



# Harvest Ridge Cooperative Charter School Board of Directors

## Minutes

### Board of Directors Regular Meeting

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#### Date and Time

Thursday September 18, 2025 at 6:00 PM

#### Location

9050 Old State Highway  
Newcastle, CA 95658  
Room 6

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#### Harvest Ridge Schools

**Board of Directors Meeting August 14, 2025**

**Open to the Public**

**Harvest Ridge Cooperative Charter School**

**9050 Old State Hwy, Newcastle, CA 95658**

**Mission:** Harvest Ridge Cooperative Charter School is committed to collaborating with parents, teachers, and students to provide a high quality student-centered educational experience, which enhances the joy of learning and inspires a commitment to lifelong learning.

**Vision:** Harvest Ridge Cooperative Charter School is committed to nurturing the whole student by cultivating high academic achievement and strong social development. Students are encouraged to discover and pursue their interests and talents within a compassionate and supportive environment. Our students become self-motivated and confident as they develop 21st Century skills.

Harvest Ridge staff members are enthusiastic, creative, and committed to providing an engaging and relevant education that prepares students to adapt and thrive in a rapidly changing world. Our staff sets high standards, fosters individuality, encourages group collaboration, and differentiates for individual student needs.

Parents are an integral part of our school community. They work collaboratively to support classroom instruction, serve on school committees, participate in campus stewardship, and are active partners in their child's education.

Community connections and global awareness are encouraged through outreach programs, field trips, and service projects.

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**Directors Present**

J. Fowler, J. Lloyd, K. Salazar, N. Hudson, V. Cavanna, Z. Shaeffer

**Directors Absent**

*None*

**Guests Present**

A. Korn, K. Daughtery

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**I. Opening Items****A. Call the Meeting to Order**

K. Daughtery called a meeting of the board of directors of Harvest Ridge Cooperative Charter School Board of Directors to order on Thursday Sep 18, 2025 at 6:00 PM.

**B. Establishment of a Quorum****C. Approval of Agenda**

Jesse Fowler stated that Mary Reome, CBO for NESD and back-office provider, requested to bring Item IV D, Approval of the Unaudited Actuals, up in the agenda to follow Item II D, Fiscal Report.

V. Cavanna made a motion to approve.

J. Lloyd seconded the motion.

The board **VOTED** to approve the motion.

**D.**

## **Public Comments on Non-Agenda Items**

no public comments.

## **II. Reports and Communications**

### **A. PTO Report**

Courtney Sonksen joined the meeting via Zoom: The Orientation Day was a great success. The PTO table had lots of new members joining. At the first meeting, 21 parents were in attendance. The PTO is looking forward to upcoming events: Movie Night at the end of September and the Harvest Festival in October.

### **B. Staff Report**

The Home Study campus was presented by Janet Sutton, who presented via a slideshow, on the opening of school, school growth, and needs identified regarding extra clerical support and expansion of the driveway to keep traffic off Kentucky Greens Rd. The on-campus/hybrid campus was presented by Tina Wallgren, who presented via a slideshow, on the opening of school, Back to School Night, and the recent school-wide trip to Tree Top Adventures.

### **C. Director's Report**

Kathleen Daugherty shared via a slideshow. the current enrollment, Hybrid-117 and Home Study-215, current school-wide iReady Fall scores and how they will be used, and progress on the facilities.

### **D. Fiscal Report**

Fiscal report presented by Mary Reome. The 1st interim report will be in December. She also explained the Unaudited Actuals, which showed expenses as predicted and a gain to the ending fund balance.

V. Cavanna made a motion to Approve Unaudited Actuals.

J. Lloyd seconded the motion.

The board **VOTED** to approve the motion.

#### **Roll Call**

K. Salazar Aye

N. Hudson Aye

Z. Shaeffer Aye

J. Lloyd Aye

J. Fowler Aye

V. Cavanna Aye

## **III. Action Items: Consent Agenda**

### **A. Approval of Board Minutes**

J. Lloyd made a motion to to approve the consent agenda.

Z. Shaeffer seconded the motion.

The board **VOTED** to approve the motion.

**B. Approval for Bill Warrants**

**C. Approval of Personnel Report**

**D. Approval of Ratifications of Annual Proposed contracts and service agreements**

**E. Approval of 2025/26 Employee Handbook changes**

**F. Approval of stipend chart**

**G. Approval of revised Board calendar of discussion/action items**

**H. Overnight Field Trip for 7/8 Grades**

**IV. Discussion/Action Items Regular Agenda**

**A. Appointment of New Board Member**

Kathi Daugherty reported on the actions of the Ad Hoc committee (Kathi Daugherty, Janet Sutton, and Vincent Cavanna). The committee recommended that Jeff Sevey be seated as a community member on the Board. Kathi Daugherty introduced the nominee, Jeff Seevey.

J. Lloyd made a motion to Approve the new board member, Jeff Seevey.

Z. Shaeffer seconded the motion.

The board **VOTED** to approve the motion.

**B. Approval of Board Goals/action plan**

Kathi Daugherty shared her presentation of the Board Goals.

V. Cavanna made a motion to Approval of Board Goals/action plan.

J. Lloyd seconded the motion.

The board **VOTED** to approve the motion.

**C. Approval of search timeline for Executive Director/Principal**

Kathi Daugherty shared the timeline for the search for an Executive Director/Principal.

She also shared that the Board would decide later in the process if it was a combined position or if the positions would be separated into a part-time Executive Director and a full-time Principal. Kathi shared that the process of forming the committee should include parents, students, teachers, and staff. Kathi would like to discuss the ED and principal positions with the board members next month.

V. Cavanna made a motion to Approval of search timeline for Executive Director/Principal.

Z. Shaeffer seconded the motion.

The board **VOTED** to approve the motion.

**D. Approval of Unaudited Actuals for 2024-25**

**E. Approval of Harvest Ridge Cooperative Charter School - Board On Track Operations Membership - Order Authorization**

Kathi Daugherty explained her reason for wanting to purchase the Board on Track Membership, for hosting, documenting, and publicizing Board meetings. Vincent Cavanna is not convinced to spend \$7,000 annually on the membership. He has asked to delay the discussion until next month. Kathi Daugherty reminded the Board that a trial was in use and the Board had until November to make a decision. She offered to explore other options. The Item was tabled until the October meeting.

**V. Governance**

**A. Governance Handbook(s)**

Kathi Daugherty explained that the Board Governance Handbook is 10 years old and needs to be reviewed and possibly revised. She asked for permission to revisit this handbook and bring it back to the Board for approval.

**VI. Closing Items**

**A. Future Board meetings: Due to a conflict with an overnight 5/6 field trip, the board chose to move the meeting from November 13 to November 12.**

**B. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:54 PM.

Respectfully Submitted,

A. Korn

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**Documents used during the meeting**

- Board Attendance.docx
- Welcome.pdf
- Home Study Board Meeting Report Slides-September 18, 2025.pdf
- HRCCS Executive Director\_Principal Report.pdf

- HRCCS Fiscal - Aug 25 (1).pdf
- 2025-8-14 Draft Board Meeting Minutes.docx.pdf
- HRCCS Reqpay12c - August.pdf
- Personnel Report template.docx.pdf
- PBM construction - concrete infill:sound garden installation.pdf
- Technology Support - Jorge Silva Guzman (hourly).pdf
- VEX Robotics PO26-00283.pdf
- IXL learning site licensesPO26-00282.pdf
- Apple Macbooks contract.pdf
- Scoot.education:recruiters.pdf
- proposed changes 8\_25 HRCCS Employee Handbook 2024-2025.pdf
- Extra Duty Compensation 2025-2026.docx.pdf
- Board Meeting Calendar1 2025-26.pdf
- field trip request.pdf
- Board Appointment as per adopted bylaws.pdf
- Draft HRCCS Board Goals and actions-F.pdf
- Search Time Line for ED\_Principal of HRCCS 2025\_26.pdf
- 00 FINAL UA HRCC 24.25.pdf
- Harvest Ridge Cooperative Charter School - Board On Track Operations Membership - Order Authorization (3).pdf

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**Future Meeting Dates:** 10/9/25, 11/12/25, 12/11/25, 1/8/26, 2/12/26, 3/12/26, 4/9/26, 5/14/25, 6/11/25, 6/25/26, 8/13/26

**Harvest Ridge Schools Board meetings will normally be held the second Thursday of the month, August – June. Special Meetings may be called at any time with proper notice.**

**Accommodating Those Individuals with Special Needs –** *In compliance with the Americans with Disabilities Act, Harvest Ridge Schools encourages those with disabilities to participate fully in the public meeting process. If you have a special need in order to allow you to attend or participate in our public meetings, please contact our office well in advance of the regular meeting you wish to attend so that we may make every reasonable effort to accommodate you.*