

Diego Hills Central Public Charter School

Minutes

Operated by Diego Plus Education Corporation

A California Non-Profit Public Benefit Corporation

Date and Time

Thursday June 3, 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 Jun 3, 2021 at 5:00 PM.

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
Lindsay Reese, Area Superintendent
Jeff Martineau, V.P. of Charter Relations
Lisa Youngflesh, Principal
Kevin Ogden, Charter Liaison
Bill Thompson, Legal Counsel
Guita Sharifi, CFO, LLAC
Michelle Lopez, Legal Counsel, LLAC

E. Approve Agenda for the June 3, 2021 Regular Public Meeting of the Board of Directors.

Carol Stanford made a motion to approve Agenda for the June 3, 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 May 18, 2021, Regular Public Meeting of the Board of Directors.

Victoria Hancock made a motion to approve the minutes from Operated by Diego Plus Education Corporation on 05-18-21.
Carol Stanford 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 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.
Victoria Hancock seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Victoria Hancock Aye
Ruth Escarcega Newell Aye
Carol Stanford 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 Principal Lisa Youngflesh who has been the principal of Diego Hills Central since January 2020 and has overcome many hurdles since assuming her role as principal including moving into a new facility and leading through a global pandemic.

Ms. Youngflesh reviewed a PowerPoint presentation that was shared with each board member including the school's goals, credit completion, NWA testing at enrollment, continuing ongoing assessments to obtain growth data, and their graduation goal. Students have received laptops and hotspots and are perfecting the hybrid model. Additionally, students have been offered over 20 virtual workshops in an effort to provide the same services students would have received in person. Ms. Youngflesh also informed the board the HOPE program is still going strong. Furthermore, they have had 42 graduates to date and have done multiple drive-thru graduations. They have also held diaper drives, Thanksgiving food bags, and Christmas toy drives. They have been figuring out how to keep students motivated and tutors have had a significant role in this effort. Additionally, a recently hired social worker has been a great help. She informed the board they are adding a writing intervention class and registration and orientation are now online and will remain online. Parent meetings have taken place virtually this year and have been very successful. Lastly, she informed the board they have learned a lot of new skills and hope to continue those into the next year. Board Secretary Stanford praised Ms. Youngflesh's presentation and thanked her for including pictures.

Board Member Hancock expressed her appreciation for Ms. Youngflesh's hard work and keeping the school on track during this difficult year.

Board President Newell thanked Ms. Youngflesh for her report and for providing pictures. She also congratulated tonight's graduates. Ms. Reese shared a success story of an inspiring student graduating tonight.

Ms. Reese also provided the board with the following school updates:

Authorizer Oversight Report Update

On May 20th, Dehesa ESD provided the school with a draft report for the 2020-21 Oversight Report. Lindsay Reese and staff were asked to provide feedback by

June 1. The Final report will be presented to the Dehesa ESD School Board on June 23. Many of the Oversight processes were streamlined this year, including virtual document sharing and virtual meetings with committee members, leading the Diego Hills Central team to find the oversight process much smoother than the previous year. Compared to the SSDA Oversight Report from 2019-20, the feedback for 2020-21 is minimal and the team has already begun addressing many of the suggestions in the report. Ms. Reese was pleased with the school's growth recognized in the Governance portion of the Oversight Report. Ms. Reese and team appreciate SSDA recognizing the effective leadership of Diego Hills Central Board President, and will continue to build capacity in the years ahead to ensure a robust governance structure is in place to guide school-decision making. Ms. Reese thanked the board for their leadership and support throughout this process.

COVID Update

Staff are current working a hybrid schedule with at least two days per week and the other days remote. The number of employees who have been vaccinated continues to increase. The school is following the guidance from Cal/OSHA regarding mask wearing while at the learning center. According to the most recent update, vaccinated and unvaccinated employees will have to continue wearing face coverings in the workplace for the foreseeable future. There is some discussion about allowing vaccinated employees to gather unmasked, but this would require employer tracking of vaccine status. Currently, staff have the option to voluntarily share their vaccine status but the school is not required to report it. Students are also returning to site, slowly but surely. Some students have elected to continue working remotely for the time being. Staff will continue monitoring student preference for in-person and remote learning and align staff accordingly.

Assessment Update

47 students or 89% of eligible students have completed the English Language Proficiency Assessments for California (ELPAC). The school goal is 100% and staff will continue testing through the end of the school year in hopes of reaching the school's goal. The testing window for the California Assessment of Student Performance and Progress (CAASPP) assessment closed on May 14. 77% of students participated in CAASPP this school year which is below the goal of 95%. Ms. Reese praised the team's efforts to get every student tested during this unusual testing year.

Master Agreement Update

The new school year is quickly approaching and the school has collected Master Agreements for nearly 47.14% of currently enrolled students. The school still has three-and-a-half weeks to receive the remaining Master Agreements before July 1.

Counseling, College and Career Update

Postsecondary exploration and planning are key to helping students be successful upon graduation. As such, the counseling team works closely with the school's WIOA partners to develop postsecondary workshops and field trips.

June events:

1. A variety of virtual College Exploration workshops including Southwestern College – EMT/Paramedic, Medical Office, Dental Hygiene, Medical Lab Technician, Nursing, Fire Science, and Police Academy.
2. Learn4Life will be hosting a Virtual College Week, with partners from the 1890s foundation, which includes schools like A & M University, Tennessee State University, Virginia State University, to name a few. Learn4Life has developed an MOU with these universities to offer additional services to

- Learn4Life students including regular college fairs, personalized attention throughout the application process, grant and scholarship opportunities.
3. The week of June 21, students will be able to attend up to 9 virtual college field trips, with 2 trips per day. Students may also participate in CTE Pathways offered via Dual Enrollment with West Hills Community College. Currently, there are pathways for Child Development and Business. Students can also enroll in Health and College Success through West Hills Community College to obtain Dual Enrollment credit. The school's WIOA partner, Access Inc, is providing a Science Technology Engineering Arts and Mathematics workshops and Career Exploration through mid-June. Students can attend workshops, attend field trips at the Fleet Science Center, Grossmont Medical Center, and San Diego College.

Graduation Update

Since July 1, 2020, 59 students have graduated from Diego Hills Central and the last drive through graduation ceremony will be held this evening. The school is expecting 40 students and their families and friends to attend the ceremony.

Board President Newell asked how the state testing was performed. Ms. Reese informed the board the testing was done both in-person and remotely, with teachers monitoring virtually.

B. Finance Update

Guita Sharifi directed the board to the updated 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.

C. Report on Mathematics Placement Results

Lindsay Reese explained that the California Mathematics Placement Act of 2015 required the board to adopt "a fair, objective, and transparent mathematics placement policy" before the beginning of the 2016 school year. The policy was adopted prior to the school's initial operating school year with minor revisions to the policy approved by the board in 2020. The policy addresses students entering ninth grade and includes several required elements to ensure equity in student achievement, including multiple objective academic achievement measures and providing an annual report to the governing board.

For the 2020-21 school year, the math placement for 9th graders fell into three categories:

- 43.94 % of 9th grader math students placed in remedial math courses
- 46.97 % of 9th grader math students placed in Algebra 1 (grade level course)
- 9.09 % of 9th grader math students placed in Geometry or Algebra II (above grade level course)

Ms. Reese further stated that despite the challenges presented from the pandemic, the school is pleased to report this year that all 9th grade students progressed in their mathematics courses, and none were held back. School staff will continue to evaluate this data and report to the board next year pursuant to the Board's policy.

Board President Newell asked how results are determined and if there has ever been a parent challenging the results. Ms. Reese informed the board they provide the test to the students after explaining the purpose of the assessment. She also

explained how the program suggests the appropriate math level for each student. She provided an example of a student testing at a 4th grade level and the program suggesting the student to be placed in a program such as Math 180 or a class with lots of student support. Ms. Reese informed the board they do their best to accommodate the parents and will place a student in the course requested by a parent. They will provide any necessary support to make sure the student is successful.

D. LCFF Local Indicators Report

Lindsay Reese provided the following LCFF Local Indicators Report to the board. All schools in California are required to measure and report on key local indicators, which are based on five of the LCFF state priorities. The school used the self-reflection tools, provided by the CDE, to determine if the performance standard was met or not met. The results will be uploaded to the Dashboard this fall. This year, the CDE changed the process from reporting these throughout the year, to requiring them to all be reported, to school boards, at the same time that the LCAP is adopted. The school “met standards” in all areas for the following state priorities:

Priority #1: Appropriately assigned teachers, access to curriculum-aligned instructional materials, and safe, clean and functional school facilities – MET

The school had no teachers miss-assigned. The students had access to quality instructional materials throughout the year. The school facility received the highest rating of “good repair.”

Priority #2: Implementation of State Academic Standards - MET

The school increased the implementation of standards-based curriculum, and earned a higher score this year. Each year the school has seen growth in the curriculum frameworks, instructional program, and professional development.

Priority #3: Parent Engagement – MET

Staff spoke with parents about their experience with school and a few quotes are included in the report. Parents rated the school on a scale of 1-5 in these three key areas: Building Relationships between School Staff and Families, Building Partnerships for Student Outcomes, and Seeking Input for Decision-making. Parents praised the school and the teachers for being welcoming, helpful, effective in communicating, and building relationships and partnerships.

Priority #6: School Climate - MET

The state mandates that the school ask students about their sense of safety and connectedness. Each year the school reports the student survey results. This year the pandemic had a significant impact on the results, especially for how connected students feel. The decrease this year shows how important the face-to-face interactions are for the students.

Priority #7: Access to a Broad Course of Study – MET

All students have equal access to essential courses. This State Priority requires the school to report on access to courses as outlined in Ed. Code 51220. The school used data from our Student Information System to examine enrollment in the following courses: English, Mathematics, Science, Social Science, Foreign Language, Physical Education, Visual and Performing Arts (includes Applied Arts), Career Technology courses, Automobile Driver Education, English Language Development Courses, and Intervention Courses. The data analysis shows that all students who are English learners, low income, foster youth and special education have access to all of the courses required for a broad course of study as defined in Education Code.

E. Annual IRS Form 990, Return of Organization Exempt From Income Tax and the California return for 2019, as filed

Guita Sharifi informed the board that the corporation's annual 990 federal tax return and the California return for 2019, that was provided to each Board Member, has been filed prior to the due date.

V. 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

Ruth Escarcega Newell Aye

Carol Stanford 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 Budget Overview for Parents and the Local Control Accountability Plan (LCAP) for the 2021-2024 school years

Board President Newell announced the public hearing opened at 5:35 p.m. and provided instructions to the members of public.

Lindsay Reese directed the board to the Budget Overview for Parents (BOP) and Local Control Accountability Plan (LCAP) located in their board package. Ms. Reese informed the board that the BOP is intended to help stakeholders better understand funding decisions included in the LEA's budget. The revenue and expenditures referenced in the BOP are tied to the LEA's 2021-22 Adopted Budget, its 2021-2022 LCAP and the 2020-21 Learning Continuity and Attendance Plan (LCP).

Ms. Reese reviewed the projected revenue by funding source for the 21-22 school year and explained how the Local Control Funding Formula (LCFF) funds are generated based on the enrollment of high needs students (foster youth, English learners, and low-income students). The LCFF gives school districts more flexibility in deciding how to use state funds. In exchange, school districts must work with parents, educators, students, and the community to develop a Local Control and Accountability Plan or LCAP that shows how they will use these funds to serve students.

Ms. Reese discussed the funding the school is projecting to received based on the enrollment of foster youth, English learner, and low-income students. The school must describe how it intends to increase or improve services for high needs students in the LCAP.

Ms. Reese then discussed the 2020-21 school year, Learning Continuity Plan (LCP) budget amounts for planned actions to increase or improve services for high needs students compared to the actuals amounts spent for actions to increase or improve services for high needs students in 2021.

Ms. Reese then provided the following presentation.

Annual Update for the 2019-20 LCAP

Goal #1 Increase Student Retention

- For the 2019-20 school year, there were significant challenges faced by the school in increasing student retention. School data shows that 75.6% of students were retained, 0% of DHC students were suspended or expelled, and the facilities were in good condition. Unfortunately, the school's attendance rate was not met with a rate of 74.88% and the dropout rate increased to 15.8%. Based on student feedback, many students were struggling to balance schoolwork with additional demands placed on them because of the pandemic.

Goal #2 Increase Credit Completion

- 100% of the students were served by highly qualified teachers. Due to the impact of COVID-19 and moving to distance learning, the school encountered many obstacles achieving other outcomes related to this goal. The school's credit completion dropped from 2.71 to 2.34, the English Learner Reclassification rate decreased to 6% (but this happened across the state) and the graduation rate decreased from 85.4% to 55.83%. Students stated the biggest obstacle to completing credits was having an adequate place to work at home and managing time effectively.

Goal #3 Improve Computer Literacy

- Online course completion increased from 61.46% to 76%. All students have been offered a laptop and hot spot to support distance learning. In addition, professional development on virtual learning, the Google Suite, and other online learning platforms were provided to enhance staff comfort and proficiency with online learning. This resulted in a significant increase in students completing online coursework and improving their computer literacy.

Goal #4 Improve College and Career Readiness

- Upon enrollment, students complete a basic CTE course, have CTE courses included in their Learning Plans, and complete courses aligned to the California State Standards. Additionally, the school is increasing dual-enrollment to allow students to try-out college level classes.

Goal #5 Increase Stakeholder Engagement

- Stakeholder involvement increased with the ability for families and other stakeholders to attend meetings and awards nights virtually.

Annual Update for the 2020-21 LCAP

Each section of the 2020-21 Learning Continuity and Attendance Plan (LCP) shows the actual expenditures for each of the categories in the LCP. The document should show how money was allocated to prepare the learning center for resuming in-person instruction, to support students with technology needs associated with distance learning and to develop staff in the areas of remote instruction and social-emotional learning.

Lessons learned from implementing in-person and distance learning programs in the 2020-21 school year have informed the development of goals and actions for the 2021-24 LCAP. The school believes that teamwork between teachers, tutors, school counselors, and student retention supports, helped increase student

engagement and improve retention from last year to this year. The school will keep these strategic actions, supports and services in the LCAP moving forward.

2021-22 LCAP GOALS

Ms. Reese reminded the board the LCAP goals have been streamlined from five goals to four goals.

Goals and Actions

- **Goal #1: Increase Academic Performance** – The focus of this goal is to increase academic progress for all students, especially the English Language Learners, low-income, and foster youth students who struggled over the last year. The student data revealed performance gaps between the "All Student Groups" and the unduplicated students. In the next three years, the school will have mitigated the learning loss and the school will see improvements in the NWEA, EL reclassification, credit completion, and graduation rates.
- **Goal #2: Students Will Gain Skills for College and Career-Readiness** - This is a broad goal for helping students gain skills for college and career-readiness for all students, including low-income, English Language Learners, and foster youth students. The supports the interests of students in their pursuit of a career through the completion of CTE coursework and with community partnerships. All students receive a state standards-aligned curriculum and college-bound students are encouraged to complete the a-g requirements. The school expects these metrics to show improvement for all student groups.
- **Goal #3: Increase Student Retention** - This is a maintenance goal for student retention. It was developed to address disengaged students and support the student to graduate. The school has a safe, welcoming environment, with a positive school climate, which effectively encourages students to remain engaged in their schooling experience. The school measures the program through its high retention, graduation, and return to district rate. The mission is to provide supports so students do not dropout of school. The staff has been trained in trauma-informed practices and the staff knows how to effectively address student retention. In consultation with students, families, and staff, The school will continue to provide a collaborative educational environment for the success of the students.
- **Goal #4: Increase Stakeholder Involvement** - This is a maintenance goal for increasing stakeholder engagement. The school believes parent engagement is pivotal for their student's academic progress. Participation is encouraged to promote positive school outcomes. Involving parents in their student's orientation, awards, school activities, surveys, and parent advisory, has a positive impact on the student's school experience

Ms. Reese explained the Actions were developed with stakeholder feedback from students, parents, staff, and community members and believes this will increase buy-in and participation from all stakeholder groups.

Ms. Reese concluded her presentation and asked if there were any questions or comments from the board or the public.

Board Secretary Stanford thanked Ms. Reese for her very clear and detailed report.

Board Member Hancock asked about parental involvement. Ms. Reese informed the board of all the ways they reached out to parents, including teachers in subgroups reaching out to their students' parents.

Board President Newell thanked Ms. Reese for her report.

C. Close Public Hearing

Hearing no comments from the public, Board President Newell closed the public hearing at 5:51 p.m.

Carol Stanford made a motion to close the public hearing.

Victoria Hancock seconded the motion.

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

Roll Call

Carol Stanford Aye

Ruth Escarcega Newell Aye

Victoria Hancock Aye

VI. Action Items

A. The Board will be asked to approve Ruth Escarcega Newell to serve on the Board of Directors for the term July 1, 2021 through June 30, 2022

Board Secretary Stanford recommended that the Board of Directors take action to reappoint Ruth Escarcega Newell as a member of the Diego Plus Education Corporation Board of Directors for a term of July 1, 2021 through June 30, 2022.

Carol Stanford made a motion to approve Ruth Escarcega Newell to serve on the Board of Directors for the term July 1, 2021 through June 30, 2022.

Victoria Hancock seconded the motion.

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

Roll Call

Ruth Escarcega Newell Abstain

Carol Stanford Aye

Victoria Hancock Aye

B. The Board will be asked to approve Carol Stanford to serve on the Board of Directors for the term July 1, 2021 through June 30, 2022

Board President Newell recommended that the Board of Directors take action to reappoint Carol Stanford as a member of the Diego Plus Education Corporation Board of Directors for a term of July 1, 2021 through June 30, 2022.

Ruth Escarcega Newell made a motion to approve Carol Stanford to serve on the Board of Directors for the term July 1, 2021 through June 30, 2022.

Victoria Hancock seconded the motion.

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

Roll Call

Carol Stanford Abstain

Victoria Hancock Aye

Ruth Escarcega Newell Aye

C. The Board will be asked to approve Victoria Hancock to serve on the Board of Directors for the term July 1, 2021 through June 30, 2022

Board President Newell recommended that the Board of Directors take action to reappoint Victoria Hancock as a member of the Diego Plus Education Corporation Board of Directors for a term of July 1, 2021 through June 30, 2022.

Ruth Escarcega Newell made a motion to approve Victoria Hancock to serve on the Board of Directors for the term July 1, 2021 through June 30, 2022.

Carol Stanford seconded the motion.

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

Roll Call

Ruth Escarcega Newell Aye

Roll Call

Carol Stanford Aye
Victoria Hancock Abstain

D. The Board will be asked to re-authorize the officers of the corporation to award discretionary incentives to employees at various sundry times

Lindsay Reese recommended that the board re-authorize the officers of the corporation to award discretionary incentives to employees at various and sundry times. Ms. Reese stated the incentives are discretionary and will be determined based on the current budget and financials of the school.

Carol Stanford made a motion to re-authorize the officers of the corporation to award discretionary incentives to employees at various sundry times.

Victoria Hancock seconded the motion.

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

Roll Call

Carol Stanford Aye
Ruth Escarcega Newell Aye
Victoria Hancock Aye

E. The Board will be asked to approve the Local Control Funding Formula (LCFF) for school year 2021-2022, which drives the primary source of funding for the charter school

Guita Sharifi explained that LCFF funding is the primary source of the school's revenue and determines the funding for charter schools, creates funding targets based on students' characteristics, and is essential to budget and LCAP development. Ms. Sharifi further explained the total LCFF revenue estimated to be received for the 2021-22 school year, including the total supplemental and concentration funding, and explained that these amounts are determined by the number of pupils the school serves that are identified as low income, foster youth, English learners or homeless students. Ms. Sharifi recommended the board approve the LCFF for the school year 2021-2022.

Victoria Hancock made a motion to approve the Local Control Funding Formula (LCFF) for school year 2021-2022, which drives the primary source of funding for the charter school.

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. The Board will be asked to approve the Education Protection Account (EPA) spending determinations

Guita Sharifi explained that the Education Protection Account (EPA) is a component of the LCFF funding that must be used only for instruction and be posted on the school's website every year and directed the board to the budget and reviewed the EPA revenue for school years 2020-21 and 2021-22, and stated all funds will be spent on instruction. Ms. Sharifi recommended the board take action to approve the EPA spending determinations.

Carol Stanford made a motion to approve the Education Protection Account (EPA) spending determinations.

Victoria Hancock seconded the motion.

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

Roll Call

Ruth Escarcega Newell Aye
Carol Stanford Aye

Roll Call

Victoria Hancock

Aye

G. The Board will be asked to approve the Budget for the 2021-2022 fiscal year

Lindsay Reese informed the board that annually, charter schools must prepare and submit the board-approved annual budget to the chartering authority and the county superintendent of schools. The budget for the 2021-2022 school year is a financial projection based on the school's projected enrollment and ADA which determines the projected revenue, and projected expenditures that are based on school planning of instructional programs, staffing, supplies, instructional materials and services to students. Ms. Reese then introduced Guita Sharifi who provided a detailed presentation of the school's budget.

Guita Sharifi directed the board to the 2021-2022 budget and explained the school's budget included several changes to school funding rates due to adjustments to the state budget in the May revision, and additional funds coming from COVID relief funding. Ms. Sharifi reviewed with the board the school's funding projections for next fiscal year, which include a COLA increase of 5.07% to the LCFF funding rate compared to prior year. The projections for 2021-22 also include additional one-time revenue from the Expanded Learning Opportunities Grant that will bring additional funds to cover learning gaps resulted from distance learning during the pandemic. Ms. Sharifi then discussed the school projected ADA, revenue from LCFF sources, federal funds for SPED and new Title I funds and other state revenue which include lottery funds, mandated block grant funds and the Expanded Learning Opportunities grant. Ms. Sharifi stated the school is projecting additional revenue from forgiveness of PPP loans for the 2021-22 school year. Total revenue projected for 21-22 will be almost \$6,400,000, a decrease of \$2,600,000 or 29% compared to current year.

Ms. Sharifi then reviewed the school total expenditures and explained the budget reflects a reduction in salaries and benefits due to a decrease in certificated teachers and instructional support staff, an increase in supplies, software and equipment and an increase in operating expenses that includes a decrease in travel, conferences and training, insurance, facilities, and instructional services.

Ms. Sharifi informed the board the school is projecting a positive net position of approximately 9.3% of the total budgeted expenditures. The school is prepared for cash deferrals that will take place in June 2022. This deferral will cause a delay of approximately 3 weeks of the June apportionment payment, which will be covered with the school's cash resources. School leaders, with the support of the finance team, continue to monitor cash flow on a weekly basis to make sure the school meets all plans and cash needs, follows the budget plan and remains fiscally sound.

Board President Newell asked what the next step is regarding the PPP loan forgiveness. Ms. Sharifi informed the board the school decided to apply for forgiveness in the next fiscal year. She informed the board new guidelines have been received throughout the year, the applications are now out, and the school will apply during the next fiscal year. Ms. Newell asked if there is a deadline to apply. Ms. Sharifi informed the board the deadline is 24 weeks from when the money was received and she believes the school has until early next year to apply for the forgiveness.

Victoria Hancock made a motion to approve the Budget for the 2021-2022 fiscal year.

Carol Stanford seconded the motion.

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

Roll Call

Carol Stanford Aye
Ruth Escarcega Newell Aye
Victoria Hancock Aye

H. The Board will be asked to approve the Budget Overview for Parents and the Local Control Accountability Plan (LCAP) for the 2021-2024 school years

Lindsay Reese explained the Budget Overview for Parents (BOP) and the Local Control Accountability Plan (LCAP) for the 2021-2024 school years was discussed during the public hearing section of the meeting and recommended the board approve the BOP and LCAP for 2021-2024 school year

Board Member Hancock commented that this has been brought before the board several times. It is an impressive document, and the board is very informed. She thanked Ms. Reese for her hard work.

Victoria Hancock made a motion to approve the Budget Overview for Parents and the Local Control Accountability Plan (LCAP) for the 2021-2024 school years.

Carol Stanford seconded the motion.

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

Roll Call

Victoria Hancock Aye
Ruth Escarcega Newell Aye
Carol Stanford Aye

I. The Board will be asked to approve the school's application for Title I federal funds and submit the Federal Addendum to receive Title I funds for the 2021-2022 fiscal year

Lindsay Reese informed the board that the school is interested in applying for additional funds through Every Student Succeeds Act, commonly known as Title I funds. Schools receive the funds based on the number of students who qualify for free and reduced lunch. The exact amount that the school will receive next year will depend on the amount allotted to the state of California in the next few months.

Ms. Reese directed the board to the Federal Addendum, included in the board packet, which is the completed template provided by the California Department of Education and is the first step in the school's application process. It describes the capacity the school has to meet the federal requirements that accompanies the funding. Ms. Reese then explained the funds to upgrade programs to support students with the greatest need, including intervention programs, small group instruction, English Learner support, tutoring, counseling, reading and math programs, technology and parent engagement.

Ms. Reese recommended the board approve the school's application for Title I funds and submit the Federal Addendum which allows the school to apply for the Title 1 federal funds for the 2021-2022 fiscal year

Board Member Hancock asked if this is a new program. Ms. Reese reminded the board that they were presented with this program last year but the school did not apply, so this is the first year the school is applying. The school will be using targeting assistance and plans to use the funds to increase tutoring support, EL instructions, as well as intervention. Ms. Hancock asked if this is something that the school will apply for annually. Ms. Reese informed the board they will apply each year. Ms. Hancock asked about the amount of funding for each year. Ms. Reese informed the board the funding varies each year and is dependent on the students enrolled and their socio-economic status. Ms. Hancock asked if the school has to compete with others schools for the funds. Ms. Reese explained

they just need to apply and keep good records. Mr. Brown commented on the program and informed the board this program takes a lot of work and record keeping. However, the school has enough staff to support this program at this time and feel this is a good opportunity.

Victoria Hancock made a motion to approve the school’s application for Title I federal funds and submit the Federal Addendum to receive Title I funds for the 2021-2022 fiscal year.

Carol Stanford seconded the motion.

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

Roll Call

Victoria Hancock Aye
Carol Stanford Aye
Ruth Escarcega Newell Aye

J. The Board will be asked to approve the Consolidated Application process and submission for all reports required for the 2021-2022 school year

Lindsay Reese explained that the Consolidated Application (ConApp) is used by the California Department of Education (CDE) to distribute categorical funds from various federal programs to county offices, school districts, and direct-funded charter schools throughout California.

Annually, from mid-May to the end of June, each local educational agency (LEA), using the Consolidated Application and Reporting System (CARS), submits the spring release of the ConApp. The spring release documents participation in these programs and provides assurances that the LEA will comply with the legal requirements of each program. Program entitlements are determined by formulas contained in the laws that created the programs.

Ms. Reese further explained the school will be requesting Title I, Part A, Federal Funds. Title I, Part A is a federal categorical program contained in the Consolidated Application. Its purpose is to ensure that all children have a fair and equal opportunity to obtain a high-quality education and reach, at a minimum, proficiency on the state content standards and assessments. The intent of this funding is to meet the educational needs of low-achieving students enrolled in the highest poverty schools. The winter release of the ConApp is submitted via CARS from mid-January to the end of February each year and contains the LEA entitlements for each funded program. For each federal program entitlement, LEAs allocate funds for the program as indicated by the program requirements.

Ms. Reese recommended the board approve the ConApp process and submission for all reports required for the school for the 2021-22 school year.

Carol Stanford made a motion to approve the Consolidated Application process and submission for all reports required for the 2021-2022 school year.

Victoria Hancock seconded the motion.

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

Roll Call

Victoria Hancock Aye
Carol Stanford Aye
Ruth Escarcega Newell Aye

K. The Board will be asked to renew a Revolving Line of Credit (RLOC) from Hanmi Bank for the 2021-2022 school year, as needed, to maintain adequate cash flow pursuant to the RLOC provisions

Guita Sharifi reminded the board of the current Hanmi agreement that provides a line of credit, at a lower interest rate compared to other financing mechanisms, to support the school's finances when necessary to maintain adequate cash flow.

Ms. Sharifi then explained the school has the opportunity to renew the Revolving Line of Credit from Hanmi Bank for the 2021-2022 school year in the amount of \$1,000,000 with an interest rate of prime plus 0.5%, currently at a rate of 3.75%. Victoria Hancock made a motion to renew a Revolving Line of Credit (RLOC) from Hanmi Bank for the 2021-2022 school year, as needed, to maintain adequate cash flow pursuant to the RLOC provisions.

Carol Stanford seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Victoria Hancock Aye
Carol Stanford Aye
Ruth Escarcega Newell Aye

L. The Board will be asked to approve obtaining a loan from LLAC during the 2021-2022 fiscal year, as needed to maintain adequate cash flow, pursuant to promissory note provisions with applicable interest

Lindsay Reese reminded the board that LLAC offers short-term borrowing to support the school when necessary. Ms. Reese then introduced Guita Sharifi to provide the amount and terms of the promissory note.

Ms. Sharifi explained LLAC offers short term borrowing to support the school when necessary for a maximum limit of \$500,000 at an interest rate of four percent (4%). Ms. Sharifi explained the amount is a maximum and the school may utilize it entirely, and further emphasized this is an alternative short term financing option for the school to meet short term cash flow needs if needed for the 2021-2022 school year as the last resort, when there is not enough available limit from the Hanmi Revolving Line of Credit (RLOC) to maintain adequate cash flow pursuant to a promissory note with interest rate.

Board President Newell asked when cash is needed will the Hanmi LOC be prioritized over the LLAC loan. Ms. Sharifi informed the board that all other financing options will be utilized first, and they don't anticipate needing the LLAC loan but want it in place if needed.

Carol Stanford made a motion to approve obtaining a loan from LLAC during the 2021-2022 fiscal year, as needed to maintain adequate cash flow, pursuant to promissory note provisions with applicable interest.

Victoria Hancock seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Carol Stanford Aye
Victoria Hancock Aye
Ruth Escarcega Newell Aye

M. The Board will be asked to approve the updated signers for all bank accounts

Board President Newell recommended that the board approve the addition of Lindsay Reese as an authorized bank signer and re-authorize the approved bank account signers: Jeff Brown, Jeri Vincent and Jeff Martineau.

Victoria Hancock made a motion to approve the updated signers for all bank accounts.

Carol Stanford seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Ruth Escarcega Newell Aye
Carol Stanford Aye
Victoria Hancock Aye

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

Ms. Reese directed the board to the May 2021 personnel action report and discussed the two new seasonal hires, zero resignations and zero terminations.

Ms. Reese asked the board to approve the personnel action report.

Board President Newell asked if the staff is full time and why are they seasonal. Ms. Reese informed the board they are full-time because of their schedule but they are seasonal because they are hired to work during the July session. Ms. Newell asked if the July session students will be provided with laptops and hotspots. Ms. Reese informed the board they will be if needed, on a case-by-case basis.

Board Secretary Stanford praised the July program.

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
Carol Stanford	Aye
Ruth Escarcega Newell	Aye

O. The Board will be asked to approve the Area Superintendent Evaluation Tool for the 2020-2021 school year

Jeff Martineau directed the board to the Area Superintendent Evaluation Tool for their consideration of use for the 2020-2021 school year.

Mr. Martineau reviewed the evaluation tool and rubric and the recent changes which include new rubric column titles to reflect language more appropriate for a performance evaluation and an easier to use comments section for both Area Superintendent input and Board input.

Mr. Martineau explained the purpose of this tool is to evaluate Area Superintendent Lindsay Reese beginning with the 2020-21 school year as requested by the Diego Hills Central authorizer, Dehesa Elementary School District. If approved, Ms. Reese will submit to the Board a self-evaluation using this evaluation tool sometime prior to the August Board meeting for their review and evaluation of Ms. Reese during closed session at the August Board meeting.

As indicated at the April Board meeting, the Area Superintendent Evaluation Tool is comprised of four Focused Areas of Performance:

- Focused Area 1. Governance and Board Relations
- Focused Area 2. Family and Community Relations
- Focused Area 3. Business and Finance
- Focused Area 4. Instructional Leadership

These four areas help drive school improvement and student achievement, develops a positive relationship between the Board and Area Superintendent, demonstrates accomplishments of the charter, and sets annual priorities.

Mr. Martineau recommended the board approve the Area Superintendent Evaluation tool for the 2020-2021 school year.
Board Secretary Stanford praised the evaluation tool and is excited to use it. Mr. Martineau thanked Ms. Stanford for her comments.

Board President Newall asked about individual growth opportunities for Ms. Reese; specifically, where opportunities can be included in this tool. Mr. Martineau informed the board there is a comment section where Ms. Reese will be able to provide self-evaluation and comments. This will also allow the board to make additional comments and to document her areas of growth. He reiterated the goal is to make it as easy as possible to go through the evaluation process but to also look at areas of strength and growth.

Board Member Hancock praised everyone involved and commented on how the program is a tool to evaluate the board as well.
Victoria Hancock made a motion to approve the Area Superintendent Evaluation Tool for the 2020-2021 school year.
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

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 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
Carol Stanford Aye
Ruth Escarcega Newell Aye

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

Board President Newell reported that the Board unanimously voted to adjourn the closed session and resume the public board meeting.

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

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

A. Observations and Comments

Mr. Brown congratulated the team for all of the effort and good will put forth during this extremely difficult period.

Board Member Hancock praised the meeting and commented on the amount of information provided.

Board President Newell thanked Ms. Reese for providing all of the great information so they can do their best to serve the students.

IX. Closing Items

A. Next Regular Board Meeting Date: August 26, 2021, 5:00pm

B. 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

Ruth Escarcega Newell Aye

Victoria Hancock Aye

Carol Stanford Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:50 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.