

Desert Sands Public Charter

Minutes

Operated by Desert Sands Charter High School, Inc.

Date and Time

Monday August 19, 2019 at 4:00 PM

Location

44130 20th Street West, Lancaster, CA 93534 Remote Locations: 177 Holston Drive, Lancaster, CA, 93535; 555 W. 5th Street, Los Angeles, CA 90013 Conference Call: (661) 249-6805 Code: 447502

Directors Present

Dana Clark, James Lott, Marvin D. Smith, Michael R Adams, Ruth Escarcega Newell (remote)

Directors Absent

None

Guests Present

Aracely Mayoral, Bill Thompson, Claudio Wohl, Jeff Brown, Jeri Vincent (remote), John Fox, Tinisha Hamberlin

I. Opening Items

A. Pledge of Allegiance

Led by Marvin D. Smith

B. Record Attendance and Guests

C. Call the Meeting to Order

Michael R Adams called a meeting of the board of directors of Desert Sands Public Charter to order on Monday Aug 19, 2019 @ 4:00 PM at 44130 20th Street West, Lancaster, CA 93534 Remote Locations: 177 Holston Drive, Lancaster, CA, 93535; 555 W. 5th Street, Los Angeles, CA 90013 Conference Call: (661) 249-6805 Code: 447502.

D. TELECONFERENCE ANNOUNCEMENTS & PUBLIC COMMENTS

Michael R. Adams read the following announcements and instructions for members of the public:

TELECONFERENCE ANNOUNCEMENTS

Our teleconference line is open to staff from the charter school as well as members of the public who wish to participate. Staff members on the conference line may state their names and titles at this time. Any members of the public on the conference line may share their name as well, however, members of the public have the right to participate anonymously.

PUBLIC COMMENTS

Members of the public who wish to address the Board on any item within the subject matter jurisdiction of the Board, whether or not the item is on the Agenda, may do so now, provided that such members have signed in before the commencement of the meeting. The total time allotted for public comments will not exceed eighteen (18) minutes. 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.

Members of the public shall be seated in designated areas and may stand but will not be permitted to move about the Board Room during the meeting.

In compliance with the Americans with Disabilities Act (ADA) and upon request, the Board may furnish reasonable auxiliary aids and services to qualified individuals with disabilities. Individuals who require appropriate modification are invited to contact Soliman Villapando at (661) 272-1225 at least forty-eight (48) hours before the scheduled meeting so that the Board may make every reasonable effort to accommodate you.

Michael R. Adams asked if there were any members of the public attending the meeting who wished to offer public comment. There were no members of the public in attendance.

E. Approve/adopt Agenda for the August 19, 2019, Regular Public Meeting of the Board of Directors.

The Board was asked to approve/adopt the Agenda for the August 19, 2019, Regular Public Meeting of the Board of Directors.

Marvin D. Smith made a motion to approve/adopt the Agenda for the August 19, 2019, Regular Public Meeting of the Board of Directors.

Dana Clark seconded the motion.

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

Roll Call

Michael R Adams	Aye
Ruth Escarcega Newell	Aye
Dana Clark	Aye
James Lott	Aye
Marvin D. Smith	Aye

F. Approve Minutes of the June 24, 2019, Annual Public Meeting of the Board of Directors

The Board was asked to approve the Minutes of the June 24, 2019, Annual Public Meeting of the Board of Directors.

Ruth Escarcega Newell made a motion to approve Minutes of the June 24, 2019, Annual Public Meeting of the Board of Directors.

Marvin D. Smith seconded the motion.

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

Roll Call

Michael R Adams	Aye
Ruth Escarcega Newell	Aye
Dana Clark	Aye
Marvin D. Smith	Aye
James Lott	Aye

G. Approve Minutes of the June 26, 2019, Special Public Meeting of the Board of Directors.

The Board was asked to approve the Minutes of the June 26, 2019, Special Public Meeting of the Board of Directors.

Ruth Escarcega Newell made a motion to approve the Minutes of the June 26, 2019, Special Public Meeting of the Board of Directors.

James Lott seconded the motion.

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

Roll Call

James Lott	Aye
Marvin D. Smith	Aye
Ruth Escarcega Newell	Aye
Michael R Adams	Aye
Dana Clark	Aye

II. SCHOOL REPORTS AND INFORMATION

A. Principal/School Reports

Desert Sands Public Charter representatives provided the following updates:

- The Office of Equal Opportunity conducted a civil rights review and reported the school had no findings
- Three new special education teachers were hired
- School Track A served students from the surrounding districts, and over 500 credits were completed
- The experiential learning program will provide students three upcoming opportunities for active learning
- The school has a new goal to increase the credit completion rate

B. Educational Report

The Board was presented with the following reports:

- 2018-19 Overview/Metrics for Success
- Special Education Update
- Compliance Update
- Counseling Update
- English Learner Team Update
- We Believe Goals Report

C. Local Control Funding Formula (LCFF) Priority #3: Parent Engagement Indicator Ratings

At the request of the school leader, a Lifelong Learning Administration Corporation representative presented the Board with the Dashboard Local Indicators Report regarding parent engagement. Last May, School leadership was trained on the self-reflection tool for family engagement, which was developed by the California Department of Education. Principals at the School had staff speak to parents and ask questions using the self-reflection tool. The School received input from parents of English Learners, foster youth, low income and exceptional needs students. This process helped the School improve communication with parents, and the School may benefit by having further outreach activities. The Board was informed that all standards set by the local education agency (LEA) regarding parental engagement have been met.

D. 2019-20 Annual Board Meeting Calendar Notice

Board members were provided with a 2019-2020 Board Meeting Calendar.

E. Update on California Department of Education Civil Rights Compliance Review

The Principal reported that the California Department of Education, Office of Equal Opportunity (CDE-OEO) conducted its onsite civil rights compliance review of the school on June 24-28,

which included an extensive review of the school's facilities, policies, data, and other documentation, and also onsite interviews. Desert Sands was pleased to receive a letter dated July 19, 2019, which reports the CDE-OEO concluded its review and had no findings and requires no corrective action.

III. Consent Agenda Items

A. Consent Agenda Items

A. Consent Agenda Items

Actions proposed for the Consent Agenda are consistent with adopted policies and approved practices of the school, and are deemed routine in nature. The Board was asked to approve all of the Consent Agenda Items by single vote unless any member of the Board or the Public asked that an item be removed from the Consent Agenda and considered and discussed separately.

1. The Board was asked to approve the Administration of Medication Policy.
2. The Board was asked to approve the Section 504 Board Policy, Procedures, and Parent Rights.
3. The Board was asked to approve revisions to the Expense Reimbursement Policy.
4. The Board was asked to approve the revised English Learner Master Plan.

James Lott made a motion to approve the Consent Agenda Items for the August 19, 2019, Regular Public Meeting of the Board of Directors.

Dana Clark seconded the motion.

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

Roll Call

Dana Clark	Aye
Ruth Escarcega Newell	Aye
Michael R Adams	Aye
James Lott	Aye
Marvin D. Smith	Aye

IV. Action Items

A. The Board will be asked to approve the Unaudited Actuals for 2018-2019.

At the request of the school leader, a Lifelong Learning Administration Corporation representative presented the Board with the Unaudited Actuals for 2018-2019. After discussion, the following action was taken:

James Lott made a motion to approve the Unaudited Actuals for 2018-2019.

Dana Clark seconded the motion.

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

Roll Call

James Lott	Aye
Ruth Escarcega Newell	Aye
Michael R Adams	Aye
Marvin D. Smith	Aye
Dana Clark	Aye

B. The Board will be asked to appoint a new Chief Executive Officer.

Legal Counsel for the School informed the Board of the need to appoint a new Chief Executive Officer (CEO) and presented Jeff Brown to the Board as a candidate. After discussion, the following action was taken:

Marvin D. Smith made a motion to approve Jeff Brown as Chief Executive Officer.
Dana Clark seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

Dana Clark	Aye
James Lott	Aye
Ruth Escarcega Newell	Aye
Marvin D. Smith	Aye
Michael R Adams	Aye

C. The Board will be asked to review and approve compensation for the Chief Executive Officer.

Mr. Brown left the room. The Board was presented with proposed compensation for Jeff Brown, CEO for the 2019-2020 year. In connection therewith, the Board was provided with an executive compensation analysis and report prepared by the law firm of Blank Rome, LLP. The board discussed the report and the recommended salary and benefits. A copy of the report will be appended to and maintained with these minutes. Legal Counsel reviewed for the Board its obligations when considering executive compensation, the laws applicable to compensation for executives of non-profit entities and other pertinent legal considerations, including the manner in which the compensation study was prepared to determine the reasonableness of Mr. Brown's proposed compensation for the 2019-2020 year. It was noted that the report contained a typographical error with respect to the name of the school, however all numbers and particulars apply to Desert Sands Public Charter. With this understanding, after review and discussion, the following action was taken:

Dana Clark made a motion to review and approve compensation for the CEO.
Marvin D. Smith seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

James Lott	Aye
Marvin D. Smith	Aye
Ruth Escarcega Newell	Aye
Dana Clark	Aye
Michael R Adams	Aye

Following the official vote, Mr. Brown returned to the meeting.

D. The Board will be asked to update and approve bank account signers.

The Board was informed the current bank account signers include: Caprice Young, Superintendent; Jeri Vincent, Chief Financial Officer/Secretary; William Toomey; and Patrick Hill.

The Board was asked to update and approve Jeff Brown/CEO as an additional bank account signer. The following action was taken:

James Lott made a motion to update and approve bank account signers.
Dana Clark seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

James Lott	Aye
Dana Clark	Aye

Marvin D. Smith Aye
Ruth Escarcega Newell Aye
Michael R Adams Aye

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

At the request of the school leader, a Lifelong Learning Administration Corporation representative informed the Board they are being asked to approve the revised Charter School Accounting Manual based on the California Charter School Accounting and Best Practices Manual, Fiscal Crisis and Management Assistance Team (FCMAT), 2017. After discussion of the revisions the following action was taken to approve the Charter School Accounting Manual:

Ruth Escarcega Newell made a motion to approve the revised Charter School Accounting Manual.

James Lott seconded the motion.

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

Roll Call

Michael R Adams Aye
Ruth Escarcega Newell Aye
Marvin D. Smith Aye
Dana Clark Aye
James Lott Aye

F. The Board will be asked to authorize amendments to the Employee Handbook

Legal Counsel for the school recommended the Board authorize amendments to the Employee Handbook for minor or non-material changes without specific Board action and designate authority for the oversight and final approval of such amendments to the Superintendent.

James Lott made a motion to authorize amendments to the Employee Handbook.

Marvin D. Smith seconded the motion.

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

Roll Call

Marvin D. Smith Aye
Michael R Adams Aye
Ruth Escarcega Newell Aye
James Lott Aye
Dana Clark Aye

G. The Board will be asked to adopt an updated Conflict of Interest Code.

Legal Counsel for the School informed the Board that the title Regional Vice President has been replaced with Area Superintendent. The Conflict of Interest Code Bridge Policy has been updated to reflect this title change. Legal Counsel for the School asked the Board to adopt the updated Conflict of Interest Code Bridge Policy.

Dana Clark made a motion to adopt the updated Conflict of Interest Code Bridge Policy.

Marvin D. Smith seconded the motion.

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

Roll Call

Marvin D. Smith Aye
Ruth Escarcega Newell Aye
Dana Clark Aye
Michael R Adams Aye
James Lott Aye

H. The Board will be asked to approve and ratify the sale and purchase of certain capital assets.

A representative from Lifelong Learning Administration Corporation asked the Board to approve the sale of certain capital assets and also to approve the purchase of capital assets from another school.

Dana Clark made a motion to approve and ratify the sale and purchase of certain capital assets.

James Lott seconded the motion.

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

Roll Call

Ruth Escarcega Newell	Aye
Marvin D. Smith	Aye
Dana Clark	Aye
James Lott	Aye
Michael R Adams	Aye

V. ADJOURN OPEN PUBLIC BOARD MEETING TO GO INTO CLOSED SESSION

A. ADJOURN OPEN PUBLIC BOARD MEETING TO GO INTO CLOSED SESSION

Ruth Escarcega Newell, Jeri Vincent and James Lott disconnected from the conference line and called into the Closed Session meeting from another phone line.

Legal Counsel for the School discussed existing litigation related to *Milton vs. Desert Sands Public Charter, et al.*, San Bernardino Superior Court No. CIVDS1821125.

Dana Clark made a motion to adjourn the Open Public Board Meeting and go into closed session.

James Lott seconded the motion.

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

Roll Call

Ruth Escarcega Newell	Aye
James Lott	Aye
Dana Clark	Aye
Marvin D. Smith	Aye
Michael R Adams	Aye

B. ADJOURN CLOSED SESSION and RECONVENE REGULAR BOARD MEETING

James Lott made a motion to adjourn the Closed Session and Reconvene the Regular Board Meeting.

Dana Clark seconded the motion.

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

Roll Call

Marvin D. Smith	Aye
James Lott	Aye
Michael R Adams	Aye
Ruth Escarcega Newell	Aye
Dana Clark	Aye

C. REPORT OF ACTION TAKEN OR RECOMMENDATIONS MADE IN CLOSED SESSION, IF ANY

The Board president reported that there was no action taken or recommendations made during the Closed Session.

VI. Legal Update

A. Legal Update

Legal Counsel for the School provided the Board with new and updated information regarding legislation affecting charter schools.

VII. Closing Items

A. Adjourn Meeting

James Lott made a motion to adjourn the meeting.

Dana Clark seconded the motion.

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

Roll Call

Marvin D. Smith Aye

James Lott Aye

Dana Clark Aye

Michael R Adams 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 4:30 PM.

Respectfully Submitted,
Ruth Escarcega Newell