

APPROVED

# Desert Sands Charter High School

## Minutes

Operated by Desert Sands Public Charter, Inc.

A California Non-Profit Public Benefit Corporation

---

### Date and Time

Monday November 30, 2020 at 4:00 PM

### Location

Conference Line: (661) 249-6805 Code:525676

---

### MEETING LOGISTICS

On March 17, 2020, Governor Newsom issued Executive Order N-29-20 related to the COVID-19 pandemic. The Executive Order allows state bodies covered by the Brown Act to hold public meetings via teleconferencing. The public is encouraged to participate in the meeting telephonically by dialing the conference line listed above and may submit written comments for prior consideration to the board members. Comments can be submitted to [vmendoza@dschs.org](mailto:vmendoza@dschs.org). Public comment on the day of the meeting can also be given 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.

### REMINDER

As required by state law (SB 126), this meeting will be audio recorded and posted on the charter school's website.

---

### Directors Present

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

### Directors Absent

None

---

## I. Opening Items

### A. Call the Meeting to Order

Michael R Adams called a meeting of the board of directors of Desert Sands Charter High School to order on Monday Nov 30, 2020 @ 4:00 PM.

Board President Adams read aloud the notices regarding meeting logistics, accommodations, and audio recording.

### B. Roll Call and Establishment of Quorum

**C. Pledge of Allegiance**

Board Member Smith led the pledge of allegiance.

**D. Staff Introductions**

Jeff Brown, CEO  
Taera Childers, Area Superintendent  
Tinisha Hamberlin, Regional Director of Education  
Cody Urban, CTE Teacher  
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 30, 2020, Regular Public Meeting of the Board of Directors**

Ruth Escarcega Newell made a motion to approve the agenda for the November 30, 2020, Regular Public Meeting of the Board of Directors.

James Lott seconded the motion.

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

**Roll Call**

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

**F. Approve Minutes of the October 21, 2020, Regular Public Meeting of the Board of Directors**

Board Secretary Newell and Guita Sharifi briefly discussed the temporary increase of the line of credit noted in the October 21, 2020 minutes.

Ruth Escarcega Newell made a motion to approve the minutes from the October 21, 2020, Regular Public Meeting of the Board of Directors. Operated by Desert Sands Public Charter, Inc. on 10-21-20.

Marvin D. Smith seconded the motion.

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

**Roll Call**

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

**II. Consent Agenda**

**A. Consent Agenda Items**

Marvin D. Smith made a motion to approve the consent agenda.

James Lott seconded the motion.

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

**Roll Call**

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

### III. Public Comment

#### A. Public Comment

Board President Adams 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. If you would like to participate in public comment, you must have signed in before the commencement of the meeting. Also, our teleconference line is open to members of the public who wish to participate in public comment. 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. The total time allotted for public comments will not exceed eighteen (18) minutes per agenda item, or ten (10) minutes for non-agenda items. 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 Adams 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. Public Hearing

#### A. Open Public Hearing

Ruth Escarcega Newell made a motion to open the public hearing.

Dana Clark seconded the motion.

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

##### Roll Call

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

#### B. The Board will hold a public hearing to solicit the recommendations and comments of members of the public regarding the Local Control Funding Formula Budget Overview for Parents

Board President Adams opened the public hearing at 4:10pm.

Taera Childers provided background information on the Budget Overview for Parents (BOP) and informed the board the BOP includes information on Local Control Funding Formula (LCFF) revenues and Federal Coronavirus Aid, Relief, and Economic Security (CARES) Act funds. The chart lists the amount from each funding source and the percentage of the total revenue for that source. Ms. Childers explained that the BOP demonstrates to the public and parents that the school directed its funds in 2019-2020 towards increasing or improving services in meeting the needs of the school community impacted by COVID 19, while also directing funds for its high needs students such as low income students, English Learners, foster youth, and homeless students. Ms. Childers then reviewed each section of the BOP with the board.

Board Member Smith requested further information on the Local Control Funding Formula and Guita Sharifi explained the source of the funding.

Board President Adams then asked if there were any members of the public on the conference line who wished to provide recommendations or comments, or if there were any written comments submitted to the board. Hearing no members of the public who offered public comment or submitted written comment, Board President Adams then asked for a motion to close the public hearing.

### **C. Close Public Hearing**

James Lott made a motion to close the public hearing.

Ruth Escarcega Newell seconded the motion.

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

#### **Roll Call**

Michael R Adams Aye

Ruth Escarcega Newell Aye

James Lott Aye

Marvin D. Smith Aye

Dana Clark Aye

Board President Adams closed the public hearing at 4:20pm.

## **V. School Reports and Information**

### **A. Area Superintendent Update**

Taera Childers provided the following school updates:

- The LA County Department of Health issued a safer-at-home order that takes effect today, November 30th, and is in place until December 20th which will delay the school's in-person instruction plans.
- The Lancaster learning center distributed over 50 full Thanksgiving dinner baskets to students and their families.
- On November 20th, the Lancaster learning center held a social distancing walk up graduation for 45 students.
- Cody Urban discussed the school's Media Arts program and how the program is being taught during remote instruction. Mr. Urban then introduced a current student who shared her experience as a Media Arts student. The student explained the course and how students learn about journalism, animation, editing and how to make a movie, and that she strongly recommends this program to other creative students.

Board Secretary Newell requested a link to the video project and Ms. Childers and Mr. Urban confirmed an access link will be provided to all board members.

## **VI. Action Items**

### **A. The Board will be asked to approve the Area Superintendent Evaluation Policy**

Jeff Martineau directed the board to the Area Superintendent Evaluation Policy and Procedures as discussed during the October regular board meeting. Mr. Martineau explained the evaluation policy will begin school year 2021-22, and the evaluation metrics, criteria and training will be available by Fall of 2021.

Mr. Martineau recommended the board approve the Area Superintendent Evaluation Policy.

James Lott made a motion to approve the Area Superintendent Evaluation Policy.

Marvin D. Smith seconded the motion.  
The board **VOTED** to approve the motion.

**Roll Call**

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

**B. The Board will be asked to approve the 2020-21 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 4 months of operations, from July 1, 2020 through October 31, 2020. The report is composed of a financial section that includes the original budget, projected totals for this year, actuals to date and projected school reserves at year end. The last page of the report shows ADA information which is especially unique for this year as the projected funding for P2 ADA is already known. Ms. Sharifi reviewed each section of the first interim report in detail including the ADA Hold Harmless for 2019-20 and 2020-21, LCFF base grant amount, increase in cash deferrals, adjustments to the special education base rate, Learning Loss Mitigation Funding and E-Rate funding.

Board Secretary Newell and Ms. Sharifi discussed the current status of the Paycheck Protection Program loan forgiveness program.  
Ruth Escarcega Newell made a motion to approve the 2020-21 First Interim Report.

James Lott seconded the motion.  
The board **VOTED** to approve the motion.

**Roll Call**

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

**C. The Board will be asked to approve the Local Control Funding Formula Budget Overview for Parents**

Taera Childers provided another summary of the the Budget Overview for Parents.  
Ms. Childers informed the board the school has made progress or fulfilled all actions described in the Learning Continuity Plan and is continuously looking for ways to support and improve services to our high needs population. Ms. Childers recommended the board approve the Local Control Funding Formula Budget Overview for Parents as presented during the public hearing.  
Marvin D. Smith made a motion to approve the Local Control Funding Formula Budget Overview for Parents.  
Dana Clark seconded the motion.  
The board **VOTED** to approve the motion.

**Roll Call**

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

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

Guita Sharifi directed the board to the summary and redline changes to the Charter School Accounting Manual included in the board packet and that the recommended revisions reflect updates to the Form 700 legal requirements, clarification of the gift of public funds section, updates to the table of contents, and grammatical and formatting corrections.

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

Dana Clark seconded the motion.

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

**Roll Call**

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

**E. The Board will be asked to approve a temporary increase of the Hanmi Bank line of credit during the deferral period between February and December 2021**

Guita Sharifi informed the board the school has obtained approval from Hanmi Bank to temporarily increase the line of credit amount to \$5,725,000 from the existing line of credit amount of \$4,000,000. Ms. Sharifi explained this increase is necessary in order to maintain the level of cash to support the school operations during the payment deferrals of the state apportionments. She noted the temporary increase in the line of credit will be gradual and peak in July, and then will decrease gradually through December 2021 to the original amount approved for the school.

Board Secretary Newell and Ms. Sharifi further discussed the need for the gradual temporary increase in the line of credit and the anticipated repayment schedule.

Ruth Escarcega Newell made a motion to approve a temporary increase of the Hanmi Bank line of credit during the deferral period between February and December 2021.

James Lott seconded the motion.

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

**Roll Call**

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

**F. The Board will be asked to review and approve an accounting firm to prepare the school's form 990 for year 2019**

Guita Sharifi directed the board to the two proposals in the board packet concerning the preparation of the school's form 990 for year 2019. Ms. Sharifi informed the board the school received proposals from Burkey, Cox, Evans and Bradford, and Wilkinson, Hadley, King, and Company. Ms. Sharifi briefly discussed the history of each accounting firm with the school and then reviewed each proposal. Ms. Sharifi recommended the board approve the Wilkinson, Hadley, King and Company proposal to prepare the school's form 990 for the following reasons: the firm is listed on the California Department of Education website as an approved auditor, all information from the school's annual audit report can be downloaded into the 990 form, which reduces human errors and expedites the process, and the firm provided the lowest bid.

Board Secretary Newell inquired about any conflict of interest issues in utilizing the same accounting firm to prepare the school's annual audit and 990 return. Ms. Sharifi explained it is industry custom to have the same accounting firm prepare the annual audit report and annual 990 return. Dana Clark made a motion to approve Wilkinson, Hadley, King and Company to prepare the school's form 990 for year 2019. Ruth Escarcega Newell seconded the motion. The board **VOTED** to approve the motion.

**Roll Call**

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

**VII. Additional Corporate Officers and Board Members' Observations and Comments.**

**A. Observations and Comments**

Jeff Brown congratulated Ms. Childers for the successful graduation and emphasized the importance of celebrating the students. Mr. Brown thanked Mr. Urban for his successful Media Arts program. Mr. Brown then thanked Ms. Sharifi for her dedication and thorough reports.

Board Secretary Newell thanked Ms. Childers for the recent graduation ceremony and expressed her gratitude for being included in the celebration.

Board President Adams also complimented the graduation ceremony.

**VIII. Closing Items**

**A. Adjourn Meeting**

Ruth Escarcega Newell made a motion to adjourn the meeting. James Lott seconded the motion. The board **VOTED** to approve the motion.

**Roll Call**

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 4:53 PM.

Respectfully Submitted,  
Ruth Escarcega Newell

---

**Accommodations.** 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 [vmendoza@dschs.org](mailto:vmendoza@dschs.org).