Assistant Director, Real Estate	I
B206-CN03	Assistant Engineer	I
B315-CN15	Assistant Environmental Specialist	I
Appointee holds same class number as current class	Assistant Executive Director/Acting President/Acting Chief Executive Officer – Board Appointee	I
A1010-UE 1403	Assistant General Counsel	I
B917-UE16	Assistant Parking Manager	I
B320-CN16	Assistant Planner	I
B221-UE16	Assistant Port Auditor	I
B263-CN16	Assistant Procurement Analyst	III
A2058-UE16	Assistant Vice President	I
A1381-UE03	Assistant Vice President, Administrative Services	I
A2076-UE23	Assistant Vice President, General Services	
A1035-UE08	Assistant Vice President, Government Relations & Communication	I
A1220-UE03	Assistant Vice President, Operations	I
B205-CE2103	Associate Engineer	I
B310-CE17	Associate Environmental Specialist	I
B306-CE17	Associate Planner	I
	Audit Committee	I
B246-UE15	Benefit Analyst	VI

**San Diego Unified Port District
Conflict of Interest Code**

**Appendix A:
List of Designated Employees**

Class No.	Class Title	Assigned Disclosure Categories
B600-UE15	Benefits and Compensation Manager	VI
F693-CNR07	Building Maintenance Coordinator	II
B248-UE11	Business Intelligence Analyst	VII
B843-UE08	Business Intelligence Supervisor	VII
B884-UE20	Business Partner, People & Organizational Development	II
B232-UE15	Business Systems Analyst	VII
B225-UE14	Business Systems Supervisor	VII
A1150-UE03	CFO/Treasurer	I
B214-UE21	Capital Project Manager	I
A1201-UE03	Chief Engineer/ Engineering Construction	I
A2067-UE17	Chief Information Security Officer	VII
A2057-UE16	Chief Technology Officer	VII
	<u>Chula Vista Bayfront Facilities Financing Authority Port filers (Per JEPA Bylaws)</u>	<u>I</u>
C313-CN03	Civil Designer	<u>I</u>
B958-CE24	Civilian Unit Manager	<u>II</u>
B177-UN 2103	Commissioner Services Assistant	VIII
C314-CN15	Construction Inspector	II
C312-CN05	Construction Inspector Supervisor	II
	Consultants	Appendix C
B619-UE07	Database Administrator	VII
B809-UE03	Department Administrative Manager	II
B810-UE08	Department Business Manager	II
B907-UE18	Department Manager, Development Services	I
B877-UE15	Department Manager, Financial Services	I
B874-UE17	Department Manager, Real Estate	I
B660-UE21	Deputy District Clerk/Docket Coordinator	I
B655-UE21	Deputy District Clerk/Records Manager	I
A2043-UE14	Deputy General Counsel I	I
A2044-UE14	Deputy General Counsel II	I
A2045-UE14	Deputy General Counsel III	I
A2046-UE14	Deputy General Counsel IV	I
A2060-UE16	Deputy General Counsel V	I
B240-UE16	Deputy Port Auditor I	I
B208-UE17	Deputy Port Auditor II	I
A1155-UE15	Deputy Treasurer	I

**San Diego Unified Port District
Conflict of Interest Code**

**Appendix A:
List of Designated Employees**

Class No.	Class Title	Assigned Disclosure Categories
B951-UE22	Development Manager	I
A2064-UE17	Director, Development Services	I
A2068-UE18	Director, Environmental Conservation	I
A2063-UE17	Director, Environmental Protection	I
A1350-UE15	Director, Financial Services	I
A1396-UE15	Director, General Services	I
A2056-UE21	Director, Guest Experiences	I
A1400-UE15	Director, Human Resources	II
A1900-UE19	Director, Information Technology	VII
A1700-UE15	Director, Maritime	I
A1395-UE16	Director, Marketing & Communications	VII
A2066-UE21	Director, Parks & Recreation	I
A14002048-UE239	Director, People Services & Organizational Development	I
A2065-UE17	Director, Planning	I
A2056-UE16	Director, Guest Experiences (moved to alphabetical order)	I
A2047-UE15	Director, Procurement/Chief Procurement Officer	I
A1225-UE17	Director, Real Estate	I
A2066-UE21	Director, Parks & Recreation (moved to alphabetical order)	I
A2074-UE22	Director, Safety	I
A1365-UE03	District Clerk	I
B234-UE21	Diversity, Equity, & Inclusion Analyst	II
B945-UE21	Diversity, Equity, & Inclusion Business & Community Partner	VI
B942-UE18	Enterprise Architect	VII
B927-UE17	Enterprise Operations Manager	VII
C329-CN14	Environmental Compliance Inspector	II
A1000-UE03	Executive Director (President/CEO) – Board Appointee	I
A1165-UE21	Executive Vice President/Chief of Staff	I
B949-UE21	External Community Relations Partner	I
B623-UE2205	Facility Security Officer	I
B135-UN1503	Financial Analyst	IV
A1005-UE14	General Counsel – Board Appointee	I
B937-UE17	Geographic Information Systems Analyst III	VII
B894-UE17	Geographic Information Systems Supervisor	VII

**San Diego Unified Port District
Conflict of Interest Code**

**Appendix A:
List of Designated Employees**

Class No.	Class Title	Assigned Disclosure Categories
B802-UE03	Grants Coordinator	I
A2011-UE17	Harbor Police Captain	I
B285-UE 2205	Homeland Security Program Manager	I
B239-UE03	Human Resources Analyst	II
B940-UE18	Human Resources Business Partner	VII
B926-UE19	Human Resources Recruiter	VII
B898-UE16	IT Infrastructure Engineer III	VII
B899-UE16	IT Infrastructure Engineer IV	VII
B908-UE16	IT Project Manager	VII
B932-UE17	IT Systems Engineer III	VII
B933-UE17	IT Systems Engineer IV	VII
B929-UE17	Information Technology Business Partner	VII
B200-UE15	Information Technology Security Analyst	VII
B226-UE 144	Infrastructure Supervisor	VII
B950-UE21	Labor Relations Analyst	II
B272-CN 2116	Land Surveyor	X
B925-CN17	Lead Mapping and Outreach	VII
B850-UE16	Legislative Policy Administrator	V
B954-UE22	Legislative Policy Analyst	V
F605-CER03	Maintenance Supervisor	II
C310-CER19	Maintenance Support Supervisor	II
B303-UE 2103	Management Analyst	I
B833-UE 134	Manager, Business Development & Recreation Services	I
B865-UE 2112	Manager, Commissioner & Executive Services	VIII
B155-UE17	Manager, Distribution & Storage	III
B831-UE21	Manager, Diversity, Equity, & Inclusion	II
B827-UE 1503	Manager, Engineering-Construction	I
B805-UE03	Manager, Financial Services	IV
B881-UE15	Manager, Grants and Policy	II
B811-UE03	Manager, Human Resources	II
B928-UE17	Manager, Information Technology Business Partner	VII
B808-UE12	Manager, Maintenance System	III
B878-UE15	Manager, Maritime Commercial Trade and Properties	I
B815-UE15	Manager, Maritime Operations	II
B816-UE06	Manager, Maritime Trade Development	I

**San Diego Unified Port District
Conflict of Interest Code**

**Appendix A:
List of Designated Employees**

Class No.	Class Title	Assigned Disclosure Categories
B862-UE12	Manager, Marketing & Communications	V
B400-UE22	Manager, Office of General Counsel Administration	I
B807-UE03	Manager, Operations & Maintenance	II
B811-UE23 921-UE239	Manager, People <u>Services & Organizational Development</u>	II
B820-UE06	Manager, Procurement Services	III
B227-CNR03	Marine Terminal Supervisor	II
B920-CER 0316	Marine Terminal Supervisor (Exempt)	II
B236- CEN 03	Marketing/Public Relations Representative	V
B219-UE 1503	Network Systems Analyst	VII
<u>B405-UN14</u>	<u>Paralegal</u>	<u>I</u>
B952-UE22	Paralegal/Assistant Manager, Office of General Counsel Administration	I
B260-CN03	Park Permit Coordinator	II
B901-UE16	Parking Manager	I
A1009-UE19	Port Auditor – Board Appointee	I
B626-UE 2218	Port Security Manager	IX
<u>B960-CE24</u>	<u>Principal Biologist</u>	<u>I</u>
B238-UE03	Principal Marketing/Public Relations Representative	V
<u>B956-UE23</u>	<u>Principal Outreach Specialist</u>	<u>I</u>
B938-UE18	Principal, Economics and Policy	I
B880-UE16	Principal, Maritime Business Development	I
B902-UE16	Principal, Maritime Business Retention	I
<u>B957-UE23</u>	<u>Principal, Social Media</u>	<u>V</u>
B867-UE14	Principal, Special Projects	I
B948-UE21	Principal, Strategic Planning	I
B266-CN 1503	Procurement Analyst I	III
B265-CE 1503	Procurement Analyst II	III
B269-UE 1508	Procurement Supervisor	III
B886-UE20	Program Director	III
B282-UE21	Program Manager	I
B885-UE16	Program Manager, Aquaculture & Blue Tech	I
B891-UE16	Program Manager, Energy & Sustainability	II
B883-UE16	Program Manager, Engineering-Construction	I
B887-UE21	Program Manager, Planning & -Environment	I
B875-UE15	Program Manager, Real Estate	I
<u>B959-UE24</u>	<u>Project Labor and Compliance Administrator</u>	<u>VI</u>

**San Diego Unified Port District
Conflict of Interest Code**

**Appendix A:
List of Designated Employees**

Class No.	Class Title	Assigned Disclosure Categories
B209-UE21	Project Manager 7	II
B903-UE16	Project Review Associate	I
B865-UE18	Public Information Officer	V
B939-UE18	Retirement Programs Administrator	VI
B650-UE14	Risk and Safety Manager	I
B617-UE03	Risk Management Administrator	I
B615-UE03	Risk Management Analyst	II
B607-CN14	Safety Specialist II	III
B245-CE21	Senior Accountant	IV
B281-UE03	Senior Applications Developer	VII
B229-UE03	Senior Asset Manager	I
B918-UE16	Senior Benefits & Compensation Analyst	VI
B844-UE 1509	Senior Business Intelligence Analyst	VII
B9444-UE21	Senior Business Partner, People & Organizational Development	II
B231-UE 105	Senior Business Systems Analyst	VII
C311-CN15	Senior Construction Inspector	II
A2061-UE17	Senior Deputy General Counsel	I
B286-UE21	Senior Diversity, Equity, & Inclusion Analyst	II
B204-CE03	Senior Engineer	I
B309-UE17	Senior Environmental Specialist	I
B276-UE 1503	Senior Financial Analyst	IV
B247-UE03	Senior Human Resources Analyst	II
B616-UE03	Senior IT Auditor	VII
B946-CE21	Senior Land Surveyor	X
B201-UE 1503	Senior Management Analyst	I
B941-CN18	Senior Multi-Media Specialist	V
B9444-UE23	Senior People Services Analyst	II
B259-UE17	Senior Planner	I
B819-UE 241	Senior Policy Administrator	II
B646-UE03	Senior Project Architect	I
B100-UE21	Senior Project Manager 7	I
B817-UE03	Senior Project Office Administrator	I
B871-UE15	Senior Systems Administrator	VII
B622-UE03	Senior Trade Account Representative	I
<u>B962-UE24</u>	<u>Small Business Enterprise Administrator</u>	<u>II</u>

**San Diego Unified Port District
Conflict of Interest Code**

**Appendix A:
List of Designated Employees**

Class No.	Class Title	Assigned Disclosure Categories
B237- CEN 03	Special Events Associate	V
B953-UE22	Special Projects Manager	I
B879-UE15	Systems Administration Supervisor	VII
B870-UE15	Systems Administrator	VII
B700-UE03	Systems Support Supervisor	VII
B179-CN03	Travel Services Coordinator	VIII
A1037-UE16	Vice President	I
A1025-UE03	Vice President, Administration/ CAO	I
A1015-UE21	Vice President, Business Operations <u>Real Estate</u>	I
A2072-UE21	Vice President, Facilities & Engineering	I
A2069-UE-19	Vice President, Maritime	I
A2070-UE-19	Vice President, Marketing & Communications	I
A2071-UE21	Vice President, Planning & Environment	I
<u>A1500-UE03</u>	<u>Vice President, Public Safety/Chief of Harbor Police</u>	<u>I</u>
A1026-UE21	Vice President, Strategy & Policy	I
A1500-UE03	Vice President, Public Safety/Chief of Harbor Police	I
<u>B961-UE24</u>	<u>Workforce Partnership Administrator</u>	<u>II</u>

The following individuals must file Statements of Economic Interests pursuant to Government Code Section 87200 and are listed below for informational purposes only:

Port Commissioner

Chief Engineer
District Clerk
Executive Director
Port Attorney
Port Auditor
Treasurer (CFO/Treasurer)

An individual holding one of the above listed positions may contact the Fair Political Practices Commission for assistance of written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by Section 87200

**San Diego Unified Port District
Conflict of Interest Code**

**Appendix B:
Disclosure Categories for Designated Positions**

Category I

All sources of income, interests in real property and investments and business positions in business entities located in or doing business in member cities and unincorporated parts of San Diego County plus 2 miles.

Category II

All sources of income, investments and business positions in business entities located in or doing business in member cities and unincorporated parts of San Diego County plus 2 miles.

Category III

Investments and business positions in business entities and sources of income, which provide services, supplies, materials, machinery or equipment of the type utilized by the agency.

Category IV

Investments and business positions in business entities and sources of income, which provide financial services of the type utilized by the agency.

Category V

Investments and business positions in business entities and sources of income, which provide marketing services or communication services of the type utilized by the agency.

Category VI

Investments and business positions in business entities and income from sources which are providers of health care services, including but not limited to pharmacies, physicians, etc.

Investments and business positions in business entities and/or nonprofit corporations and income from sources which may be the recipient of patient referrals for the delivery of health care services or supplies by the employee's hospitals.

Investments and business positions in business entities and income from sources which are providers and/or the deliverers of pension and benefit services.

Investments and business positions in business entities or nonprofit corporations and income from sources which are of the type which provide consultant services to any business entity or nonprofit corporation made reportable by this disclosure category.

**San Diego Unified Port District
Conflict of Interest Code**

**Appendix B:
Disclosure Categories for Designated Positions**

Category VII

Investments and business positions in business entities and sources of income which provide data processing or computer services, supplies, materials, machinery or equipment of the type utilized by the agency.

Category VIII

Investments and business positions in business entities and sources of income, which provide travel services of the type utilized by the agency.

Category IX

Investments and business positions in business entities and sources of income, which provide Port/Seaport security or related Homeland Security services of the types utilized by the agency.

Category X

Investments and business positions in business entities and sources of income, which provide land surveying services of the type utilized by the agency.

San Diego Unified Port District**Conflict of Interest Code****Appendix C****Consultant Disclosure**

Definition: Fair Political Practices Commission regulation [2 Cal. Code of Regs. Section 18700] defines “consultant” as an individual who, pursuant to a contract with a state or local governmental agency:

- (a) Makes a governmental decision whether to:
 - (1) Approve a rate, rule or regulation;
 - (2) Adopt or enforce a law;
 - (3) Issue, deny, suspend, or revoke a permit, license, application, certificate, approval, order, or similar authorization or entitlement;
 - (4) Authorize the agency to enter into, modify, or renew a contract provided it is the type of contract which requires agency approval;
 - (5) Grant agency approval to a contract which requires agency approval and in which the agency is a party or to the specifications for such a contract;
 - (6) Grant agency approval to a plan, design, report, study, or similar item;
 - (7) Adopt, or grant agency approval of, policies, standards, or guidelines for the agency, or for any subdivision of the agency; or
 - (b) Serves in an ongoing staff capacity with the agency and in that capacity performs the same or substantially all the same duties for the agency that would otherwise be performed by an individual holding a position specified in the agency’s local conflict of interest code.
- “Consultant” does not serve in an ongoing staff capacity when:
- (1) Conducting research and arriving at conclusions with respect to his or her rendition of information, advice, recommendation or counsel independent of the control and direction of the agency or of any agency official, other than normal contract monitoring; and
 - (2) He or she possesses no authority with respect to any agency decision beyond the rendition of information, advice, recommendation or counsel and only provides services on a sporadic basis.

Disclosure requirements for Sections (a) & (b) above:

Section (a): Investments and business positions in business entities and sources of income, which provide the type of services utilized by the agency.

Section (b): Consultants who serve in a staff capacity shall disclose those financial interests listed in the assigned disclosure category for the corresponding staff position listed in Appendix A.

Conflict of Interest Code

Appendix C

Consultant Disclosure

The Executive Director may determine in writing that a particular consultant, although a "designated position", is hired to perform a range of duties that is limited in scope and thus is not required to comply fully with the disclosure requirements described in this section. Such determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The Executive Director's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

COSD CLERK OF THE BOARD
2025 FEB 26 PM4:59

SAN DIEGO UNIFIED PORT DISTRICT

ORDINANCE 3153

**ORDINANCE AMENDING THE CONFLICT OF
INTEREST CODE OF THE SAN DIEGO UNIFIED
PORT DISTRICT**

WHEREAS, the San Diego Unified Port District (District) is a public corporation created by the Legislature in 1962 pursuant to Harbors and Navigation Code Appendix I (Port Act); and

WHEREAS, as a local government agency, the District is required to adopt and promulgate a Conflict of Interest Code (Code) in accordance with the Political Reform Act (Government Code Sections 81000, et seq.); and

WHEREAS, the District's Code designates certain staff positions as "designated employees" who are required to file annual Statements of Economic Interests; and

WHEREAS, the District's Code also outlines the disclosure category or reporting level of each "designated employee"; and

WHEREAS, the District's Code incorporates the requirement that the District abide by the provisions of the Political Reform Act as it exists or may be amended from time to time by the Fair Political Practices Commission (FPPC); and

WHEREAS, the FPPC requires that all local government agencies review their Codes biennially; and

WHEREAS, Appendix A (List of Designated Employees) to the District's Code will be amended to update the list of staff positions and reporting level; and

WHEREAS, Chula Vista Bayfront Facilities Financing Authority Port filers are being added to the list of designated employees pursuant to the Amended and Restated Joint Powers Authority Agreement on file with the Office of the District Clerk as Clerk's Document No. 70245; and

WHEREAS, Appendix B (Disclosure Categories for Designated Positions) will be amended to correct the District's jurisdiction listed in the Code to match reporting requirements; and

WHEREAS, the District's Code was last amended by the Board in September 2022; and

3153

WHEREAS, once approved by the Board of Port Commissioners, the District's amended Code will be submitted to the District's Code Reviewing Body, the San Diego County Board of Supervisors, for review and approval.

NOW, THEREFORE, the Board of Port Commissioners of the San Diego Unified Port District does ordain as follows:

Section 1. That the Conflict of Interest Code of the San Diego Unified Port District, a Public Agency, as amended, on file in the Office of the District Clerk, is hereby further amended to reflect the changes to Appendix A (List of Designated Employees) and Appendix B (Disclosure Categories for Designated Positions), and thereafter submit the amended Conflict of Interest Code to the District's Code reviewing body, the San Diego County Board of Supervisors, for review and approval.

Section 2. This Ordinance shall take effect on the 31st day from its passage by the Board of Port Commissioners.

APPROVED AS TO FORM AND LEGALITY:
GENERAL COUNSEL

Simon Kahn

By: Assistant/Deputy

PASSED AND ADOPTED by the Board of Port Commissioners of the San Diego Unified Port District, this 11th day of February 2025, by the following vote:

AYES: Malcolm, A. Moore, D. Moore, Urtasun, Voorakkara and Zucchet

NAYS: None.

EXCUSED: Ungab

ABSENT: None.

ABSTAIN: None.

RECUSED: None.

Chair Danielle Moore

Danielle Moore, Chair
Board of Port Commissioners

ATTEST:

Donna Morales

(Seal)

Donna Morales
District Clerk

Certificate Of Completion

Envelope Id: 36E62F09-083F-4AFC-888B-6CC786F7B683	Status: Completed
Subject: Complete with Docusign: Ordinance No. 3153 - S Kann.pdf	
Source Envelope:	
Document Pages: 2	Signatures: 3
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Gabby Livingston
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	3165 Pacific Hwy.
	San Diego, CA 92101
	glivingston@portofsandiego.org
	IP Address: 207.215.153.162

Record Tracking

Status: Original	Holder: Gabby Livingston	Location: DocuSign
2/18/2025 2:16:16 PM	glivingston@portofsandiego.org	
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Carahsoft OBO Port of San Diego	Location: Docusign

Signer Events

Signer Events	Signature	Timestamp
Simon Kann		Sent: 2/18/2025 2:24:53 PM
skann@portofsandiego.org		Viewed: 2/18/2025 2:42:00 PM
Assistant General Counsel		Signed: 2/18/2025 2:42:32 PM
Security Level: Email, Account Authentication (None)	Signature Adoption: Pre-selected Style	
	Using IP Address: 207.215.153.162	

Electronic Record and Signature Disclosure:

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Chair Danielle Moore		Sent: 2/19/2025 1:01:56 PM
dmoore@portofsandiego.org		Viewed: 2/20/2025 9:34:34 AM
Security Level: Email, Account Authentication (None)		Signed: 2/20/2025 9:34:45 AM
	Signature Adoption: Pre-selected Style	
	Using IP Address: 174.65.77.138	

Electronic Record and Signature Disclosure:

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Donna Morales		Sent: 2/20/2025 9:34:47 AM
dmorales@portofsandiego.org		Viewed: 2/20/2025 12:29:58 PM
District Clerk		Signed: 2/20/2025 12:30:17 PM
Security Level: Email, Account Authentication (None)	Signature Adoption: Pre-selected Style	
	Using IP Address: 207.215.153.162	

Electronic Record and Signature Disclosure:

Not Offered via Docusign

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events	Status	Timestamp
Margret Hernandez mhernandez@portofsandiego.org Security Level: Email, Account Authentication (None)	<div>VIEWED</div> <div>Using IP Address: 207.215.153.162</div>	Sent: 2/18/2025 2:42:33 PM Viewed: 2/19/2025 1:01:55 PM
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Carbon Copy Events	Status	Timestamp
Sally Raney sraney@portofsandiego.org Security Level: Email, Account Authentication (None)	<div>COPIED</div>	Sent: 2/20/2025 12:30:18 PM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		
Janet Graham jgraham@portofsandiego.org Security Level: Email, Account Authentication (None)	<div>COPIED</div>	Sent: 2/20/2025 12:30:19 PM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
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Certified Delivered	Security Checked	2/20/2025 12:29:58 PM
Signing Complete	Security Checked	2/20/2025 12:30:17 PM
Completed	Security Checked	2/20/2025 12:30:19 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Port of San Diego (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Port of San Diego:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: customerservicecenter@portofsandiego.org

To advise Port of San Diego of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at customerservicecenter@portofsandiego.org and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from Port of San Diego

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to customerservicecenter@portofsandiego.org and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Port of San Diego

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to customerservicecenter@portofsandiego.org and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Port of San Diego as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Port of San Diego during the course of your relationship with Port of San Diego.

Conflict of Interest Code:

San Dieguito Water District



City of Encinitas
City Clerk's Department

COSD CLERK OF THE BOARD
2025 MAR 4 PM 2:42

March 4, 2025

Board Assistant
Clerk of the Board of Supervisors
1600 Pacific Highway
San Diego, CA 92101

At its meeting held on February 19, 2025, the San Dieguito Water District adopted Resolution 2025-01 "A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN DIEGUITO WATER DISTRICT AMENDING ADMINISTRATIVE CODE ARTICLE 11- CONFLICT OF INTEREST CODE." This resolution amends the Code to designate City of Encinitas City Clerk as the official filing officer for all San Dieguiuto Water District positions.

This letter will serve as a request for the County Board of Supervisors to approve the proposed amendments as presented in SDWD Resolution 2025-01

Please do not hesitate to contact me should you require additional information.

Sincerely,

Kathy Hollywood
City Clerk

Attachment: Resolution 2025-01

ARTICLE 11 CONFLICT OF INTEREST CODE

Section 11.1. Purpose.

- (a) The Political Reform Act of 1974 (Government Code Section 81000 et seq.) (the “Act”) requires the District to adopt and promulgate a conflict of interest code. The Fair Political Practices Commission has adopted a regulation, the California Code of Regulations Section 18730, which contains the terms of the Standard Conflict of Interest Code and amendments thereto by the Fair Political Practices Commission in accordance with the Act.
 - (b) This Article shall be known as the “Conflict of Interest Code” of the San Dieguito Water District.
 - (c) Nothing in this Article is intended to modify or abridge the provisions of the Act commencing with Government Code Section 87100, which is applicable to all public officials of the District and directs that no public official of the District shall make, participate in making or in any way attempt to use their official position to influence a District decision in which the official knows, or has reason to know, that he or she has a financial interest as defined by the Act.
 - (d) This Article intends to designate those public officials of the District who are involved in District decisions, and to require designated officials to disclose those financial interests (using Form 700) which could foreseeably be affected, in a material manner, by a District decision made by the official in the performance of the official’s responsibilities.
- (Res. No. 2020-02, adopted 5/20/20)

Section 11.2. Amendment and Review.

- (a) The Conflict of Interest Code will be amended in the event of changed circumstances. Changed circumstances include, but are not limited to, the following: the creation of new positions which must be designated pursuant to this Article and relevant changes to the duties assigned to existing positions. Within 90 days after the changed circumstances necessitating the amendment to this Article become apparent, the City of Encinitas City Clerk, or his or her designee, shall submit a proposed amendment to the Board of Directors. (Government Code Section 87306(a).) This Article shall be amended by the Board of Directors in accordance with Government Code Section 87311.
 - (b) No later than July 1 of each even-numbered year, the Secretary or his or her designee shall review this Article. (Government Code Section 87306.5(a).) If a change in this Article is necessitated by changed circumstances, it shall be amended pursuant to subsection (a) of this section. (Government Code Section 87306.5(b).) If no change in this Article is required, the City of Encinitas City Clerk or his or her designee shall submit a written statement to that effect to the Board of Directors no later than October 1 of the same year. (Government Code Section 87306.5(b).)
- (Res. No. 2020-02, adopted 5/20/20)

Article 11

Section 11.3. Definitions Incorporated.

Unless otherwise indicated, the definitions of the Act, regulations and amendments thereto and binding judicial opinions thereon are incorporated herein, and this Article shall be interpreted in a manner consistent with such definitions.

(Res. No. 2020-02, adopted 5/20/20)

Section 11.4. Standard Code.

(a) By this reference, the California Code of Regulations Section 18730, the Standard Conflict of Interest Code, is incorporated herein together with each and every amendment thereto duly adopted by the Fair Political Practices Commission.

(b) The filing officer shall maintain three copies of the Standard Conflict of Interest Code for public review.

(Res. No. 2020-02, adopted 5/20/20)

Section 11.5. Filing Officer.

Individuals holding designated positions shall file their statements of economic interests with the City of Encinitas City Clerk's Department, which will make the statements available for public inspection and reproduction (Gov. Code Sec. 81008). All statements will be retained by the City of Encinitas for the District.

(Res. No. 2020-02, adopted 5/20/20; Res. No. 2021-19, adopted 9/22/21)

Section 11.6. Disclosure Categories.

(a) Category 1 — Investments and business positions in any business entity located in or doing business within the District.

(b) Category 2 — Interests in real property located in the District, including property located within a two-mile radius of any property owned or used by the District

(c) Category 3 — Income and gifts from sources located in or doing business with the District received during the reporting period.

(d) Category 4 — Investments and business positions (as described in Category 1) located in or doing business with the District, or which foreseeably could do business with the district; and all income from a source (as described in Category 3) located in or doing business with the District or which foreseeably could do business with the District.

(Res. No. 2020-02, adopted 5/20/20; Res. No. 2021-19, adopted 9/22/21)

Section 11.7. Department Positions.

The following are the designated positions within District departments – Disclosure Categories 1, 2, 3, 4 apply to all positions listed below:

Article 11

Members of the Board of Directors
Board Secretary
Agency Attorney
Agency Assistant Attorney
Agency Deputy Attorney
Director of Utilities/General Manager
Principal Engineer
Senior Engineer
Water Operations Manager
Finance Manager I-II
Engineer I-II
Finance Analyst I-III

(Res. No. 2020-02, adopted 5/20/20; Res. No. 2021-19, adopted 9/22/21; Res. No. 2022-09, adopted 8/17/22)

Section 11.8. Consultants.

- (a) “Consultant” shall include any natural person who, pursuant to a contract with a local government agency, make final government decisions or perform substantially all the same duties for an agency that would otherwise be performed by an individual holding a position specified in the agency’s conflict of interest code. However, that “consultant” shall not include a person who:
- (1) Conducts research and arrives at conclusions with respect to his or her rendition of information, advice, recommendation, or counsel independent of the control and direction of the agency or counsel independent of the control and direction of the agency or of any agency official, other than normal contract monitoring; and
 - (2) Possesses no authority with respect to any Agency decision beyond the rendition of information, advice, recommendation, or counsel.
- (b) Disclosure Category.
Position: Consultant
Category: 1, 2, 3
- (c) Limitation to the Disclosure Category. The General Manager may determine that a particular consultant, although in a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such determination shall include a description of the consultant’s duties and, based upon that description, a statement of the extent of disclosure required. The determination shall be included in the contract by which the consultant is hired by the District. The General Manager’s determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.
- (Res. No. 2020-02, adopted 5/20/20)

Article 11

Section 11.9. Effective Date.

This Article shall not take effect until approved by the Board following a duly noticed public hearing and approved by the Board of Supervisors of the County of San Diego. Until such time, District's prior Administrative Code shall remain in full force and effect, as modified by Resolution No. 2020-02.

(Res. No. 2020-02, adopted 5/20/20)

RESOLUTION NO. 2025-01**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN DIEGUITO WATER DISTRICT AMENDING ADMINISTRATIVE CODE ARTICLE 11 – CONFLICT OF INTEREST CODE**

WHEREAS, the Board of Directors desires to amend San Dieguito Water District Administrative Code Article 11 – Conflict of Interest Code to designate the City of Encinitas City Clerk as the Official Filing Officer for all designated district positions.

NOW, THEREFORE, BE IT RESOLVED, by Board of Directors of the San Dieguito Water District that Article 11 is amended as shown in Exhibit A to this Resolution.

NOW, THEREFORE, BE IT FURTHER RESOLVED that this action is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Section 15378(b)(5) of the CEQA Guidelines, as an organizational or administrative activity of government that will not result in a direct or indirect physical change in the environment.

PASSED, APPROVED AND ADOPTED this 19th day of February, 2025 by the Board of Directors of the San Dieguito Water District.

DocuSigned by:



Joy Lyndes, President

ATTEST:

Signed by:



Jennifer Campbell, Interim Secretary to the Board

APPROVED AS TO FORM:

Signed by:



Tarquin Preziosi, Board Attorney

CERTIFICATION: I, Kathy Hollywood, Board Clerk of the San Dieguito Water District, do hereby certify under penalty of perjury that the foregoing Resolution was duly adopted at a regular meeting of the City Council on the 19th day of February, 2025 by the following vote:

AYES:	Ehlers, Lyndes, O'Hara, San Antonio, Shaffer
NOES:	None
ABSENT:	None
ABSTAIN:	None

DocuSigned by:



Kathy Hollywood, Board Clerk



AGENDA REPORT

San Dieguito Water District

**MEETING
DATE:**

February 19, 2025

**PREPARED
BY:**

Kathy Hollywood, Board
Clerk/City Clerk

**GENERAL
MANAGER:**

Isam Hireish

DEPARTMENT: City Clerk

**INTERIM
SECRETARY:**

Jennifer Campbell

SUBJECT:

Proposed Amendment to the San Dieguito Water District (SDWD) Administrative Code Article 11 - Conflict of Interest Code

RECOMMENDED ACTION:

Adopt Resolution No. 2025-01 titled "A Resolution of the Board of Directors of the San Dieguito Water District, Amending Administrative Code Article 11 - Conflict of Interest Code." (Attachment 1)

ENVIRONMENTAL CONSIDERATIONS:

The action being considered by the Board of Directors is exempt from the California Environmental Quality Act (CEQA) because it is not a "project" under Section 15378(b)(5) of CEQA Guidelines. The action involves an organizational or administrative activity of government that will not result in the direct or indirect physical change in the environment.

This item does not relate to the Climate Action Plan.

STRATEGIC PLAN:

This item is not applicable to the Strategic Plan.

FISCAL CONSIDERATIONS:

There are no fiscal considerations associated with the recommended action.

BACKGROUND/ANALYSIS:

Currently, Members of the Board of Directors, Board Secretary, Agency Attorney, Agency Assistant Attorney, and Director of Utilities/General Manager file Statements of Economic Interests (Form 700) with the San Diego County Clerk of the Board of Supervisors. For all other

positions designated, the filing officer is the District Board Clerk.

The proposed conflict of interest code amendments designate the City of Encinitas City Clerk as the official filing officer for all designated SDWD conflict of interest filers and also designate the City of Encinitas City Clerk as the Conflict of Interest reviewing body for SDWD.

The Conflict of Interest Code was previously updated by Resolution No. 2022-09, adopted at the Regular San Dieguito Water District meeting held on August 17, 2022.

ATTACHMENTS:

1. Resolution No. 2025-01 titled "A Resolution of the Board of Directors of the San Dieguito Water District, Amending Administrative Code Article 11 - Conflict of Interest Code"
2. SDWD Administrative Code Article 11 – Redline

RESOLUTION NO. 2025-01

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN DIEGUITO WATER DISTRICT AMENDING ADMINISTRATIVE CODE ARTICLE 11 – CONFLICT OF INTEREST CODE

WHEREAS, the Board of Directors desires to amend San Dieguito Water District Administrative Code Article 11 – Conflict of Interest Code to designate the City of Encinitas City Clerk as the Official Filing Officer for all designated district positions.

NOW, THEREFORE, BE IT RESOLVED, by Board of Directors of the San Dieguito Water District that Article 11 is amended as shown in Exhibit A to this Resolution.

NOW, THEREFORE, BE IT FURTHER RESOLVED that this action is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Section 15378(b)(5) of the CEQA Guidelines, as an organizational or administrative activity of government that will not result in a direct or indirect physical change in the environment.

PASSED, APPROVED AND ADOPTED this _____ day of _____, 2025 by the Board of Directors of the San Dieguito Water District.

Joy Lyndes, President

ATTEST:

Jennifer Campbell, Interim Secretary to the Board

APPROVED AS TO FORM:

Tarquin Preziosi, Board Attorney

CERTIFICATION: I, Kathy Hollywood, Board Clerk of the San Dieguito Water District, do hereby certify under penalty of perjury that the foregoing Resolution was duly adopted at a regular meeting of the City Council on the _____ day of _____, 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Kathy Hollywood, Board Clerk

ARTICLE 11 CONFLICT OF INTEREST CODE

Section 11.1. Purpose.

- (a) The Political Reform Act of 1974 (Government Code Section 81000 et seq.) (the “Act”) requires the District to adopt and promulgate a conflict of interest code. The Fair Political Practices Commission has adopted a regulation, the California Code of Regulations Section 18730, which contains the terms of the Standard Conflict of Interest Code and amendments thereto by the Fair Political Practices Commission in accordance with the Act.
 - (b) This Article shall be known as the “Conflict of Interest Code” of the San Dieguito Water District.
 - (c) Nothing in this Article is intended to modify or abridge the provisions of the Act commencing with Government Code Section 87100, which is applicable to all public officials of the District and directs that no public official of the District shall make, participate in making or in any way attempt to use their official position to influence a District decision in which the official knows, or has reason to know, that he or she has a financial interest as defined by the Act.
 - (d) This Article intends to designate those public officials of the District who are involved in District decisions, and to require designated officials to disclose those financial interests (using Form 700) which could foreseeably be affected, in a material manner, by a District decision made by the official in the performance of the official’s responsibilities.
- (Res. No. 2020-02, adopted 5/20/20)

Section 11.2. Amendment and Review.

- (a) The Conflict of Interest Code will be amended in the event of changed circumstances. Changed circumstances include, but are not limited to, the following: the creation of new positions which must be designated pursuant to this Article and relevant changes to the duties assigned to existing positions. Within 90 days after the changed circumstances necessitating the amendment to this Article become apparent, the ~~District Secretary~~ **City of Encinitas City Clerk**, or his or her designee, shall submit a proposed amendment to the Board of Directors. (Government Code Section 87306(a).) This Article shall be amended by the Board of Directors ~~after a noticed public hearing is held prior to introduction of the proposed amendment.~~ **in accordance with Government Code Section 87311.**
 - (b) No later than July 1 of each even-numbered year, the Secretary or his or her designee shall review this Article. (Government Code Section 87306.5(a).) If a change in this Article is necessitated by changed circumstances, it shall be amended pursuant to subsection (a) of this section. (Government Code Section 87306.5(b).) If no change in this Article is required, the ~~Secretary~~ **City of Encinitas City Clerk** or his or her designee shall submit a written statement to that effect to the Board of Directors no later than October 1 of the same year. (Government Code Section 87306.5(b).)
- (Res. No. 2020-02, adopted 5/20/20)

Article 11

Section 11.3. Definitions Incorporated.

Unless otherwise indicated, the definitions of the Act, regulations and amendments thereto and binding judicial opinions thereon are incorporated herein, and this Article shall be interpreted in a manner consistent with such definitions.

(Res. No. 2020-02, adopted 5/20/20)

Section 11.4. Standard Code.

(a) By this reference, the California Code of Regulations Section 18730, the Standard Conflict of Interest Code, is incorporated herein together with each and every amendment thereto duly adopted by the Fair Political Practices Commission.

(b) The filing officer shall maintain three copies of the Standard Conflict of Interest Code for public review.

(Res. No. 2020-02, adopted 5/20/20)

Section 11.5. Filing Officer.

~~Members of the Board of Directors, Board Secretary, Agency Attorney, Agency Assistant Attorney, and Director of Utilities/General Manager shall file Statements of Economic Interests (Form 700) with the San Diego County Clerk of the Board of Supervisors. For all other positions designated, the filing officer shall be the District Board Clerk.~~ **Individuals holding designated positions shall file their statements of economic interests with the City of Encinitas City Clerk's Department, which will make the statements available for public inspection and reproduction (Gov. Code Sec. 81008). All statements will be retained by the City of Encinitas for the District.**

(Res. No. 2020-02, adopted 5/20/20; Res. No. 2021-19, adopted 9/22/21)

Section 11.6. Disclosure Categories.

(a) Category 1 — Investments and business positions in any business entity located in or doing business within the District.

(b) Category 2 — Interests in real property located in the District, including property located within a two-mile radius of any property owned or used by the District

(c) Category 3 — Income and gifts from sources located in or doing business with the District received during the reporting period.

(d) Category 4 — Investments and business positions (as described in Category 1) located in or doing business with the District, or which foreseeably could do business with the district; and all income from a source (as described in Category 3) located in or doing business with the District or which foreseeably could do business with the District.

(Res. No. 2020-02, adopted 5/20/20; Res. No. 2021-19, adopted 9/22/21)

Section 11.7. Department Positions.

The following are the designated positions within District departments – Disclosure Categories 1, 2, 3, 4 apply to all positions listed below:

Article 11

Members of the Board of Directors
Board Secretary
Agency Attorney
Agency Assistant Attorney
Agency Deputy Attorney
Director of Utilities/General Manager
Principal Engineer
Senior Engineer
Water Operations Manager
Finance Manager I-II
Engineer I-II
Finance Analyst I-III

(Res. No. 2020-02, adopted 5/20/20; Res. No. 2021-19, adopted 9/22/21; Res. No. 2022-09, adopted 8/17/22)

Section 11.8. Consultants.

- (a) “Consultant” shall include any natural person who, pursuant to a contract with a local government agency, make final government decisions or perform substantially all the same duties for an agency that would otherwise be performed by an individual holding a position specified in the agency’s conflict of interest code. However, that “consultant” shall not include a person who:
- (1) Conducts research and arrives at conclusions with respect to his or her rendition of information, advice, recommendation, or counsel independent of the control and direction of the agency or counsel independent of the control and direction of the agency or of any agency official, other than normal contract monitoring; and
 - (2) Possesses no authority with respect to any Agency decision beyond the rendition of information, advice, recommendation, or counsel.
- (b) Disclosure Category.
Position: Consultant
Category: 1, 2, 3
- (c) Limitation to the Disclosure Category. The General Manager may determine that a particular consultant, although in a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such determination shall include a description of the consultant’s duties and, based upon that description, a statement of the extent of disclosure required. The determination shall be included in the contract by which the consultant is hired by the District. The General Manager’s determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.
(Res. No. 2020-02, adopted 5/20/20)

Article 11

Section 11.9. Effective Date.

This Article shall not take effect until approved by the Board following a duly noticed public hearing and approved by the Board of Supervisors of the County of San Diego. Until such time, District's prior Administrative Code shall remain in full force and effect, as modified by Resolution No. 2020-02.

(Res. No. 2020-02, adopted 5/20/20)

Conflict of Interest Code:

Vista Springs Charter School



SPRINGS CHARTER SCHOOLS

27740 JEFFERSON AVENUE, TEMECULA, CA 92590
P: (951) 252-8800 | F: (951) 252-8801 | www.SpringsCS.org

Superintendent: Kathleen Hermsmeyer, Ed.D.

RIVER SPRINGS | CITRUS SPRINGS | EMPIRE SPRINGS | HARBOR SPRINGS | INLAND EMPIRE SPRINGS | ORANGE SPRINGS | PACIFIC SPRINGS | VISTA SPRINGS

March 3, 2025

COSD CLERK OF THE BOARD
2025 MAR 6 AM 8:46

Board of Supervisors
County of San Diego
Clerk of the Board of Supervisors, Disclosure Services Unit
1600 Pacific Highway, Room 402
San Diego, CA 92101

Request for Approval – 2024 Biennial Review Notice and Board Policy 7003.1

Dear Board of Supervisors,

Attached is the 2024 Biennial Review Notice form for Harbor Springs Charter School, Vista Springs Charter School, and Pacific Springs Charter School, along with documents for the September 12, 2024, Board meeting. This includes a request to waive the first reading and approve the updated Board Policy 7003.1 – Conflict of Interest Code. These changes have been reviewed and recommended for approval.

Please let us know once the amended code has been approved by the Board of Supervisors or if further revisions are required. If you have any questions or need additional information, feel free to contact me at (951) 225-7778.

Thank you for your time and consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Somie Kennedy', is written over the printed name.

Somie Kennedy
HR Administrative Assistant III

Subject: Conflict of Interest Code
Approved By: Board of Directors
Policy: 7003.1



☒ **HARBOR SPRINGS CHARTER SCHOOL**

Effective Date: December 10, 2018

Revised Date: September 12, 2024

☒ **VISTA SPRINGS CHARTER SCHOOL**

Effective Date: December 10, 2018

Revised Date: September 12, 2024

☒ **PACIFIC SPRINGS CHARTER SCHOOL**

Effective Date: December 10, 2018

Revised Date: September 12, 2024

I. ADOPTION

In compliance with the Political Reform Act of 1974, California Government Code Section 87100, et seq., Harbor, Vista, Pacific 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, Vista, Pacific 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 be 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."

All Statements shall be filed with the Charter School. The Charter School's filing officer shall retain the original and provide a copy to the Jurisdiction Board of Supervisors or member of the public upon request.

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 when the final vote is taken) and comply with any applicable provisions of the Charter School bylaws.

EXHIBIT A

Designated Positions

(To be updated by HR as necessary)

- I. Persons occupying the following positions are designated employees and must disclose financial interest 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 (President, Treasurer, Secretary)
- D. Superintendent of Charter School
- E. Assistant Superintendents
- F. Consultant: ~~Delta Managed Solutions, LLC~~ Chief Financial Consultant
- G. Director of Facilities
- H. Senior Director of Facilities

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

- A. Controllers

- III. Persons occupying the following positions are designated employees and must disclose financial interests defined in Categories 2 and 3 of "Exhibit B".

- A. Principals'
- B. B. Directors
- C. Senior Directors
- D. Assistant Directors
- E. Financial Analyst
- F. Payroll Manager
- G. Purchasing Lead
- H. Safety and Risk Manager

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 jurisdiction, or (2) within two miles of the boundaries of the jurisdiction, 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 engaged in the acquisition or disposal of real property within the jurisdiction.

(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 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.

VISTA SPRINGS CHARTER SCHOOL BOARD OF DIRECTORS

27740 JEFFERSON AVE • TEMECULA, CA 92590

REGULAR MEETING MINUTES

September 12, 2024

4:30 p.m.

700 E. Bobier Ave. Vista, CA 92084

*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.*

Barbara BJ Heath, Chair Collin Harrison, Vice Chair Reginald Wadlington, Secretary Lauren Rugge, Treasurer Debbie Daniel, Director Jennifer Mejares-Pham, Director Justin Moldenhauer, Director	Dr. Kathleen Hermsmeyer, Superintendent Virginia Smith, Asst. Superintendent, Human Resources Tanya Rogers, Asst. Superintendent, Business Amy Podratz, Asst. Superintendent, Admin. Operations Natali South, Senior Director of Charter Relations Trevor Johnson, Senior Director of Business Denise Smith, Senior Director of Human Resources Ruth Newsome, Senior Director of Human Resources Courtney Cook, Senior Director of Special Education Dave Black, Senior Director of Facilities Kimberly Bagby Principal Brynne Dukes, Principal Renee Albright, Charter Relations Coordinator
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- 1. Call to Order and Pledge of Allegiance**
 - Natali South called the meeting to order at 4:32 p.m. and led the Pledge of Allegiance.
- 2. Oath of Office: Lauren Rugge and Reginald Wadlington**
 - Natali South presented the Oath of Office to Lauren Rugge and Reginald Wadlington. These members' first, renewable term will expire June 30, 2027.
- 3. Action: Election of Officers & Appointment of Subcommittees**
 - Mr. Harrison moved to elect as BJ Heath as Board Chair.
 - Mr. Moldenhauer seconded.

- Vote: 7 Ayes: Daniel, Harrison, Heath, Mejares-Pham, Moldenhauer, Rugge, Wadlington; 0 Absent; 0 Noes; Motion Adopted
- Mr. Moldenhauer moved to elect as Collin Harrison as Vice Chair.
- Ms. Mejares-Pham seconded.
- Vote: 7 Ayes: Daniel, Harrison, Heath, Mejares-Pham, Moldenhauer, Rugge, Wadlington; 0 Absent; 0 Noes; Motion Adopted
- Ms. Mejares-Pham moved to elect Reginald Wadlington as Board Secretary.
- Mr. Harrison seconded.
- Vote: 7 Ayes: Daniel, Harrison, Heath, Mejares-Pham, Moldenhauer, Rugge, Wadlington; 0 Absent; 0 Noes; Motion Adopted
- Mr. Harrison moved to elect Lauren Rugge as Board Treasurer.
- Ms. Mejares-Pham seconded.
- Vote: 7 Ayes: Daniel, Harrison, Heath, Mejares-Pham, Moldenhauer, Rugge, Wadlington; 0 Absent; 0 Noes; Motion Adopted
- Ms. Mejares-Pham moved to appoint Lauren Rugge and Debbie Daniel as representatives on the Superintendent's Evaluation Subcommittee.
- Mr. Moldenhauer seconded.
- Vote: 7 Ayes: Daniel, Harrison, Heath, Mejares-Pham, Moldenhauer, Rugge, Wadlington; 0 Absent; 0 Noes; Motion Adopted
- Ms. Daniel moved to appoint Collin Harrison as Harbor Springs' representative on the Succession Plan Subcommittee.
- Ms. Mejares-Pham seconded.
- Vote: 7 Ayes: Daniel, Harrison, Heath, Mejares-Pham, Moldenhauer, Rugge, Wadlington; 0 Absent; 0 Noes; Motion Adopted

4. Action: Approval of Agenda

- Mr. Harrison moved to approve the agenda.
- Mr. Wadlington seconded.
- Vote: 7 Ayes: Daniel, Harrison, Heath, Mejares-Pham, Moldenhauer, Rugge, Wadlington; 0 Absent; 0 Noes; Motion Adopted

5. Action: Approval of Minutes from June 6, 2024

- Mr. Harrison moved to approve the Minutes from June 6, 2024.
- Mr. Moldenhauer seconded.
- Vote: 5 Ayes: Daniel, Harrison, Heath, Mejares-Pham, Moldenhauer; 0 Absent; 0 Noes; 2 Absentation: Rugge, Wadlington; Motion Adopted

6. **Action: Approval of Minutes from August 6, 2024**
 - Ms. Mejares-Pham moved to approve the Minutes from June 6, 2024.
 - Mr. Harrison seconded.
 - Vote: 5 Ayes: Daniel, Harrison, Heath, Mejares-Pham, Moldenhauer; 0 Absent; 0 Noes; 2 Absentation: Rugge, Wadlington; Motion Adopted
7. **Action: Approval of Consent Agenda**
 - Mr. Moldenhauer moved to approve the Warrants, Personnel Action Report, Delayed State Data: CA School Dashboard Priority 1, Approval of California Department of Education Compliance Requirements for Vista Springs, and Contract Ratification: Ross Fence Inc.at the Vista Student Center.
 - Ms. Rugge seconded.
 - Vote: 7 Ayes: Daniel, Harrison, Heath, Mejares-Pham, Moldenhauer, Rugge, Wadlington; 0 Absent; 0 Noes; Motion Adopted
8. **Public Comment**
 - None
9. **Information: Student Spotlight - 8th Grade Summer Camp Video Presentation**
 - The board enjoyed a video created by our Education Department. Staff members from our Education Department took 8th-grade students to a week-long summer camp to bond with their peers and learn about their inner emotions.
10. **Information: Staff Spotlight - Board Appreciation Dinner 2024 Ignite! Video Presentation**
 - The board enjoyed a video created by Parrell 40 Productions of our Board Appreciation Dinner 2024. Our Board Appreciation Dinner was held on August 6th, 2024, at Pechanga Resort and Casino in the Grand Ballroom.
11. **Information: Staff Spotlight - 25th Ignite! 2024 Video Presentation**
 - The board enjoyed a video created by Parrell 40 Productions of our Staff Development 2024 (IGNITE!). Our Staff Development 2024 (IGNITE!) was held on August 7th, 2024, at Pechanga Resort and Casino in the Summit Ballroom.
12. **Information: Superintendent's Report**
 - Kathleen Hermsmeyer reviewed the Superintendent's Report and provided updates about the start of the school year.

13. **Information: Board Conference Options 2024-25**
- Natali South explained that one member per charter may attend a conference this year.
14. **Action: Approval of the Booking Agreement with Chula Vista Elite Athlete Training Center for Otay Ranch Academy for the Performing Arts**
- Ms. Mejares-Pham moved to approve the Booking Agreement with Chula Vista Elite Athlete Training Center for Otay Ranch Academy for the Performing Arts.
 - Mr. Wadlington seconded.
 - Discussion: Dave Black explained the Pacific's ORAA students are meeting in this location until the new site is completed, which is expected to be around Thanksgiving.
 - Vote: 7 Ayes: Daniel, Harrison, Heath, Mejares-Pham, Moldenhauer, Rugge, Wadlington; 0 Absent; 0 Noes; Motion Adopted
15. **Action: Approval of Approval Unaudited Actuals**
- Mr. Moldenhauer moved to approve the Unaudited Actuals.
 - Ms. Rugge seconded.
 - Discussion: Trevor Johnson reviewed the Unaudited Actuals for 2023-24. These will be reviewed during the upcoming audit. Trevor explained the sources of funding and reviewed expenditures.
 - Vote: 7 Ayes: Daniel, Harrison, Heath, Mejares-Pham, Moldenhauer, Rugge, Wadlington; 0 Absent; 0 Noes; Motion Adopted
16. **Action: Waive the First Reading and Approval of Board Policy 5036.1 - Student Parking**
- Ms. Rugge moved to waive the First Reading and approve Board Policy 5036.1 - Student Parking.
 - Mr. Moldenhauer seconded.
 - Discussion: Trevor Johnson explained that some of the sites in the network have grown to the size that we need to implement a parking policy. While Citrus Springs is not facing this issue, we try to have consistent policies across all our charters so that the policy is in place if needed.
 - Vote: 7 Ayes: Daniel, Harrison, Heath, Mejares-Pham, Moldenhauer, Rugge, Wadlington; 0 Absent; 0 Noes; Motion Adopted
17. **Action: Approval of Stipend Agreement Form (SAF) Schedule for 2024-25**
- Ms. Rugge moved to approve the Stipend Agreement Form (SAF) Schedule for 2024-25.
 - Mr. Moldenhauer seconded.

- Discussion: Trevor Johnson explained that we have always offered stipends, which have been approved through the general budget process. CalSTRS has requested a separate approval for clarity regarding retirement credit reporting.
- Vote: 7 Ayes: Daniel, Harrison, Heath, Mejares-Pham, Moldenhauer, Rugge, Wadlington; 0 Absent; 0 Noes; Motion Adopted

18. Action: Approval of Longevity Bonuses presented at Ignite

- Ms. Rugge moved to approve the Longevity Bonuses presented at Ignite.
- Mr. Wadlington seconded.
- Discussion: Trevor Johnson explained that we have always offered stipends, which have been approved through the general budget process. CalSTRS has requested a separate approval regarding clarity for retirement credit reporting.
- Vote: 7 Ayes: Daniel, Harrison, Heath, Mejares-Pham, Moldenhauer, Rugge, Wadlington; 0 Absent; 0 Noes; Motion Adopted

19. Action: Approval of Longevity Payments to 15, 20, and 25-year Employees

- Mr. Moldenhauer moved to approve the Longevity Payments to 15, 20, and 25-year Employees.
- Mr. Wadlington seconded.
- Discussion: Trevor Johnson indicated that we've paid longevity awards for years, and they've been adopted previously through the budget process. This individual approval allows additional transparency.
- Vote: 7 Ayes: Daniel, Harrison, Heath, Mejares-Pham, Moldenhauer, Rugge, Wadlington; 0 Absent; 0 Noes; Motion Adopted

20. Action: Approval of Expanded Learning Opportunities Program Plan

- Mr. Harrison moved to approve the Expanded Learning Opportunities Program Plan.
- Ms. Rugge seconded.
- Discussion: Trevor Johnson explained that this plan is for the services that we provide outside the general school day including camps and afterschool programs. The plan must be approved in order to obtain ELOP funding.
- Vote: 7 Ayes: Daniel, Harrison, Heath, Mejares-Pham, Moldenhauer, Rugge, Wadlington; 0 Absent; 0 Noes; Motion Adopted

21. Action: Waive the First Reading and Approval of Updated Board Policy 7003.1 - Conflict of Interest Code

- Ms. Rugge moved to waive the First Reading and approve Updated Board Policy 7003.1 - Conflict of Interest Code.
- Ms. Daniel seconded.

- Discussion: Ruth Newsome explained that minor edits have been made to the COI. The approved policy will be forwarded to the County Board of Supervisors for approval.
- Vote: 7 Ayes: Daniel, Harrison, Heath, Mejares-Pham, Moldenhauer, Rugge, Wadlington; 0 Absent; 0 Noes; Motion Adopted

22. Action: Approval of Superintendent's Goals 2024-25

- Ms. Rugge moved to approve the Superintendent's Goals 2024-25.
- Mr. Harrison seconded.
- Discussion: Kathleen Hermsmeyer reviewed her proposed goals for the upcoming year.
- Vote: 7 Ayes: Daniel, Harrison, Heath, Mejares-Pham, Moldenhauer, Rugge, Wadlington; 0 Absent; 0 Noes; Motion Adopted

**23. Closed Session - in Accordance with Gov Code Section 54954.5/54956.9:
Entered into at 6:19 p.m.**

- 54956.9: Special Education Settlement Agreement re: Student ID: 6007 & 6593

24. Open Session - Entered into Open Session at 6:34 p.m.

- The board approved the settlement agreement.

25. Board Comments

- Ms. Mejares-Pham asked of any Springs campuses closed due to the fires. Dr. Hermsmeyer explained that we followed the local school districts, and yes, some campuses closed for a day or two.

26. Action: Motion to Adjourn the Meeting

- Mr. Moldenhauer moved to adjourn the meeting at 6:37 p.m.
- Mr. Harrison seconded.
- Vote: 7 Ayes: Daniel, Harrison, Heath, Mejares-Pham, Moldenhauer, Rugge, Wadlington; 0 Absent; 0 Noes; Motion Adopted



Reginald Wadlington, Secretary

12/12/24

Date

VISTA SPRINGS CHARTER SCHOOL BOARD OF DIRECTORS
27740 JEFFERSON AVE • TEMECULA, CA 92590

REGULAR MEETING
MINUTES

December 12, 2024

4:30 p.m.

Vista Student Center
700 E. Bobier Ave. Vista, CA 92084

Otay Ranch Academy for the Performing Arts
2371 Fenton St. Chula Vista, CA 91914

*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.*

Barbara BJ Heath, Chair Collin Harrison, Vice Chair Reginald Wadlington, Secretary Debbie Daniel, Director Jennifer Mejares-Pham, Director	Dr. Kathleen Hermsmeyer, Superintendent Virginia Smith, Asst. Superintendent, Human Resources Amy Podratz, Asst. Superintendent, Admin. Operations Natali South, Senior Director of Charter Relations Dave Black, Senior Director of Facilities Courtney Cook, Senior Director of Special Education Trevor Johnson, Senior Director of Business Jared McLeod, Senior Director of Assessment & Accountability Katherine Van Leeuwen, Senior Director of Admin. Ops Laura Banda, Director of Assessment & Accountability Kimberly Bagby Principal Brynne Dukes, Principal Renee Albright, Charter Relations Coordinator
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- 1. Call to Order and Pledge of Allegiance**
 - Ms. Heath called the meeting to order at 4:33 p.m. and led the Pledge of Allegiance.
- 2. Action: Approval of Agenda**
 - Mr. Harrison moved to approve the agenda.
 - Ms. Mejares-Pham seconded.
 - Vote: 5 Ayes: Daniel, Harrison, Heath, Mejares-Pham, Wadlington;
2 Absent: Moldenhauer, Rugge; 0 Noes; Motion Adopted

3. **Action: Approval of Minutes from September 12, 2024**
 - Mr. Harrison moved to approve the Minutes from September 12, 2024.
 - Ms. Daniel seconded.
 - Vote: 5 Ayes: Daniel, Harrison, Heath, Mejares-Pham, Wadlington;
2 Absent: Moldenhauer, Rugge; 0 Noes; Motion Adopted
4. **Action: Approval of Consent Agenda**
 - Mr. Harrison moved to approve the Warrants, Personnel Action Report, and Contract Ratifications as Posted: i-Ready Invoice.
 - Ms. Daniel seconded.
 - Vote: 5 Ayes: Daniel, Harrison, Heath, Mejares-Pham, Wadlington;
2 Absent: Moldenhauer, Rugge; 0 Noes; Motion Adopted
5. **Public Comment**
 - None
6. **Information: Student Spotlight - Venture Student - Joshua**
 - The Board enjoyed a video created by high school Venture student Joshua. Joshua is in 11th grade with Harbor Springs. He explained to the Board that he loves Venture because the POP (Personalized Options Program) allows him to do online school work while pursuing a passion for music. He is also enrolled in Barstow Community College and obtaining college credits.
7. **Information: Student Academic Achievement Data Presentation**
 - Laura Banda reviewed academic achievement data and explained the efforts we are making to increase proficiency in all areas.
8. **Information: CAASPP Awards Presentation**
 - Students were honored for their exceptional performance on the CAASPP assessment, showcasing their dedication and academic excellence. The categories were Perfect Score, Top Growth in English Language Arts, and Top Growth in Mathematics.
9. **Information: Superintendent's Report**
 - Kathleen Hermsmeyer reviewed the Superintendent's Report and provided updates. She announced to the board that we recently obtained approval for a county-wide benefit charter in Orange County. Dr. Hermsmeyer provided additional network-wide updates including recent conferences and initiatives.

10. **Information: Comprehensive School Safety Plan**
 - Tanya Rogers presented the safety plan and explained that the posted document is for public view, and the school has also completed a version with tactical information.
11. **Information: First Reading of Revised Board Policy 5015.1 - Student Suspension and Expulsion**
 - Michelle Sapanara presented the revised policy and explained that the revision provides the opportunity for students or families to appeal suspension or expulsions. Additionally, minor language edits were made. The policy will be returned for a second reading and vote at the next meeting.
12. **Information: 2024-2025 Mid-Year Local Control and Accountability Plan (LCAP) Implementation Update**
 - Katherine Van Leeuwen reviewed the progress on our LCAP goals and indicated that there will be another update later in the school year.
13. **Action: Approval of 2025-26 Attendance and Credentialed Staff Calendar**
 - Ms. Daniel moved to approve the 2025-26 Attendance and Credentialed Staff Calendar.
 - Ms. Mejares-Pham seconded.
 - Discussion: Amy Podratz reviewed the calendar.
 - Vote: 5 Ayes: Daniel, Harrison, Heath, Mejares-Pham, Wadlington; 2 Absent: Moldenhauer, Rugge; 0 Noes; Motion Adopted
14. **Action: Waive the First Reading and Approve Board Policy 4020.1 - Risk Management Policy**
 - Ms. Daniel moved to Waive the First Reading and Approve Board Policy 4020.1 - Risk Management Policy.
 - Mr. Harrison seconded.
 - Discussion: Tanya Rogers explained that this policy outlines the practices that we already have in place as related to Risk Management.
 - Vote: 5 Ayes: Daniel, Harrison, Heath, Mejares-Pham, Wadlington; 2 Absent: Moldenhauer, Rugge; 0 Noes; Motion Adopted
15. **Action: Approval of Annual Audit for Fiscal Year 2023-24**
 - Mr. Harrison moved to approve the Annual Audit for Fiscal Year 2023-24.
 - Ms. Daniel seconded.
 - Discussion: Tanya Rogers reviewed the audit report, which reflects zero findings or corrections.

- Vote: 5 Ayes: Daniel, Harrison, Heath, Mejares-Pham, Wadlington;
2 Absent: Moldenhauer, Rugge; 0 Noes; Motion Adopted

16. Action: Approval of 1st Interim Budget 24-25 SY

- Mr. Harrison moved to approve the 1st Interim Budget 24-25 SY.
- Ms. Daniel seconded.
- Discussion: Tanya Rogers reviewed the budget.
- Vote: 5 Ayes: Daniel, Harrison, Heath, Mejares-Pham, Wadlington;
2 Absent: Moldenhauer, Rugge; 0 Noes; Motion Adopted

17. Action: Approval of Shared Services Memorandum of Understanding

- Mr. Harrison moved to approve the Shared Services Memorandum of Understanding.
- Ms. Daniel seconded.
- Discussion: Tanya Rogers explained that the MOU between all Springs' charters has been updated to include the newest Springs' charter, Inland Empire Springs.
- Vote: 5 Ayes: Daniel, Harrison, Heath, Mejares-Pham, Wadlington;
2 Absent: Moldenhauer, Rugge; 0 Noes; Motion Adopted

18. Action: Approval of Authorized Signers of Bank Accounts

- Mr. Harrison moved to approve the Authorized Signers of Bank Accounts.
- Ms. Daniel seconded.
- Discussion: Trevor Johnson explained that this item is presented every year for approval. There have been no changes since the last presentation of bank signers.
- Vote: 5 Ayes: Daniel, Harrison, Heath, Mejares-Pham, Wadlington;
2 Absent: Moldenhauer, Rugge; 0 Noes; Motion Adopted

19. Closed Session - in Accordance with Gov Code Section 54956.9: Entered into at 6:45 p.m.

- Evaluation of the Superintendent

20. Open Session - Entered into Open Session at 7:15 p.m.

- **Report of Action Taken in Closed Session**
 - Evaluation of the Superintendent
 - The Board provided a favorable evaluation of the superintendent.

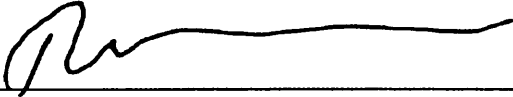
21. Board Comments

- None

22.

Action: Motion to Adjourn the Meeting

- Ms. Daniel moved to adjourn the meeting at 7:18 p.m.
- Mr. Harrison seconded.
- Vote: 5 Ayes: Daniel, Harrison, Heath, Mejares-Pham, Wadlington;
2 Absent: Moldenhauer, Rugge; 0 Noes; Motion Adopted



Reginald Wadlington, Secretary

Feb. 6, 2025

Date