

Diego Hills Central Public Charter School

Minutes

Regular Board Meeting

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

Date and Time

Thursday December 9, 2021 at 4:00 PM

Location

The Meeting can be viewed at:

https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F_%23%2F%2Fmeetup-join%2F19%3Ameeting_NDU5NDE2M2UtMzVjZC00NGJmLTNmZTUtdNDJmODNiMDM4M2VI%40thread.v2%2F0%3Fcontext%3D%257b%2522Tid%2522%253a%2522c33f6d28-3425-42a7-8827-d21f10bb2e83%2522%252c%2522Oid%2522%253a%25224e4cd601-0d23-44be-8261-73cdf2e9f610%2522%257d%26anon%3Dtrue&type=meetup-join&deeplinkId=7ac41c2a-e301-491f-8170-d3e70704ae1d&directDI=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true

Or call in for Audio only:

Conference Line: (657) 207-0015 Code: 735 409 710#

MEETING LOGISTICS

This meeting is held in compliance with Assembly Bill 361, which allows flexibility in Brown Act teleconferencing procedures as addressed by the Board under Agenda Item I.E. The public is encouraged to participate in the meeting telephonically by dialing the conference line or by clicking the weblink listed on the posted agenda. The public may submit written comments to the Board by emailing publiccomments@dhcentralcharter.org. The public may also provide comments telephonically 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), Jacqueline Reynoso (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 Dec 9, 2021 at 4:00 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
Kevin Ogden, Charter Liaison
Joy Taylor, Director of State and Federal Programs
Tammy Friedeck, Assistant, Principal
Ivy Blumberg, Teacher
Jeff Martineau, V.P. of Charter Relations
Bill Thompson, Legal Counsel
Guita Sharifi, CFO, LLAC
Michelle Lopez, Legal Counsel, LLAC

E. Adopt Resolution Continuing Board of Directors' Authority to Hold Virtual or Teleconference Meetings Pursuant to Assembly Bill 361

Jeff Martineau discussed Assembly Bill 361, signed by Governor Newsom on September 16, 2021, and explained that the law exempts the board from certain provisions of the Brown Act related to teleconference meetings during states of emergency, as long as the Board makes required findings as detailed in the law. Under AB 361, boards that would like to continue to meet remotely must determine by majority vote whether as a result of the state of emergency, meeting in person would present imminent risks to the health or safety of attendees. Mr. Martineau directed the board members to the resolution located in their packet and recommended the board approve the Resolution Continuing Board of Directors' Authority to Hold Virtual or Teleconference Meetings Pursuant to Assembly Bill 361.

Carol Stanford made a motion to adopt Resolution Continuing Board of Directors' Authority to Hold Virtual or Teleconference Meetings Pursuant to Assembly Bill 361.

Victoria Hancock seconded the motion.

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

Roll Call

Ruth Escarcega Newell	Aye
Victoria Hancock	Aye
Carol Stanford	Aye
Jacqueline Reynoso	Aye

F. Approve Agenda for the December 9, 2021, Regular Public Meeting of the Board of Directors

Victoria Hancock made a motion to approve Agenda for the December 9, 2021, Regular Public Meeting of the Board of Directors.

Jacqueline Reynoso seconded the motion.

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

Roll Call

Victoria Hancock Aye
Carol Stanford Aye
Jacqueline Reynoso Aye
Ruth Escarcega Newell Aye

G. Approve Minutes of the October 14, 2021, Regular Public Meeting of the Board of Directors

Carol Stanford made a motion to approve the minutes from Regular Board Meeting on 10-14-21.

Victoria Hancock seconded the motion.

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

Roll Call

Carol Stanford Aye
Ruth Escarcega Newell Aye
Jacqueline Reynoso Aye
Victoria Hancock Aye

H. Approve Minutes of the November 8, 2021, Regular Public Meeting of the Board of Directors

Jacqueline Reynoso made a motion to approve the minutes from Regular Board Meeting on 11-08-21.

Victoria Hancock seconded the motion.

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

Roll Call

Victoria Hancock Aye
Carol Stanford Aye
Ruth Escarcega Newell Aye
Jacqueline Reynoso 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. Board Member Reynoso asked about what items were updated in the COVID-19 Plan. Ms. Reese informed the board the updates were very routine and minor, and were regarding the vaccine requirements.

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

Ruth Escarcega Newell Aye
Victoria Hancock Aye
Carol Stanford Aye
Jacqueline Reynoso 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, by dialing the teleconference line or by clicking the weblink listed on the posted agenda. 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. 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 updates on the following topics:

- COVID-19: The school continues to monitor the CDC and CDPH websites for updates on the new COVID variant. School leadership will offer full-distance learning for students who are not vaccinated and to prepare for the possible July 2022 vaccination mandate for in-person instruction.
- Professional Development: On November 15, the school held a Regional Network Collaboration with guest speaker Dr. Victor Rios. Principal Youngflesh is planning a week of professional development starting January 4.
- Curriculum: After a thorough cost and product analysis, the school has decided to adopt the Houghton Mifflin Harcourt suite of textbooks for core subjects. This adoption will allow students to have access to both digital and paper versions of textbooks, a teacher digital bundle, and professional development and staff training with a cost savings over the next five years.

Ms. Reese then introduced Joy Taylor, Director of State and Federal Programs, who shared a status update on the following plans: the Extended Learning Opportunities Grant, the Educator Effectiveness Grant, the upcoming A-G Program Grant, Title I, Part A Targeted Assistance Program, and the Local Control Accountability Program (LCAP) mid-year update.

Ms. Reese thanked Ms. Taylor for the program updates and thanked the board for their support

Board President Newell thanked Ms. Taylor and Ms. Reese for their reports. She asked for additional information regarding distance learning. Ms. Reese explained that distance learning will allow students who are not ready to be vaccinated to remain enrolled with the school in a safe manner.

B. Principal Update

On behalf of Principal Youngflesh, Tammy Friedeck introduced Ms. Blumberg, a science teacher at Diego Hills Central. Ms. Blumberg introduced a student to share her story. The student shared her experience prior to attending Diego Hills Central and how she was able to succeed during her time with Diego Hills Central. She shared with the board the love and strong communication she receives with teachers and staff. She

informed the board she only has one credit left and is planning on attending college after graduation. She thanked Diego Hills Central for providing more opportunities in her life.

Ms. Friedeck thanked the student for sharing their story and then provided the following learning center updates:

- Students were recognized for academic success in November.
- Diego Hills Central celebrated Thanksgiving by providing over 50 boxes of Thanksgiving items to students. Staff also provided hot Thanksgiving meals to students.
- Choir students performed the National Anthem in front of key legislators.
- The school has set up Wellness Wednesdays, a weekly grief group led by the school social worker. The program includes student yoga and e-sports and staff are seeing student growth because of these programs.

Ms. Reese thanked Ms. Friedeck for her report. She informed the board the Thanksgiving meals were all cooked by the students at Ms. Blumberg's home. Ms. Reese thanked the student for sharing her story and welcomed her back for anything she may need in the future.

Board President Newell asked for more information about e-sports. Ms. Friedeck informed the board it is a competitive video game program where students compete against other schools, providing a great opportunity for students to work together. Ms. Reese added that e-sports provide a lot of positive experiences and academic lessons for the students.

C. Finance Update

Guita Sharifi directed the board to the Hanmi Bank Rotating Line of Credit (RLOC) financial update included in the board packet. Ms. Sharifi explained the RLOC amount has been reduced by Hanmi Bank due to the decline in ADA in the prior school year. Ms. Sharifi further explained that based on the school's projected borrowing needs for the Line of Credit term, there is no threat to the school's cash flow from this reduction. Ms. Sharifi then reviewed the school's credit amount including the current interest rate expiration date, the current RLOC withdrawal amount, and the RLOC covenants ratios. Finally, Ms. Sharifi reminded the board that the June 30, 2021 audit report will be presented during the January 2022 regular board meeting.

Board President Newell asked how often ADA needs to be reported to Hanmi Bank. Ms. Sharifi informed the board that the information is provided upon request of the bank and at least annually.

D. Updated 2021-2022 Board Meeting Calendar

Board President Newell directed the board to the updated 2021-2022 regular board meeting calendar for the remainder of the school year and reviewed the additional regular board meetings scheduled for February and May 2022.

V. Action Items

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

Lindsay Reese directed the board to the October and November 2021 personnel action report located in their board packet. Ms. Reese noted that the school had two hires, an Alumni Ambassador and a Special Education Teacher, one Teacher resignation and two Teacher reassignments. Ms. Reese then asked the board to approve the personnel action report.

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

Jacqueline Reynoso seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Carol Stanford Aye
Jacqueline Reynoso Aye
Victoria Hancock Aye
Ruth Escarcega Newell Aye

B. The Board will be asked to approve the Educator Effectiveness Block Grant Plan

Lindsay Reese recommended the board approve the Educators Effectiveness Block Grant Plan as presented at the public hearing held during the November regular board meeting.

Victoria Hancock made a motion to approve the Educator Effectiveness Block Grant Plan.

Carol Stanford seconded the motion.

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

Roll Call

Ruth Escarcega Newell Aye
Victoria Hancock Aye
Jacqueline Reynoso Aye
Carol Stanford Aye

C. The Board will be asked to approve the 2021-22 First Interim Report

Guita Sharifi directed the board to the first interim report and explained the report is the first financial report of the fiscal year and shows the financial condition of the school after the first four months of operations, from July 1, 2021 through October 31, 2021. The report is comprised of a financial section that includes the original budget that was developed in May, actuals to date, projected totals for this year based on this year's actual operations, projected school reserves at year end and the school's projected P2 ADA for the year. Ms. Sharifi reviewed each section of the first interim report in detail including the LCFF base grant amount, special education base rate, Title I funding and grants funds. Ms. Sharifi highlighted the following areas:

- The school budgeted a P2 ADA of 396, and the school is currently projecting a funding P2 ADA of 372.
- The school is projecting total revenue of \$5.9M, \$452K lower than the school's original budget.
- LCFF projected revenue decreased by \$230K primarily due to the decrease in projected P2 ADA.
- Federal Revenue increased from \$120K to \$994K due to a portion of the Expanded Learning Opportunities Grant originally budgeted under state revenue and the reclassification of PPP loan forgiveness originally under other local revenue.
- Projected total expenditures of \$5.8M, a decrease of \$523K compared to original budget due to a combination of a decrease in teacher, and certificated student support salaries and a small increase in administrative and classified support salaries.
- Projected purchases decreased 37%, from \$495K to \$310K with the main decrease in school supplies and equipment and operating expenses decreased by 6% with the main decrease in professional services.

Finally, Ms. Sharifi reviewed the school's ending fund balance and restricted reserves. Board President Newell asked why the ADA has gone down. Ms. Reese informed the board she believes a few factors have impacted the ADA, starting with moving to a

temporary location for about 6 months and then once they moved, the pandemic hit. Additionally, they are still waiting for the sign to be installed. She believes students just don't know the school is there or open because there is no sign.

Carol Stanford made a motion to approve the 2021-22 First Interim Report.

Victoria Hancock seconded the motion.

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

Roll Call

Jacqueline Reynoso	Absent
Victoria Hancock	Aye
Ruth Escarcega Newell	Aye
Carol Stanford	Aye

D. The Board will be asked to approve the revised Charter School Accounting Manual – Amended Financial Reserves Policy, and hear a presentation on the Financial Reserves Plan

Guita Sharifi directed the board to the summary and redline changes to the Charter School Accounting Manual included in the board packet. The recommended revisions reflect updates to the travel reimbursement daily per diem amounts and updates to the reserve fund and committed fund planning sections.

Ms. Sharifi then introduced Lindsay Reese, who reviewed the school's financial reserve plan to support the long-term health and stability of the school. Ms. Reese explained the reserves are needed to manage cash flow and to help protect the charter school from unforeseen revenue shortfalls, unexpected costs, and economic uncertainties.

Financial reserves also help the charter school save for large purchases and reduce the cost of borrowing money. Ms. Reese then reviewed the multi-year plan and asked if the board had any questions, comments or feedback on the financial reserve plan.

Board President Newell noted she is pleased to see the changes in advertising.

Victoria Hancock made a motion to approve the revised Charter School Accounting Manual – Amended Financial Reserves Policy.

Carol Stanford seconded the motion.

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

Roll Call

Carol Stanford	Aye
Ruth Escarcega Newell	Aye
Victoria Hancock	Aye
Jacqueline Reynoso	Absent

VI. Closed Session

A. Adjourn open public Board meeting to go into closed session

CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION (Government Code § 54956.9(d)(1).) Name of Case: Grossmont Union High School District vs. Julian Union School District, San Diego County Case Number: 37-2015-00033720-CU-WM-CTL.

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

Carol Stanford seconded the motion.

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

Roll Call

Carol Stanford	Aye
Ruth Escarcega Newell	Aye
Jacqueline Reynoso	Absent

Roll Call

Victoria Hancock Aye

B. Adjourn closed session and reconvene to open Board meeting

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

Carol Stanford seconded the motion.

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

Roll Call

Carol Stanford Aye

Victoria Hancock Absent

Ruth Escarcega Newell Aye

Jacqueline Reynoso 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.

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

A. Observations and Comments

Jeff Brown thanked Ms. Reese for going above and beyond. He also thanked Ms. Friedreck for her report. Mr. Brown praised the staff for remaining positive, and he thanked the board for their continued support.

Board President Newell thanked Ms. Reese for keeping everything going.

Board Member Hancock praised Ms. Reese for staying on top of everything.

VIII. Closing Items

A. Next Regular Board Meeting Date: January 18, 2022, 12:15pm

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

Ruth Escarcega Newell Aye

Carol Stanford Aye

Victoria Hancock Aye

Jacqueline Reynoso Absent

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:18 PM.

Respectfully Submitted,
Carol Stanford

Accommodations. All meetings of the Board of Directors are held in compliance with the Americans with Disabilities Act of 1990. 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.