

APPROVED

# 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 December 3, 2020 at 5:00 PM

### Location

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

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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

Ruth Escarcega Newell called a meeting of the board of directors of Diego Hills Central Public Charter School to order on Thursday Dec 3, 2020 @ 5:00 PM. Board President Newell read aloud the notices regarding meeting logistics and accommodations.

### B. Record Attendance and Guests

### C. Pledge of Allegiance

Board Member Hancock led the pledge of allegiance.

**D. Staff Introductions**

Lindsay Reese, Area Superintendent  
Lisa Youngflesh, Principal  
Tammy Friedeck, Assistant Principal  
Roger Vance, Social Science Teacher  
Kevin Ogden, Charter Liaison  
Jeff Martineau, V.P. of Charter Relations  
Bill J. Thompson , Legal Counsel  
Gregory Bordo, Legal Counsel  
Guita Sharifi, CFO, LLAC  
Michelle Lopez, Legal Counsel, LLAC

**E. Approve Agenda for the December 3 2020, Regular Public Meeting of the Board of Directors.**

Carol Stanford made a motion to approve the agenda for the December 3, 2020, Regular Public Meeting of the Board of Directors.

Victoria Hancock 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 October 15, 2020, Regular Public Meeting of the Board of Directors.**

Board President Newell asked if any board members had any changes or corrections to the minutes of the October 15, 2020, regular board meeting.

Hearing none, Board President Newell asked for a motion to approve the October 15, 2020, board minutes

Victoria Hancock made a motion to approve the minutes from the October 15, 2020, Regular Public Meeting of the Board of Directors Operated by Diego Plus Education Corporation on 10-15-20.

Carol Stanford seconded the motion.

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

**Roll Call**

Carol Stanford        Aye  
Victoria Hancock       Aye  
Ruth Escarcega Newell Aye

**II. Consent Agenda**

**A. Consent Agenda Items**

Board President Newell read aloud the consent agenda items and asked if any Board Member would like a consent agenda pulled for discussion and action separately. Hearing none, Board President Newell requested a motion to approve the consent agenda.

Board Member Hancock commented on the changes made due to COVID-19 and thanked the staff for their thoroughness.

Carol Stanford made a motion to approve the consent agenda.

Victoria Hancock seconded the motion.

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

**Roll Call**

Victoria Hancock        Aye

**Roll Call**

Carol Stanford           Aye  
Ruth Escarcega Newell 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. Public Hearing**

**A. Open Public Hearing**

Victoria Hancock made a motion to open the public hearing.

Carol Stanford seconded the motion.

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

**Roll Call**

Carol Stanford           Aye  
Ruth Escarcega Newell Aye  
Victoria Hancock       Aye

**B. The Board will hold a public hearing to solicit the recommendations and comments of members of the public regarding the Local Control Funding Formula Budget Overview for Parents**

Board President Newell opened the public hearing at 5:10pm.

Lindsay Reese provided background information on the Budget Overview for Parents (BOP) and informed the board the BOP includes information on Local Control Funding Formula (LCFF) revenues and Federal Coronavirus Aid, Relief, and Economic Security (CARES) Act funds. The chart lists the amount from each funding source and the percentage of the total revenue for that source. Ms. Reese explained that the BOP demonstrates to the public and parents that the school directed its funds in 2019-2020 towards increasing or improving services in meeting the needs of the school community impacted by COVID 19, while also directing funds for its high

needs students such as low income students, English Learners, foster youth, and homeless students.

Ms. Reese then reviewed each section of the BOP with the board, which describes how the school intends to increase or improve services for its high needs students in the board-approved Learning Continuity Plan. These services include:

- Purchasing laptops and hotspots for all students
- Providing additional tutoring support including late night tutoring hours
- Professional development on how to use the Google Suite, Kami, Trauma-Informed practices, students engagement in a virtual, differentiation strategies, Mental Health First Aid, etc.
- Additional hours for staff to implement outreach and academic programs for English Learners, low income, foster youth and homeless students.
- Diagnostic testing through NWEA
- Read 180 and Math 180 intervention programs
- Implementation of a multi-tiered Response to Intervention for reengagement
- Online curriculum through Google classroom
- Additional staff and services for socio-emotional support

Board Member Hancock and Ms. Reese discussed the process for collecting parent feedback and then discussed how students access nutrition services. Ms. Reese explained the school's partnerships with local community organizations that assist in providing food and supplies to the students and their families.

Board Secretary Stanford inquired how the school provides updates and notifications to parents and students. Ms. Reese explained the school utilizes the Learn4Life Connect platform and staff phone calls.

Board President Newell then 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 no members of the public who offered public comment or submitted written comment, Board President Newell then asked for a motion to close the public hearing.

### **C. Close Public Hearing**

Board President Newell closed the public hearing at 5:19pm.

Carol Stanford made a motion to close the public hearing.

Victoria Hancock seconded the motion.

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

#### **Roll Call**

Ruth Escarcega Newell Aye

Victoria Hancock Aye

Carol Stanford Aye

## **V. School Reports and Information**

### **A. Area Superintendent Update**

Lindsay Reese greeted the board and introduced a student speaker who shared her reasons for attending Diego Hills Central and her overall positive experiences at the school. Since enrolling, she enjoys school, her grades have greatly improved, and she is less anxious. She expressed her appreciation for the school's safe environment and the support she receives from teachers and counselors, and is looking forward to graduating next year. Her teacher, Roger

Vance, then thanked the student for sharing her story and expressed how proud he is of her progress.

Ms. Reese thanked Mr. Vance and the student speaker and then provided the following school updates:

- All 2019-20 follow up oversight items have been submitted to Dehesa School District.
- The school is currently preparing requested documents for the 2020-21 Dehesa School District annual oversight process and is on-track to submit all information by December 11, 2020.
- The school's CTE instructor held the first virtual CTE Class, Game Development, which was created based on student feedback. The class launched last week with approximately six students enrolled.
- The school has launched a virtual Spoken Word poetry course with enrollment at six students and growing.
- Graduation is scheduled for December 17, 2020, at the Kroc Center.
- Counselors are meeting with seniors to support their path towards graduation, provide a financial aid workshop. Students can also participate in an Armed Services Vocational Aptitude Battery test in January.
- Students participated in a virtual "College Tours Week" the week of November 2.
- The school applied for a \$20,000 grant through the Robert Wood Johnson Foundation, which, if awarded, will be used to provide instruction related to social-emotional learning.
- On December 10, students will have an opportunity to attend the Foundations of Healing Justice workshop.
- The school and their local community partners participated in its third Diaper Drive on November 7, and 75 students and their families received diapers and other supplies for their children.
- Each month the school's community liaisons have secured donations from the San Diego Food Bank providing students access to a variety of food staples and a bag of groceries.
- Each month the H.O.P.E. program provides support and workshops to parenting students.
- Staff provided Thanksgiving meal bags for several students and their families.

## VI. Action Items

### A. The Board will be asked to approve the 2020-21 First Interim Report

Guita Sharifi directed the board to the first interim report and explained the report is the first financial report of the fiscal year and shows the financial condition of the school after the first 4 months of operations, from July 1, 2020 through October 31, 2020. The report is composed of a financial section that includes the original budget, projected totals for this year, actuals to date and projected school reserves at year end. The last page of the report shows ADA information which is especially unique for this year as the projected funding for P2 ADA is already known. Ms. Sharifi reviewed each section of the first interim report in detail including the ADA Hold Harmless for 2019-20 and 2020-21, LCFF base grant amount, increase in cash deferrals, adjustments to the special education base rate and Learning Loss Mitigation Funding.

Ms. Sharifi further reported the school is projecting a reserve of \$508,000 which is 5.7% of the total annual expenditures. The school finance team and Ms. Reese

are monitoring the cash and instructional spending very closely to make sure the school adapts to changes and remains fiscally sound.

Board President Newell and Ms. Sharifi discussed the other local revenue category and the E-Rate funding. Board President Newell also inquired about the school's current enrollment and the impact to the 2021-2022 budget. Ms. Reese explained the current political and legal climate, and projected enrollment, and is continually monitoring the school's enrollment and expenditures to remain fiscally sound. Board President Newell and Ms. Reese also discussed the hold harmless ADA funding.

Carol Stanford made a motion to approve the 2020-21 First Interim Report.

Victoria Hancock 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 be asked to approve the Local Control Funding Formula Budget Overview for Parents**

Lindsay Reese asked if the board had any additional questions regarding the Budget Overview for Parents.

Board President Newell and Ms. Reese discussed how students have adjusted to distance learning and the school's overall process to maintain student engagement, provide student support services and address technology needs.

Hearing no further questions, Board President Newell asked for a motion to approve the BOP.

Victoria Hancock made a motion to approve the Local Control Funding Formula Budget Overview for Parents.

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 approve the revised Charter School Accounting Manual**

Guita Sharifi directed the board to the summary and redline changes to the Charter School Accounting Manual included in the board packet. The recommended revisions reflect updates to the Form 700 legal requirements, clarification of the gift of public funds section, updates to the table of contents, and grammatical and formatting corrections.

Board Member Hancock inquired about the school's process for collecting recommended legal and procedural changes. Ms. Sharifi explained the school's legal counsel reviews and provides the recommended legal updates and the finance team and school leader provide the recommended administrative and procedural changes.

Carol Stanford 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

**D. The Board will be asked to approve an agreement with Hanmi Bank for a line of credit, and to approve a temporary increase of the line of credit during the deferral period between February and December 2021.**

Guita Sharifi informed the board the school has obtained the line of credit from Hanmi Bank in the amount of \$1,000,000 and approval to temporarily increase the line of credit amount to \$3,275,000. Ms. Sharifi explained this increase is necessary in order to maintain the level of cash to support the school operations during the payment deferrals of the state apportionments. She noted the temporary increase in the line of credit will be gradual and peak in July, and then will decrease gradually through December 2021 to the original amount approved for the school.

Victoria Hancock made a motion to approve an agreement with Hanmi Bank for a line of credit, and to approve a temporary increase of the line of credit during the deferral period between February and December 2021.

Carol Stanford seconded the motion.

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

**Roll Call**

Ruth Escarcega Newell Aye  
Victoria Hancock Aye  
Carol Stanford Aye

**E. The Board will be asked to review and approve an accounting firm to prepare the school's form 990 for year 2019**

Guita Sharifi directed the board to the two proposals in the board packet concerning the preparation of the school's form 990 for year 2019. Ms. Sharifi informed the board the school received proposals from Burkey, Cox, Evans and Bradford, and Wilkinson, Hadley, King, and Company. Ms. Sharifi briefly discussed the history of each accounting firm with the school and then reviewed each proposal. Ms. Sharifi recommended the board approve the Wilkinson, Hadley, King and Company proposal to prepare the school's form 990 for the following reasons: the firm is listed on the California Department of Education website as an approved auditor, all information from the school's annual audit report can be downloaded into the 990 form, which reduces human errors and expedites the process, and the firm provided the lowest bid.

Board Member Hancock thanked Ms. Sharifi for her report and appreciated the thorough proposal from Wilkinson, Hadley, King and Company.

Victoria Hancock made a motion to approve Wilkinson, Hadley, King and Company to prepare the school's form 990 for year 2019.

Carol Stanford 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**

1. 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 Case Number: 37-2015-00033720-CU.

**2. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION**

(Government Code §

54956.9(d)(1.) Name of Case: Sweetwater Union High School District vs. Julian Union Elementary School District, San Diego County Case Number: 37-2015-00021033-CU.

Carol Stanford made a motion to adjourn open public Board meeting to go into closed session. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION.

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. Adjourn closed session and reconvene regular Board meeting**

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

Carol Stanford seconded the motion.

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

**Roll Call**

Carol Stanford Aye

Victoria Hancock Aye

Ruth Escarcega Newell Aye

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

Board President Newell reported that no action was taken in closed session.

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

**A. Observations and Comments**

Lindsay Reese thanked the board for their engagement, feedback and support.

Board President Newell expressed her gratitude for Ms. Reese's strong leadership, staff and board support and the support services provided by LLAC in preparing and managing the school's financial reports.

Board Secretary Stanford thanked Ms. Reese, Mr. Vance and the student for the wonderful student presentation.

Board Member Hancock thanked Ms. Reese and also expressed gratitude to her fellow board for their knowledge and expertise.

**IX. 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**

Ruth Escarcega Newell Aye

Victoria Hancock Aye

**Roll Call**

Carol Stanford            Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:07 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).