

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 October 20, 2022 at 4:00 PM

Location

https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F_%23%2F%2Fmeetup-join%2F19%3Ameeting_MzA5Y2NjZTIhNGQyMS00NmEzLTlkNmEtMTY1MDhiMjMzNDlm%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=e25e4dc6-96a9-49e4-9590-81c0135a4137&directDI=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true

Or call in for Audio only:

Conference Line: (657) 207-0015 Code: 554 324 858#

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

Ruth Escarcega Newell (remote), Susan Alderson (remote), Victoria Hancock (remote)

Directors Absent

Carol Stanford, Jacqueline Reynoso

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 Oct 20, 2022 at 4:00 PM.

B. Roll Call and Establishment of Quorum

C. Pledge of Allegiance

Board Member Alderson led the pledge of allegiance.

D. Staff Introductions

Lindsay Reese, Area Superintendent
Lisa Youngflesh, Principal
Joy Taylor, Director of State and Federal Programs
Tammy Friedeck, Assistant, Principal
Roger Vance, 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.

Victoria Hancock made a motion to adopt Resolution Continuing Board of Directors' Authority to Hold Virtual or Teleconference Meetings Pursuant to Assembly Bill 361. Susan Alderson seconded the motion. The board **VOTED** to approve the motion.

Roll Call

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

F. Approve Agenda for the October 20, 2022, Regular Public Meeting of the Board of Directors

Victoria Hancock made a motion to approve Agenda for the October 20, 2022, Regular Public Meeting of the Board of Directors. Susan Alderson seconded the motion. The board **VOTED** to approve the motion.

Roll Call

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

G. Approve Minutes of the September 1, 2022, Regular Public Meeting of the Board of Directors

Victoria Hancock made a motion to approve the minutes from Regular Board Meeting on 09-01-22.

Susan Alderson seconded the motion.

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

Roll Call

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

H. Approve Minutes of the September 22, 2022, Regular Public Meeting of the Board of Directors

Victoria Hancock made a motion to approve the minutes from Regular Board Meeting on 09-22-22.

Susan Alderson seconded the motion.

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

Roll Call

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

II. 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.

III. School Reports and Information

A.

Principal Update

Lisa Youngflesh greeted the board and introduced teacher, Roger Vance. Mr. Vance introduced a student who shared the success they found at Diego Hills Central.

Board Member Alderson thanked the student for sharing her story and shared her excitement for the student's future.

Board Member Hancock also thanked the student for sharing and offered her words of encouragement.

Board President Newell encouraged the student to continue being courageous and to find something she is passionate about.

Ms. Youngflesh then gave a presentation on the following topics:

- Current enrollment, average utilization, and credit completion for the school's first three learning periods.
- Indoor Graduation. 17 students participated and they are planning for winter graduation.
- The Black Leadership Alliance Mentorship (BLAM) kickoff event; students will continue to meet monthly, focusing on how to become mentally tough and prepared for success.
- National Suicide Prevention Month with weekly communications and warning signs.
- A College 101 Workshop will be held this month for students and parents.
- The school counselor and social worker held a Wellness Wednesday to celebrate the International Day of Peace on September 21.

Board President Newell thanked Ms. Youngflesh for her report and praised the high attendance and increase in enrollment.

B. Area Superintendent Update

Lindsay Reese greeted the board and reported that 303 students are currently enrolled, which is lower than this time last school year, and staff remain focused on student enrollment. Staff have collected 96% of all student registration paperwork for this school year, the average utilization/ADA for this school year is 93.06%, with an average credit completion of 2.3-2.4, and the staff remain focused on student engagement and the credit completion rate. Ms. Reese then the stated student retention rate is 73.67%, which is a 2% increase from the prior school year. 20 students have graduated this school year and the winter graduation ceremony will be held on January 19, 2023. Ms. Reese congratulated the school's SRS, school counselor and social work intern on their dedication to students. Ms. Reese then updated the board on the student Street Team's accomplishments and thanked them for their enthusiasm. She also thanked Access, Inc. for the paid internship program that will continue through December. Finally, Ms. Reese updated the board on the 2022-23 school year oversight visit with the Dehesa ESD (DESD) representatives, which will cover the areas of Facilities, Finance/Business, HR/personnel, General Education, Special Education, and Governance. The school's required oversight documents will be submitted via the Epicenter system and are due to DESD by January 16, 2023.

Board President Newell thanked Ms. Reese for her report and encouraged her to keep up the good work.

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 6.75%, which represents an increase from the previous RLOC 6.0% rate update provided to the board. Ms. Sharifi then reviewed the expiration date, the current RLOC withdrawal amount, and the RLOC covenants ratios as of September 30, 2022.

Ms. Sharifi then informed the board the school will be receiving two one-time funding sources from the State. She discussed the amounts and funding dates for each and informed the board these amounts will be reflected in the first interim report.

Board President Newell asked for the status of the RLOC renewal. Ms. Sharifi informed the board that all required documents have been submitted to the bank and they do not anticipate any issue renewing the RLOC.

D. Updated 2022-2023 Board Meeting Calendar

Board President Newell directed the board to the updated 2022-2023 regular board meeting calendar located in their board packet and requested the board to review the dates and times.

IV. Action Items

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

Guita Sharifi directed the board to the summary page overview of the recommended changes to the Charter School Accounting Manual included in the board packet, and reviewed the following recommended revisions:

- Adjustment to the total expenditure cash on hand reserve fund percentage to 20% rather than 17%.
- Revision to cash receipts process to limit cash payments, as well as adding requirement of triplicate receipt book, and bank deposits to be made at minimum on a monthly basis.
- Addition of ACH procedure details.
- Adjustment to wire transfer section to reflect ACH payments to reflect the proper verbiage; wire transfers are not completed; petty cash section removed.

Ms. Sharifi then recommended the board approve the revised Charter School Accounting Manual.

Board President Newell thanked Ms. Sharifi for her presentation and asked for a motion.

Susan Alderson 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

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

Roll Call

Susan Alderson Aye

B. The Board will be asked to approve the Area Superintendent Evaluation Tool for the 2022-2023 school year

Jeff Martineau directed the board to the Area Superintendent Evaluation Tool for the 2022-2023 school year located in their board packet. Mr. Martineau explained this is the same tool as presented to the board during the regular June board meeting and recommended the board approve the Area Superintendent Evaluation Tool for the 2022-2023 school year.

Board President Newell thanked Mr. Martineau for his presentation and asked for a motion.

Victoria Hancock made a motion to approve the Area Superintendent Evaluation Tool for the 2022-2023 school year..

Susan Alderson seconded the motion.

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

Roll Call

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

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

Lindsay Reese directed the board to the August and September 2022 personnel action report located in their board packet. Ms. Reese noted that the school had three resignations, two Special Education Teachers and an Alumni Ambassador and one new hire, Student Services Technician, no terminations, and no reassignments for August and September 2022. Ms. Reese then recommended the board approve the personnel action report.

Board President Newell thanked Ms. Reese for her report and asked for a motion.

Susan Alderson 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 Absent
Jacqueline Reynoso Absent
Victoria Hancock Aye
Susan Alderson Aye

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

A. Observations and Comments

Board President Newell thanked Ms. Reese and her team for all of their hard work.

VI. 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: Steve Churchwell or Jenni Krengel, Unrepresented Employee: CEO

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

Susan Alderson seconded the motion.

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

Roll Call

Carol Stanford	Absent
Victoria Hancock	Aye
Ruth Escarcega Newell	Aye
Jacqueline Reynoso	Absent
Susan Alderson	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.

Susan Alderson seconded the motion.

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

Roll Call

Jacqueline Reynoso	Absent
Carol Stanford	Absent
Susan Alderson	Aye
Ruth Escarcega Newell	Aye
Victoria Hancock	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: Steve Churchwell or Jenni Krengel, Unrepresented Employee: CEO

VII. Action Item

A. The Board will be asked to review and approve compensation for the Chief Executive Officer

Board President Newell reported the summary recommendation of legal counsel for the salary and benefits package for Jeff Brown, commencing November 1, 2022, and requested a motion to approve the recommended amount of \$5,369.00 per year.

Susan Alderson made a motion to approve compensation for the Chief Executive Officer.

Victoria Hancock seconded the motion.

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

Roll Call

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

VIII. Closing Items

A. Next Regular Board Meeting Date: November 10, 2022, 4:00pm

B. Adjourn Meeting

Victoria Hancock made a motion to adjourn the meeting.

Susan Alderson seconded the motion.

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

Roll Call

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:15 PM.

Respectfully Submitted,
Ruth Escarcega Newell

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.