

APPROVED

# 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**

Tuesday January 18, 2022 at 12:15 PM

**Location**

The meeting can be viewed at:

[https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F\\_%23%2FI%2Fmeetup-join%2F19%3Ameeting\\_ODUzY2U1NWUtZDQ2OS00ZjVkJTg5NmMtMzExMTJIZGQ3OTY5%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=72add9b9-bb59-4416-9e02-a0f1a7e0ae42&directDl=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true](https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F_%23%2FI%2Fmeetup-join%2F19%3Ameeting_ODUzY2U1NWUtZDQ2OS00ZjVkJTg5NmMtMzExMTJIZGQ3OTY5%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=72add9b9-bb59-4416-9e02-a0f1a7e0ae42&directDl=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true)

Or call in for Audio only:

Conference Line: (657) 207-0015      Code: 493 923 51#

---

**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](mailto: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 Tuesday Jan 18, 2022 at 12:15 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

Kevin Ogden, Charter Liaison

Lisa Youngflesh, Principal

Jeff Martineau, V.P. of Charter Relations

Brian Hadley, Partner, CPA at Wilkinson, Hadley, King & Co., LLP

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.

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

Carol Stanford seconded the motion.

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

**Roll Call**

Jacqueline Reynoso Aye

Victoria Hancock Aye

Ruth Escarcega Newell Aye

Carol Stanford Aye

**F. Approve Agenda for the January 18, 2022, Regular Public Meeting of the Board of Directors**

Jacqueline Reynoso made a motion to approve Agenda for the January 18, 2022, Regular Public Meeting of the Board of Directors.

Carol Stanford seconded the motion.

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

**Roll Call**

Ruth Escarcega Newell Aye

Victoria Hancock Aye

Carol Stanford Aye

**Roll Call**

Jacqueline Reynoso Aye

**G. Approve Minutes of the December 9, 2021, Regular Public Meeting of the Board of Directors**

Jacqueline Reynoso made a motion to approve the minutes from Regular Board Meeting on 12-09-21.

Carol Stanford 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

**II. Consent Agenda**

**A. Consent Agenda Items**

Board President Newell announced the consent agenda items and asked if any member would like to discuss any of the agenda items for action separately. Hearing none, Board President Newell asked for a motion to approve the consent agenda.

Carol Stanford made a motion to approve the consent agenda items.

Victoria Hancock seconded the motion.

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

**Roll Call**

Ruth Escarcega Newell Aye

Victoria Hancock Aye

Jacqueline Reynoso 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, 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. Mid-Year Report on the 2021-22 Local Control and Accountability Plan (LCAP)**

Lindsay Reese explained that several new state funding sources were approved after local education agencies (LEAs) had finalized their LCAPs for the 2021-22 school year. To link accountability for the new funding to the LCAP process, AB 130 established a one-time requirement for a mid-year report to the school's governing board to include three components: 1) the Supplement for the Annual Update for the 2021–22 LCAP, 2) all available mid-year outcome data related to metrics identified in the 2021–22 LCAP, and 3) mid-year expenditure and implementation data on all actions identified in the 2021–22 LCAP.

Ms. Reese discussed the additional 15% concentration grant add-on funding to increase staffing for direct service to students at schools with 55% or more pupils who are low-income, English learners and/or foster youth and reviewed the school's 2021–22 Supplement to the Annual Update to the 2021–22 LCAP and Budget Overview for Parents. Ms. Reese explained the budgeted fund expenditures are \$5,829,084, which is a decrease of \$523,911 from the original board-approved budget and reminded the board the school did not receive one-time federal funding.

Ms. Reese presented the school's 2021-22 LCAP mid-year data report and the school's progress on its year-to-date goals 1 through 4 and prior school years 2019-2020 and 2020-2021. Finally, Ms. Reese presented the school's 2021-22 LCAP actions and services mid-year report detailing the school's year-to-date spending information and implementation data.

Ms. Reese informed the board that the 2021–22 Supplement will be submitted with the school's 2022–2023 LCAP as part of the review and approval process.

Ms. Reese explained the continuing impacts of the COVID-19 pandemic, including the challenges of hiring staff, implementing health and safety protocols, and addressing learning acceleration needs due to the impacts of distance learning, which have presented many challenges in the first half of the school year and despite these challenges, the school is committed to implementing the LCAP to provide the necessary services for students.

Ms. Reese then asked if any board members had any comments or questions regarding the mid-year report on the 2021-22 LCAP.

Board President Newell asked what kind of impact the change in funding will have on the school. Ms. Sharifi informed the board there was actually no reduction in funding and clarified that the line item Ms. Newell is referring to is the PPP loan, which was reclassified.

## **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**

Victoria Hancock      Aye

Carol Stanford      Aye

Jacqueline Reynoso      Aye

Ruth Escarcega Newell      Aye

Board President Newell announced the public hearing opened at 12:35 p.m.

### **B. The Board will hold a public hearing to solicit the recommendations and comments of members of the public regarding the A-G Completion Improvement Grant Program Plan**

Lindsay Reese provided background information to the board regarding the A-G Completion Improvement Grant Program Plan, a state funding opportunity which will be apportioned to

schools to spend from fiscal years 2021–22 to 2025–26. The school will be informed of the funding amount by the end of January 2022 by the California Department of Education (CDE) and the funds will provide additional help to increase the number of high school pupils, particularly unduplicated pupils, who graduate from high school with A–G eligibility.

Ms. Reese discussed the two conditions for receipt of the A-G Completion Improvement Grant Program Plan funding: (1) develop and adopt a spending plan by April 1, 2022, which must be presented at a public board meeting before the plan is adopted at a subsequent public board meeting; and (2) by August 31, 2026, report detailed expenditure information to the CDE.

Ms. Reese explained the A-G Completion Improvement Grant Program Plan has 3 parts; 1) A-G Access Grants, 2) A-G Success Grants and 3) A-G Learning Loss Mitigation Grants. Ms. Reese then explained the school anticipates funding in the areas of the A-G Access Grant and the A-G Learning Loss Mitigation Grant and will focus on the activities that directly support pupil access to, and successful completion of, the A-G course requirements. Finally, Ms. Reese reported on eligible activities, programs and services to increase or improve A-G completion, measurement of data alignment, and approved measures indicating college and career readiness. Ms. Reese further explained the school will review the A-G Completion Improvement Grant Program Plan and make refinements as needed to align with any organizational changes, school goals, and CDE requirements. The plan will be brought back to the board for final approval at the March board meeting.

Ms. Reese then asked if any board member or member of the public had any comments or questions regarding the A-G Completion Improvement Grant Program Plan.

#### **C. Close Public Hearing**

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

Carol Stanford made a motion to close the public hearing.

Jacqueline Reynoso 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

Board President Newell announced the public hearing closed at 12:43 p.m.

### **VI. Action Items**

#### **A. The Board will be asked to approve the June 30, 2021, Annual Audit Report for the school**

Guita Sharifi directed the board to the annual audit report and explained that financial audits are required annually and must be submitted to the school's authorizer, State Controller's Office, and the California Department of Education. The audit report is required to be submitted by December 15th each year; however for the 2020-21 fiscal year, the deadline was extended to January 31, 2022. Wilkinson, Hadley, King & Co. performed the audit for the 2020-21 fiscal year and reviewed the school's documents, financial statements, policies, and procedures. Ms. Sharifi then introduced Brian Hadley, Partner, CPA at Wilkinson, Hadley, King & Co., to review the audit report in detail with the board.

Mr. Hadley directed the board to the Executive Summary and explained this is a new section prepared by the school. Mr. Hadley then directed the board to Independent Auditor's Report

letter located in the beginning of the report and explained the school had an unmodified financial opinion, which is positive, and no adjustments or reclassifications were needed. Mr. Hadley next reviewed each of the financial statements and explained the purpose of each report and highlighted specific financial data.

Mr. Hadley then reviewed the last three pages of the report showing the school received an unmodified report with no findings for year end June 30, 2021 and no findings in the prior year audit.

Board Member Reynoso thanked Mr. Hadley for walking the board through the financial reports.

Board President Newell thanked Mr. Hadley, Ms. Sharifi and her staff.

Jacqueline Reynoso made a motion to approve the June 30, 2021, Annual Audit Report for the school.

Carol Stanford seconded the motion.

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

**Roll Call**

Ruth Escarcega Newell Aye

Jacqueline Reynoso Aye

Victoria Hancock Aye

Carol Stanford Aye

**B. The Board will be asked to approve the auditing firm of Wilkinson Hadley King & Co., LLP to prepare the school's 2020 Form 990, Return of Organization Exempt from Income Tax**

Guita Sharifi directed the board to the engagement letter from Wilkinson, Hadley, King, & Co. to prepare the fiscal year ended June 30, 2021 federal return of Organization Exempt from Income Tax Form 990, related federal statements and schedules, and the California Exempt Organization Annual Information Return Form 199 with related statements and schedules. Ms. Sharifi reminded the board the firm is listed on the California Department of Education website as an approved auditor and all information from the school's annual audit report can be downloaded into the 990 form, which reduces human errors and expedites the process. Ms. Sharifi then reviewed the tax preparation fee and recommended the board approve Wilkinson, Hadley, King, & Co. LLP to prepare the school's 2020 tax returns.

Victoria Hancock made a motion to approve the auditing firm of Wilkinson Hadley King & Co., LLP to prepare the school's 2020 Form 990, Return of Organization Exempt from Income Tax.

Carol Stanford seconded the motion.

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

**Roll Call**

Ruth Escarcega Newell Aye

Carol Stanford Aye

Victoria Hancock Aye

Jacqueline Reynoso Aye

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

Lindsay Reese directed the board to the December 2021 personnel action report located in their board packet. Ms. Reese noted that the school had two teacher reassessments and no new hires or terminations. 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**

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

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

**A. Observations and Comments**

Jeff Brown thanked Mr. Hadley and his staff for the due diligence they show and for his presentation. Mr. Brown thanked Ms. Reese and the board for their continued support.

Jeri Vincent thanked everyone for their dedication to the students and expressed her gratitude for the advisors attending the meetings. She thanked Ms. Reese for all she does.

Board Secretary Stanford thanked Ms. Reese for all she does.

**VIII. Closing Items**

**A. Next Regular Board Meeting Date: February 7, 2022, 5:00pm**

**B. Adjourn Meeting**

Jacqueline Reynoso 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
Jacqueline Reynoso	Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 12:59 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](mailto:publiccomments@dhcentralcharter.org).