

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 September 1, 2022 at 4:00 PM

Location

https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F_%23%2F%2Fmeetup-join%2F19%3Ameeting_OTVjNGRhOTEtZDJiNC00ZTA2LThhNzUtYTUyYWI2MTg4Zjll%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=f65a39fa-f7f6-4335-b8dc-5c4e0965aa24&directDI=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true

Or call in for Audio only:

Conference Line: (657) 207-0015 Code: 675 218 226#

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 Sep 1, 2022 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
Joy Taylor, Director of State and Federal Programs
Kevin Ogden, Charter Liaison
Lisa Youngflesh, Principal
Jeff Martineau, V.P. of Charter Relations
Bill Thompson, Legal Counsel
Susie Alderson, Potential Board Member
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.

Jacqueline Reynoso 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 September 1, 2022, Regular Public Meeting of the Board of Directors

Victoria Hancock made a motion to approve Agenda for the September 1, 2022, Regular Public Meeting of the Board of Directors.

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

G. Approve Minutes of the July 7, 2022, Regular Public Meeting of the Board of Directors

Jacqueline Reynoso made a motion to approve the minutes from Regular Board Meeting on 07-07-22.

Victoria Hancock seconded the motion.

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

Roll Call

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

H. Approve Minutes of the July 21, 2022, Regular Public Meeting of the Board of Directors

Carol Stanford made a motion to approve the minutes from Regular Board Meeting on 07-21-22.

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

I. Approve Minutes of the August 4, 2022, Regular Public Meeting of the Board of Directors

Carol Stanford made a motion to approve the minutes from Regular Board Meeting on 08-04-22.

Jacqueline Reynoso 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

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

Victoria Hancock	Aye
Carol Stanford	Aye
Ruth Escarcega Newell	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. Principal Update

Lisa Youngflesh introduced her staff, who introduced a student who shared his success story with the board. Ms. Youngflesh thanked the student for sharing his story and then provided updates on the following topics:

Academic and School Updates

- 12 students participated in SLAM classes, which is a spoken word program where students analyze and memorize classical poems, as well as write and perform their own.
- 26 students accessed the vision and screening services offered last month. The school has a partnership with an optometrist for students who have visual issues.

Counseling Services

- Monthly Career Exploration Series occurs virtually every first Thursday of the month.
- Virtual workshop on Vaping and Fentanyl was held on August 17 for students.

Graduation

- Summer graduation is occurring this week at the Kroc Center, with 17 students walking in the ceremony.

Community News

- Back to School Event occurred August 24 at the school's Chicano Federation location. Multiple community partners attended the event, with over 300 families in attendance who received needed school supplies, diapers, books, PPE and food staples.

Board President Newell thanked the student for sharing his story and offered words of encouragement.

B. Area Superintendent Update

Lindsay Reese greeted the board and provided an update on the following topics:

SY 2021-22 DESD Oversight: The oversight process for school year 2021-22 has been completed with results reported to the Dehesa ESD school board during their June 2022 board meeting and a copy was sent to the school's board members last week upon receipt. The report had no substantial findings or recommendations but did list two suggestions: to include a contact email for the board members accessible from the school's website and to increase parent and community involvement. Ms. Reese informed the board that the email address has been added to the school's website and the school staff are working on plans to increase parent and community involvement.

Enrollment Update: Currently, 284 students are enrolled, which is a decline compared to August 2021 enrollment. Ms. Reese explained that some of the decrease in enrollment is attributed to an increase in student graduates, transfers, and dropouts.

Student Master Agreements and Registration Update: 100% of all master agreements for this school year 2022-23 have been completed and over 82.6% of all registration paperwork has been received.

Community News: The school recently completed a four-part Trauma-Informed Learning Community event emphasizing the importance of understanding historical trauma, ACE scores, and healing-centered circles with shared adaptive practices.

Outreach: The school recently launched a new outreach program called the Street Team, comprised of current students who will benefit from paid internships and on-the-job training activities with support from the school's WIOA partners, Access Inc., and the Department of Rehabilitation.

Board President Newell asked where opportunities are found for the Street Team. Ms. Reese informed the board the community liaison is a good resource for the Street Team. She can bring them along to the events she is attending. Additionally, they will look for other areas of outreach, such as Park After Dark.

C. 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 from July 1, 2021 through June 2022, 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 conflicts 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.

D. Finance Update and Budget Overview for the 2022-2023 School Year

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 6.0%, which represents an increase from the previous RLOC update

provided to the board. Ms. Sharifi then reviewed the expiration date, the current RLOC withdrawal amount, and the RLOC covenants ratios as of July 31, 2022.

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

Finally, Ms. Sharifi informed the board the state's budget has been finalized and the school will be receiving additional funding. The additional revenue will be included on the next budget update to the board.

Board President Newell asked if the funds have been received. Ms. Sharifi informed the board the funds have not been received yet. She explained the process of receiving the funding from the CDE. Ms. Newell asked about grant funds. Ms. Sharifi informed the board that while the governor has approved some one-time funding grants they do not know the amounts yet. She will bring it to the board when she has the information.

E. 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 2022 training will be presented by Young, Minney & Corr, LLP, and board members will have the option of attending a virtual session on Tuesday, September 27 at 5:00pm or Wednesday, September 28 at 11:00am. 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

Board President Newell thanked Ms. Reese for the information.

V. Action Items

A. The Board will be asked to approve the Unaudited Actuals for the 2021-2022 school year

Guita Sharifi directed the board to the unaudited actuals report for the 2021-22 school year and explained that 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 2021-22, and the estimated ADA projections for 2022-23 that were used as a baseline for developing the current school year budget.

Ms. Sharifi reported that the school had a funding P-2 ADA of 337 for a total revenue of \$5.7M dollars, which was \$67K slightly higher than the projected revenue presented at the June 2022 board meeting.

Ms. Sharifi reported that the school ended the year with total expenditures of \$5.7M, which was \$62K higher than prior projections. This increase was due to a small increase in certificated administrative salaries, school supplies, and professional services.

Ms. Sharifi then discussed the school's excess revenue, balance sheet assets and liabilities, and the impact of the state's apportionment deferrals.

Board President Newell asked questions regarding the unrestricted net position. Ms. Sharifi explained to the board what is included in the unrestricted net position.

Victoria Hancock made a motion to approve the Unaudited Actuals for the 2021-2022 school year.

Jacqueline Reynoso seconded the motion.

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

Roll Call

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

B. The Board will be asked to approve the Personnel Action Report

Lindsay Reese directed the board to the June and July 2022 personnel action report located in their board packet. Ms. Reese noted that the school had one School Counselor resignation and no new hires, or reassignments for June and July 2022. Ms. Reese then asked the board to approve the personnel action report.

Board President Newell thanked Ms. Reese for her 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
Ruth Escarcega Newell	Aye
Victoria Hancock	Aye

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

A. Observations and Comments

Jeff Brown commented on the student and praised him for being strong. He praised the various programs being offered to the students and thanked Ms. Reese for her report.

Jeri Vincent thanked Ms. Reese and her team for all they do. She also thanked the Charter Affairs team for their quick efforts.

VII. Closed Session

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

1. 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
2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov. Code section 54957(b)(1).) Title: Area Superintendent
3. CONFERENCE WITH LABOR NEGOTIATOR (Gov. Code section 54957.6) Agency designated representative: Bill Thompson, Unrepresented Employee: CEO

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

Jacqueline Reynoso	Aye
Carol Stanford	Aye
Victoria Hancock	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

Carol Stanford	Aye
Jacqueline Reynoso	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 following:

1. 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
2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov. Code section 54957(b) (1).) Title: Area Superintendent
3. CONFERENCE WITH LABOR NEGOTIATOR (Gov. Code section 54957.6) Agency designated representative: Bill Thompson, Unrepresented Employee: CEO

VIII. Closing Items

A. Next Regular Board Meeting Date: September 22, 2022, 5:00pm

B. Adjourn Meeting

Carol Stanford made a motion to adjourn the meeting.

Jacqueline Reynoso 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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:29 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.