

Diego Hills Central Public Charter School

Minutes

Operated by Diego Plus Education Corporation

A California Non-Profit Public Benefit Corporation

Date and Time

Thursday April 22, 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 Apr 22, 2021 at 5:00 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
Jeff Martineau, V.P. of Charter Relations
Lisa Youngflesh, Principal
Tammy Friedeck, Assistant Principal
Kevin Ogden, Charter Liaison
Jacqueline Sanchez, Teacher
Bill Thompson, Legal Counsel
Guita Sharifi, CFO, LLAC
Dr. Connie Petit, Senior Director of Special Programs, LLAC

E. Approve Agenda for the April 22, 2021 Regular Public Meeting of the Board of Directors.

Carol Stanford made a motion to approve the agenda for the April 22, 2021 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 March 4, 2021, Regular Public Meeting of the Board of Directors.

Victoria Hancock made a motion to approve the minutes from the March 4, 2021, Regular Public Meeting of the Board of Directors, Operated by Diego Plus Education Corporation on 03-04-21.

Carol Stanford seconded the motion.

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

Roll Call

Carol Stanford Aye
Ruth Escarcega Newell 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. Hearing none, Board President Newell asked for a motion to approve the consent agenda.

Carol Stanford made a motion to approve the Consent Agenda Items.

Victoria Hancock 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 welcomed the board and introduced a current student who is a single parent and described to the board how she overcame personal challenges and moved to California from another county. The student then discussed enrolling in Diego Hills Central, and how her teacher has been her inspiration to graduate high school this school year and start college in August.

Ms. Reese thanked the student for sharing her story. Ms. Sanchez expressed how proud she is of this student.

Ms. Reese then presented the following school updates:

COVID: San Diego County is in the orange tier now and many of the staff members have voluntarily received the COVID vaccine. Staff will be on site a minimum of two days per week and this schedule will allow the school to maintain social distancing. Ms. Reese and team will reevaluate in July before increasing staff on site more than two days a week.

Staff will be able to schedule in-person meetings with students and offer a blend of online and in-person learning to create an even more personalized and flexible program for our students. One innovative strategy is offering virtual Small Group Instruction classes. Previously students struggled to find regular transportation to SGI classes, but having them virtually means students can attend from the comfort of their homes. Staff are also using a program called Pear Deck which helps create engaging and interactive virtual lessons.

The team will continue to do surveillance testing for COVID. The safety team is working on a COVID-19 testing program with Integrated Molecular Diagnostics to provide home testing kits. Employees would drop off testing kits at the school site for bulk pickup. Testing is provided at no cost to employees and results will be available within 24-48 hours of delivery to the lab.

Assessments: State testing is underway and English Learners are participating in the English Language Proficiency Assessment (ELPAC). 11th and 12th grade

students are participating in the California Assessment for Student Performance and Progress (CAASPP). 11th graders will be completing the Smarter Balanced Assessment for English and Math and 12th graders will be completing the California Science Test (CAST). Students will be able to complete the assessment in-person or virtually. To date, 94% of EL students have completed the ELPAC, 62% of 11th graders have completed the Math portion of CAASPP and 55% have completed the ELA CAASPP portion.

WIOA and Counseling Workshops: Counselors are offering a 5-credit virtual College and Career Class, which focuses on career exploration, college enrollment, financial aid, and military pathways. Students are also able to participate in virtual workshops on a variety of topics. This month, topics include time management, City College Application Day – which is a partnership between our counselors and City College Counselors where students fully complete their college application in the workshop as well as receive information on financial aid, and Grossmont College Enrollment Day. In May, counselors, staff, and students will be participating in College & Career Signing Day where the team celebrates seniors and their post-secondary plans, which may include college, a trade school, or the military.

Graduation: The school was hoping to hold an in-person graduation ceremony in June but in the spirit of safety, the June 3 graduation will be a drive-thru ceremony held at the Kroc Center. Staff is looking forward to celebrating with students and their families. The school currently has 47 students who have successfully completed the graduation requirements and anticipates many more students graduating in the coming months.

Community Update: The La Mesa Sunrise Rotary Club helped the staff open a food pantry for needy students. The Rotary Club allowed the school to stock the pantry with shelf stable food for students and families. Staff has also donated clothing, shoes and jewelry to help students in need or those who need help dressing for a job interview.

The school has continued its partnership with Grandma Lulu's table to offer plant-based food distribution to food insecure members within the community occurring one Saturday per month. The next food distribution is scheduled for Saturday, May 8.

Board President Newell congratulated Ms. Reese on the state testing results.

B. Finance Update

Guita Sharifi directed the board to the Hanmi Bank Line of Credit summary document located in their board package. Ms. Sharifi then reviewed with the board the school's rotating line of credit (RLOC) amount, the current RLOC amount withdrawn, the RLOC covenant ratios and the overall purpose of the RLOC for the school.

Ms. Sharifi then informed the board the school will receive additional funding from the Expanded Learning Opportunities Grant, which is funded by the State of California. These funds must be allocated according to specific guidelines and will be included in the budget, which will be presented at the June board meeting. Additionally, Ms. Sharifi informed the board about 50% of the funds are expected to be received in May 2021 and the remaining 50% in August 2021. The school will then have until August 2022 to spend the full amount.

C. LCAP Goals and Metrics

Lindsay Reese explained the LCAP is a three-year plan that describes the goals, actions, services, and expenditures to support positive student outcomes that address state and local priorities. The LCAP provides an opportunity for local educational agencies (LEAs) to share their stories of how, what, and why programs and services are selected to meet their local needs. Ms. Reese then reviewed the following goals:

LCAP goals have been consolidated for the 2021-2024 LCAP. Previous LCAP goals were:

- Goal 1: Increase student retention rate
- Goal 2 Increase student credit completion towards a high school diploma
- Goal 3: Improve student basic skills in computer literacy
- Goal 4: Students will gain college- and career-readiness
- Goal 5: Increase stakeholder (staff, families, and students) involvement

The new goals for 2021-24, which were developed with staff and stakeholder input, are:

- Goal 1: Increase academic performance. Measured by: Highly Qualified Teachers and their Assignments, Reading and Math Growth on NWEA, Average Credit Completion, EL Reclassification and Progress on the ELPAC, Graduation Rate
- Goal 2: Students will gain skills for college- and career-readiness. Measured by: Access to Standards-aligned Materials, Academic Standards aligned to EL Courses, ELA/Math/Science State Assessments, # Enrolled in College Ready Courses, CTE Completion, Access to Broad Coursework, a-g Completion
- Goal 3: Increase student retention rate. Measured by: School Facilities Retention Rate w/ Return to District, Attendance Rate, Dropout Rate, Suspension/Expulsion Rate
- Goal 4: Increase stakeholder involvement. Measured by: Parent Events, PAC/ELAC Participation, Parent/Student/Staff Surveys

Ms. Reese and staff believe that focusing on these new LCAP goals will lead to improved outcomes and achievement for the students. Ms. Reese asked the board for any input on the development of the LCAP goals and metrics. Board Secretary Stanford thanked Ms. Reese for making the report so concise.

Board Member Hancock praised Ms. Reese for a great report.

Board President Newell asked how they receive stakeholder feedback. Ms. Reese informed the board they hold virtual meetings and send out written surveys throughout the year.

D. CDE Notification of 2019–20 Annual Determination Pursuant to the Individuals with Disabilities Education Act and Selection for 2020–21 Special Education Monitoring Activities.

Lindsay Reese informed the board the CDE is required to make an annual determination on the performance and compliance data of each local educational agency (LEA) through the Performance Indicator Review process. Given the disruption in education processes due to COVID, much of the data typically used to select LEAs for monitoring activities is unavailable. Due to these circumstances, the CDE will not be making new selections for monitoring activities for the 2020-21 monitoring year. Throughout the school year, the school's SEP Team will continue to meet in order to implement each strategy/activity, observe and collect data during implementation, and review progress.

E. Area Superintendent Performance Review

Jeff Martineau greeted the board and directed them to the draft Area Superintendent Evaluation tool for their consideration during the 2021-2022 school year. Mr. Martineau explained the draft evaluation tool and rubric has been created in collaboration with the Area Superintendent and is comprised of four Focused Areas of Performance: 1) Governance and Board Relations, 2) Family and Community relations, 3) Business and Finance, and 4) Instructional Leadership. These four areas are essential in driving school improvement and student achievement, setting charter priorities and goals, and developing a positive relationship between the Board and Area Superintendent. The Board was then asked to review the evaluation tool for their input and feedback. Board Member Hancock praised Mr. Martineau for doing a great job.

Board Secretary Stanford expressed her approval of this evaluation tool.

V. Action Items

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

Guita Sharifi directed the board to the summary of additions to the Charter School Accounting Manual included in the board packet. The recommended additions provide a Cash Reserve Plan of available reserves for three target categories: target for unassigned cash reserves, target for economic uncertainties, and target for specific purposes based the school's projects or plans to enhance student education.

Board President Newell asked about any concerns with the reserve percentage. Ms. Sharifi informed the board there are no concerns and this is the recommended amount to have a healthy cash reserve.

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
Ruth Escarcega Newell	Aye
Victoria Hancock	Aye

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

Lindsay Reese directed the board to the Personnel Action Report and explained the school had one termination, no new hires, and no reassignments for the month of March 2021. As a reminder, this will be an ongoing item and the board will be provided with an update at each board meeting.

Board Secretary Stanford expressed her approval for receiving this report at each meeting.

Victoria Hancock made a motion to approve the personnel action report.

Carol Stanford seconded the motion.

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

Roll Call

Carol Stanford	Aye
Victoria Hancock	Aye
Ruth Escarcega Newell	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.

Carol Stanford made a motion to adjourn the open public Board meeting to go into closed session.

Victoria Hancock seconded the motion.

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

Roll Call

Victoria Hancock Aye

Carol Stanford Aye

Ruth Escarcega Newell 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

Victoria Hancock Aye

Ruth Escarcega Newell Aye

Carol Stanford 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.

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

A. Observations and Comments

Mr. Brown praised Ms. Reese for her comprehensive program and thanked the student for sharing her story. He also expressed his appreciation for Ms. Reese's involvement with the community. Mr. Brown thanked LLAC for all of their support.

Board Secretary Stanford thanked Ms. Reese for having a student share her story.

Board President Newell also praised the student for sharing her story.

Board Member Hancock thanked Ms. Reese for keeping students who have graduated still engaged and for remembering them after they have graduated.

VIII. Closing Items

A. Next Meeting Date: May 18, 2021, 5:00pm.

B. Adjourn Meeting

Victoria Hancock made a motion to adjourn the board meeting.

Carol Stanford seconded the motion.

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

Roll Call

Carol Stanford Aye

Ruth Escarcega Newell Aye

Roll Call

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.