

Desert Sands Public Charter

Minutes

Operated by Desert Sands Charter High School, Inc.

Date and Time

Wednesday November 20, 2019 at 4:00 PM

Location

44130 20th Street West, Lancaster, CA 93534 Remote Location:177 Holston Drive, Lancaster, CA 93535 Conference Call: (661) 249-6805 Code: 525676

Directors Present

Dana Clark, James Lott, Marvin D. Smith, Michael R Adams, 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 Public Charter to order on Wednesday Nov 20, 2019 @ 4:00 PM at 44130 20th Street West, Lancaster, CA 93534 Remote Location:177 Holston Drive, Lancaster, CA 93535 Conference Call: (661) 249-6805 Code: 525676.

B. Record Attendance and Guests

C. Pledge of Allegiance

Board Member Lott led the Pledge of Allegiance.

D. Staff Introductions

Jeff Brown - CEO
Tanisha Hamberlin- Principal
Bill J. Thompson, Legal Counsel, Law Offices of Bill J. Thompson
Guita Sharifi - CFO, LLAC
Chad Gray - Chief Human Resource Officer, LLAC
Claudio Wohl - Sr. VP of Finance, LLAC
Michelle Lopez - Legal Counsel, LLAC
Michele Simi - Business Services Manager, LLAC
John Fox - Director of LCAP and Accountability, LLAC

E. Approve Agenda for the November 20, 2019, Regular Public Meeting of the Board of Directors.

James Lott made a motion to approve the agenda for the November 20, 2019, Regular Public Meeting of the Board of Directors.

Dana Clark seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

F. Approve Minutes of the October 14, 2019, Regular Public Meeting of the Board of Directors

Dana Clark made a motion to approve minutes of the October 14, 2019, Regular Public Meeting of the Board of Directors. Operated by Desert Sands Charter High School, Inc. on 10-14-19

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

Roll Call

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

II. Consent Agenda

A. Consent Agenda

Dana Clark made a motion to approve the Consent Agenda items.
James Lott seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

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 attending the meeting who wished to offer public comment. There were no members of the public in attendance.

IV. School Reports and Information

A. Area Superintendent Report

Tinisha Hamberlin updated the board on the current student population demographics, enrollment by grade level, and student success and graduation rates.

B. 2019 Student Achievement Data Report

Tinisha Hamberlin informed the board of the school's Smarter Balanced Assessment results, growth from the prior year, and the school's program improvements and areas of growth. Ms. Hamberlin also discussed the California Dashboard 2018 graduation rate by student group.

C. Legislative Update

Michelle Lopez directed the board to the information in their board package regarding new laws that impact charter schools in 2020.

D. Board Meeting Notice

Board President Adams presented the upcoming regular board meeting dates.

E. Legal Update

Bill Thompson discussed with the board new requirements affecting the board due to SB 126, including Conflict of Interest and Public Records Act, effective January 1, 2020.

V. Action Items

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

Guita Sharifi discussed with the board the initial adoption of the Charter School Accounting Manual during the August 2019 board meeting. Ms. Sharifi informed the board this document is continually being reviewed and any recommended changes will be brought to the board for a request for approval. The changes being recommended for approval are specific to Chapter 6 - Conflict of Interest and Gift of Public Funds, which includes a list of expenditures that are considered to serve an educational purpose based on the student population served by the school.

Dana Clark made a motion to approve the Charter School Accounting Manual.

Marvin D. Smith seconded the motion.

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

Roll Call

Ruth Escarcega Newell Abstain

Marvin D. Smith Aye

Dana Clark Aye

Michael R Adams Aye

James Lott Aye

B. The Board will be asked to review and approve the June 30, 2019, Annual Audit Report for the School.

Claudio Wohl explained to the board the audit report will be ready within the next couple of weeks and will be presented before the board for review and approval at an upcoming special board meeting.

No action was taken at this time.

C. The Board will be asked to review and approve the 2019/2020 First Interim Report for the School.

Claudio Wohl directed the board to the report and discussed the increase in revenue and expenditures which is directly related to an increase in the estimated P2 ADA compared to the budget. He reviewed with the board the various revenue and expenditure categories and the projected year end excess revenue and overall reserve.

James Lott made a motion to approve the 2019/2020 First Interim Report for the school.

Dana Clark seconded the motion.

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

Roll Call

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

D. The Board will be asked to review and approve the E-Rate vendor selections.

Michelle Simi directed board members to the report in their board packets regarding approval to award E-rate services for the 2020-2021 school year. Ms. Simi reviewed the E-rate competitive bidding process for the provision of networking equipment and cabling services to the school and the scoring process, and provided a summary of the bids. Ms. Simi then presented a recommendation to the board to select the identified vendor as the school's preferred service provider for the 2020-2021 E-Rate funding year.

Dana Clark made a motion to approve the E-Rate vendor selections.

James Lott seconded the motion.

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

Roll Call

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

E. The Board will be asked to review and approve a Human Trafficking Prevention Plan.

Tinisha Hamberlin discussed with the board the draft policy, which is required to be adopted in accordance with Senate Bill 1104 from 2018, which requires the Board of Directors to work with the Charter School to identify the most appropriate methods of informing parents and guardians of students in grades 6 through 12, as applicable, of human trafficking prevention resources, and to implement the methods by January 1, 2020.

James Lott made a motion to approve the human Trafficking Prevention Plan.

Dana Clark seconded the motion.

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

Roll Call

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

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

Bill Thompson reminded the board of the prior approval of the paymaster agreement and its purpose. Mr. Thompson stated the purpose of the amended agreement is to update "Schedule A" to remove individual names and replace them with the Position/Title, and to

add the positions of Superintendent, Chief Executive Officer, Chief Financial Officer, and Area Superintendent.
Marvin D. Smith made a motion to approve the Amended Common Paymaster Agreement.
Dana Clark seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

G. The Board will be asked to approve salary ranges for the Area Superintendent position

Chad Gray presented the salary range for the Area Superintendent position and the various entities reviewed to determine a competitive and fair market salary range, including the AASA Superintendent Association 2018-2019, superintendent salary/benefits studies 2019, the CDE’s statewide average salaries from the School Accountability Report Card, and neighboring school district salary ranges.
James Lott made a motion to approve the salary ranges for the Area Superintendent position.
Dana Clark seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

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

A. Additional Corporate Officers and Board Members’ Observations and Comments.

Jeff Brown thanked the board for attending the board governance training and the staff for their presentations.

VII. Closing Items

A. Adjourn Meeting

James Lott made a motion to Adjourn the meeting.
Dana Clark seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Marvin D. Smith Aye
Ruth Escarcega Newell Abstain
James Lott Aye
Michael R Adams 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 4:30 PM.

Respectfully Submitted,
Michael R Adams

B. General Notifications

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. Documents provided to a majority of the governing board regarding an open session item on this agenda will be made available for public inspection at Charter School offices located at 44130 20th Street West, Lancaster, CA 93534 during normal business hours.