

Diego Hills Central Public Charter School

Minutes

Operated by Diego Plus Education Corporation

A California Non-Profit Public Benefit Corporation

Date and Time

Thursday October 15, 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 Oct 15, 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 Member Hancock led the pledge of allegiance.

D. Staff Introductions

Jeff Brown, CEO
Jeri Vincent, Corporate CFO/Secretary
Lindsay Reese, Area Superintendent
Lisa Youngflesh, Principal
Nick Helms, Lead Teacher
Kevin Ogden, Charter Liaison
Jeff Martineau, V.P. of Charter Relations
Adam Miller, Legal Counsel
Gregory Bordo, Legal Counsel
Guita Sharifi, CFO, LLAC
Michelle Lopez, Legal Counsel, LLAC

E. Approve Agenda for the October 15, 2020, Regular Public Meeting of the Board of Directors

Victoria Hancock made a motion to approve the agenda for the October 15, 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
Carol Stanford Aye
Ruth Escarcega Newell Aye

F. Approve Minutes of the September 17, 2020, Regular Public Meeting of the Board of Directors

Victoria Hancock made a motion to approve the minutes from the September 17, 2020, Regular Public Meeting of the Board of Directors Operated by Diego Plus Education Corporation on 09-17-20.
Carol Stanford seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Ruth Escarcega Newell Aye
Carol Stanford Aye
Victoria Hancock Aye

II. 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.

III. School Reports and Information

A. Area Superintendent Update

Lindsay Reese and Nick Helms introduced a recent graduate of Diego Hills Central who discussed her reasons for attending the school, including the supportive environment and welcoming staff who have made a positive impact on her life. The former student also shared with the board her upcoming plans to join the boot camp with the National Guard.

Lindsay Reese greeted the board and provided the following school updates:

- The school submitted responses to the Dehesa Elementary School District (DESD) by September 30, 2020. On October 12, 2020, DESD sent a follow up letter requesting additional information, which was sent to the Board of Directors the same day. The school is actively reviewing the letter and will keep the board updated.
- School leaders participated in a virtual meeting with DESD and their legal counsel to review DESD's 2020-21 oversight process, which will focus on six principal areas: 1. Educational Program and Student Services, 2. Special Education, 3. Governance, 4. Finance and Business, 5. Personnel, and 6. Operations and Facilities.
- The school is partnering with the County of San Diego and the San Diego County Office of Education to conduct COVID-19 surveillance testing of school employees. Surveillance testing involves testing staff on a regular basis to identify individuals who may be asymptomatic or pre-symptomatic. Surveillance testing is a requirement to resume in-person instruction.
- The school's current enrollment is 384 students with 85% students engaged during Learning Period 3, and four new graduates since September 17, 2020. The school is planning its third drive-thru graduation to be held by December.
- On October 2, staff participated in a cyber security training called "Social Media and Youth: Threats and Solutions." Staff learned the safety issues with the most popular social media apps children are using today, how distance learning platforms are compromised and how to keep them secure, how to identify online predatory behavior, and effective ways to talk to students about cyber safety and cyberbullying. The school's leadership team will be developing an elective course for students on cyber safety and cyberbullying and hosting parent education nights on this topic.
- The school applied for a small grant for Anti-Racism and Anti-Bias Professional Development and if awarded the funds will be used to pay for anti-racism training offered by the Museum of Tolerance.
- The school's social studies team will be holding a Virtual Town Hall on October 20 to discuss the importance of voting and have developed a "Get the Vote Out" webpage with information on how to register to vote and information on the voting process.
- The school's counselor has developed an "Undecided Virtual Small Group Instruction" six week course beginning October 29 through December 10, which is designed to help students find their postsecondary path and set goals.
- The school held its third Baby Essentials drive on October 3, which provided diapers, wipes, and formula to needy students and families in the community. These items were provided in support with multiple community partners.

Board President Newell thanked the former student for sharing her story and for her service.

Board Secretary Stanford and Board Member Hancock wished the former student the best in her future endeavors, thanked Ms. Reese for inviting a student speaker, and noted the importance of student presentations to the board.

Board Member Hancock requested an update on the technology needs that were noted by students in the recent student survey. Ms. Reese explained all technology needs have been

provided and school staff are currently focusing on providing students social and emotional support as well as ongoing academic support.

Board President Newell inquired about the success of the school's new "After Hours Tutoring Program" and Ms. Youngflesh provided an update on the program's success and student engagement.

Board President Newell and Ms. Reese discussed the response timeline for the recent DESD letter.

B. Finance Update

Jeri Vincent introduced Guita Sharifi to provide an update on the school's recent financial activities.

Ms. Sharifi informed the board the state will be deferring approximately 39% of the school's principal apportionment beginning February 2021 through the remainder of the school year and the school will be requesting the board to approve a temporarily increase in the line of credit due to the cash payment deferral. Ms. Sharifi also informed the board the school is reviewing additional borrowing options to be presented at the next regular board meeting. Ms. Sharifi updated the board on the status of the school's first interim and independent annual audit reports, which will be presented during the next regular board meeting. Board Secretary Stanford and Board Member Hancock commented that they look forward to the independent annual audit report in December.

C. Current Vendor List

Jeri Vincent directed the board to the vendor list, which is a listing of all of the school's vendors with a brief description of services. Ms. Vincent asked the board to review the list of vendors and also informed the board this will be an annual informational report.

IV. Action Items

A. The Board will be asked to approve a temporary line of credit limit increase due to the State apportionment deferral period starting in February 2021

Lindsay Reese explained that due to the state apportionment deferrals beginning February 2021, the school will need to temporarily increase its line of credit with Hanmi Bank to maintain minimum levels of cash during the deferrals of apportionment payments. The increase would be on a temporary basis beginning February 2021 with a projected repayment by November 2021. Ms. Reese then introduced Guita Sharifi who informed the board of the school's current line of credit amount and temporary increase amount needed due to the state's apportionment payment deferrals.

Carol Stanford made a motion to approve a temporary line of credit limit increase due to the State apportionment deferral period starting in February 2021.

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 approve the revised salary ranges for the Area Superintendent

Jeri Vincent informed the board that due to the expansion of the roles and responsibilities of the Area Superintendent, an updated compensation study was requested to be performed by outside legal counsel, Greg Bordo of BlankRome LLP. Ms. Vincent then provided several examples of the unique responsibilities of the Area Superintendent in serving the school's at-

risk population and the additional demands required to support the students and staff during the pandemic. Ms. Vincent introduced Mr. Bordo to present the study.

Mr. Bordo reviewed for the Board its obligations when considering compensation, the laws applicable to compensation for executives of non-profit entities, and other pertinent legal considerations. Mr. Bordo discussed the research and analysis performed in determining the prevailing ranges for public and charter school superintendent compensation in California, including by comparing factors such as district size (ADA), geographic location, and student demographics. Mr. Bordo then explained that the proposed new range for the area superintendent salary is within the range of reasonableness based upon the market data obtained.

Board President Newell inquired if both district and charter schools' salary ranges were analyzed and Mr. Bordo confirmed both sectors were reviewed, as well as other non-profit organizations.

Board Member Hancock, Board Secretary Stanford and Mr. Bordo discussed the current and proposed salary range.

Carol Stanford made a motion to approve the revised salary ranges for the Area Superintendent.

Victoria Hancock seconded the motion.

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

Roll Call

Ruth Escarcega Newell Aye

Carol Stanford Aye

Victoria Hancock Aye

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

A. Observations and Comments

Jeff Brown thanked Ms. Reese and her team, the student speaker, and the board for all of their support.

Jeri Vincent thanked the board, Ms. Reese and her team, and Mr. Bordo for his thorough presentations.

Board President Newell thanked Ms. Reese and her team for their updates and dedication in creating an environment of success for students.

Board Secretary Stanford thanked Ms. Reese for all of her efforts, complimented her professionalism, and congratulated Ms. Reese and her team for the school's accomplishments.

Ms. Reese thanked everyone for their support and also expressed her appreciation for the professional oversight process of DESD. Ms. Reese also thanked her team for all of their achievements in serving students.

VI. Closing Items

A. Adjourn Meeting

Victoria Hancock made a motion to adjourn the meeting.

Carol Stanford seconded the motion.

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

Roll Call

Carol Stanford Aye

Ruth Escarcega Newell Aye

Victoria Hancock Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:51 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.