

Diego Hills Central Public Charter School

Minutes

Operated by Diego Plus Education Corporation

A California Non-Profit Public Benefit Corporation

Date and Time

Thursday September 17, 2020 at 5:00 PM

Location

Conference Line: (661) 249-6805 Code:447502

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. 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.

Directors Present

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

Directors Absent

None

I. Opening Items

A. Call the Meeting to Order

Ruth Escarcega Newell called a meeting of the board of directors of Diego Hills Central Public Charter School to order on Thursday Sep 17, 2020 @ 5:00 PM.
Board President Newell read aloud the notices regarding meeting logistics and accommodations.

B. Roll Call and Establishment of Quorum

C. PLEDGE OF ALLEGIANCE

Board Secretary Stanford led the pledge of allegiance.

D. Staff Introductions

Jeff Brown, CEO
Jeri Vincent, Corporate CFO/Secretary
Lindsay Reese, Area Superintendent
Lisa Youngflesh, Principal
Jeff Martineau, V.P. of Charter Relations
Bill Thompson, Legal Counsel
Gregory Bordo, Legal Counsel
Michelle Lopez, Legal Counsel, LLAC

E. Approve Agenda for the September 17, 2020, Regular Public Meeting of the Board of Directors.

Victoria Hancock made a motion to approve the agenda for the September 17, 2020, Regular Public Meeting of the Board of Directors.

Carol Stanford seconded the motion.

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

Roll Call

Victoria Hancock Aye
Ruth Escarcega Newell Aye
Carol Stanford Aye

F. Approve Minutes of the August 20, 2020, Regular Public Meeting of the Board of Directors.

Carol Stanford made a motion to approve the minutes from the August 20, 2020, Regular Public Meeting of the Board of Directors. Operated by Diego Plus Education Corporation on 08-20-20.

Victoria Hancock seconded the motion.

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

Roll Call

Victoria Hancock Aye
Carol Stanford Aye
Ruth Escarcega Newell Aye

II. Consent Agenda

A. Consent Agenda

Board President Newell asked if anyone would like to discuss any of the items on the consent agenda. Hearing none, Board President Newell asked for a motion.

Victoria Hancock made a motion to approve the consent agenda.

Carol Stanford seconded the motion.

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

Roll Call

Carol Stanford Aye
Ruth Escarcega Newell Aye
Victoria Hancock Aye

III. Public Comment

A. Public Comment

Board President Newell 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 President Newell 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. School Reports and Information

A. Area Superintendent Update

Lindsay Reese provided the following updates:

- Enrollment has increased by 37 students
- Improvements have been made to the virtual enrollment process
- 12 graduates since July 1, 2020
- San Diego County has been removed from the watch list and the school is working on its plan to slowly transition back to in-person instruction
- Piloting "Late Night Tutors" that will provide evening and weekend support to students
- Student scholarship and food donations
- Provided a success story from a student who overcame challenges and graduated with a 4.0 G.P.A.

Board Member Hancock expressed her gratitude for Ms. Reese for sharing the student success story.

B. Update on Action Items and Responses to 2019-2020 Dehesa School District Charter Oversight Process

Lindsay Reese updated the board on the status of actions taken by the school in response to the 2019-2020 Dehesa School District oversight process. Ms. Reese reviewed the list of items completed by the school, actions to be discussed and taken during today's meeting, and the remaining item in process with a due date of September 30, 2020.

Board President Newell and Ms. Reese discussed the remaining item and due date and Ms. Reese confirmed the school anticipates this item to be completed by September 30, 2020.

V. Action Items

A. The Board will be asked to approve the Learning Continuity Plan for the 2020-2021 school year.

Lindsay Reese directed the board to the school's Learning Continuity Plan (LCP) for the 2020-2021 school year and explained the school must adopt the LCP by September 30, 2020. The LCP includes descriptions of the following: addressing gaps in learning; conducting meaningful stakeholder engagement; maintaining transparency; addressing the needs of low income students, English learners, foster students, students with unique needs, and students experiencing homelessness; providing access to necessary devices and connectivity for distance learning; and providing resources and supports to address mental health and social emotional well-being. Ms. Reese reviewed the updates to the LCP since the public hearing that was held on August 20, 2020.

Staff stakeholder feedback:

- Additional professional development on the Google Suite, Kami, and the student portal.
- Additional hours to reach out to special populations: English Learners, low income, and foster/homeless students.
- Purchase of special technology items for working remotely

Student/parent feedback:

- Need laptops, hot spots and more frequent personal check-ins.
- Assistance to manage their emotions, develop time management skills, and more face-to-face time with teachers.

Ms. Reese reported that in response to the student/parent feedback, staff will provide workshops throughout the year to address skills in social-emotional coping, time management, and goal setting; and the counseling and tutoring team will offer night and weekend hours. Ms. Reese also informed the board the LCP will remain on the school's website and a copy will be provided to the school's authorizer and the San Diego County Office of Education. Ms. Reese recommended the board adopt the LCP.

Board President Newell and Ms. Reese discussed the evening and weekend tutoring hours.

Board Member Hancock commended Ms. Reese on making changes to the services to accommodate the needs of students to ensure their success in the program. Board Member Hancock and Ms. Reese discussed the process and communication from the students on the additional support needed.

Carol Stanford made a motion to approve the Learning Continuity Plan for the 2020-2021 school year.

Victoria Hancock seconded the motion.

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

Roll Call

Carol Stanford	Aye
Victoria Hancock	Aye
Ruth Escarcega Newell	Aye

B. The Board will be asked to review and approve the Policy and Procedures on Board Member Recruitment and Selection, and Process for Ensuring Stakeholder Engagement.

Lindsay Reese directed the board to the Policy and Procedures on Board Member Recruitment and Selection, and Process for Ensuring Stakeholder Engagement in their board package. Ms. Reese reviewed the purpose of the policy and discussed the process for filling a vacancy and the proposed board member recruitment and selection process outlining recommended and desired skills sets for prospective board members. The policy also encourages board members and the Area Superintendent to identify and submit prospective board member recommendations to the board development team on an ongoing basis, and outlines the interview and selection process. Ms. Reese further discussed the process for ensuring stakeholder engagement for parents, guardians, and community members, including outreach efforts and PAC and ELAC meetings, which are designed to enhance stakeholder engagement in the governance process by encouraging participation in board meetings.

Board Member Hancock expressed her appreciation for the thoroughness of the policy. Victoria Hancock made a motion to approve the Policy and Procedures on Board Member Recruitment and Selection, and Process for Ensuring Stakeholder Engagement.

Carol Stanford seconded the motion.

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

Roll Call

Ruth Escarcega Newell Aye

Carol Stanford Aye
Victoria Hancock Aye

C. The Board will be asked to review and approve the Area Superintendent Evaluation Policy and Procedures.

Board President Newell directed the board to the Area Superintendent Evaluation Policy and Procedures, and noted the evaluation criteria shall be based on the school's goals and success indicators agreed upon by the board, Corporate Officers and the Area Superintendent. The board shall provide an annual evaluation and will work with the Area Superintendent on the specific written instrument to be used. Board President Newell asked for any comments on the recommended policy.

Board Member Hancock inquired about the annual evaluation date. Ms. Reese and the board discussed the tentative evaluation date to occur at the next regular board meeting after the end of the 2020-2021 school year.

Board President Newell asked for a motion to approve the Area Superintendent Evaluation Policy and Procedures.

Carol Stanford made a motion to approve the Area Superintendent Evaluation Policy and Procedures.

Victoria Hancock seconded the motion.

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

Roll Call

Ruth Escarcega Newell Aye
Carol Stanford Aye
Victoria Hancock Aye

D. The Board will be asked to review and approve the Policy on Board Personnel Actions: Concepts and Roles in Personnel, and Employee Standards of Conduct.

Board President Newell directed the board to the Policy on Board Personnel Actions: Concepts and Roles in Personnel, and Employee Standards of Conduct. Board President Newell explained that the board desires to establish safe and supportive working conditions that will attract and retain staff members who are highly qualified and dedicated to the education and welfare of students. Board President Newell reviewed with the board some highlights of the proposed policy and asked for comments.

Board Member Hancock commented that the policy is a fluid document and should be updated as needed.

Board Secretary Stanford and Board Member Hancock noted their appreciation for the comprehensive policy.

Victoria Hancock made a motion to approve the Policy on Board Personnel Actions: Concepts and Roles in Personnel, and Employee Standards of Conduct.

Carol Stanford seconded the motion.

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

Roll Call

Ruth Escarcega Newell Aye
Carol Stanford Aye
Victoria Hancock Aye

E. The board will be asked to review and approve a resolution approving board member stipends (Ref. Board Bylaws, Article VI. Directors, Section 6.15. Fees and Compensation).

Lindsay Reese explained this action is a follow-up item to the board stipend discussion from the August 20, 2020 board meeting, and the resolution being recommended for approval affirms the \$450 per meeting, board member stipend, in accordance with Article VI of the Board Bylaws.

Greg Bordo reminded the board of the research performed regarding the reasonableness of the board stipend amounts and for the provision of stipends in general to reimburse and compensate board members. Mr. Bordo noted that non-profit boards approach stipends in many different ways ranging from no compensation to the provision of salaries and/or insurance benefits, and that many school districts offer benefits such as life and health insurance to their board members. Mr. Bordo indicated that issue is primarily one of reasonableness since under nonprofit law, the corporation can never disburse an unreasonable amount of funds for any purpose. After reviewing the results of his research and the time commitments required of the board members, Mr. Bordo reported the current stipend amount of \$450 per meeting can be considered reasonable.

Victoria Hancock made a motion to approve a resolution approving board member stipends (Ref. Board Bylaws, Article VI. Directors, Section 6.15. Fees and Compensation).

Carol Stanford seconded the motion.

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

Roll Call

Carol Stanford	Aye
Ruth Escarcega Newell	Aye
Victoria Hancock	Aye

F. The Board will receive a report on a comparative market study completed by outside legal counsel concerning the fees charged by Lifelong Learning Administration Corporation (dba Sequoia Administrative Resources (SAR)/Scholastic Education Resources (SER))

Lindsay Reese reported that she requested Greg Bordo, outside legal counsel, to perform a comparative market study for educational and administrative services and fees and asked Mr. Bordo to present the information.

Greg Bordo of Blank Rome, LLP, provided a report to the board regarding a study completed concerning the fees charged by LLAC to the school for administrative and educational services. Mr. Bordo explained that in order to test the reasonableness of the fees charged, counsel undertook an extensive study of fees charged by service providers and management companies to charter schools at the local, state and national level. The information needed to undertake the study is not readily available. Thus, the study consisted of a review of Form 740 submissions by California independent study charter schools, minutes and submissions in connection with board meetings held by other charter schools regarding the approval of management and service agreements, as well as other publicly available information. Mr. Bordo reported his conclusions to the board along with a summary of the information obtained and advised the board that based upon the market data and the types and scope of services provided, the fees charged by LLAC are reasonably commensurate with the market rate for these services.

Board Member Hancock thanked Mr. Bordo for his excellent and thorough report comparing seven entities.

Board Secretary Stanford also expressed her appreciation for the comprehensive research and detailed report.

VI. Additional Corporate Officers and Board Members' Observations and Comments.

A. Observations and Comments

Jeff Brown thanked Ms. Reese, legal counsel and the board for their dedication.

Jeri Vincent expressed her deep gratitude to the board and Ms. Reese for their continued dedication and efforts in supporting the school staff and students.

Board President Newell thanked Ms. Reese for sharing the student success story, noted her gratitude to staff for offering after-hours tutoring support to students, and expressed her appreciation for Ms. Reese's leadership.

Ms. Reese thanked Principal Youngflesh and her team for their tireless efforts in serving and accommodating the students.

VII. Closing Items

A. Adjourn Meeting

Carol Stanford made a motion to adjourn the meeting.

Victoria Hancock seconded the motion.

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

Roll Call

Victoria Hancock Aye

Carol Stanford Aye

Ruth Escarcega Newell Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:48 PM.

Respectfully Submitted,
Carol Stanford

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.