

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 8, 2022 at 4:00 PM

Location

Meeting Link

https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F_%23%2F%2Fmeetup-join%2F19%3Ameeting_Nml3NDI3ZTYtY2FmMS00YTFjLTgyZGIzMmM0Mzg1ZTc5NzAz%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=bd1731ec-21a6-49ff-a9a3-27728239713a&directDI=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true

Or call in for Audio only:

Conference Line: (657) 207-0015 Code: 478 642 531#

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), Susan Alderson (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 8, 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

Jeff Brown, CEO
Jeri Vincent, Corporate Secretary
Lindsay Reese, Area Superintendent
Lisa Youngflesh, Principal
Joy Taylor, Director of State and Federal Programs
Kevin Ogden, Charter Liaison
Jeff Martineau, V.P. of Charter Relations
Bill Thompson, Legal Counsel
Adam Miller, 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

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

F. Approve Agenda for the December 8, 2022, Regular Public Meeting of the Board of Directors

Susan Alderson made a motion to approve Agenda for the December 8, 2022, Regular Public Meeting of the Board of Directors.
Victoria Hancock seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

G. Approve Minutes of the October 20, 2022, Regular Public Meeting of the Board of Directors

Carol Stanford made a motion to approve the minutes from Regular Board Meeting on 10-20-22.
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
Susan Alderson	Aye

H. Approve Minutes of the November 10, 2022, Regular Public Meeting of the Board of Directors

Susan Alderson made a motion to approve the minutes from Regular Board Meeting on 11-10-22.
Carol Stanford seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

II. Consent Agenda

A. Consent Agenda Items

1. The Board will be asked to approve the revised School Safety Plan
2. The Board will be asked to approve the revised COVID-19 Plan for Resuming In-Person Instruction, an addendum to the school's Health and Safety Plan
3. The Board will be asked to approve the E-Rate vendor selections

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 items.

Carol Stanford made a motion to approve the consent agenda items.
Jacqueline Reynoso seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

Ms. Youngflesh introduced a teacher, Roger Vance, who shared a current student success story with the board. Mr. Vance expressed his gratitude for being a part of this school.

Lisa Youngflesh then updated the board on the following:

- Parents and students attended a student award night with a Thanksgiving meal provided by the school.
- Counselors provided a presentation on the dangers of Fentanyl.
- Students had the opportunity to join and asks questions to a military panel represented by different branches of our military, which included valuable information for students interested in this pathway after graduation.
- The graduation deadline is tomorrow and the next ceremony is on December 19th.
- Students attended a presentation on Native American Heritage presented by a current Native American staff member.

Board President Newell thanked Ms. Youngflesh for her presentation.

Ms. Reese praised Mr. Vance's dedication and hard work.

B. Area Superintendent Update

Lindsay Reese greeted the board and provided an update on the upcoming oversight process with their authorizer, including the process of showing the authorizer all of the wonderful things the school is doing. Ms. Reese thanked LLAC and the board for their continued support throughout the process.

Ms. Reese then shared that upon returning from winter break, staff will attend a four-day professional development event focusing on Professional Learning Communities, strategies on how to work with students impacted by trauma, and Mental Health First Aid. Ms. Reese then informed the board the school provided Thanksgiving baskets to students and their families that included canned goods, stuffing, a turkey voucher, and other fixings for a great Thanksgiving meal.

Board President Newell thanked Ms. Reese for her update.

C. Finance Update

Guita Sharifi directed the board to the financial update report for the Hanmi Bank Rotating Line of Credit (RLOC) and LLAC promissory note updates as of October 31, 2022. Ms. Sharifi reviewed the Hanmi RLOC current interest rate of 7.5%, which represents an increase from the previous RLOC of 6.75%, the expiration date, the current RLOC withdrawal amount, and the RLOC covenants ratios. Ms. Sharifi then reviewed the LLAC promissory loan balance, cumulative borrowing, available balance, and current interest rate of 4%.

Board President Newell thanked Ms. Sharifi for her update.

D. Annual Lifelong Learning Administration Corporation (LLAC) Services Report

Board President Newell informed the board that due to an unforeseen event this item will be moved to the January 5, 2023 board meeting.

V. Public Hearing

A. Open Public Hearing

Victoria Hancock made a motion to open the public hearing.
Jacqueline Reynoso seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

B. The Board will hold a public hearing to solicit the recommendations and comments of members of the public regarding the revised Personalized Learning Policy

Board President Newell announced the public hearing opened at 4:25 p.m.

Lindsay Reese directed the board to the redlined copy of the revised Personalized Learning Policy in their board packet and informed the board the revised policy reflects changes required by Assembly Bill 740, which was signed by the Governor on September 18 and goes into effect January 1, 2023. Ms. Reese directed the board to section 2.7 of the policy concerning Involuntary Removal Procedures, which has been revised to extend parental rights and notification requirements affecting homeless, foster or Indian children or youth to that student's educational rights holder, social worker, or tribal or county social worker, as applicable, during any involuntary removal process. Ms. Reese then explained the school has already begun working with the counseling support team to implement these new procedures and requirements in preparation for the January 1 due

date. Lastly, Ms. Reese asked for questions or comments from members of the public and board members.

Board President Newell thanked Ms. Reese for her presentation and asked if there were any members of the public on the line that wished to comment or if any written comments were submitted by the public. Mr. Martineau informed the board that no written requests or comments were received.

C. Close Public Hearing

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

Susan Alderson made a motion to close the public hearing.

Carol Stanford seconded the motion.

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

Roll Call

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

The public hearing was closed at 4:28 p.m.

VI. Action Items

A. The Board will be asked to approve the June 30, 2022, Annual Audit Report for the school

Guita Sharifi introduced Brian Hadley, Partner, CPA at Wilkinson, Hadley, King & Co., to review the audit report in detail with the board. Wilkinson, Hadley, King & Co. performed the audit for the 2021-22 fiscal year and reviewed the school's documents, financial statements, policies, and procedures.

Mr. Hadley directed the board to the Executive Summary and explained this section was prepared by the school. Mr. Hadley then directed the board to the Independent Auditor's Report letter located at 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 the year ending June 30, 2022, and no findings in the prior year audit.

Board President Newell thanked Mr. Hadley and asked if there were any board members who had any questions or comments.

Board Member Hancock thanked Mr. Hadley for his thorough report.

Hearing no additional comments, Ms. Newell requested a motion to approve the Annual Audit Report.

Victoria Hancock made a motion to approve the June 30, 2022, Annual Audit Report for the school.

Susan Alderson seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

B. The Board will be asked to review and approve the revised Personalized Learning Policy

Lindsay Reese recommended the board approve the revised Personalized Learning Policy that was shared during the Public Hearing.

Board President Newell thanked Ms. Reese and asked if there were any board members who had any questions or comments.

Board Member Alderson asked Ms. Reese to confirm that the policy is being changed to align with new changes at the state level. Ms. Reese informed the board that this policy includes the changes required by the state and is also a living document that can be changed when necessary.

Hearing no additional comments, Ms. Newell requested a motion to approve the revised Personalized Learning Policy.

Carol Stanford made a motion to approve the revised Personalized Learning Policy.
Jacqueline Reynoso seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

C. The Board will be asked to discuss and approve the Arts, Music, and Instructional Materials Discretionary Block Grant Plan

Joy Taylor directed the board to the Arts, Music, and Instructional Materials Discretionary Block Grant Plan located in their packet and explained that this is one-time funding for school years 2022-23 through 2025-26. Funds may be used for professional development, acquiring instructional materials, improving school climate including training on de-escalation and restorative justice strategies, developing diverse book collections with culturally relevant texts, operational costs, and COVID-19 costs. Ms. Taylor reviewed the plan's eligible uses and the awarded funding amount, and asked the board if they had any questions.

Joy Taylor informed the board that the Arts, Music, and Instructional Materials Discretionary Block Grant is one-time funding from the state through the 2025–26 school year. Funds may be used for professional development, acquiring instructional materials, improving school climate including training on de-escalation and restorative justice strategies, developing diverse book collections with culturally relevant texts, operational costs, and COVID-19 costs.

The school is receiving \$224,847 and as noted in the plan, the requirements for utilizing the funds are incredibly broad. The school's current considerations include creating or expanding arts, music and instructional programs, professional development, instructional materials, developing diverse book collections, operational costs, and COVID-19 costs. Ms. Taylor explained the school is assessing the school's needs for the best use of this one-time funding.

Board President Newell thanked Ms. Taylor and asked if there were any board members who had any questions or comments.

Board Member Reynoso thanked the staff for their hard work and expressed how pleased she is to see the school's alignment with the ethnic studies requirements.

Hearing no additional comments, Ms. Newell requested a motion to approve the Arts, Music, and Instructional Materials Discretionary Block Grant Plan.

Victoria Hancock made a motion to approve the Arts, Music, and Instructional Materials Discretionary Block Grant Plan.

Jacqueline Reynoso 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
Susan Alderson	Aye

D. The Board will be asked to approve the 2022-2023 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, 2022 through October 31, 2022. The report is comprised of a financial section that includes the original budget approved by the board in June, 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 310, and the school is currently projecting a funding P2 ADA of 326.
- The school is projecting total revenue of \$6.2M, which is \$1.2M higher than the school's original budget.
- LCFF projected revenue increased by \$476K primarily due to an increase in ADA and the a COLA increase.
- Federal revenue decreased from \$363K to \$206K due to a reduction of the Expanded Learning Opportunities Grant funding during this school year.
- Other State Revenue increased from \$387K to \$1.3M due to the Arts and Music Block Grant and the Learning Recovery Emergency Block Grant.
- Projected total expenditures of \$6.1M, which is an increase of \$1.1M compared to the original budget due to the implementation of services related to the new one-time restricted grants and an expansion of existing instructional spending due to the increase of available funding.

Finally, Ms. Sharifi reviewed the school's ending fund balance and restricted reserves, and asked the board for input and questions.

Board President Newell thanked Ms. Sharifi and asked if there were any board members who had any questions or comments. Hearing no further comments, Ms. Newell requested a motion to approve the First Interim Report.

Susan Alderson made a motion to approve the 2022-2023 First Interim Report. Victoria Hancock seconded the motion. The board **VOTED** to approve the motion.

Roll Call

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

Board Member Reynoso returned to the meeting after experiencing technical difficulties.

E. The Board will be asked to approve the revised Financial Reserves Plan

Lindsay Reese directed the board to the revised 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 congratulated Ms. Reese on reaching 10% reserves and asked if there were any board members who had any questions or comments. Hearing no further comments, Ms. Newell requested a motion to approve the revised Financial Reserves Plan.

Carol Stanford made a motion to approve the revised Financial Reserves Plan. Jacqueline Reynoso seconded the motion. The board **VOTED** to approve the motion.

Roll Call

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

F. The Board will be asked to review and approve Wilkinson, Hadley & King & Co., LLP to prepare the school's 2021 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, 2022 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 2021 tax returns.

Board President Newell thanked Ms. Sharifi and asked if there were any board members who had any questions or comments. Hearing no further comments, Ms. Newell requested a motion to approve Wilkinson, Hadley & King & Co., LLP to prepare the school's 2021 Form 990.

Victoria Hancock made a motion to approve Wilkinson, Hadley & King & Co., LLP to prepare the school's 2021 Form 990, Return of Organization Exempt from Income Tax. Carol Stanford seconded the motion. The board **VOTED** to approve the motion.

Roll Call

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

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

Lindsay Reese directed the board to the October and November 2022 personnel action report located in their board packet. Ms. Reese noted that the school had one Special Education Teacher new hire, one Teacher resignation, one Teacher termination and no reassignments for October and November 2022. Ms. Reese then recommended the board approve the personnel action report.

Board President Newell thanked Ms. Reese and requested a motion to approve the Personnel Action Report.

Susan Alderson 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
Ruth Escarcega Newell	Aye
Susan Alderson	Aye
Jacqueline Reynoso	Aye
Victoria Hancock	Aye

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

A. Observations and Comments

Jeff Brown commented on Mr. Vance's excitement and ambition. Mr. Brown praised the idea of having a meal with the teachers, parents, and students. He also discussed the impact the counselors can have on students, as well as the importance of celebrating heritage month and exposing students to various cultures. Mr. Brown thanked Ms. Reese for her hard work and LLAC for their continued support.

Jeri Vincent agreed with Mr. Brown and extended her appreciation to the board, staff, and everyone supporting the school.

Board President Newell thanked Ms. Reese and her team for all they do.

VIII. Closing Items

A.

Next Regular Board Meeting Date: January 5, 2023, 4:00pm

B. Adjourn Meeting

Carol Stanford made a motion to adjourn the meeting.

Susan Alderson seconded the motion.

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

Roll Call

Carol Stanford Aye

Jacqueline Reynoso Aye

Susan Alderson Aye

Victoria Hancock 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 5:09 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.