

# Desert Sands Public Charter

## Minutes

Operated by Desert Sands Charter High School, Inc.

A California Non-Profit Public Benefit Corporation

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### Date and Time

Wednesday February 26, 2020 at 4:00 PM

### Location

44130 20th Street West, Lancaster, CA 93534  
Conference Line: (661) 249-6805 Code: 525676

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### Directors Present

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

### Directors Absent

*None*

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## 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 Feb 26, 2020 @ 4:02 PM at 44130 20th Street West, Lancaster, CA 93534  
Conference Line: (661) 249-6805 Code: 525676

### B. Record Attendance and Guests

Board President Adams asked for a roll call of the school's operating learning centers confirming a two-way teleconference line was established at each location as listed below.

44130 20th Street West, Lancaster, CA 93534  
16921 E. Avenue O, Suite H, Lake Los Angeles, CA 93591

### C. Pledge of Allegiance

Board Member Smith led the pledge of allegiance

### D. Staff Introductions

Jeff Brown, CEO  
Jeri Vincent, Corporate Secretary  
Taera Childers, Area Superintendent  
Tinisha Hamberlin, Principal

Alex Morris, Assistant Principal  
Bill Thompson, Legal Counsel  
Guita Sharifi, CFO, LLAC  
Claudio Wohl, Sr. V.P. of Finance, LLAC  
Michelle Lopez, Legal Counsel, LLAC  
Aracely Mayoral, Sr. Director of Finance, LLAC

**E. Approve Agenda for the February 26, 2020, Regular Public Meeting of the Board of Directors.**

Dana Clark made a motion to approve the Agenda for the February 26, 2020, Regular Public Meeting of the Board of Directors.  
James Lott seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**F. Approve Minutes of the November 18, 2019, Special Public Meeting of the Board of Directors.**

Ruth Escarcega Newell made a motion to approve the Minutes of the November 18, 2019, Special Public Meeting of the Board of Directors. Operated by Desert Sands Charter High School, Inc. Special Board Meeting on 11-18-19  
Marvin D. Smith seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**G. Approve Minutes of the November 20, 2019, Regular Public Meeting of the Board of Directors.**

James Lott made a motion to approve the Minutes of the November 20, 2019, Regular Public Meeting of the Board of Directors. Operated by Desert Sands Charter High School, Inc. on 11-20-19  
Dana Clark seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**H. Approve Minutes of the December 5, 2019, Special Public Meeting of the Board of Directors.**

Ruth Escarcega Newell made a motion to approve the Minutes of the December 5, 2019, Special Public Meeting of the Board of Directors. Special Board Meeting Operated by Desert Sands Charter High School, Inc. on 12-05-19  
Marvin D. Smith seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**II. Consent Agenda**

**A. Consent Agenda**

President Adams asked if anyone would like to discuss any of the items on the consent agenda, hearing none, Board President Adams asked for a motion.  
Dana Clark made a motion to approve the consent agenda items.  
James Lott seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**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. Principal's Update**

Ms. Tinisha Hamberlin reminded the board that tonight is the school's Open House Night and the school is expecting over 300 attendees. The school recently held a college course cohort success event and a teacher regional day focusing on transiency of students. Ms. Hamberlin informed the board that the school's graduation rate increased by 4% and seniors science CAASPP test scores were out performing local schools. Ms. Hamberlin updated the board on student demographics and support from social workers with a focus on EL, Foster Youth and Homeless students. The board was updated on the H.O.P.E. program, upcoming state testing and the school's March WASC visit.

Ms. Hamberlin stated the school has been involved in community outreach to provide diverse social and emotional community support for the students.

##### **B. 2019 Student Achievement Data Report Card (SARC) Update**

Ms. Taera Childers presented the school's 2018-19 SARC report to the board. Ms. Childers explained the main purpose of the SARC is to provide the parents and the community important information about the school's performance. Ms. Childers reviewed the report with the board and highlighted various information such as demographic data, academic data, curriculum information, teacher and staff information and fiscal and expenditure data and the one year rate is more accurate for Dashboard Alternative Status Schools, which applies to our school.

##### **C. Board Meetings and Graduation Dates Notice**

Board President Adams updated the board on upcoming board meetings and graduation dates.

#### **V. Action Items**

##### **A. The Board will be asked to approve the 2019/2020 Second Interim Report for the school.**

Ms. Aracely Mayoral directed the governing board to the 2nd Interim report and revised budget for the 2019-20 school year and explained the purpose of this report is to update the board on the school's ADA and financial standings. Additionally, the 2nd Interim report includes the prior board approved budget, actuals YTD and projected totals. Ms. Mayoral discussed the ADA, expenditures and revenue, the ending fund balance stated on the 2nd Interim report and the difference from the original budget. Ms. Mayoral reviewed the changes by revenue and expenditure categories, the projected ending fund balance and the current short or long-term debt position.

Marvin D. Smith made a motion to approved the 2019/2020 Second Interim Report for the school.

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

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

Ms. Guita Sharifi reminded the board the accounting manual is a fluid document and will be an ongoing board item and will be presented to the board for approval as changes are needed. The manual was adopted from the FCMAT manual and stated one change within the manual under "Monitoring Performance" section. This change will benefit the school and tighten controls for the school's ending fund balance and FCMAT manual recommends a healthy reserve between 3-20% and once the school has a reserve over 20%, the board and school officials should discuss and develop a plan on how to best use those excess funds for instructional purposes.

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.

**C. The Board will be asked to approve using the auditing firm Wilkinson, Hadley & King for the 2020 audit.**

Mr. Claudio Wohl directed the board to the auditor Wilkinson, Hadley & King engagement letter. Mr. Wohl stated this firm would perform the schools FY 2019-20 audit report due Dec 10, 2020, and asked the board to approve the engagement.

Dana Clark made a motion to approve using the auditing firm Wilkinson, Hadley & King for the 2020 audit.

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

**D. The Board will be asked to approve using Burkey, Cox, Evans & Bradford, Accountancy Corporation for the preparation for filing of the 2018 Form 990 Federal Return of Organization Exempt from Income Tax.**

Mr. Claudio Wohl directed the Board to the Burkey, Cox, Evan & Bradford, Accountancy Corporation engagement letter. Mr. Wohl stated this CPA firm provides accounting and income tax services and has offices throughout Los Angeles and Orange County and if approved would prepare the 990 corporation tax return.

Ruth Escarcega Newell made a motion to approve using Burkey, Cox, Evans & Bradford, Accountancy Corporation for the preparation for filing of the 2018 Form 990 Federal Return of Organization Exempt from Income Tax.

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

**E. The Board will be asked to approve the opening and use of Hanmi checking accounts.**

Mr. Claudio Wohl reminded the board of the school's current line of credit Hanmi Bank approved by the board and part of the line of credit process requires checking accounts to be opened with Hanmi Bank. Mr. Wohl asked the board to approve the opening of the accounts which will be used for school expenditure payments.

Board Member Newell and Claudio Wohl discussed the process of the checking account and line credit.

Ruth Escarcega Newell made a motion to approve the opening and use of Hanmi checking accounts.

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

**F. The Board will be asked to approve the Hanmi Bank shared use agreements.**

Mr. Wohl directed the board to the Hamni shared-use agreement. Mr. Wohl explained the shared-use agreement authorizes the establishment of a common login portal to allow the school and LLAC's Administrator access to school's account through one portal. This access allows LLAC to provide the support services as outlined in the services agreement between LLAC and the school.

Dana Clark made a motion to approve the Hanmi Bank shared use agreements.

Marvin D. Smith seconded the motion.

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

**G. The Board will be asked to approve the updated signers for all bank accounts.**

Mr. Claudio Wohl asked the board to approve the removal of William Toomey as an authorized bank signer and add Jeff Martineau as an authorized signer and re-confirm the additional authorized bank signers; Jeff Brown, Jeri Vincent, Patrick Hill, and Caprice Young.

Marvin D. Smith made a motion to approve the updated signers for all bank accounts.

James Lott seconded the motion.

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

**H. The Board will be asked to approve the Charter School's renewal application and re-certification under the Dashboard Alternative School Status (DASS).**

Taera Childers informed the Board that the School is in the process of reapplying for DASS Certification, which is required every three years. The school is required to reapply to ensure all DASS requirements are being met. Specifically, they must have an unduplicated count of at least 70% of their total enrollment comprised of high-risk students. Many students will meet multiple qualifications, such as pregnant and/or parenting, recovered dropouts, credit deficient, foster youth, and homeless youth. The School has met this requirement with 86.5% of their unduplicated population comprised of high-risk students.

Upon the Charter School Board's re-certification, the Charter School will notify the Antelope Valley Union High School District governing board and submit all required forms and attachments to the DASS Team at the CDE.

Ruth Escarcega Newell made a motion to approve the Charter School's renewal application and re-certification under the Dashboard Alternative School Status (DASS).

Marvin D. Smith seconded the motion.

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

**VI. Closed Session**

**A. Adjourn open public Board meeting to go into closed session.**

Ruth Escarcega Newell made a motion to Adjourn open public board meeting to go into closed session with legal counsel regarding EXISTING LITIGATION (Gov. Code section 54956.9(d)(1).) Milton vs. Desert Sands Public Charter, et al., San Bernardino Superior Court No. CIVDS1821125.

James Lott seconded the motion.

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

**B. Adjourn closed session and reconvene regular Board meeting.**

Ruth Escarcega Newell made a motion to Adjourn closed session and reconvene open public board meeting.

James Lott seconded the motion.

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

**C. Report of action taken or recommendations made in closed session, if any.**

Board President Adams reported that no action was taken in closed session regarding San Bernardino Superior Court No. CIVDS1821125.

## VII. Closing Items

### A. Adjourn Meeting

Jeff Brown thanked the board for their support and also thanked the guest from AVUHSD for their attendance.

Jeri Vincent thanked the board and staff for all their reports and reminded everyone of the Annual Form 700 filing.

Dana Clark made a motion to Adjourn the meeting.

Ruth Escarcega Newell seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 4:40 PM.

Respectfully Submitted,  
Ruth Escarcega Newell

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**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.