

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

Thursday March 9, 2023 at 4:00 PM

Location

Meeting Location: 4348 54th Street, San Diego, CA 92115

Or Join Using the Meeting Link:

https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F_%23%2F%2Fmeetup-join%2F19%3Ameeting_N2FhOTAxMTktNDI2ZC00ZjgyLWlyZjEtNWQzOTZhOTNhZTY0%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=1418351c-1767-4d1c-89cc-ffb19dc8b03&directDI=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true

Or Call in for audio only:

Conference Line (657) 207-0015 Code: 791 708 376#

MEETING LOGISTICS

The public is encouraged to participate in the meeting in person, or by dialing the conference line or 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 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, Jacqueline Reynoso, Ruth Escarcega Newell, Susan Alderson, Victoria Hancock

Directors Absent

None

Guests Present

Melissa Albrent

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 9, 2023 at 4:00 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
Jeri Vincent, Corporate Secretary
Lindsay Reese, Area Superintendent
Lisa Youngflesh, Principal
Tammy Friedeck, Assistant, Principal
Kevin Ogden, Charter Liaison
Bill Thompson, Legal Counsel
Guita Sharifi, CFO, LLAC
Michelle Lopez, Legal Counsel, LLAC

E. Approve Agenda for the March 9, 2023, Regular Public Meeting of the Board of Directors

Victoria Hancock made a motion to approve Agenda for the March 9, 2023, Regular Public Meeting of the Board of Directors.

Susan Alderson 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
Susan Alderson	Aye

F. Approve Minutes of the January 26, 2023, Regular Public Meeting of the Board of Directors

Carol Stanford made a motion to approve the minutes from Regular Board Meeting on 01-26-23.

Victoria Hancock seconded the motion.

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

Roll Call

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

G.

Approve Minutes of the February 9, 2023, Regular Public Meeting of the Board of Directors

Jacqueline Reynoso made a motion to approve the minutes from Regular Board Meeting on 02-09-23.

Susan Alderson seconded the motion.

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

Roll Call

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

II. Consent Agenda

A. Consent Agenda Items

1. The Board will be asked to approve the 2023-2024 Parent Student Handbook
2. The Board will be asked to approve the 2023-2024 School Calendar

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. Board Member Alderson requested consent agenda item 1 to be pulled and discussed separately.

Jacqueline Reynoso made a motion to approve the consent agenda item 2 and to pull consent agenda item 1 to be discussed separately.

Victoria Hancock seconded the motion.

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

Roll Call

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

Board Member Alderson requested additional review and editing of the Parent Student Handbook, including the assistance of a technical editor, prior to the release of the handbook at the start of the school year.

Board President Newell thanked Ms. Alderson for her suggestion and requested a motion to approve the handbook as is, and with the understanding that a revised version will be presented to the board at a future meeting.

Susan Alderson made a motion to approve the Parent Student Handbook.

Carol Stanford seconded the motion.

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

Roll Call

Victoria Hancock	Aye
Carol Stanford	Aye
Jacqueline Reynoso	Aye
Susan Alderson	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. The time allotted per presentation will not exceed three (3) minutes, unless 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 greeted the board and provided an update on the following topics:

- Dehesa Oversight Update: The authorizer's oversight has been a smooth process this school year. The authorizer requires a large volume of documents that the school submitted via a Google drive. This year the authorizer implemented a new document-sharing program called EpiCenter. Ms. Reese thanked Lauren Marston from the LLAC Charter Affairs team for her support in monitoring the EpiCenter website for requests and for uploading requested documentation.
- Enrollment Update: currently 335 students enrolled, with 13 additional students engaged in the pre-enrollment process for a total enrollment of 348, representing an increase 24 students since January.
- Graduation Update: Since July 1, 2022, 35 students have graduated.
- Community Partnership: The school is hosting a Spring Carnival at the end of March in partnership with SAY San Diego, First 5, and First Steps. The carnival will offer food, games and an opportunity to learn about community resources.
- Certified Nursing Assistant (CNA) Program: The school is in the process of developing a CNA program in partnership with the International Health Group Inc. (IHG). The comprehensive certification program includes all equipment, hands-on skill training, tutoring, Livescan, flu and COVID vaccination, and clinical experience. Interested students will attend the CNA program for 22 days to obtain their certification. IHG will then help students find placement in a healthcare facility upon meeting all of the program requirements and passing the state exam. The program costs \$1500 per student but will be waived if students remain in their job placement for at least 6 months.
- Community Wrap: New partner Community Wraparound is a gang prevention, positive youth development, and community safety initiative that leverages strategic community alliances to support gang-affiliated youth by offering an alternative to gang life and promoting success through involvement with family, school, work, and community.

Board President Newell thanked Ms. Reese for her report.

B. Principal Update

Lisa Youngflesh introduced Tammy Friedeck, who introduced a senior student. The student shared her experience attending the school and how the staff encouraged her to be a better student.

Ms. Youngflesh thanked Ms. Friedeck and the student. She then updated the board on the following areas:

- 436 students are currently enrolled.
- Student demographics: 76% socioeconomically disadvantaged, 20% SPED, 19% English Learners, and 45% are 18 years or older.
- After hours virtual tutoring is available from 6:00pm-9:00pm, Monday-Thursday, and 9:00am-12:00pm on Saturdays.
- Black History Month celebration at the learning center with guest speakers and lunch provided by local Black-owned businesses.
- Twelve students walked during the winter graduation ceremony.

Board President Newell thanked the student for sharing with the board. Board members discussed the resiliency of the students.

Board Member Reynoso inquired how they track homeless students. Ms. Youngflesh informed the board that students are expected to self-report and discussed the difficulties of obtaining accurate data.

C. Legislative Update

Bill Thompson directed the board to the legislative update summary for the 2022-23 school year located in their board packet. Mr. Thompson informed the board LLAC monitors all proposed and approved legislation for the school and works closely with the school leaders on legislative changes. Mr. Thompson then introduced Michelle Lopez, who reviewed several noteworthy and applicable laws including AB 748, AB 185, AB 58, AB 452, SB 906, AB 2158, AB 2449 and SB 1100. Ms. Lopez recommended the board review the legislative summary and to reach out with any questions.

Mr. Thompson then provided the board with an update of the ongoing efforts of the LLAC External Affairs division.

Board President Newell thanked Ms. Lopez and Mr. Thompson.

D. 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 January 31, 2023. Ms. Sharifi reviewed the Hanmi RLOC current interest rate of 8.25%, which represents an increase from the previous RLOC of 7.5%, 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 the update.

E. California Dashboard Report

Lindsay Reese greeted the board and directed them to the California Dashboard Report located in their board packet. Ms. Reese explained the Dashboard report provides performance information on multiple indicators for schools to identify strengths, weaknesses, and areas in need of improvement.

State indicators are based on data collected consistently across the state from LEAs through the California Longitudinal Pupil Achievement Data System (CALPADS) and testing vendors. The state indicators are:

- Academic Performance Indicators (reported separately for English language arts/literacy [ELA] and mathematics assessments)
- English Learner Progress
- Chronic Absenteeism
- Graduation Rate

- Suspension Rate
- College/Career

Ms. Reese informed the board this is the first Dashboard released since the pandemic and then reviewed the status levels for the school. Ms. Reese discussed the graduation rate listed on the Dashboard for school year 2021-22 compared to the school's internal one-year graduation cohort rate. Ms. Reese explained this percentage includes fourth-year graduates from the Class of 2022 as well as fifth-year graduates from the Class of 2021. On July 27, 2022, the US Department of Education (ED) declined California's waiver request that would allow for the continued use of modified methods for calculating the Academic and Graduation Rate indicators. As a result of this waiver denial, the 2022 Dashboard will be the first Dashboard without any modified methods applied to state indicators and all Dashboard Alternative School Status (DASS) schools will be treated the same as all other schools on the Dashboard. Previously, DASS schools were able to measure their graduation rate using a one-year cohort rather than a 4-year cohort. Ms. Reese stated the school's internal one-year cohort rate is 93.33%.

The board discussed the impact the change in reporting has on the school. Board President Newell thanked Ms. Reese for her report.

F. 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, 2022 through December 31, 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 Member Reynoso asked for additional information and examples of conflicts of interests. Ms. Reese provided a few examples to better explain conflicts of interests to the board.

G. 2022-2023 Board Meeting Dates

Board President Newell directed the board to the updated 2022-2023 regular board meeting calendar located in their board packet. Ms. Reese discussed with the board the reduction in meetings due to the end of virtual meetings.

V. 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. Ms. Sharifi explained the changes include updates to that table of contents, grammatical and spelling corrections, and the following recommended revisions:

- Page 99: Board Member Travel Reimbursement Policy added.
- Page 106: Coronavirus Pandemic addition removed as the pandemic ended March 16. Verbiage adjusted to reflect remote work rather than during a pandemic. Addition of ACH procedure details.
- Pages 106-107: Check signing authority is now always given to three individuals, rather than "at least three individuals." Additional basic grammar and verbiage corrections.
- Page 115: Pandemic regulations removed from Check Signing processes and replaced with remote work regulations.

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

Board President Newell thanked Ms. Sharifi and requested 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

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

B. The Board will be asked to approve the Second Interim Report and the Revised Budget for the 2022-2023 school year

Guita Sharifi directed the board to the Second Interim Report and revised budget for the 2022-23 school year and explained that the purpose of the report is to provide a financial overview of the school after the first 7 months of operations, from July 1, 2022 through January 31, 2023 actuals, and projected budget to June 2023 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 reviewed the ADA, expenditures, revenue, and projected reserves, and highlighted the following areas:

- The school originally budgeted a P2 ADA of 310, and the school is currently projecting a funding P2 ADA of 326.
- The school's revenue projections adjustments are primarily from changes in projected ADA and a reduction of approximately 33% in the Arts and Music Block Grant.
- LCFF, federal revenue, other state revenue, and other local revenue projections.
- Projected total expenditures of \$6M, which is an increase of \$1.1M compared to the original budget due to an increase in most spending categories due to the implementation of services related to the one-time restricted grants and an expansion of existing instructional spending due to the increase in projected ADA.

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 are any penalties if the federal funds are not used. Ms. Sharifi informed the board that the funds are recognized when the funds are spent and any remaining balance rolls over.

Board President Newell requested a motion.

Carol Stanford made a motion to approve the Second Interim Report and the Revised Budget for the 2022-2023 school year.

Susan Alderson seconded the motion.

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

Roll Call

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

C. The Board will be asked to approve using the auditing firm Wilkinson, Hadley & King & Co., LLP for the 2022-2023 audit

Guita Sharifi directed the board to the proposal presented by Wilkinson Hadley King & Co. to prepare the school's June 30, 2023 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 2021 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 Member Hancock asked if the auditors rotate. Ms. Sharifi informed the board that every 6 years the partners must rotate and she informed the board the auditors also perform annual peer reviews.

Board President Newell thanked Ms. Sharifi and requested a motion.

Victoria Hancock made a motion to approve using the auditing firm Wilkinson, Hadley & King & Co., LLP for the 2022-2023 audit.

Jacqueline Reynoso seconded the motion.

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

Roll Call

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

D. The Board will be asked to approve the Board Resolution Approving Board Stipends, increasing the board member stipend from \$450 to \$500 for each board member in attendance at a board meeting

Bill Thompson directed the board to the board resolution approving an increase in board stipends from \$450 per board meeting to \$500 per board meeting for each board member in attendance. Mr. Thompson explained the reasonable \$50 increase takes into consideration the additional board member responsibilities, time requirements, additional participation required at school events, and the overall cost of living increase. Mr. Thompson recommended the board approve the Board Resolution Approving Board Stipends.

Board Member Hancock asked if there was an effective date. Mr. Thompson informed the board should the motion pass, the change would become effective April 1, 2023.

Board President Newell thanked Mr. Thompson and requested a motion.

Jacqueline Reynoso made a motion to approve the Board Resolution Approving Board Stipends, increasing the board member stipend from \$450 to \$500 for each board member in attendance at a board meeting.

Carol Stanford seconded the motion.

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

Roll Call

Susan Alderson	Aye
Victoria Hancock	Aye
Carol Stanford	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 January and February 2023 personnel action report located in their board packet. Ms. Reese noted that the school had no new hires, reassignments or resignations for January and February 2023. Ms. Reese then recommended the board approve the personnel action report.

Susan Alderson made a motion to approve the Personnel Action Report.

Carol Stanford seconded the motion.

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

Roll Call

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

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

A. Observations and Comments

Jeff Brown thanked Ms. Friedeck for bringing the student to share her story with the board. He praised the hard work of the counselors and acknowledged the importance of community involvement. Mr. Brown commented on the good work being done to help students avoid or get out of the gang environment.

Jeri Vincent expressed her gratitude towards the board for their continued support. Ms. Vincent praised Ms. Reese for her commitment and passion. Lastly, she thanked the board for their continued support.

Board Secretary Stanford recognized Ms. Youngflesh and Ms. Friedeck for their attendance.

VII. Closed Session

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

PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov. Code section 54957(b)(1).) Title: Area Superintendent

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

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

B. Adjourn closed session and reconvene to open Board meeting

Carol Stanford 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

Carol Stanford Aye
Jacqueline Reynoso Aye
Ruth Escarcega Newell Aye
Susan Alderson 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 PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov. Code section 54957(b)(1).) Title: Area Superintendent

VIII. Closing Items

A. Next Regular Board Meeting Date: April 6, 2023, 4:00pm

B. Adjourn Meeting

Victoria Hancock made a motion to adjourn the meeting.
Jacqueline Reynoso seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Ruth Escarcega Newell	Aye
Carol Stanford	Aye
Susan Alderson	Aye
Jacqueline Reynoso	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 5:30 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. Documents are also available for public inspection at the Meeting Location noted on this agenda.