

## Charter Board Meeting Minutes Wednesday, November 12, 2025

Members in attendance: ✓ = in attendance      A = absent

Arnold Arsenault	A	Jennifer Hillman (2)	✓	Nicole Zakharin (1)	✓
Jonathan Hurst	✓	Joyce Vanasopha (2)	✓	Frances Loeffler	✓
		Jennifer Ahrendt (2)	✓	Michele Walker	✓
Cheryl Casanova (2)	✓	Carol Ann McGuire (2)	✓		

1. Call the meeting to order at 5:15pm
2. Public comment on Closed Session: None
3. Adjourn to Closed Session at 5:16pm.
4. Michele called the regular meeting to order at 5:30p.m. in ERCS Library.
5. Pledge was recited.
6. Report of Closed Session – Michele reported that the board voted unanimously to place an employee on a 2-day paid leave.
7. Michele welcomed everyone.
8. Quorum was established with members of the board present.
9. ADOPTION OF THE AGENDA: Moved by Nicole. 2<sup>nd</sup> by Carol Anne.

**Motion adopted 9/0/0/1 with:**

*Arnold Arsenault – absent*  
*Jonathan Hurst – yes*  
*Cheryl Casanova – yes*  
*Jennifer Hillman – yes*  
*Joyce Vanasopha – yes*

*Jennifer Ahrendt – yes*  
*Carol Anne McGuire – yes*  
*Nicole Zakharin – yes*  
*Frances Loeffler – yes*  
*Michele Walker – yes*

10. **ACKNOWLEDGEMENTS & ANNOUNCEMENTS:** Michele reported that our Schools to Watch application was renewed for another 3 years. We were also named by US News and World Report as a top middle school in the top 20% of California middle schools and #15 of California charter schools. Senator Choi recognized El Rancho as an Honor Roll Scholar School. The Spelling Bee will be held in December. December will include a musical and music and dance concerts.

11. Minutes from the September 17, 2025 meeting were presented. Moved by Jennifer A. 2<sup>nd</sup> by Carol Anne.

**Motion adopted 9/0/0/1 with:**

*Arnold Arsenault – absent*  
*Jonathan Hurst – yes*  
*Cheryl Casanova – yes*  
*Jennifer Hillman – yes*  
*Joyce Vanasopha – yes*

*Jennifer Ahrendt – yes*  
*Carol Anne McGuire – yes*  
*Nicole Zakharin – yes*  
*Frances Loeffler – yes*  
*Michele Walker – yes*

12. **EXECUTIVE COMMITTEE REPORT:** Fran reported that the committee met on October 1 and took the following actions:

Apple – MacBooks for Yearbook for \$5,550.61. Approved unanimously.

Young Minney Corr – Legal services for \$10,000. Approved unanimously.

ACSA – Administrative memberships for \$8,884.02. Approved unanimously.

The executive committee also determined that there was no need for an October 15, 2025 meeting due to lack of agenda items.

The committee also met on November 7, 2025 to set this agenda.

**13. Personnel report:** Fran presented. Moved by Carol Anne. 2<sup>nd</sup> by Nicole.

**Motion adopted 9/0/0/1 with:**

*Arnold Arsenault – absent*

*Jonathan Hurst – yes*

*Cheryl Casanova – yes*

*Jennifer Hillman – yes*

*Joyce Vanasopha – yes*

*Jennifer Ahrendt – yes*

*Carol Anne McGuire – yes*

*Nicole Zakharin – yes*

*Frances Loeffler – yes*

*Michele Walker – yes*

**14. Public Comment – Items on the agenda:** None.

**INFORMATION/ACTION ITEMS:**

**15. ACTION: Board Item 1 – 1<sup>st</sup> Interim budget reports.** Fran presented the 1<sup>st</sup> Interim budget, the 3-year projection and assumptions. Moved by Jennifer A. 2<sup>nd</sup> by Nicole.

**Motion adopted 9/0/0/1 with:**

*Arnold Arsenault – absent*

*Jonathan Hurst – yes*

*Cheryl Casanova – yes*

*Jennifer Hillman – yes*

*Joyce Vanasopha – yes*

*Jennifer Ahrendt – yes*

*Carol Anne McGuire – yes*

*Nicole Zakharin – yes*

*Frances Loeffler – yes*

*Michele Walker – yes*

**16. ACTION: Board Item 2 – 1<sup>st</sup> Interim cash flow report.** Fran presented. Moved by Jonathan. 2<sup>nd</sup> by Jennifer A.

**Motion adopted 9/0/0/1 with:**

*Arnold Arsenault – absent*

*Jonathan Hurst – yes*

*Cheryl Casanova – yes*

*Jennifer Hillman – yes*

*Joyce Vanasopha – yes*

*Jennifer Ahrendt – yes*

*Carol Anne McGuire – yes*

*Nicole Zakharin – yes*

*Frances Loeffler – yes*

*Michele Walker – yes*

**17. ACTION: Board Item 3 – Electrical retrofit in Little Theater.** To retrofit lighting. Moved by Cheryl. 2<sup>nd</sup> by Joyce.

**Motion adopted 9/0/0/1 with:**

*Arnold Arsenault – absent*

*Jonathan Hurst – yes*

*Cheryl Casanova – yes*

*Jennifer Hillman – yes*

*Joyce Vanasopha – yes*

*Jennifer Ahrendt – yes*

*Carol Anne McGuire – yes*

*Nicole Zakharin – yes*

*Frances Loeffler – yes*

*Michele Walker – yes*

**18. ACTION: Board Item 4 – Concrete repairs.** Fran explained areas needed. Moved by Carol Anne. 2<sup>nd</sup> by Nicole.

**Motion adopted 9/0/0/1 with:**

*Arnold Arsenault – absent*  
*Jonathan Hurst – yes*  
*Cheryl Casanova – yes*  
*Jennifer Hillman – yes*  
*Joyce Vanasopha – yes*

*Jennifer Ahrendt – yes*  
*Carol Anne McGuire – yes*  
*Nicole Zakharin – yes*  
*Frances Loeffler – yes*  
*Michele Walker – yes*

**19. ACTION: Board Item 5 – 300 Building duct work.** Fran explained the project. Moved by Cheryl. 2<sup>nd</sup> by Carol Anne.

**Motion adopted 9/0/0/1 with:**

*Arnold Arsenault – absent*  
*Jonathan Hurst – yes*  
*Cheryl Casanova – yes*  
*Jennifer Hillman – yes*  
*Joyce Vanasopha – yes*

*Jennifer Ahrendt – yes*  
*Carol Anne McGuire – yes*  
*Nicole Zakharin – yes*  
*Frances Loeffler – yes*  
*Michele Walker – yes*

**20. ACTION: Board Item 6 – December meeting not needed.** Moved by Cheryl. 2<sup>nd</sup> by Jennifer H.

**Motion adopted 9/0/0/1 with:**

*Arnold Arsenault – absent*  
*Jonathan Hurst – yes*  
*Cheryl Casanova – yes*  
*Jennifer Hillman – yes*  
*Joyce Vanasopha – yes*

*Jennifer Ahrendt – yes*  
*Carol Anne McGuire – yes*  
*Nicole Zakharin – yes*  
*Frances Loeffler – yes*  
*Michele Walker – yes*

**21. Consent – A. Contract services report**  
**B. Legal services report**  
**C. Acceptance of donations**

Moved by Jennifer A. 2<sup>nd</sup> by Nicole.

**Motion adopted 9/0/0/1 with:**

*Arnold Arsenault – absent*  
*Jonathan Hurst – yes*  
*Cheryl Casanova – yes*  
*Jennifer Hillman – yes*  
*Joyce Vanasopha – yes*

*Jennifer Ahrendt – yes*  
*Carol Anne McGuire – yes*  
*Nicole Zakharin – yes*  
*Frances Loeffler – yes*  
*Michele Walker – yes*

**22. Public Comment – Items not on the agenda.** None

**23. New/Other business** – None.

**24. Adjournment** – 5:52p.m.

*Respectfully submitted,*  
*Frances Loeffler*