

Diego Hills Central Public Charter School

Minutes

Operated by Diego Plus Education Corporation

A California Non-Profit Public Benefit Corporation

Date and Time

Thursday March 4, 2021 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

Board President Newell read aloud the notices regarding meeting logistics and accommodations.

Ruth Escarcega Newell called a meeting of the board of directors of Diego Hills Central Public Charter School to order on Thursday Mar 4, 2021 at 5:01 PM.

B. Record Attendance and Guests

C. Pledge of Allegiance

Board Member Hancock led the pledge of allegiance.

D. Staff Introductions

Jeff Brown, CEO
Lindsay Reese, Area Superintendent
Lisa Youngflesh, Principal
Tammy Friedeck, Assistant Principal
Andrea Dowdall, 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
Michele Simi, Director of Business Services, LLAC

E. Approve Agenda for the March 4, 2021 Regular Public Meeting of the Board of Directors.

Victoria Hancock made a motion to approve the agenda for the March 4, 2021 Regular Public Meeting of the Board of Directors.

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. Approve Minutes of the December 3, 2020, Regular Public Meeting of the Board of Directors.

Carol Stanford made a motion to approve the minutes from the December 3, 2020, Regular Public Meeting of the Board of Directors. Operated by Diego Plus Education Corporation on 12-03-20.

Victoria Hancock seconded the motion.

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

Roll Call

Ruth Escarcega Newell Aye
Carol Stanford Aye
Victoria Hancock Aye

II. Consent Agenda

A. Consent Agenda Items

Board President Newell announced the consent agenda items and asked if any member would like to discuss any of the agenda items for action separately. Board President Newell then requested consent agenda items 2 and 6 be pulled from the consent agenda for further discussion.

Victoria Hancock made a motion to approve consent agenda items 1, 3, 4, 5, 7 and 8.

Carol Stanford seconded the motion.

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

Roll Call

Victoria Hancock Aye
Ruth Escarcega Newell Aye
Carol Stanford Aye

Regarding Item 2, the revised COVID-19 Plan for Resuming In-Person Instruction for the 2020-2021 school year, Board President Newell inquired when the school will be bringing students back on-site. Ms. Reese discussed the current County

restrictions and is hopeful they'll begin the transition in six weeks. The COVID-19 Plan for Resuming In-Person Instruction provides a guideline for the school to follow when resuming in-person instruction. Ms. Reese then discussed a few of the recent updates made to the plan.

Victoria Hancock made a motion to approve the revised 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

Carol Stanford Aye

Ruth Escarcega Newell Aye

Victoria Hancock Aye

Regarding Item 6, the School Accountability Report Card (SARC), Board President Newell asked Ms. Reese to review some of the items in the SARC report. Ms. Reese directed the board to the CAASPP results and informed the board that ELA performance has decreased from 2018-2019 and Math increased by 1%. Board President Newell inquired about the school's plan to address the decrease in ELA and Ms. Reese discussed how the school is analyzing student data and the resources being put in place to increase ELA and Math scores, and is hopeful in-person instruction will also assist in improving these results. Board President then asked Ms. Reese to explain the decrease in the school's graduation rate. Ms. Reese explained that COVID-19 had an impact on graduations; for example, it took months to get laptops to students. Ms. Reese noted she was happy to report an additional 22 students graduated this school year who should have graduated in 2019-2020, but had some complications because of COVID-19.

Victoria Hancock made a motion to approve the School Accountability Report Card (SARC).

Carol Stanford seconded the motion.

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

Roll Call

Carol Stanford Aye

Victoria Hancock 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. School Reports and Information

A. Area Superintendent Update

Ms. Reese introduced teacher Andrea Dowdall and one of her students who shared his experience prior to attending Diego Hills Central and how the school's program, teacher support and resources have allowed him to gain confidence and move towards graduation.

Board Member Hancock and Board President Newell praised the student for all of his hard work and for being a role model to his siblings.

Lindsay Reese then provided the following school updates:

- **Authorizer 2020-2021 Oversight:** The school is promptly responding to all requests by the Dehesa Elementary School District Oversight Committee and there are five areas being reviewed. Ms. Gail Greely has joined the meeting as part of the Governance Oversight and the school has met with Justin Cunningham for the Facilities and Operations portion of the Oversight process, which was positive. The Finance Oversight portion is scheduled for tomorrow. The Oversight process is much smoother this year and the school team was able to submit the requested documentation through a shared google folder. Ms. Reese expressed her appreciation for the Oversight process because it only improves the school's processes.
- **COVID-19:** Update on the recent data from San Diego County, the school's plans for resuming on-site instruction and vaccinations for teachers and staff. The transition plan to on-site instruction will serve up to three students per hour, with two in-person and one student virtually. Several students have been successfully completing work virtually and the school will continue to offer that option to students. Staff continues to provide laptops to all students with the expectation of students completing assignments electronically.
- **Assessments:** ELPAC assessments are primarily being conducted virtually with an option for on-site testing with safety protocols in place and 29 students out of 45 students having completed the ELPAC. Three students have partially completed the test and the team will continue to follow-up to ensure completion. The team is gearing up for CAASPP testing and are planning on having students on-site for testing, with remote testing available for any student who is unable to test on-site. NWEA testing is also being conducted remotely for all new enrollments and every 6 months thereafter.
- **Graduation:** A drive through graduation ceremony will be held June 10, 2021 and the school anticipates holding an in-person graduation ceremony in December.
- **Community:** The school is working with La Mesa Sunrise Rotary to create a pantry for both food and clothing for students. A rotary member has graciously offered to get the school started by stocking the pantry shelves with food staples. Rotary members are interested in making this an ongoing project as they truly do care about and want to support the students in meaningful ways.
- **Diversity, Equity & Inclusion:** LLAC has hired a Vice President of Diversity, Equity and Inclusion that will support the school leadership to conduct a needs assessment and develop a strategic plan to increase diversity,

equity, and inclusion. This service is included in our regular LLAC service fees at no additional cost to the charter.

Board President Newell thanked Ms. Reese for the detailed school report.

B. Finance Update

Guita Sharifi informed the board that a detailed presentation of the school's Annual Audit Report and Second Interim Report will be provided later during the board meeting. Ms. Sharifi provided an update on the school's Paycheck Protection Program loan forgiveness application process and will continue to update the board on the application status.

Board President Newell and Ms. Sharifi discussed the loan forgiveness application submission deadline.

C. Current Vendor List

Ms. Reese directed the board to the current vendor list located in their board package. Ms. Reese explained this is a listing of all of the school's vendors with a brief description of services. Ms. Reese further explained list includes vendors who provide varying services including professional development, technology, health care benefits, etc. Ms. Reese informed the board this list will be provided as a board informational item twice a year for their review.

Board President Newell requested clarification on the Wells Fargo description of office and student supplies. Ms. Reese explained the school utilized the Wells Fargo credit card for office supplies only on an as-needed basis.

D. Expanded Hanmi Line of Credit update

Ms. Sharifi directed the board to the updated letter of interest from Hanmi Bank located in their board package. Ms. Sharifi then explained, as previously discussed and approved by the board, the amount noted in the letter has been updated to \$1,000,000.

Ms. Sharifi and Board President Newell discussed the line of credit and the temporary increase required due to the State's cash payment deferrals. Ms. Sharifi also explained the line of credit will be repaid upon the school's receipt of the apportionment payments.

E. 2021-2022 Board Meeting Dates

Board President Newell directed the board to their 2021-2022 Regular Board Meeting Schedule located in their board package and then read aloud the dates and noted all meetings have a 5:00pm start time.

V. Action Items

A. The Board will be asked to approve the June 30, 2020, Annual Audit Report for the school.

Ms. Reese directed the board to the annual audit report located in their board package and reminded the board financial audits are required annually and must be submitted to the school's authorizer, County Office of Education, State Controller's Office, and the California Department of Education. The audit report is required to be submitted by December 15th each year; however, for the 2019-20 fiscal year, the deadline was extended to March 31, 2021. Wilkinson Hadley King & Co. performed the audit for the 2019-2020 fiscal year and reviewed the school's documents, financial statements, policies, and procedures. Ms. Reese then

introduced Kevin Sproul, Accountant at Wilkinson Hadley King & Co., to review the audit report in detail with the board.

Mr. Sproul directed the board to the Independent Auditor's Report letter located in the beginning of the report and explained the school had an unmodified financial opinion, which is positive, and no adjustments or reclassifications were needed. The attendance reports for P-2 and P-Annual are reviewed in accordance with state requirements where no adjustments were needed, and there were no findings for year end June 30, 2020. Mr. Sproul informed the board the audit report was delayed due to the late release of the audit guidelines and checklist from the State Controller's Office.

Board Secretary Stanford thanked Mr. Sproul for his report.

Board Member Hancock praised Mr. Sproul's report. Carol Stanford made a motion to approve the June 30, 2020 Annual Audit Report for the school.

Victoria Hancock seconded the motion.

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

Roll Call

Victoria Hancock	Aye
Ruth Escarcega Newell	Aye
Carol Stanford	Aye

B. The Board will be asked to approve the Second Interim Report and the Revised Budget for the 2020-2021 school year.

Guita Sharifi directed the board to the Second Interim Report and revised budget for the 2020-21 school year and explained the purpose of the report is provide a financial overview of the school with January 2021 actuals and projected June 2021 year-end. The report categories include the prior board approved budget, actuals YTD and projected totals. Ms. Sharifi discussed the ADA Hold Harmless for 2019-20 and 2020-21, expenditures and revenue, the ending fund balance stated on the Second Interim Report, noticeable changes of financial projections compared to the original budget. Ms. Sharifi explained these differences are due to changes to the proposed state budget between the time the original school budget was developed last year and the time of the development of this revised budget. The revisions include higher funding rates, changes in funding ADA due to ADA hold harmless and additional funds from stimulus funding due to the pandemic.

Ms. Sharifi updated the board on the state's cash payment deferrals and that the finance team and Area Superintendent continue to monitor the school's cash and instructional spending very closely to ensure the school remains fiscally sound.

There was a discussion between Ms. Reese, Ms. Sharifi, and the Board members regarding the school's net position and the funding for incarcerated youth, recommended school reserve level and the school's current reserves, conference expenses, and books and supplies expenditures and changes due to remote instruction.

Victoria Hancock made a motion to approve the Second Interim Report and the Revised Budget for the 2020-2021 school year.

Carol Stanford seconded the motion.

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

Roll Call

Victoria Hancock	Aye
Carol Stanford	Aye

Roll Call

Ruth Escarcega Newell Aye

C. The Board will be asked to approve using the auditing firm Wilkinson, Hadley & King for the 2021 audit.

Guita Sharifi directed the board to the proposal presented by Wilkinson Hadley King & Co. to prepare the school's June 30, 2021 annual audit. Ms. Sharifi reminded the board that the Wilkinson Hadley King & Co. CPA firm is on the State's approved auditor list and is currently preparing the 2019 Form 990 Federal Return of Organization Exempt from Income Tax. Ms. Sharifi recommended the board approve the engagement letter with Wilkinson Hadley King & Co.

Ruth Escarcega Newell made a motion to approve using the auditing firm Wilkinson, Hadley & King for the 2021 audit.

Carol Stanford 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 the E-Rate vendor selections.

Michelle Simi directed board members to the report in their board packets regarding approval to award E-rate services for the 2021-2022 school year. Ms. Simi reviewed the E-rate competitive bidding process for the provision of networking equipment and cabling services to the school and the scoring process, and provided a summary of the bids. Ms. Simi then presented a recommendation to the board to select the identified vendor as the school's preferred service provider for the 2021-2022 E-rate funding year.

Victoria Hancock made a motion to approve the E-Rate vendor selections.

Carol Stanford seconded the motion.

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

Roll Call

Victoria Hancock Aye

Carol Stanford Aye

Ruth Escarcega Newell Aye

E. The Board will be asked to approve the personnel action report.

Ms. Reese directed the board to the Personnel Action Report. Ms. Reese discussed the two new hires, both of whom were Social Workers, and explained the school was able to hire these positions because of the Learning Loss Mitigation Funding. Ms. Reese then reviewed the terminations/resignations section and discussed the tutor and social worker resignations.

There was a brief discussion regarding one of the employee resignations.

Carol Stanford made a motion to approve the personnel action report.

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. The Board will be asked to approve the Charter Hardship Waiver Policy for students who are over-age, credit deficient and at risk for not graduating due to circumstances related to

COVID-19. The Charter Hardship Waiver Policy will be applied to eligible seniors graduating in the 2020-2021 school year.

Ms. Reese directed the board to the Charter Hardship Waiver Policy in their board packages. Ms. Reese explained the school is seeking approval from the board to re-approve the Charter Hardship Waiver. Previously the board approved the waiver in June 2020 to go into effect until December 2020. As the effects of the pandemic continue, and as previously mentioned in my board update, the school has noticed their seniors continue to face surmounting challenges especially in the areas of housing and financial security. From June to December, the school did not approve any Hardship Waivers and three student waivers were denied because there wasn't a sufficient connection between student lack of performance and COVID-19.

Ms. Reese recommended the board to approve students who are 40 credits deficient or less and at least 18 years of age, and who were significantly impacted by COVID-19, to continue to apply for the waiver through June 30th, 2021.

Board President Newell inquired about the number of waiver requests received. Ms. Reese informed the Board that three waivers were received but they did not meet the requirements. However, all three students have received additional intervention and services, and are getting back on track to graduate. Victoria Hancock made a motion to approve the Charter Hardship Waiver Policy for students who are over-age, credit deficient and at risk for not graduating due to circumstances related to COVID-19. The Charter Hardship Waiver Policy will be applied to eligible seniors graduating in the 2020-2021 school year. Carol Stanford seconded the motion. The board **VOTED** to approve the motion.

Roll Call

Ruth Escarcega Newell Aye
Victoria Hancock Aye
Carol Stanford Aye

G. The Board will be asked to approve the Charter School's renewal application and re-certification for Dashboard Alternative School Status.

Ms. Reese reminded the board that Diego Hills Central is currently certified as a Dashboard Alternative School Status (DASS) charter school based on the percent of students enrolled in "high-risk" students groups, as identified by the State Board of Education in 2017, which includes students who have been expelled, suspended, are wards of the court, pregnant/parenting, recovered dropouts, habitually truant, retained more than once in kindergarten, credit deficient, have a gap in enrollment, have high-level transiency, are foster youth, or are homeless youth. Ms. Reese informed the board the school met these requirements and received DASS certification in Fall 2018. Ms. Reese further explained charter schools are required to re-certify every three years and Diego Hills Central has met the DASS re-certification criteria with 93.4% of its unduplicated population comprised of high-risk students.

Ms. Reese recommended the board approve the school's renewal application and re-certification for Dashboard Alternative School Status.

There was a brief discussion clarifying the term "unduplicated."
Carol Stanford made a motion to approve the Charter School's renewal application and re-certification for Dashboard Alternative School Status.
Victoria Hancock seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Ruth Escarcega Newell Aye
Victoria Hancock Aye
Carol Stanford Aye

VI. 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 Case Number: 37-2015-00033720-CU-WM-CTL.

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

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. Adjourn closed session and reconvene to open Board meeting.

Victoria Hancock made a motion to adjourn closed session and reconvene to open 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.

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

A. Observations and Comments

Jeff Brown praised Lindsay Reese and thanked everyone for being a part of this program.

Board President Newell thanked Lindsay Reese and expressed her excitement for the successful student story.

Board Secretary Stanford thanked Lindsay Reese and Greg Bordo.

Board Member Hancock thanked everyone for all their hard work.

VIII. 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

Carol Stanford Aye
Victoria Hancock 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 6:37 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.