

APPROVED

# Diego Hills Central Public Charter School

## Minutes

### Regular Board Meeting

Operated by Diego Plus Education Corporation, A California Non-Profit Public Benefit Corporation

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#### Date and Time

Monday February 26, 2024 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\\_MWNjM2UxZTgtOTFmYS00YzgxLWlyMWUtNzUyMTM3NzE2Njhh%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=90b635e7-1299-4d5f-8234-136669dbffd0&directDI=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true](https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F_%23%2F%2Fmeetup-join%2F19%3Ameeting_MWNjM2UxZTgtOTFmYS00YzgxLWlyMWUtNzUyMTM3NzE2Njhh%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=90b635e7-1299-4d5f-8234-136669dbffd0&directDI=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true)

#### Or Call in for audio only:

Conference Line (657) 207-0015 Code: 201 119 625#

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#### 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](mailto: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.

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#### Directors Present

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

**Directors Absent**

*None*

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**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 Feb 26, 2024 at 4:00 PM.

**B. Roll Call and Establishment of Quorum**

Board President Newell performed a board member roll call and a quorum was established.

Board President Newell then introduced Vanessa Mendoza, who performed a roll call of the learning center location that joined the meeting via a two-way teleconference line.

**C. Pledge of Allegiance**

Board Member Reynoso led the pledge of allegiance.

**D. Staff Introductions**

Jeff Brown, CEO

Jeri Vincent, Corporate Secretary

Shellie Hanes, Superintendent

Lindsay Reese, Area Superintendent

Jeff Martineau, V.P. of Charter Relations

Lisa Youngflesh, Principal

Bill Thompson, Legal Counsel

Guita Sharifi, CFO, LLAC

Michelle Lopez, Legal Counsel, LLAC

**E. Approve Agenda for the February 26, 2024, Regular Public Meeting of the Board of Directors**

Victoria Hancock made a motion to approve Agenda for the February 26, 2024, Regular Public Meeting of the Board of Directors.

Carol Stanford 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

**F. Approve Minutes of the November 27, 2023, Regular Public Meeting of the Board of Directors**

Jacqueline Reynoso made a motion to approve the minutes from Regular Board Meeting on 11-27-23.

Susan Alderson seconded the motion.

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

**Roll Call**

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

**II. Consent Agenda**

**A. Consent Agenda Items**

1. The School Accountability Report Card
2. The 2024-2025 Parent Student Handbook
3. The 2024-2025 School Calendar
4. The revised Employee Handbook
5. The disposal of discontinued/obsolete technology equipment

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**

Susan Alderson Aye  
Victoria Hancock Aye  
Jacqueline Reynoso Aye  
Ruth Escarcega Newell 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. Legislative Update**

On behalf of Bob Morales, Mr. Thompson provided the board with an update of the ongoing efforts of the LLAC External Affairs division.

Mr. Thompson then introduced Michelle Lopez, who reviewed several noteworthy and applicable laws, including the education budget trailer bill, and changes to the school safety plan and parent-student handbook. Ms. Lopez recommended the board review the legislative summary and to reach out with any questions.

Board Member Reynoso asked if Assembly Member David Alvarez has visited the school. Ms. Reese informed the board that he has and that they have a good relationship with him.

Board President Newell thanked Mr. Thompson and Ms. Lopez for their updates.

##### **B. Principal Update**

Lisa Youngflesh reported that 15 students from Diego Hills Central participated in the school's winter graduation ceremony. She then presented on the school's current enrollment, student demographics, current academic goals, and the tutoring program.

Ms. Youngflesh then introduced Learning Center Coordinator, Ryan Lapadula. Mr. Lapadula then introduced a student who shared their poetry with the board.

Board Secretary Stanford thanked the student for sharing.

##### **C. Area Superintendent Update**

Lindsay Reese greeted the board and then discussed the school's learning period 7 data including Average Daily Attendance (ADA), enrollment, overall credit completion, core credit completion, and the one-year graduation cohort.

Board President Newell thanked Ms. Reese for her update.

#### **D. 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 January 31, 2024.

Finally, Ms. Sharifi informed the board they are continuing to monitor the state budget and will update the board as needed.

Board President Newell thanked Ms. Sharifi.

#### **E. Mid-Year Local Control Accountability Plan Update**

Lindsay Reese directed them to the 2023-2024 Mid-Year Local Control Accountability Plan ("LCAP") report located in the board packet. Ms. Reese then reviewed the following LCAP data:

- Goal #1 Increase Academic Progress.
- Goal #2 Students Will Gain Skills for College and Career-Readiness.
- Goal #3 Increase Student Retention.
- Goal #4 Increase Educational Partners' Engagement.

Ms. Reese then discussed with the board the actions and services for each goal.

Board President Newell thanked Ms. Reese for her update.

#### **F. California Dashboard Report**

Lindsay Reese greeted the board and reminded the board the school is currently certified as a Dashboard Alternative Schools Status (DASS) school and provided an accountability update for the school. Ms. Reese explained the California School Dashboard is one part of California's comprehensive accountability system for schools, districts, and county offices of education that reports performance and progress in six state indicators and seven local indicators. Each area reflects the priorities of California's Local Control Funding Formula (LCFF) and the metrics required by the federal Every Student Succeeds Act (ESSA).

Ms. Reese then 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 the school year 2022-23 compared to the school's internal one-year graduation cohort rate. Ms. Reese explained this percentage includes fourth-year

graduates from the Class of 2023 as well as fifth-year graduates from the Class of 2022. 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 2023 Dashboard will be the first Dashboard without any modified methods applied to state indicators and all 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 78.21%. Board President Newell thanked Ms. Reese for her update.

#### **G. 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, 2023 through December 31, 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 her or legal counsel for any questions.

Board Member Reynoso informed Mr. Thompson that she has a question she would like to follow up with him about.

Board President Newell thanked Ms. Reese.

#### **H. Conflict of Interest Code Status**

Jeff Martineau informed the board that FPPC Form 804 was completed and submitted for the new position of COO. He informed the board that the Conflict of Interest Code will be amended to reflect the COO position during the biennial review, beginning in June 2024, and will be presented to the board for their approval at a future meeting.

Board President Newell thanked Mr. Martineau.

### **V. Action Items**

#### **A. The Board will be asked to approve the Charter School's renewal application and re-certification for Dashboard Alternative School Status**

Lindsay Reese directed the board to the letter enclosed in their board packet and explained that as a Dashboard Alternative Schools Status (DASS) program, the school must re-certify its DASS status every three years. To be eligible for DASS, charter schools must have an unduplicated count of at least 70 percent of their total enrollment comprised of high-risk students, obtain approval from the Charter School Board certifying the school meets the DASS criteria, and send notification to the authorizing governing board. Ms. Reese then explained the school has met the threshold for qualifying for DASS recertification with an unduplicated student population of 81.4%. Ms. Reese recommended the board approve the school's renewal application and re-certification for Dashboard Alternative School Status

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

Jacqueline Reynoso made a motion to approve the Charter School's renewal application and re-certification for Dashboard Alternative School Status.

Susan Alderson 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

**B. The Board will be asked to approve the Second Interim Report and the Revised Budget for the 2023-2024 school year**

Guita Sharifi directed the board to the Second Interim Report and revised budget for the 2023-2024 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, 2023 through January 31, 2024 actuals, and projected budget to June 2024 year-end. The report categories include the original budget, revised budget, actuals to date, projected year-end totals, projected year-end reserves, and ADA. Ms. Sharifi reviewed the ADA, expenditures, revenue, and projected reserves, and highlighted the following areas:

- The school budgeted a P2 ADA of 330, and the school is currently projecting a funding P2 ADA of 294.
- The school is projecting total revenue of \$5.1M, which is lower than the school's original budget.
- LCFF projected revenue decreased by \$545K primarily due to an increase in projected ADA.
- Projected total expenditures of \$5M, which is a decrease of \$409K compared to the original budget due to the implementation of services primarily related to the decrease in projected ADA.
- Federal revenue had a slight increase of \$6K due to rate adjustments.
- Other State Revenue increased from \$409K to \$475K due to a combination of the Arts and Music Block Grant, Special Education, and Lottery, and a decrease 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 for a motion.

Carol Stanford made a motion to approve the Second Interim Report and the Revised Budget for the 2023-2024 school year.

Victoria Hancock seconded the motion.

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

**Roll Call**

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

**C. The Board will be asked to approve using the auditing firm Wilkinson, Hadley & King & Co., LLP for the 2023-2024 audit**

Guita Sharifi directed the board to the proposal presented by Wilkinson Hadley King & Co. to prepare the school's June 30, 2024 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 2022 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 President Newell thanked Ms. Sharifi and asked for a motion.

Jacqueline Reynoso made a motion to approve using the auditing firm Wilkinson, Hadley & King & Co., LLP for the 2023-2024 audit.

Victoria Hancock 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

**D. 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 thanked Ms. Reese and asked for a motion.

Carol Stanford made a motion to approve the revised Financial Reserves Plan.

Susan Alderson seconded the motion.

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

**Roll Call**

Ruth Escarcega Newell Aye  
Susan Alderson Aye  
Victoria Hancock Aye



**Roll Call**

Jacqueline Reynoso Aye  
Carol Stanford Aye

**E. The Board will be asked to approve the Board Resolution Authorizing Application for Grants**

Guita Sharifi directed the board to the grant resolution located in their board packet and explained the purpose is to authorize Lifelong Learning Administration Corporation (“LLAC”) to apply for Grants, upon the request of the CEO of the Corporation or designee, on behalf of the School; and confirming that LLAC shall administer and manage all reporting requirements associated with any such Grants on behalf of the School. Ms. Sharifi further explained that no individual Grant shall exceed \$1,500,000.00 and the annual total of combined Grants shall not to exceed \$10,000,000.00 in any fiscal year without prior Board approval. Ms. Sharifi recommended the board approve the Board Resolution Authorizing Application for Grants.

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

Victoria Hancock made a motion to approve the Board Resolution Authorizing Application for Grants.

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 approve the personnel action report**

Lindsay Reese directed the board to the December 2023 to January 2024 personnel action report located in their board packet. Ms. Reese noted that the school had zero new hires, one resignation, zero terminations and one reassignments. Ms. 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**

Ruth Escarcega Newell Aye  
Susan Alderson 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 congratulated Ms. Reese and Ms. Youngflesh, as well as their staff. He expressed his appreciation for their continued dedication to the students. Lastly, he thanked the student for her performance.

Jeri Vincent thanked Ms. Reese and Ms. Youngflesh for their dedication.

Board President Newell thanked everyone and praised the SLAM Poetry program.

## 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.

Jacqueline Reynoso seconded the motion.

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

#### Roll Call

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

Carol Stanford 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

**Roll Call**

Carol Stanford            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: April 8, 2024, 4:00pm**

**B. Adjourn Meeting**

Jacqueline Reynoso made a motion to adjourn the meeting.

Susan Alderson seconded the motion.

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

**Roll Call**

Jacqueline Reynoso    Aye

Carol Stanford        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 5:28 PM.

Respectfully Submitted,  
Carol Stanford

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**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](mailto:publiccomments@dhcentralcharter.org). Documents are also available for public inspection at the Meeting Location noted on this agenda.