

# Diego Hills Central Public Charter School

## Minutes

### Regular Board Meeting

Operated by Diego Plus Education Corporation, A California Non-Profit Public Benefit Corporation

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#### **Date and Time**

Thursday August 26, 2021 at 5:00 PM

#### **Location**

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

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#### **MEETING LOGISTICS**

On March 17, 2020, Governor Newsom issued Executive Order N-29-20 related to the COVID-19 pandemic. The Executive Order allows state bodies covered by the Brown Act to hold public meetings via teleconferencing. The public is encouraged to participate in the meeting telephonically by dialing the conference line listed above and may submit written comments for prior consideration to the board members. Comments can be submitted to [publiccomments@dhcentralcharter.org](mailto:publiccomments@dhcentralcharter.org). Public comment on the day of the meeting can also be given during the "Public Comment" section of the meeting agenda.

#### **REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY**

Please see the "Accommodations" notice below.

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#### **Directors Present**

Carol Stanford (remote), Ruth Escarcega Newell (remote), Victoria Hancock (remote)

#### **Directors Absent**

*None*

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### **I. Opening Items**

#### **A. Call the Meeting to Order**

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 Aug 26, 2021 at 5:00 PM.

#### **B. Roll Call and Establishment of Quorum**

#### **C. Pledge of Allegiance**

Board Member Hancock led the pledge of allegiance.

**D. Staff Introductions**

Jeff Brown, CEO  
Jeri Vincent, Corporate Secretary  
Lindsay Reese, Area Superintendent  
Jeff Martineau, V.P. of Charter Relations  
Kevin Ogden, Charter Liaison  
Bill Thompson, Legal Counsel  
Pete Faragia, CEO, LLAC  
Guita Sharifi, CFO, LLAC  
Michelle Lopez, Legal Counsel, LLAC  
Brian Hadley, Wilkinson, Hadley, King & Co., LLP

**E. Approve Agenda for the August 26, 2021, Regular Public Meeting of the Board of Directors**

Carol Stanford made a motion to approve Agenda for the August 26, 2021, Regular Public Meeting of the Board of Directors.

Victoria Hancock seconded the motion.

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

**Roll Call**

Ruth Escarcega Newell Aye  
Victoria Hancock Aye  
Carol Stanford Aye

**F. Approve Minutes of the June 3, 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 06-03-21.

Carol Stanford seconded the motion.

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

**Roll Call**

Carol Stanford Aye  
Victoria Hancock Aye  
Ruth Escarcega Newell Aye

**G. Approve Minutes of the July 26, 2021, Regular Public Meeting of the Board of Directors**

Carol Stanford made a motion to approve the minutes from Regular Board Meeting Operated by Diego Plus Education Corporation on 07-26-21.

Victoria Hancock 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.

Victoria Hancock made a motion to approve the consent agenda items.

Carol Stanford 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 provided the board with the following information about potential board member, Jacqueline Reynoso:

Ms. Reynoso's family hails from Mexico and she is the first generation in her family to grow up in the United States, specifically in National City, San Diego. After graduating from UC Berkley, majoring psychology and public policy, she went on to attend the Harvard Kennedy school of Government. She has travelled extensively and held a number of positions including working for the City of National City as a Community Development Coordinator, as a CEO for the National City Chamber of Commerce for 12 years and recently she assumed a new position with the Director Program and Policy for the Cordoba Corp which conducts program management for civil engineering. Ms. Reynoso has identified her tops skills in economic development, non-profits and community outreach. Ms. Reynoso has a passion for education and upward mobility. She has worked with Diego Hills Central Charter in the past on community events and WIOA-related experiences.

Ms. Reese then provided updates on the following topics:

- **Dehesa ESD:** The 2020-21 annual oversight report prepared by the Small School District consultants and Dehesa ESD from the May 2021 site visits has been completed and the authorizer is pleased with the school's progress in all areas since the prior year's annual report.

- **COVID:** On Wednesday, August 11, the California Department of Public Health in conjunction with Governor Newsom released a health order regarding vaccination verification for school employees. Due to this new state requirements for schools to verify staff are fully vaccinated or tested weekly, the school leaders are working closely with LLAC to develop a plan to address the new requirements. Testing for unvaccinated employees will begin on October 1.
- **Master Agreements:** The school has collected 99% of Master Agreement Addendums.
- **Community/Partnerships:** The school held a COVID-19 Vaccine Day for staff, students, and community members on June 23. On August 14, the school, in partnership with the Chicano Federation, hosted a back to school event that focused on health and wellness open to students, families, and community members.
- **Counseling, College and Career:** Four students enrolled for fall semester dual enrollment coursework through West Hills College. The school also has a new partnership with Care Solace, a program for students and families to have access to verified mental health and substance use treatment providers in our community.
- **Graduation:** 76 students have graduated since July 1 and the school had a one-year graduation cohort rate of 78.62% for the 2020-21 school year.

Board President Newell thanked Ms. Reese and praised her success, especially during this past year.

Board Secretary Stanford thanked Ms. Reese for all of her hard work and shared how great it was to see students graduating.

## **B. Annual Lifelong Learning Administration Corporation (LLAC) Services Report**

Pete Faragia, CEO of Lifelong Learning Administration Corporation (LLAC), presented the 2020-2021 Annual Report to the Board of Directors. The presentation described the services provided to the school by LLAC during the 2020-2021 school year. Mr. Faragia reviewed the services and accomplishments of each division within LLAC including the Educational Products and Services Division, Facilities and Safety Department, Technology Services Department, External Affairs Department, Charter Affairs Department, People Services Division, and the Finance Division.

Ms. Reese thanked Mr. Faragia for his report. She thanked LLAC for their partnership and collaboration. Ms. Reese expressed how communication has improved and she hopes to continue with the positive aspects that came from this experience.

Board President Newell thanked Mr. Faragia for his report and continued support.

## **C. Finance Update and Budget Overview for School Year 2021-2022**

Guita Sharifi informed the board that LLAC has reduced the promissory note rate from 4% to 3.25% for the 2021-2022 school year. Ms. Sharifi reminded the board that Hanmi Bank's revolving line of credit is being offered at a variable 3.75% rate, based on the federal prime rate. Ms. Sharifi explained that as a good steward of the schools, LLAC is offering the reduced rates, which are fixed and not variable, as a better option than utilizing the Hanmi Bank revolving line of credit, assuming LLAC has the cash flow available to lend to the school during the school year.

Ms. Sharifi then directed the board to the financial reporting calendar and discussed each of the required financial reports, their purpose, the internal review and approval process with the Area Superintendents, and the approval process with the board of directors at a board meeting prior to submission to the school's authorizer.

Board President Newell thanked Ms. Guita for the overview of due dates, and thanked her for all of her and her team's hard work.

#### **D. Annual Board Training Announcement**

Lindsay Reese provided an update on the annual training for charter school board members and leaders on the Brown Act and conflict of interest laws. The upcoming annual Fall 2021 training is expected to be presented by Young, Minney & Corr, LLP, with several date and time options. Topics to be covered include:

- Extensive Brown Act training (complies with chartering authority's requirement for annual training)
- Compliance with SB 126 (Education Code Section 47604.1)
- Conflict of interest laws: Political Reform Act, Corporations Code, Government Code Section 1090, and the appearance of impropriety
- Form 700 filing information and requirements

### **V. Public Hearing**

#### **A. Open Public Hearing**

Carol Stanford made a motion to open the public hearing.

Victoria Hancock seconded the motion.

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

##### **Roll Call**

Victoria Hancock        Aye

Ruth Escarcega Newell Aye

Carol Stanford         Aye

Board President Newell announced the public hearing opened at 5:37 p.m.

#### **B. The Board will hold a public hearing to solicit the recommendations and comments of members of the public regarding the Revised Budget Overview for Parents for the 2021-2022 school year**

Lindsay Reese explained the recent board-approved Budget Overview for Parents for the 2021-2022 school year requires updates to the narrative and expenditures sections as follows:

Additional narrative added to the Budgeted Expenditures in the LCAP table in the BOP section (paragraph 2): Added to serve our at-promise and highly mobile population, expenditures are budgeted for, but not limited to, teacher and staff salaries and benefits, student interventions, curriculum development, professional development, materials, hardware and software. Not included in the LCAP are the following: audit fees and legal expenses

Updated expenditures for LCFF Budget Overview for Parents - Update on Increased or Improved Services for High Needs Students in the 2020-21 bullet: Actual Expenditures for High Needs Students in Learning Continuity Plan to reflect contributing expenses only.

- Total Budgeted Expenditures for High Needs Students in the Learning Continuity Plan. The prior amount was \$375,564 and the revised amount is \$259,564, in accordance with the CDE instructions for revised amount to

exclude non-contributing expenses as found on the Learning Continuity Plan.

- Actual Expenditures for High Needs Students in the Learning Continuity Plan. The prior amount was \$379,633 and the revised amount is \$269,339, in accordance with the CDE instructions for revised amount to exclude non-contributing expenses as found on the Learning Continuity Plan.

Once the revised BOP is approved by the Board, it will be sent to the appropriate agencies as required, and it will also be posted on the charter website. Ms. Reese then requested recommendations and comments from members of the public and the board.

**C. Close Public Hearing**

Hearing no comments from the public, Board President Newell asked for a motion to close the public hearing.

Victoria Hancock made a motion to close the public hearing.

Carol Stanford seconded the motion.

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

**Roll Call**

Victoria Hancock	Aye
Ruth Escarcega Newell	Aye
Carol Stanford	Aye

The public hearing closed at 5:42 p.m.

**VI. Action Items**

**A. The Board will be asked to review and approve the Amended Operations and Special Education Memorandums of Understanding between Dehesa School District and Diego Hills Central**

Lindsay Reese directed the board to the amended Operations and Special Education MOUs located in their board packets. Ms. Reese reviewed the July 19, 2021 letter from the Superintendent of Dehesa ESD and explained the MOUs have been amended to reflect the two-year charter term extension pursuant to Assembly Bill 130. Ms. Reese further explained this legislation automatically extended charter terms for two years for any charter school with a term expiring between January 2022 and June 2025. Therefore, Diego Hills Central's charter term has been extended to June 30, 2024.

Ms. Reese recommended the board approve the amended Operations and Special Education Memorandums of Understanding between Dehesa School District and Diego Hills Central.

Board President Newell thanked Ms. Reese for her report and the great news. Carol Stanford made a motion to approve the Amended Operations and Special Education Memorandums of Understanding between Dehesa School District and Diego Hills Central.

Victoria Hancock seconded the motion.

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

**Roll Call**

Carol Stanford	Aye
Victoria Hancock	Aye
Ruth Escarcega Newell	Aye

**B. The Board will be asked to approve the Revised Budget Overview for Parents for the 2021-2022 school year**

Lindsay Reese recommended the board approve the revised Budget Overview for Parents for the 2021-2022 school year that was shared during the Public Hearing. Victoria Hancock made a motion to approve the Revised Budget Overview for Parents for the 2021-2022 school year. Carol Stanford seconded the motion. The board **VOTED** to approve the motion.

**Roll Call**

Ruth Escarcega Newell Aye  
Carol Stanford Aye  
Victoria Hancock Aye

**C. The Board will be asked to approve the Unaudited Actuals for the 2020-21 school year**

Guita Sharifi directed the board to the unaudited actuals report for the 2020-21 school year and explained the report is the last financial report of the year and provides a summary of how the school performed financially for the year. The report includes a summary of the statement of revenue and expenditures, the net position of the school, information about the school's assets and liabilities, the Average Daily Attendance (ADA) that was the base for funding in 2020-21, and the estimated ADA projections for 2021-22 that were used as base for developing the current school year budget.

Ms. Sharifi reported that the school had a funding P-2 ADA of 723 for a total revenue of \$9.4M dollars, which was \$432K higher than the projected revenue presented at the June 2021 board meeting. This noticeable difference is primarily due to the recognition of \$331K of revenue from the Expanded Opportunity Grant that was originally planned to be recorded in the next fiscal year. These restricted funds were not spent in 2020-21, however, the California Department of Education guidelines require that the school records the revenue in 2020-21.

Ms. Sharifi reported that the school ended the year with total expenditures of \$8.8M, which was \$94K higher than prior projections. This increase comes from a combination of a small increase in Certificated salaries, equipment, and professional services, and a small decrease in classified salaries, school supplies and communications.

Overall, the school had an excess revenue of \$646K which is \$338K higher than previously projected. This increase comes primarily from the recording of unspent ELO revenue as we discussed before. With this excess revenue, the school ended up year 2020-21 with a reserve of \$888K, which is 10% of the total annual expenditures. Of this fund balance, \$331K is restricted and comes from the unspent ELO funds. These funds will be spent in 2021-2022.

Ms. Sharifi then discussed the school's excess revenue, balance sheet assets and liabilities, and the impact of the state's apportionment deferrals. Lastly, Ms. Sharifi provided an update on the PPP loan forgiveness process.

Board President Newell asked for clarification of the change in ADA. Ms. Reese reminded the board about the hold harmless legislation which froze ADA from 2019, and discussed with the board the projected and current ADA. Victoria Hancock made a motion to approve the Unaudited Actuals for the 2020-21 school year.

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

**Roll Call**

Victoria Hancock Aye

**Roll Call**

Ruth Escarcega Newell Aye  
Carol Stanford Aye

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

Brian Hadley of Wilkinson Hadley King and Co., LLP directed the board to the revised June 30, 2020, Annual Audit Report. Mr. Hadley explained that the revisions include an addition to the Independent Auditor's Report letter located in the beginning of the report, and edits to the related party narrative within the notes section of the Financial Statements. Lastly, Mr. Hadley reported that the auditor's opinion is unmodified.

Board President Newell thanked Mr. Hadley for his time and the updated information.

Carol Stanford made a motion to approve the Revised June 30, 2020, Annual Audit Report for the school.

Victoria Hancock seconded the motion.

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

**Roll Call**

Carol Stanford Aye  
Victoria Hancock Aye  
Ruth Escarcega Newell Aye

**E. The Board will be asked to approve the Revised Charter School Accounting Manual**

Guita Sharifi directed the board to the summary of additions recommended to the Charter School Accounting Manual, included in the board packet. The first recommended addition details the school's procedures for accepting and recording donations. The second addition details the contract approval process, which includes the initial assessment, administrative review, and approval by the appropriate signatories.

Board President Newell asked if sending funds electronically was an option. Ms. Sharifi informed the board there is a way to receive funds electronically, but the school has not received any funds through that method.

Victoria Hancock made a motion to approve the Revised Charter School Accounting Manual.

Carol Stanford seconded the motion.

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

**Roll Call**

Carol Stanford Aye  
Victoria Hancock Aye  
Ruth Escarcega Newell Aye

**F. The Board will be asked to approve the Area Superintendent Evaluation Tool for the 2021-2022 school year**

Jeff Martineau greeted the board and directed the board to the Area Superintendent Evaluation Tool for the 2021-2022 school year. He then reviewed updates made to the Evaluation Tool and rubric since the April board meeting and discussed the roles and responsibilities of the board and the Area Superintendent as related to the evaluation process, and the evaluation timeline. Mr. Martineau recommended the board approve the Area Superintendent Evaluation Tool for the 2021-2022 school year.

Carol Stanford made a motion to approve the Area Superintendent Evaluation Tool 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

**G. The Board will be asked to approve the Declaration of Need (DON) forms as a prerequisite to the issuance of an emergency permit and/or limited assignment permit for teachers at the School for the 2021-2022 School Year per California Code of Regulations §80026**

Lindsay Reese explained to the board the purpose of the annual Declaration of Need (DON) forms, which is now required of charter schools due to AB 1505 and ensures the school's eligibility to apply for emergency and/or limited assignment permits for teachers. Ms. Reese directed the board to the DON documents located in their board packet and explained this will allow qualified individuals to be authorized to serve in their teaching assignment while they are working towards completing the credential requirements for the educator's assignment. Ms. Reese recommended the board approve the DON forms for the school for the 2021-2022 school year.

Victoria Hancock made a motion to approve the Declaration of Need (DON) forms as a prerequisite to the issuance of an emergency permit and/or limited assignment permit for teachers at the School for the 2021-2022 School Year per California Code of Regulations §80026.

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

**Roll Call**

Ruth Escarcega Newell Aye  
Carol Stanford         Aye  
Victoria Hancock       Aye

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

Lindsay Reese directed the board to the June and July personnel action report located in their board packet. Ms. Reese noted that the school had zero new hires, resignations, and terminations for the month of June and one new hire during the month of July, a Paraprofessional. Ms. Reese then asked the board to approve the personnel action report.

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**

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

AND

**PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov. Code section 54957(b)(1).) Title: Area Superintendent**

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**

Carol Stanford made a motion to adjourn closed session and reconvene to open Board meeting.

Victoria Hancock seconded the motion.

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

**Roll Call**

Ruth Escarcega Newell Aye

Carol Stanford Aye

Victoria Hancock 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 for case #37-2015-00033720-CU-WM-CTL.

Board President Newell reported out no action was taken in closed session for the Area Superintendent Employee Performance Evaluation.

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

**A. Observations and Comments**

Jeri Vincent thanked Ms. Reese for her commitment to student success. She expressed her appreciation for LLAC and their support. Lastly, she thanked the board for their commitment as well.

Board President Newell thanked Ms. Reese for her hard work.

**IX. Closing Items**

**A. Next Regular Board Meeting Date: October 14, 2021, 5:00pm**

**B. 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**

Victoria Hancock Aye

Carol Stanford Aye

**Roll Call**

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 6:54 PM.

Respectfully Submitted,  
Carol Stanford

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**Accommodations.** Requests for disability-related modifications or accommodations, or translation services, in order to enable all individuals to participate in the Charter School's open and public meetings shall be made by contacting Soliman Villapando at (661) 272-1225 at least twenty four (24) hours before the scheduled meeting.

**Non-Discrimination.** The Charter School prohibits discrimination, harassment, intimidation, and bullying based on the actual or perceived characteristics of disability, gender, gender identity, gender expression, nationality, national origin, ancestry, race or ethnicity, color, religion, sex, sexual orientation, immigration status, potential or actual parental, family or marital status, age, or association with an individual who has any of the aforementioned characteristics, or any other basis protected by federal, state or local law.

**Public Documents.** To request documents provided to a majority of the governing board regarding an open session item on this agenda, please send an email request to [publiccomments@dhcentralcharter.org](mailto:publiccomments@dhcentralcharter.org).