

# 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 March 3, 2022 at 5:00 PM

#### Location

##### ocation

[https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F\\_%23%2FI%2Fmeetup-join%2F19%3Ameeting\\_NDQzZWQwOGYtNTU1Mi00MmRhLWE5MWEtNzY5NWQzZDNiNmUw%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=caaf8ef5-5ae0-46a4-9e16-72b78f543073&directDI=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true](https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F_%23%2FI%2Fmeetup-join%2F19%3Ameeting_NDQzZWQwOGYtNTU1Mi00MmRhLWE5MWEtNzY5NWQzZDNiNmUw%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=caaf8ef5-5ae0-46a4-9e16-72b78f543073&directDI=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true)

#### Or call in for Audio only:

Conference Line: (657) 207-0015 Code: 100 596 857#

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#### 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.

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#### Directors Present

Carol Stanford (remote), Jacqueline Reynoso (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 Mar 3, 2022 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**

Jeri Vincent, Corporate Secretary  
Lindsay Reese, Area Superintendent  
Kevin Ogden, Charter Liaison  
Lisa Youngflesh, Principal  
Tammy Friedeck, Assistant, Principal  
Francheska Del Rey, Teacher  
Jeff Martineau, V.P. of Charter Relations  
Bill Thompson, Legal Counsel  
Chris Peterson, Legal Counsel  
Guita Sharifi, CFO, LLAC  
Michelle Lopez, Legal Counsel, LLAC  
Dr. David Patterson, CCAP, DESD Oversight Team

**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**

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

**F. Approve Agenda for the March 3, 2022, Regular Public Meeting of the Board of Directors**

Victoria Hancock made a motion to approve Agenda for the March 3, 2022, Regular Public Meeting of the Board of Directors.

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

**Roll Call**

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

**G. Approve Minutes of the January 18, 2022, Regular Public Meeting of the Board of Directors**

Carol Stanford made a motion to approve the minutes from Regular Board Meeting on 01-18-22.

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

**Roll Call**

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

**H. Approve Minutes of the February 7, 2022, Regular Public Meeting of the Board of Directors**

Victoria Hancock made a motion to approve the minutes from Regular Board Meeting on 02-07-22.

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

**Roll Call**

Jacqueline Reynoso	Aye
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.

Board Secretary Stanford asked if the calendar could be adjusted should a parent or student request religious accommodations. Ms. Reese informed the board they would take into consideration any requests made by staff, students, or parents. Ms. Reynoso asked if any students had requested any specific days to be acknowledged. Ms. Reese informed the board there have been no requests that she is aware of, but should there be any, those requests would be considered and brought to the board for approval.

Jacqueline Reynoso 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
Jacqueline Reynoso	Aye

**Roll Call**

Victoria Hancock Aye  
Ruth Escarcega Newell 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 introduced Ms. Del Rey, who introduced a student who shared his experience with Diego Hills Central.

Ms. Reese thanked the student for sharing his story and Ms. Friedeck for supporting her students. Ms. Reese then provided the board with updates on the following topics:

- **WASC:** The school received a six-year WASC accreditation with a mid-cycle visit. Mr. Reese thanked the staff for their dedication during the entire WASC process and Board President Newell for her participation in the WASC committee visit.
- **COVID:** The school continues to follow guidance from CDPH regarding COVID vaccines, surveillance testing and masking, and 92% of staff are fully vaccinated. Governor Newsom announced that effective March 12, mask wearing in schools will no longer be required, but is strongly recommended. The school will continue to require masks per the regulations of the Occupational Safety and Health Association (OSHA). The school is currently monitoring two proposed bills regarding COVID vaccination requirements for students (SB 871 and SB 866) and Ms. Reese will keep the board updated. The school received a large quantity of N-95 masks and testing kits from San Diego County Office of Education and has been distributing them to staff and students as needed.
- **Black History Summit Series:** In February, students participated in the Black History Month Virtual Summit Series focusing on Black Health & Wellness at the Intersection of Technology and the Future. Events included College Access, Civic & Community Engagement, Blacks in Technology, and Young Entrepreneurs & Trade Professionals.
- **Legislative Updates:** Ms. Reese discussed the Governor's proposed budget, per-pupil funding increase, the Cost of Living Adjustment (COLA) and the final budget adoption deadline of June 15. Ms. Reese then discussed several proposed laws the school is monitoring and will keep the board updated.

**B.**

## **Principal Update**

Lisa Youngflesh greeted the board and provided updates on the following topics:  
Academic and School Updates

- February was Black History month and every Tuesday groups of students participated in a Black History event.
- State testing has begun for physical fitness, ELPAC testing for English Learners with EL student assessment testing in March and April will focus on Smarter Balance testing.
- The English Learner reclassification rate increased by 7% since last year.
- SY 2020-2021 SBAC results showed growth in several areas:
  - English meets/exceeds increased from 21.11% to 28.7% and the socioeconomically disadvantaged subgroup increased from 20.53% to 28.75%. Testing participation rate decreased from 90% to 74%.
  - Mathematic meets/exceeds increased from 2.94% to 4.85% and in nearly meets increased from 16.91% to 19.42%. This is a focused growth area for staff. The African American subgroup increased from 0% to 9.52%. Participation rate dropped from 90% to 76%. The school has implemented a new algebra intensive program, in addition to the Math 180 program.
- The 2021 Graduation Survey results showed 32% of students felt the relationship with their teacher helped the students achieve their high school diploma with 26% responding it was the flexible schedule and 24% stating being able to work independently at their own pace. Survey also showed students priority after graduation with 41% will attend community college, 15% working full-time, 12% attending a career or trade school, 12% unsure and 12% working part-time. And preparedness for life after graduation showed 51% feel prepared and 33% very prepared.

## **Counseling Services**

- School will honor counselors this month during the National School Counselor week. Counselors worked with eligible senior students on financial aid applications.

## **Graduation**

- Spring graduation will be held on June 10 at Balboa Park in the Organ Pavilion.

## **Community Outreach**

- Update of ongoing meetings with the San Diego County Office of Education's new Community Engagement Specialist discussing community contact and support.

Board Member Reynoso commented on the struggle students have been facing when it comes to testing after returning from doing school at home for the past two years. She thanked Ms. Youngflesh for all of her great work during a difficult time.

Board Secretary Stanford praised Ms. Youngflesh for all of her hard work.

Board Member Hancock commented on how great it is to see the students getting back to some normalcy, including in-person graduation.

Board President Newell is looking forward to attending graduation.

### **C. Finance Update**

Guita Sharifi directed the board to the Hanmi Bank Rotating Line of Credit (RLOC) financial update included in the board packet and reviewed the school's credit amount including the current interest rate of 3.75 , November 30, 2022 expiration date, the current RLOC withdrawal amount of \$0 (zero dollars), and the RLOC covenants ratios as of January 31, 2022.

Board Member Hancock asked if they expect the interest rates to stay the same over the next few years. Ms. Sharifi informed the board they are in communication with the bank and anticipate some increases over the next few years, but she reminded the board they have other options with possible lower interest rates, if necessary.

### **D. Current Vendor List**

Lindsay Reese directed the board to the current vendor list located in their board packet. Ms. Reese explained this is a list of all vendors through December 2021, includes a brief description of services, and includes vendors who provide varying services including professional development, technology, health care benefits, etc. Ms. Reese reminded the board this information is provided bi-annually and she reviewed the list for accuracy. Ms. Reese then requested the board to review the list for any potential conflict of interest and to reach out to Ms. Reese or legal counsel for any questions.

Board President Newell thanked Ms. Reese for the updated list.

### **E. 2022-2023 Board Meeting Dates**

Board President Newell read aloud the 2022-2023 regular board meeting schedule and directed the board to review the schedule located in their board package.

## **V. Action Items**

### **A. The Board will be asked to approve the A-G Completion Improvement Grant Plan**

Lindsay Reese reminded the board of the A-G Completion Improvement Grant Plan presented during the January 2022 regular board meeting. Ms. Reese explained the A-G Improvement Grant Program consists of three separate grants and the school qualifies for two of three grants; the a-g access grant and the a-g learning loss mitigation grant.

Ms. Reese discussed the pending funding amount from the California Department of Education and then recommended the board approve the A-G Completion Improvement Grant Plan.

Board Member Hancock asked if it has already been determined how much will be spent each year. Ms. Reese informed the board they have not received the final allocation amount but she will inform the board once they receive the final numbers. Ms. Hancock asked if they have a final plan for how the funds will be spent. Ms. Reese explained to the board the process of keeping students on the A-G path, and the training required for teachers and staff to ensure students stay on this path.

Carol Stanford made a motion to approve the A-G Completion Improvement Grant Plan.

Victoria Hancock seconded the motion.

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

#### **Roll Call**

Carol Stanford                      Aye

**Roll Call**

Jacqueline Reynoso Aye  
Victoria Hancock Aye  
Ruth Escarcega Newell Aye

**B. The Board will be asked to approve the Second Interim Report and the Revised Budget for the 2021-2022 school year**

Guita Sharifi directed the board to the Second Interim Report and revised budget for the 2021-22 school year and explained that the purpose of the report is to provide a financial overview of the school with January 2022 actual and projected June 2022 year-end. The report categories include the original budget, revised budget, actuals to date, projected year-end totals, projected year-end reserves, and Average Daily Attendance (ADA).

Ms. Sharifi then reviewed in detail the school's projected ADA, federal, state, local and other revenue categories noting the decrease of 30 ADA from the original budget. The school's salaries and benefits expenditures, and operating expenditures decreased by 9% compared to the original board approved budget.

Finally, Ms. Sharifi discussed the school's current reserve compared to the projected year-end reserve decreased by \$87K and explained the restricted amounts.

Board President Newell asked about a few items that were not calculated on the form. Ms. Sharifi explained to the board the totals for those areas are zero.

Victoria Hancock made a motion to approve the Second Interim Report and the Revised Budget for the 2021-2022 school year.

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

**C. The Board will be asked to approve using the auditing firm Wilkinson Hadley King & Co. LLP for the 2021-22 school audit**

Guita Sharifi directed the board to the proposal presented by Wilkinson Hadley King & Co. to prepare the school's June 30, 2022 annual audit. Ms. Sharifi reminded the board that the Wilkinson Hadley King & Co. CPA firm is on the state's approved auditor list and is currently preparing the 2020 Form 990 Federal Return of Organization Exempt from Income Tax. Ms. Sharifi recommended the board approve the engagement letter with Wilkinson Hadley King & Co.

Board Secretary Stanford expressed how helpful it is to have Mr. Hadley report to the board and explain the audit in detail to them.

Board Member Reynoso asked if the school has used this firm before and for how long. Ms. Sharifi informed the board they have used them before, and per CDE requirements the partner has to change every 6 years. Ms. Sharifi informed Ms. Reynoso the partner was changed last year so this is the second year with this current partner.

Jacqueline Reynoso made a motion to approve using the auditing firm Wilkinson Hadley King & Co. LLP for the 2021-22 school audit.

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

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

Guita Sharifi directed the board to the summary page of the changes to the Charter School Accounting Manual included in the board packet. She noted that the recommended revisions were limited to grammatical and formatting corrections throughout the manual, with no content changes made.

Carol Stanford made a motion to approve the revised Charter School Accounting Manual.

Victoria Hancock seconded the motion.

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

**Roll Call**

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

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

Lindsay Reese directed the board to the December 2021 - February 2022 personnel action report located in their board packet. Ms. Reese noted that the school had three new hires: two teachers and one student relations technician; one teacher termination; and two teacher reassignments. Ms. Reese then asked the board to approve the personnel action report.

Board Member Hancock asked what a student relations technician does. Ms. Reese shared the job description with the board.

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

Carol Stanford seconded the motion.

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

**Roll Call**

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

**VI. Closed Session**

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

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

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

Jacqueline Reynoso seconded the motion.

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

**Roll Call**

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

**B. Adjourn closed session and reconvene to open Board meeting**

Jacqueline Reynoso 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**

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

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

Board President Newell stated no action was taken in closed session for the 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.

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

**A. Observations and Comments**

Jeri Vincent thanked Ms. Reese and her team for her understanding of the unique needs of each student. She also congratulated Ms. Reese for the WASC accreditation and thanked the staff for their commitment to the school. Lastly, Ms. Vincent thanked the board for their continued oversight.

Board President Newell thanked Ms. Reese and her team. She expressed how wonderful it was to hear from the student.

Board Member Reynoso noted she is looking forward to the in-person graduation this year.

**VIII. Closing Items**

**A. Next Regular Board Meeting Date: April 21, 2022, 5:00pm**

**B. Adjourn Meeting**

Jacqueline Reynoso made a motion to adjourn the meeting.

Victoria Hancock seconded the motion.

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

**Roll Call**

Carol Stanford Aye  
Victoria Hancock Aye  
Ruth Escarcega Newell Aye

**Roll Call**

Jacqueline Reynoso Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:18 PM.

Respectfully Submitted,  
Carol Stanford

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**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).