

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 November 27, 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_OGExYjFhMTItNmFkNy00NGMxLWE2OWMtOWIzYzdjNzJmYjVi%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=176c2a93-1cee-4cf2-a174-32ca82a96093&directDI=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true

Or Call in for audio only:

Conference Line (657) 207-0015 Code: 549 889 950#

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 Nov 27, 2023 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
Shellie Hanes, Superintendent
Lindsay Reese, Area Superintendent
Lisa Youngflesh, Principal
Ryan Lapadula, Learning Center Coordinator
Jeff Martineau, V.P. of Charter Relations
Bill Thompson, Legal Counsel
Guita Sharifi, CFO, LLAC
Michelle Lopez, Legal Counsel, LLAC

E. Approve Agenda for the November 27, 2023, Regular Public Meeting of the Board of Directors

Carol Stanford made a motion to approve Agenda for the November 27, 2023, 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
Ruth Escarcega Newell	Aye
Victoria Hancock	Aye
Susan Alderson	Aye
Jacqueline Reynoso	Aye

F. Approve Minutes of the October 16, 2023, Regular Public Meeting of the Board of Directors

Susan Alderson made a motion to approve the minutes from Regular Board Meeting on 10-16-23.

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
Susan Alderson	Aye

II. Consent Agenda

A. Consent Agenda Items

1. Revised School Safety Plan.
2. Revised COVID-19 Plan for Resuming In-Person Instruction, an addendum to the school's Health and Safety Plan.
3. 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.

Victoria Hancock made a motion to approve the consent agenda items.

Susan Alderson seconded the motion.

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

Roll Call

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

Lisa Youngflesh greeted the board and introduced Learning Center Coordinator, Ryan Lapadula. Mr. Lapadula then introduced teacher Roger Vance, who introduced a student to the board. The student shared his story and experience with Diego Hills Central, including the support and motivation he receives from the school.

Ms. Youngflesh then provided the board with an update on the following items:

- Hispanic Heritage Month celebrations.
- Field Trip to local colleges.
- BLAM Event

Board Secretary Stanford thanked the student for sharing his story.

Board President Newell congratulated the student.

Jeri Vincent praised the student and thanked the staff for providing a positive environment for the student to thrive in.

Board Member Alderson asked if they take the students on any field trips to vocational schools. Ms. Youngflesh informed the board they typically tour community colleges, which tend to offer more affordable vocational programs. Ms. Reese offered additional information regarding the various programs available to students.

B. Area Superintendent Update

Lindsay Reese greeted the board and then discussed the school's ADA, Enrollment, Overall Credit Completion, Core Credit Completion, and the one-year graduation cohort. Board President Newell thanked Ms. Reese for her update.

C. Finance Update

Guita Sharifi 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%, unchanged 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 September 30, 2023.

Finally, Ms. Sharifi informed the board the school does not anticipate any state budget cuts for this school year and will continue to monitor and update the board as needed. Board President Newell thanked Ms. Sharifi for her update.

D. Title 1 Program Evaluation for SY 2022-2023

Lindsay Reese directed the board to the Title I report in the board packet and explained the school's Title I program supports the literacy program for students who struggle with academic performance and need additional intervention programs and support personnel to effectively address their learning gaps.

Ms. Reese then reviewed the effectiveness of the school's literacy intervention program for SY 2022-23 and explained the school is continuing with the program this school year and extending the intervention outreach services so more intervention program credits are completed. The school will also provide individualized support for student to achieve their goals and will continue this activity for next school year.

Next, Ms. Reese discussed parent participation in the PAC and ELAC meetings and survey responses for SY 2022-23. Ms. Reese explained for SY 2023-24, the school will continue offering varying meeting times to accommodate parent schedules, extended meeting times to thoroughly discuss all information being shared, and using a variety of methods to reach parents and guardians.

Ms. Reese then asked the board for any feedback or questions. Board President Newell thanked Ms. Reese for her presentation.

V. Action Items

A. The Board will be asked to approve the June 30, 2023, Annual Audit Report for the school

Guita Sharifi directed the board to the annual audit report introduced Brian Hadley, Partner, CPA at Wilkinson, Hadley, King & Co., to review the audit report in detail with the board.

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 Independent Auditor's Report letter located in 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 year end June 30, 2023 and no findings in the prior year audit.

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

Jacqueline Reynoso made a motion to approve the June 30, 2023, Annual Audit Report for the school.

Victoria Hancock 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

B. The Board will be asked to approve the 2023-2024 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, 2023 through October 31, 2023. 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 grant funds. Ms. Sharifi highlighted the following areas:

- The school budgeted a P2 ADA of 330, and the school is currently projecting a funding P2 ADA of 291.
- The school is projecting total revenue of \$5M, which is \$525K lower than the school's original budget.
- LCFF projected revenue decreased by \$586K.
- Federal revenue had a slight increase from \$250K to \$255K.
- State Revenue increased from \$409K to \$463K due to a combination of the Proposition 28 Arts and Music School program, a slight increase in Special Education and a decrease in Lottery revenue.
- Other Revenue had a slight increase of \$2K from interest.
- Projected total expenditures of \$5M, which is a decrease of \$461K compared to the original budget due to a combination of a decrease in salaries and benefits and an increase in in purchases for school instructional supplies and a decrease in

curriculum material and equipment spending and operating expenses remains at similar spending levels.

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 for a motion.

Susan Alderson made a motion to approve the 2023-2024 First Interim Report.

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
Susan Alderson	Aye

C. The Board will be asked to review and approve Wilkinson, Hadley & King & Co., LLP to prepare the school's 2022 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, 2023 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 2022 tax returns.

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

Victoria Hancock made a motion to approve Wilkinson, Hadley & King & Co., LLP to prepare the school's 2022 Form 990, Return of Organization Exempt from Income Tax.

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

D. The Board will be asked to approve the Proposition 28 – Arts and Music in Schools Plan

Lindsay Reese directed the board members to the Arts and Music School Plan located in their board packet. Ms. Reese explained on November 8, 2022, California voters approved Proposition 28: The Arts and Music in Schools Funding Guarantee and Accountability Act and the school's allocation of \$54,374. Ms. Reese explained the expenditure timeline for school years 2023-2024 through 2025-2026. She then stated the school is focused on providing an Arts Education Program for instruction in dance, media arts, music, theatre, visual arts and more. Ms. Reese then asked the board for any feedback or questions and recommended the board approve the Arts and Music in Schools Plan.

The board requested additional information regarding the specifics of the funding. Ms. Reese explained to the board the difference between the arts and music funding the school received during COVID, which was a one-time funding. Ms. Reese emphasized the importance of providing arts and music to students and discussed the positive impact it has on enrollment and attendance.

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

Jacqueline Reynoso made a motion to approve the Proposition 28 – Arts and Music in Schools Plan.

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

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

Lindsay Reese directed the board to the October 2023 personnel action report located in their board packet. Ms. Reese noted that the school had no new hires, terminations, resignations, or reassignments. Reese then recommended the board approve the personnel action report.

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

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

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

A. Observations and Comments

Jeff Brown commented on the Hispanic Heritage celebrations, BLAM, and SLAM programs. He thanked the student for sharing his story and praised the great work of the teachers and staff.

Jeri Vincent asked Ms. Reese if they offer dual enrollment credits with the local colleges. Ms. Reese informed the board they do offer dual enrollment credits. Ms. Vincent commented on the overall enrollment and thanked everyone for their continued support.

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: Superintendent

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

Carol Stanford seconded the motion.

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

Roll Call

Susan Alderson	Aye
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.

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

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: Superintendent

VIII. Closing Items

A. Next Regular Board Meeting Date: February 26, 2024, 4:00pm

B. Adjourn Meeting

Jacqueline Reynoso made a motion to adjourn the meeting.

Victoria Hancock seconded the motion.

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

Roll Call

Victoria Hancock Aye

Susan Alderson Aye

Jacqueline Reynoso Aye

Ruth Escarcega Newell 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 5:15 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.