

# Diego Hills Central Public Charter School

## Minutes

Operated by Diego Plus Education Corporation

A California Non-Profit Public Benefit Corporation

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### Date and Time

Thursday August 20, 2020 at 5:00 PM

### Location

Conference Line: (661) 249-6805 Code: 525676

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### MEETING LOGISTICS

On March 17, 2020, Governor Newsom issued Executive Order N-29-20 related to the COVID-19 pandemic. The Executive Order allows state bodies covered by the Brown Act to hold public meetings via teleconferencing. The public is encouraged to participate in the meeting telephonically by dialing the conference line listed above and may submit written comments for prior consideration to the board members. Comments can be submitted to [vmendoza@dhcentralcharter.org](mailto:vmendoza@dhcentralcharter.org). Public comment on the day of the meeting can also be given during the "Public Comment" section of the meeting agenda.

### REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY

Please see the "Accommodations" notice below.

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### Directors Present

Carol Stanford (remote), Ruth Escarcega Newell (remote), Victoria Hancock (remote)

### Directors Absent

*None*

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## I. Opening Items

### A. Call the Meeting to Order

Board Secretary Stanford read aloud the notices regarding meeting logistics and accommodations.

Carol Stanford called a meeting of the board of directors of Diego Hills Central Public Charter School to order on Thursday Aug 20, 2020 @ 5:12 PM.

### B. Record Attendance and Guests

### C. PLEDGE OF ALLEGIANCE

Board Member Newell led the pledge allegiance.

### D. Staff Introductions

Jeff Brown, CEO  
Jeri Vincent, Corporate CFO/Secretary  
Lindsay Reese, Area Superintendent  
Lisa Youngflesh, Principal  
Tammy Friedeck, Assistant Principal  
Jesse Williams, Program Specialist for SPED  
Roger Vance, Social Studies Teacher  
Yasmin Gonzalez, Administrative Assistant  
Juan Barrios, Lead Tutor  
Jeff Martineau, V.P. of Charter Relations  
Bill Thompson, Legal Counsel  
Gregory Bordo, Legal Counsel  
Guita Sharifi, CFO, LLAC  
Michelle Lopez, Legal Counsel, LLAC

**E. The Board will be asked to appoint a new President of the Governing Board.**

Jeri Vincent recommended to the board members that Ruth Newell be appointed as the new president of the governing board of Diego Plus Education Corporation.  
Carol Stanford made a motion to appoint Ruth Newell as President of the Governing Board.  
Victoria Hancock seconded the motion.  
The board **VOTED** to approve the motion.

**Roll Call**

Carol Stanford           Aye  
Ruth Escarcega Newell Abstain  
Victoria Hancock       Aye

Carol Stanford expressed her congratulations to Ruth Newell and noted that Ms. Newell would begin her new role at the September 2020 board meeting.

**F. Approve Agenda for the August 20, 2020, Regular Public Meeting of the Board of Directors.**

Victoria Hancock made a motion to approve the agenda for the August 20, 2020, Regular Public Meeting of the Board of Directors.  
Ruth Escarcega Newell seconded the motion.  
The board **VOTED** to approve the motion.

**Roll Call**

Carol Stanford           Aye  
Victoria Hancock       Aye  
Ruth Escarcega Newell Aye

**G. Approve Minutes of the June 4, 2020, Regular Public Meeting of the Board of Directors.**

Victoria Hancock made a motion to approve the minutes from the June 4, 2020, Regular Public Meeting of the Board of Directors. Operated by Diego Plus Education Corporation on 06-04-20.  
Ruth Escarcega Newell seconded the motion.  
The board **VOTED** to approve the motion.

**Roll Call**

Victoria Hancock       Aye  
Ruth Escarcega Newell Aye  
Carol Stanford           Aye

**II. Consent Agenda**

**A. Consent Agenda**

Board Secretary Stanford asked if anyone would like to discuss any items on the consent agenda. Board President Newell requested the items be voted on separately to address corrections and clarifications regarding the revised School Policy on Suicide Prevention.

Board Secretary Stanford then asked for a motion to approve the revised Homeless Children and Youth Policy.

Victoria Hancock made a motion to approve consent agenda item II.A.1, the revised Homeless Children and Youth Policy.

Ruth Escarcega Newell seconded the motion.

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

**Roll Call**

Ruth Escarcega Newell Aye

Victoria Hancock Aye

Carol Stanford Aye

Board President Newell directed Ms. Reese to the revised School Policy on Suicide Prevention, page 2, Item 5 and requested a correction of a grammatical error to reflect "an evaluation" instead of "a evaluation."

Board President Newell then directed Ms. Reese to page 5 of the policy regarding "Prevention" and inquired about staff training being provided during the pandemic. Ms. Reese explained professional development is being provided by Safe San Diego remotely via Zoom.

Board President Newell directed Ms. Reese to the "Appendix" section of the policy and inquired about how staff are informed of designated site members. Ms. Reese explained designated individuals are widely known within the learning center and are also listed in the school's health and safety manual.

Board Member Hancock expressed her surprise that there is a suicide every two hours and inquired about how our student population compares to this statistic. Ms. Reese explained that much of the school's student population encounters daily challenges so staff are extremely focused on providing students as many resources and support available to help aide the students and their families especially during this pandemic.

Hearing no other comments, Board Secretary Stanford asked for a motion.

Ruth Escarcega Newell made a motion to approve consent agenda item II.A.2., the revised School Policy on Suicide Prevention, with the stated correction.

Victoria Hancock seconded the motion.

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

**Roll Call**

Victoria Hancock Aye

Ruth Escarcega Newell Aye

Carol Stanford Aye

### III. Public Comment

#### A. Public Comment

Board Secretary Stanford read the following announcement for members of the public:

At this time, members of the public may address the Board on any item within the subject matter jurisdiction of the Board, whether or not the item is on the agenda. If you would like to participate in public comment, you must have signed in before the commencement of the meeting. Also, our teleconference line is open to members of the public who wish to participate in public comment. The time allotted per presentation will not exceed three (3) minutes, except in the case where a member of the public utilizes a

translator, in which case the time allotted will not exceed six (6) minutes. The total time allotted for public comments will not exceed eighteen (18) minutes per agenda item, or ten (10) minutes for non-agenda items. In accordance with the Brown Act, no action may occur at this time but it is the Board’s prerogative to hold a brief discussion, provide information to the public, provide direction to staff, or schedule the matter for a future meeting.

Board Secretary Stanford asked if there were any members of the public who wished to offer public comment. There were no members of the public who offered public comment or submitted written comment.

**IV. Public Hearing**

**A. Open Public Hearing**

Victoria Hancock made a motion to open the public hearing.  
Ruth Escarcega Newell seconded the motion.  
The board **VOTED** to approve the motion.

**Roll Call**

Ruth Escarcega Newell Aye  
Victoria Hancock Aye  
Carol Stanford Aye

**B. The Board will hold a public hearing to solicit the recommendations and comments of members of the public regarding the Learning Continuity Plan for the 2020-2021 school year.**

Board Secretary Stanford opened the public hearing at 5:29pm and read aloud the following public hearing announcement: The board will now hold a public hearing to solicit the recommendations and comments of members of the public regarding the Learning Continuity Plan for the 2020-2021 school year.

Ms. Reese directed the board to the draft plan in the board packet and provided background information on the development of the school's Learning Continuity Plan ("LCP"). Ms. Reese informed the board the LCP replaces the Local Control Accountability Plan for the 2020–21 school year. Ms. Reese reviewed each section of the LCP, including plans for in-person instruction according to public health guidance, and distance learning, while providing critical opportunities for stakeholder engagement.

Board President Newell asked Ms. Reese to describe the sanitizing process the school performs after each student visit and the process for cleaning common areas during the day. Ms. Reese explained each student workspace is sanitized after every use and then described the cleaning process performed during the day for all of the common areas in the learning center.

Board President Newell inquired whether face coverings are available to staff and students. Ms. Reese explained the school purchased N95 facemasks for each staff member and face coverings are available to all students.

Board Secretary Stanford expressed her interest in KAMI and will be reviewing this solution. Ms. Reese explained the benefits of KAMI and how the school is utilizing this program.

Board Member Hancock inquired about student assignments being available in multiple languages. Ms. Reese explained there are various programs such as a portal on student laptops and google forms that will convert documents into specific languages. Ms. Reese also stated YouTube provides videos in multiple languages. Board President Newell would love to see a few YouTube video examples and asked Ms. Reese to provide a few links to the board members.

Board Secretary Stanford complimented the school for providing flexible tutoring hours to the students during the pandemic.

Board President Newell asked Ms. Reese to describe in more detail the NWEA diagnostic tool. Ms. Reese explained the NWEA diagnostic tool and follow up assessment process, and how the teachers utilize the information for each student's individualized learning plan. Board Member Hancock inquired how often are students reassessed with NWEA and Ms. Reese explained due to distance learning the school is focusing on students when they complete a Math or English course. The board and Ms. Reese further discussed the school's use of Read 180 and Math 180.

Board Secretary Stanford inquired if Ms. Reese would like to reprioritize the list under the "increased or improved services for Foster Youth, English Learners, and Low-Income Students" section of the draft LCP. Ms. Reese stated she would like to move up the interventions for potential graduates and explained the importance of this service.

Board Secretary Stanford inquired about the process for collecting additional stakeholder feedback, the overall development of the draft plan, and the timeline of finalizing the plan for board approval. Ms. Reese explained the process for developing the draft plan and how the school is encouraging ongoing feedback until board approval is received at the September 17th regular board meeting.

Board Secretary Stanford asked if there were any members of the public on the conference line who wished to provide recommendations or comments, or if there were any written comments submitted to the board. Hearing none, Board Secretary Stanford thanked Ms. Reese for her thorough report.

**C. Close Public Hearing**

Hearing no comments from the public, Board Secretary Stanford closed the public hearing at 5:56 pm.

Victoria Hancock made a motion to close the public hearing.

Ruth Escarcega Newell seconded the motion.

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

**Roll Call**

Carol Stanford	Aye
Victoria Hancock	Aye
Ruth Escarcega Newell	Aye

**V. School Reports and Information**

**A. Student Report**

Lisa Youngflesh informed the board that the student speaker was unable to present during tonight's board meeting due to time constraints. Ms. Youngflesh informed the board that the student has been enrolled at Diego Hills Central for a while and is close to graduating and will reschedule her to present at an upcoming board meeting.

Board Secretary Stanford expressed her regrets that the student was unavailable and she looks forward to her presentation at a future board meeting.

**B. Area Superintendent Update**

Lindsay Reese presented an update to the board on the school's instructional programs and learning

center operations.

- 97% of students completed Master Agreements for the new school year.

- 79% utilization rate, with a goal of 90%.
- Continue to primarily serve students remotely with brief in-person meetings, using several precautions, as needed for special populations such as homeless, foster, English Learners, and special education students.
- The HOPE program specialist provided diapers and baby supplies for parenting students in need and is hosting virtual support groups for our pregnant and parenting students.
- The school has graduated 26 students since March 2020 and celebrated with two drive-through graduations for students, with another ceremony in August.
- Staff has been reaching out to the community to provide support with the ECB fruit swap and Baby Essentials Drive, with support from Assembly member Todd Gloria and City Council President Georgette Gomez.
- The first Black Student Union student group held a meeting a few weeks ago and was a huge success. The BSU strives for student academic excellence while promoting and encouraging diversity, equity and to discuss civil injustices in our contemporary society.
- Hosted a virtual webinar on Proactive School Education: Managing the Aftermath of a Major Racial Incident where expert guest lecturers and educators helped our teams navigate some tough conversations around racism and inequality in school. Feedback from staff has been overwhelmingly positive and several have asked for more spaces like this to dialogue about racism.
- San Diego County has been removed from the COVID-19 watch list and Ms. Reese and the school leadership are working with their safety coordinator to determine next steps for resuming in-person instruction and anticipated reopening requirements.

Board President Newell confirmed the August 27th drive-through graduation date and time. Ms. Reese and the board then engaged in a discussion on the school's recent drive-through graduations and their success and how personalized each ceremony was for students, parents and staff.

#### **C. Finance Update**

Jeri Vincent informed the board of the numerous changes at the state level impacting the school's budget, which will be presented in further detail under the unaudited financials item later on in the agenda.

#### **D. 2020-21 Board Meeting Dates and Meeting Times Notice**

Board Secretary Stanford reviewed the upcoming regular board meeting schedule and directed the board to the schedule located in their board package. Board Secretary Stanford stated the meeting times have been adjusted to a later time to encourage community participation and engagement.

### **VI. Action Items**

#### **A. The Board will be asked to review and consider additional action on the July 29, 2020 letter from the Dehesa School District, Follow-Up on 2019-2020 Charter Oversight Process/Notice of Concerns and Plan of Corrective Actions.**

Lindsay Reese directed the board to the Charter Oversight Process/Notice of Concerns and Plan of Corrective Actions letter from Dehesa Elementary School District ("DESD") dated July 29, 2020, which is the same letter received by the school on July 30, 2020 that Ms. Reese provided to the board members on July 30, 2020.

Ms. Reese discussed the recent oversight process and forensic audit performed by DESD and noted that overall, the district was generally pleased with the school's leadership team and staff members but did identify a few areas for additional follow up or corrective action by the school. Ms. Reese then discussed each of the corrective action items noted in the letter and provided an update on the corrective actions, including:

Actions included in today's agenda:

- Action #2 and #4: revised bylaws and conflict of interest policy
- Action #10: board stipend discussion
- Operations and Special Education MOUs

Actions for the September board meeting:

- Action #3: Written procedures to evaluate and monitor school leaders
- Action #5: Board recruitment policy
- Action #12: Comparative study of administration and educational services

The following have been completed:

- Action #7: August 20, 2020 board agenda provided to authorizer and posting of future board minutes
- Action #11: Evidence of Brown Act training submitted
- Action #20: Final certificate of occupancy

Ms. Reese thanked DESD for their feedback and expressed her commitment to continue refining and improving the school's processes.

Board Secretary Stanford expressed her appreciation for the information from DESD and thanked them for their letter, and expressed the importance to always continue to improve.

Board Member Hancock also appreciated the feedback and recommendations from DESD for areas of improvement.

Board Secretary Stanford expressed she has some recommendations for future board meeting agendas and will work closely with Ms. Reese on those suggestions. Board Member Hancock also has some recommendations for Ms. Reese for future agendas. Board Secretary Stanford reminded the board of Board Member Hancock's board meeting agenda preparation knowledge from her years of experience at the City Clerk's Office in Palmdale.

Board Secretary Stanford provided her full support to Ms. Reese and the school. Board Member Hancock thanked Ms. Reese for her diligence in managing the corrective action items and timely responses to DESD.

Carol Stanford made a motion to acknowledge receipt of the July 29, 2020 letter from the Dehesa School District, Follow-Up on 2019-2020 Charter Oversight Process/Notice of Concerns and Plan of Corrective Actions.

Ruth Escarcega Newell seconded the motion.

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

**Roll Call**

Ruth Escarcega Newell	Aye
Carol Stanford	Aye
Victoria Hancock	Aye

**B. The Board will be asked to review and approve the amended and restated Bylaws for Diego Plus Education Corporation removing the sole statutory member and adding required legal updates.**

Lindsay Reese explained this item is in response to the corrective action letter received by the school from Dehesa Elementary School District dated July 29, 2020, and addresses corrective action items #2 and #4 requesting amendments to the Diego Plus Education Corporation bylaws. Ms. Reese introduced Gregory Bordo and asked Mr. Bordo to review the changes with the board.

Mr. Bordo informed the board that the corrective action letter from the authorizer required amending the bylaws to remove Educational Advancement Corporation as the sole statutory member of the nonprofit corporation, Diego Plus Education Corporation, which operates Diego Hills Central, and revising the bylaws for consistency with current legal requirements for charter schools. Mr. Bordo addressed each of the revisions made to the bylaws and, after a brief discussion, Mr. Bordo recommended the board take action to approve the amended and restated bylaws for Diego Plus Education Corporation.

Board President Newell requested a correction to be made to the amended bylaws in section 6.4, Term of Office, to reflect an end term of June 30, to align with fiscal and academic school year.

Board Secretary Stanford thanked Mr. Bordo for the informative report on the revisions made to the bylaws.

Ruth Escarcega Newell made a motion to approve the amended and restated Bylaws for Diego Plus Education Corporation removing the sole statutory member and adding required legal updates, with the stated correction.

Victoria Hancock seconded the motion.

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

**Roll Call**

Victoria Hancock Aye  
Carol Stanford Aye  
Ruth Escarcega Newell Aye

**C. The Board will be asked to review and approve the revised Diego Plus Education Corporation Conflict of Interest Policy.**

Jeri Vincent informed the board this item is in response to the corrective action letter received by the authorizer and discussed the purpose of the conflict of interest policy. Ms. Vincent introduced Gregory Bordo and asked Mr. Bordo to discuss the revised conflict of interest policy with the board.

Mr. Bordo directed the board to the conflict of interest policy in their board packages and discussed the purpose of the policy, actions that can constitute a conflict of interest, disclosure requirements, and the importance of promptly raising any issue should one arise. Victoria Hancock made a motion to approve the revised Diego Plus Education Corporation Conflict of Interest Policy.

Ruth Escarcega Newell seconded the motion.

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

**Roll Call**

Carol Stanford Aye  
Victoria Hancock Aye  
Ruth Escarcega Newell Aye

**D. The Board will be asked to review and approve the Operations and Special Education Memorandums of Understanding between Dehesa School District and Diego Hills Central, and authorize the Area Superintendent to make any necessary amendments.**

Lindsay Reese discussed with the board the Operations and Special Education Memorandums ("of Understanding ("MOUs")), which were items included in the corrective action letter received by the Dehesa Elementary School District ("DESD").

Ms. Reese explained the MOUs are robust and further clarify DESD's oversight responsibilities, as well as expectations for the school. Ms. Reese expressed her appreciation to DESD and their attorney for working with the school to make some minor revisions to the MOUs. Ms. Reese also informed the board that the DESD governing board has already approved the MOUs with the school's revisions during DESD's August 20, 2020 board meeting.

Board Secretary Stanford congratulated Ms. Reese on receiving approval of the MOUs by DESD during their board meeting this evening.

Carol Stanford made a motion to approve the Operations and Special Education Memorandums of Understanding between Dehesa School District and Diego Hills Central, and authorize the Area Superintendent to make any necessary amendments.

Victoria Hancock seconded the motion.

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

**Roll Call**

Victoria Hancock	Aye
Ruth Escarcega Newell	Aye
Carol Stanford	Aye

**E. The Board will discuss the stipend amounts paid to Board members and consider criteria to determine the reasonableness of stipend amounts.**

Lindsay Reese explained this item is requested in the corrective action letter received from the authorizer. Ms. Reese stated the board has been asked to review board stipend amounts and consider the reasonableness of the stipend amounts. Ms. Reese then asked Greg Bordo to provide an overview of stipend amounts related to nonprofit corporations.

Mr. Bordo explained that there are variations with respect to non-profit board stipends ranging from no compensation to salaries to life insurance, full medical and dental insurance and each organization must be looked at independently to determine a reasonable compensation or stipend amount. Mr. Bordo noted that many school districts offer benefits such as life and health insurance to their board members. Based on the time commitments expected of the board members, the current stipend amount of \$450 per meeting can be considered reasonable.

Board President Newell and Mr. Bordo further discussed the research conducted by Mr. Bordo regarding non-profit member stipends and the wide variations of stipend amounts, which makes it difficult to determine a standard amount as each organization must be reviewed independently to determine what is considered reasonable.

Board Secretary Stanford discussed previous compensation she received during her time as a board member on other school boards, which ranged from life and medical insurance to reimbursement of expenditures. Board Secretary Stanford noted that each organization also had various expectations and demands of their governing board and, based on her vast experience, agreed that the \$450 stipend amount per board meeting is reasonable given the time and expectations of the organization.

Board Member Hancock also agreed the meeting stipend is reasonable and further explained that in addition to the time required to prepare for and attend board meetings, each board member is actively involved with the school leader and school, including community outreach, school events, strategy development, and one-on-one support with the school leader and other support as needed.

Board President Newell also confirmed when reviewing the amount of hours required to properly support the board and the school the \$450 per meeting board stipend amount is reasonable.

Additional discussion ensued, and board members requested an action item be placed on the next board agenda to confirm the stipend amounts.

**F. The Board will be asked to approve the COVID-19 Plan for Resuming In-person Instruction for the 2020-2021 School Year, an addendum to the school's Health and Safety Plan.**

Lindsay Reese presented the school's COVID-19 Plan for resuming in-person instruction for the 2020-2021 school year. Ms. Reese explained that the plan addresses how to resume in person instruction to ensure the safety and well being of students and staff. The school uses current guidance from the CDC, CDPH and local public health agencies to determine whether to resume in-person instruction at the school site. This guidance addresses the wearing of face coverings, social distancing, increased hygiene practices, training and education of staff and families, screening, internal contact tracing and reporting procedures, and criteria for temporary or partial site closures.

Board Secretary Stanford and Ms. Reese discussed the reopening process for the learning center and COVID-19 testing procedures.

Board Member Hancock inquired about parents accessing the learning center. Ms. Reese explained the initial plan will be for students only and by-appointment, and should a parent wish to meet with a teacher or staff, then the school would schedule an appointment with the parent to ensure the safety of all staff and students at the learning center.

Board Secretary Stanford and Ms. Reese discussed the student appointment process and services to be provided upon the full reopening of the learning center.

Victoria Hancock made a motion to approve the COVID-19 Plan for Resuming In-person Instruction for the 2020-2021 School Year, an addendum to the school's Health and Safety Plan.

Carol Stanford seconded the motion.

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

**Roll Call**

Ruth Escarcega Newell Aye

Carol Stanford Aye

Victoria Hancock Aye

**G. The Board is asked to approve temporary changes to the Charter Hardship Waiver Policy for students who are overage and credit deficient and at risk for not graduating due to circumstances related to COVID-19. The temporary changes**

to the Charter Hardship will be applied to seniors in the fall/winter (first semester) class of 2020-2021 (7/1/2020--1/22/2021).

Lindsay Reese informed the board that to due to challenges related to the COVID-19 pandemic affecting some students, school staff have identified the need to extend temporary changes to the Charter Hardship Waiver Policy for students who are overage and credit deficient and at-risk for not graduating. Ms. Reese explained that for seniors in the Fall and Winter class of 2021, the total number of credits required to graduate high school may be reduced from 230 credits to 130 credits, as determined on a case-by-case basis. Ms. Reese recommended the board approve temporary changes to the Charter Hardship Waiver Policy.

Ms. Reese explained in detailed the waiver process, which includes eligibility, application and evaluation.

Board Secretary Stanford and Board Member Hancock inquired about the number of students who have been granted a waiver. Ms. Reese stated four students have been approved and one student has been denied. Ms. Reese provided a few examples of students who received approval and the reasoning behind denial of the waiver for one student.

Board President Newell inquired about the process for informing students of the hardship waiver. Ms. Reese explained the school's counselor will make a determination whether the waiver is needed for a student and then discuss the waiver process with the student, including any impact on the student's eligibility to enroll in a four year university. Once

identified, the waiver request will then go through a review process with the school leaders to make a final determination.

Board Secretary Stanford inquired about the number of students currently enrolled who would qualify for a hardship waiver. Ms. Reese explained a large percentage of the student population is 18 years or older, however, the criteria used during the waiver evaluation and approval process would significantly lower the eligible student population.

Ruth Escarcega Newell made a motion to approve temporary changes to the Charter Hardship Waiver Policy for students who are overage and credit deficient and at risk for not graduating due to circumstances related to COVID-19. The temporary changes to the Charter Hardship will be applied to seniors in the fall/winter (first semester) class of 2020-2021 (7/1/2020--1/22/2021).

Victoria Hancock seconded the motion.

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

**Roll Call**

Victoria Hancock	Aye
Ruth Escarcega Newell	Aye
Carol Stanford	Aye

**H. The Board will be asked to approve the Unaudited Actuals for the 2019-20 school year.**

Lindsay Reese informed the board the unaudited actuals report is the last financial report of the year and provides a summary of how the school performed financially in year 2019-20. Ms. Reese then introduced Guita Sharifi and asked her to present the school's report.

Ms. Sharifi reviewed the report with the board, which includes the overall revenue, expenditures and excess revenue, and the balance sheet information showing the school's year-end assets and liabilities. Ms. Sharifi informed the board there have been continuous changes at the state level that have impacted the school's projected financials for 2020-21. Some of these changes affect the school's revenue and cash flow. Ms. Sharifi discussed the changes, including an ADA hold harmless clause imposed by the budget trailer bill, the LCFF base grant amount and COLA, increases in cash deferrals, and adjustments to the special education base rate.

Board President Newell inquired about the approval status of the school's Paycheck Protection Program loan forgiveness request. Ms. Sharifi explained the loan forgiveness guidelines are still being finalized and the school is working closely with the bank. Ms. Sharifi will provide updates to the board as information becomes available.

Board President Newell and Ms. Sharifi then discussed the impact of the school's 2020-21 budget and the hold harmless clause.

Carol Stanford made a motion to approve the Unaudited Actuals for the 2019-20 school year.

Victoria Hancock seconded the motion.

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

**Roll Call**

Ruth Escarcega Newell	Aye
Carol Stanford	Aye
Victoria Hancock	Aye

**I. The Board will be asked to approve the revised Charter School Accounting Manual.**

Lindsay Reese informed the board the charter school accounting manual has been updated in a few sections, and then introduced Guita Sharifi to provide additional information.

Ms. Sharifi directed the board to the summary and redline changes recommended to the charter school accounting manual to address electronic approvals, adding the use of

facsimile signatures to the accounts payable and payroll processes, and the revisions made to the gifts of public funds section.

Ruth Escarcega Newell made a motion to approve the revised Charter School Accounting Manual.

Victoria Hancock seconded the motion.

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

**Roll Call**

Carol Stanford Aye  
Victoria Hancock Aye  
Ruth Escarcega Newell Aye

**J. The Board will be asked to accept the resignation of Dr. Caprice Young as Superintendent of the School and remove as an authorized bank account signer.**

Jeri Vincent informed the board of Dr. Caprice Young's resignation and thanked Dr. Young for her service. Ms. Vincent recommended the board accept the resignation of Dr. Young and remove her as an authorized bank account signer.

Carol Stanford made a motion to accept the resignation of Dr. Caprice Young as Superintendent of the School and remove as an authorized bank account signer.

Victoria Hancock seconded the motion.

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

**Roll Call**

Carol Stanford Aye  
Victoria Hancock Aye  
Ruth Escarcega Newell Aye

**VII. Closed Session**

**A. Adjourn open public Board meeting to go into closed session. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION (Government Code §54956.9(d)(1).) Name of Case: Grossmont Union High School District vs. Julian Union School District, San Diego County**

Victoria Hancock made a motion to adjourn the open public board meeting to go into closed session.

Ruth Escarcega Newell seconded the motion.

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

**Roll Call**

Victoria Hancock Aye  
Ruth Escarcega Newell Aye  
Carol Stanford Aye

**B. Adjourn closed session and reconvene regular Board meeting.**

Victoria Hancock made a motion to adjourn closed session and reconvene the regular board meeting.

Carol Stanford seconded the motion.

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

**Roll Call**

Ruth Escarcega Newell Aye  
Victoria Hancock Aye  
Carol Stanford Aye

**C. Report of action taken or recommendations made in closed session, if any.**

Board Secretary Stanford reported that there was no action taken in closed session.

**VIII. Additional Corporate Officers and Board Members' Observations and Comments.**

**A. Observations and Comments**

Jeff Brown expressed his gratitude to the board members for their dedication, and to Lindsay Reese for her leadership.

Jeri Vincent congratulated Board President Newell for her new role and expressed how the organization will benefit from her expertise in facilities, finance, governance and operations. Ms. Vincent thanked Board Secretary Stanford for her leadership during this meeting and her dedication to the organization.

Board Secretary Stanford expressed gratitude to Board President Newell and her value to the board. Board Secretary Stanford also thanked staff and emphasized her support for the school's mission.

Board President Newell noted she is looking forward to her new role as Board President and a successful 2020-21 school year.

Lindsay Reese thanked the board members for their engagement and ongoing support of the school.

**IX. Closing Items**

**A. Adjourn Meeting**

Ruth Escarcega Newell made a motion to adjourn the meeting.

Victoria Hancock seconded the motion.

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

**Roll Call**

Ruth Escarcega Newell Aye

Victoria Hancock Aye

Carol Stanford Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:24 PM.

Respectfully Submitted,  
Carol Stanford

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**Accommodations.** Requests for disability-related modifications or accommodations, or translation services, in order to enable all individuals to participate in the Charter School's open and public meetings shall be made by contacting Soliman Villapando at (661) 272-1225 at least twenty four (24) hours before the scheduled meeting.

**Non-Discrimination.** The Charter School prohibits discrimination, harassment, intimidation, and bullying based on the actual or perceived characteristics of disability, gender, gender identity, gender expression, nationality, national origin, ancestry, race or ethnicity, color, religion, sex, sexual orientation, immigration status, potential or actual parental, family or marital status, age, or association with an individual who has any of the aforementioned characteristics, or any other basis protected by federal, state or local law.

**Public Documents.** To request documents provided to a majority of the governing board regarding an open session item on this agenda, please send an email request to [vmendoza@dhcentralcharter.org](mailto:vmendoza@dhcentralcharter.org).