

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

Monday August 28, 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_NmU0MDgwNDItMzM4NS00MzlhLWEyNjAtYmNkMjU0N2UyMzll%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=64325e34-50a6-499c-b58d-1e8561ffe7b0&directDI=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true

Or Call in for audio only:

Conference Line (657) 207-0015 Code: 764 934 73#

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

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 Monday Aug 28, 2023 at 4:20 PM.

B. Roll Call and Establishment of Quorum

C. Pledge of Allegiance

Board Member Reynoso led the pledge of allegiance.

D. Staff Introductions

Jeff Brown, CEO
Shellie Hanes, Superintendent
Lindsay Reese, Area Superintendent
Lisa Youngflesh, Principal
Ryan Lapadula, Learning Center Coordinator
Joy Taylor, Director of State and Federal Programs
Jeff Martineau, V.P. of Charter Relations
Bill Thompson, Legal Counsel
Claudio Wohl, Senior VP Finance, LLAC
Michelle Lopez, Legal Counsel, LLAC

E. Approve Agenda for the August 28, 2023, Regular Public Meeting of the Board of Directors

Victoria Hancock made a motion to approve Agenda for the August 28, 2023, Regular Public Meeting of the Board of Directors.

Susan Alderson 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. Approve Minutes of the June 5, 2023, Regular Public Meeting of the Board of Directors

Board President Newell asked for a motion to approve the June 5, 2023, minutes with a revision to the Personnel Action Report action item section to correct the report timeframe from June-July to May-June.

Jacqueline Reynoso made a motion to approve the minutes with correction for the Regular Board Meeting on 06-05-23.

Victoria Hancock seconded the motion.

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

Roll Call

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

II. Consent Agenda

A. Consent Agenda Items

1. The Board will be asked to approve the revised Suspension and Expulsion Policy and Procedure
2. The Board will be asked to approve the revised English Learner Master Plan

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.

Susan Alderson seconded the motion.

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

Roll Call

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

Lisa Youngflesh introduced Ryan Lapadula, Learning Center Coordinator. Mr. Lapadula shared a student's story, including the school's positive impact and their future goals.

Ms. Youngflesh thanked Mr. Lapadula and then updated the board on the school's student engagement activities, including Wellness Wednesdays, Yoga, and Breathing in the Bay. She then provided an update on the dual enrollment program, PAC/ELAC meetings, and the Back to School event in partnership with the Chicano Federation.

Board President Newell thanked Ms. Youngflesh for her update.

B. Area Superintendent Update

Lindsay Reese greeted the board and then discussed the board metrics document, explaining how it breaks down performance measurements into five areas: ADA, Enrollment, Overall Credit Completion, Core Credit Completion, and 1-year graduation cohort rate. Ms. Reese explained this data is for Learning Period 1 and then explained each of the five performance measure areas.

Board President Newell thanked Ms. Reese for her update.

Board Member Reynoso asked for additional information about the school's goals. Ms. Reese further discussed the goals with the board.

C. 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 June 2023, 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 her update.

D. Finance Update and Budget Overview for the 2023-2024 School Year

Claudio Wohl directed the board to the Hanmi Bank Revolving Line of Credit (RLOC) financial update included in the board packet and reviewed the school's credit amount including the current interest rate of 9.0%, which represents an increase from the previous RLOC update provided to the board. Mr. Wohl then reviewed the expiration date, the current RLOC withdrawal amount, and the RLOC covenants ratios as of July 31, 2023.

Mr. Wohl then directed the board to the financial reporting calendar and discussed each of the required financial reports and their purpose. He also discussed the requirement for board approval at a board meeting, prior to submission to the school's authorizer.

Board President Newell thanked Mr. Wohl for his update.

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 2023 training will be presented by Young, Minney & Corr, LLP, and board members will have the option of attending a virtual session on Tuesday, September 19 at 11:00am or Wednesday, September 20 at 5:00pm. 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 her update.

F. Legislative Update

Bill Thompson provided updates to the board of directors on the current status of the legislature and the ongoing efforts of the LLAC External Affairs division.

Board President Newell thanked Mr. Thompson for his update.

V. Action Items

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

Claudio Wohl 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 recommended revision on page 60 adding Financial Abuse Hotline information.

Mr. Wohl then recommended the board approve the revised Charter School Accounting Manual.

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

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

B. The Board will be asked to approve the Unaudited Actuals for the 2022-2023 school year

Mr. Wohl directed the board to the unaudited actuals report for the 2022-2023 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 2022-2023, and the estimated ADA projections for 2023-2024 that were used as a baseline for developing the current school year budget.

Mr. Wohl reported that the school had a funding P-2 ADA of 324 for a total revenue of \$6.6M dollars, which was \$707K higher than the projected revenue presented at the June 2023 board meeting.

Mr. Wohl reported that the school ended the year with total expenditures of \$6.5M, which was \$722K higher than prior projections. This increase was due to a higher spending on salaries and benefits due to an increase in teacher and certificated administrative salaries, an increase in purchases of equipment, an increase in facilities as part of the adjustment mentioned before, and a decrease in professional service spending.

Mr. Wohl then discussed the school's excess revenue, and balance sheet assets and liabilities and the change in reporting outstanding assets and amortization on the asset side and as lease payables in the liability section due to a new reporting regulation.

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

Carol Stanford made a motion to approve the Unaudited Actuals for the 2022-2023 school year.

Jacqueline Reynoso seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

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

Lindsay Reese directed the board to the June and July 2023 personnel action report located in their board packet. Ms. Reese noted that the school had four new hires, one resignations, and one reassignment. Ms. Reese then recommended the board approve the personnel action report.

Board President Newell thanked Ms. Reese and requested a motion.
Victoria Hancock made a motion to approve the personnel action report.
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

D. The Board will be asked to approve the revised 2023-2024 Parent Student Handbook

Lindsay Reese directed the board to the revised 2023-2024 Parent Student Handbook located in their board packet. Mr. Reese explained the review process with school leadership and legal counsel and the revisions and format changes to the handbook.

Ms. Reese asked the board if they had any questions and after a brief conversation, Ms. Reese recommended the board approve the revised 2023-2024 Parent Student Handbook. Susan Alderson made a motion to approve the revised 2023-2024 Parent Student Handbook.

Jacqueline Reynoso seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

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

A. Observations and Comments

Jeff Brown congratulated Mr. Lapadula and thanked him for sharing a student's success story. Mr. Brown praised the great work of the school counselors and the community liaisons.

Board Member Reynoso commented on the school's healthy budget.

VII. Closed Session

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

1. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION, (Government Code section 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, (Government 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: Superintendent
4. CONFERENCE WITH LABOR NEGOTIATOR (Gov. Code section 54957.6), Agency designated representative: Steve Churchwell or Jenni Krengel, Unrepresented Employee: Chief Operating Officer

Susan Alderson made a motion to adjourn open public Board meeting to go into closed session.

Victoria Hancock seconded the motion.

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

Roll Call

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

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

1. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION, (Government Code section 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, (Government 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 Kregel, Unrepresented Employee: Superintendent
4. CONFERENCE WITH LABOR NEGOTIATOR (Gov. Code section 54957.6), Agency designated representative: Steve Churchwell or Jenni Kregel, Unrepresented Employee: Chief Operating Officer

VIII. Action Items

A. The Board will be asked to approve the position of Chief Operating Officer

Board President Newell asked the board if they had any comments or discussion, hearing none, she requested a motion to approve the Chief Operating Officer position.

Carol Stanford made a motion to approve the position of Chief Operating Officer.

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

B. The Board will be asked to review and approve the Amended Common Paymaster Agreement

Bill Thompson reviewed the revisions to the Amended Common Paymaster Agreement specifically the addition of the Chief Operating Officer position. Mr. Thompson asked the board if they had any questions.

Hearing none, Mr. Thompson asked the board to approve the Amended Common Paymaster Agreement.

Jacqueline Reynoso made a motion to approve the Amended Common Paymaster Agreement.

Carol Stanford seconded the motion.

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

Roll Call

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

C. The Board will be asked to review and approve compensation for the Superintendent

Board President Newell reported the summary recommendation of legal counsel for the salary and benefits package for Shellie Hanes, Superintendent, commencing July 1, 2023, and requested a motion to approve the recommended amount of \$4,419.21 per year.

Susan Alderson made a motion to approve compensation for the Superintendent.

Victoria Hancock 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

D. The Board will be asked to review and approve compensation for the Chief Operating Officer

Board President Newell reported the summary recommendation of legal counsel for the salary and benefits package for Darin Bower, Chief Operating Officer, and requested a motion to approve the recommended amount of \$4,547.96 per year.

Carol Stanford made a motion to approve compensation for the Chief Operating Officer.

Susan Alderson seconded the motion.

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

Roll Call

Ruth Escarcega Newell	Aye
Carol Stanford	Aye

Roll Call

Jacqueline Reynoso Aye
Susan Alderson Aye
Victoria Hancock Aye

IX. Closing Items

A. Next Regular Board Meeting Date: October 18, 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

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:32 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.