

APPROVED

Desert Sands Charter High School

Minutes

Regular Board Meeting

Operated by Desert Sands Public Charter, Inc., A California NonProfit
Public Benefit Corporation

Date and Time

Wednesday October 19, 2022 at 3:30 PM

Location

Location

https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F_%23%2F%2Fmeetup-join%2F19%3Ameeting_OGY5NDk0MjYtMGVmNC00ZTBiLTk4NjgtMjAzODQ1YjRkYTE3%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=e1a9604b-6628-4cac-8719-8c7143a863a5&directDI=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true

Or call in for Audio only:

Conference Line: (657) 207-0015 Code: 829 150 564#

MEETING LOGISTICS

This meeting is held in compliance with Assembly Bill 361, which allows flexibility in Brown Act teleconferencing procedures as addressed by the Board under Agenda Item I.E. The public is encouraged to participate in the meeting telephonically by dialing the conference line or by clicking the weblink listed on the posted agenda. The public may submit written comments to the Board by emailing publiccomments@dschs.org. The public may also provide comments telephonically 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

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

Michael R Adams called a meeting of the board of directors of Desert Sands Charter High School to order on Wednesday Oct 19, 2022 at 3:30 PM.

B. Roll Call and Establishment of Quorum

C. Pledge of Allegiance

Board Secretary Newell led the pledge of allegiance.

D. Staff Introductions

Taera Childers, Area Superintendent
Mary Reagan, Principal
Karen Aguirre, Assistant Principal
Rosa Barreras, School Counselor
Jeff Martineau, V.P. of Charter Relations
Bill Thompson, Legal Counsel
Claudio Wohl, Senior Vice President Finance, LLAC
Michelle Lopez, Legal Counsel, LLAC

E. Adopt Resolution Continuing Board of Directors' Authority to Hold Virtual or Teleconference Meetings Pursuant to Assembly Bill 361

Jeff Martineau discussed Assembly Bill 361, signed by Governor Newsom on September 16, 2021, and explained that the law exempts the board from certain provisions of the Brown Act related to teleconference meetings during states of emergency, as long as the Board makes required findings as detailed in the law. Under AB 361, boards that would like to continue to meet remotely must determine by majority vote whether as a result of the state of emergency, meeting in person would present imminent risks to the health or safety of attendees. Mr. Martineau directed the board members to the resolution located in their packet and recommended the board approve the Resolution Continuing Board of Directors' Authority to Hold Virtual or Teleconference Meetings Pursuant to Assembly Bill 361.

Ruth Escarcega Newell made a motion to adopt Resolution Continuing Board of Directors' Authority to Hold Virtual or Teleconference Meetings Pursuant to Assembly Bill 361.

Dana Clark seconded the motion.

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

Roll Call

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

F. Approve Agenda for the October 19, 2022 Regular Public Meeting of the Board of Directors

James Lott made a motion to approve Agenda for the October 19, 2022 Regular Public Meeting of the Board of Directors.

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

Roll Call

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

G. Approve Minutes of the August 31, 2022, Regular Public Meeting of the Board of Directors

Ruth Escarcega Newell made a motion to approve the minutes from Regular Board Meeting on 08-31-22.

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

Roll Call

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

H. Approve Minutes of the September 20, 2022, Regular Public Meeting of the Board of Directors

Dana Clark made a motion to approve the minutes from Regular Board Meeting on 09-20-22.
James Lott seconded the motion.

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

Roll Call

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

II. 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, by dialing the teleconference line or by clicking the weblink listed on the posted agenda. 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. 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.

III. School Reports and Information

A. Principal Update

Mary Reagan greeted the board and provided a presentation on the following topics:

- Schoolwide Learning Expectations: advocacy, high school diploma, and college and career readiness.
- Community obstacles impacting students' road to success.
- 2022-23 school goals and benchmarks, which include credit completion, dual enrollment, NWEA, EL rates, SBAC, Illuminate, and more.
- Staff are focused on turning student roadblocks into tunnels.
- A team building event was held at the Palmdale Dry Town Water Park.
- Staff professional development events and topics included a cycle of improvement, goals, active shooter training, suicide awareness training, and TREC training.
- September 9: Concert on the Square Back to School Night in Lake LA.
- Student and teacher recognition celebration.
- E-sports began September 13 and athletic clinics are being held September 26-October 24.
- October 17-December 2: Fall semester dual enrollment through West Hills College.
- October 17-19: parent-teacher conferences.
- January 11: Scholar Awards.
- Scholarly, teacher and student behavior expectations.

Ms. Reagan then introduced Rosa Barreras, School Counselor, who shared her passion for building relationships with students and staff and supporting students by helping them learn the social and emotional skills they need to be successful. Ms. Barreras then introduced a current student who shared the positive experiences she had when first enrolling in the school and how the school is preparing her for life after graduation.

Ms. Childers thanked everyone for their presentations and congratulated the student on her hard work and upcoming graduation. Ms. Childers praised the team at Lake LA for exceeding their goal.

Board Secretary Newell asked how many credits need to be completed per LP to graduate in 4 years. Ms. Childers informed the board the student would need to complete 5-6 credits per LP.

Board President Adams thanked everyone and congratulated the student on her graduation.

B. Finance Update

Claudio Wohl directed the board to the Hanmi Bank Rotating Line of Credit (RLOC) financial update included in the board packet and reviewed the school's credit amount including the current interest rate of 6.75%, which represents an increase from the previous RLOC 6.0% rate update provided to the board. Mr. Wohl then reviewed the expiration date, the current RLOC withdrawal amount, and the RLOC covenants ratios as of September 30, 2022.

Mr. Wohl then informed the board the school will be receiving two one-time funding sources from the State. He discussed the amounts and funding dates for each and informed the board these amounts will be reflected in the first interim report.

Board President Adams thanked Mr. Wohl for his update.

Board Member Smith thanked Mr. Wohl for the information he provided.

C.

Updated 2022-2023 Board Meeting Calendar

Board President Adams directed the board to the updated 2022-2023 regular board meeting calendar located in their board packet and requested the board to review the dates and times.

IV. Action Items

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

Claudio Wohl directed the board to the summary page overview of the recommended changes to the Charter School Accounting Manual included in the board packet, and reviewed the following recommended revisions:

- Adjustment to the total expenditure cash on hand reserve fund percentage to 20% rather than 17%.
- Revision to cash receipts process to limit cash payments, as well as adding requirement of triplicate receipt book, and bank deposits to be made at minimum on a monthly basis.
- Addition of ACH procedure details.
- Adjustment to wire transfer section to reflect ACH payments to reflect the proper verbiage; wire transfers are not completed; petty cash section removed.

Mr. Wohl then recommended the board approve the revised Charter School Accounting Manual.

Board Secretary Newell informed Mr. Wohl she did not receive the ACH changes in her packet. Mr. Wohl informed the board he will review the documents and will get back to the board, but he believes there could be an issue with the page numbering. Ms. Newell also asked if there is a procedure for ACH payments over \$25,000. Mr. Wohl informed the board the procedure is included in the manual. Ms. Newell then asked if the lined-out petty cash section means there is no longer petty cash being used at the school. Mr. Wohl informed the board there is no longer petty cash and he explained the various methods available to staff at the school should they need to purchase something for the school.

Board President Adams thanked Mr. Wohl and asked for a motion.

Marvin D. Smith made a motion to approve the Revised Charter School Accounting Manual. James Lott seconded the motion. The board **VOTED** to approve the motion.

Roll Call

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

B. The Board will be asked to approve the Area Superintendent Evaluation Tool for the 2022-2023 school year

Jeff Martineau directed the board to the Area Superintendent Evaluation Tool for the 2022-2023 school year located in their board packet. Mr. Martineau explained this is the same tool as presented to the board during the regular June board meeting and recommended the board approve the Area Superintendent Evaluation Tool for the 2022-2023 school year.

Board President Adams thanked Mr. Wohl and asked for a motion.

Dana Clark made a motion to approve the Area Superintendent Evaluation Tool for the 2022-2023 school year.

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

V. Additional Corporate Officers and Board Members' Observations and Comments

A. Observations and Comments

Board Secretary Newell congratulated Lake LA on their 100% credit completion.

VI. 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: Selena Villegas vs. Desert Sands Public Charter, Inc.et al.,, Los Angeles County Superior Court Case No. 22STCV24453
2. CONFERENCE WITH LABOR NEGOTIATOR (Gov. Code section 54957.6) Agency designated representative: Steve Churchwell or Jenni Krengel, Unrepresented Employee: CEO
3. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov. Code section 54957(b) (1).) Title: Area Superintendent

James Lott made a motion to adjourn open public Board meeting to go into closed session.

Marvin D. Smith seconded the motion.

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

Roll Call

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

B. Adjourn closed session and reconvene to open public Board meeting

Marvin D. Smith made a motion to adjourn closed session and reconvene to open public Board meeting.

Ruth Escarcega Newell seconded the motion.

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

Roll Call

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

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

Board President Adams stated no action was taken in closed session for the following:

1. CONFERENCE WITH LEGAL COUNSEL— EXISTING LITIGATION (Government Code section 54956.9(d)(1 Name of Case: Selena Villegas vs. Desert Sands Public Charter, Inc.et al., Los Angeles County Superior Court Case No. 22STCV24453
2. CONFERENCE WITH LABOR NEGOTIATOR (Gov. Code section 54957.6) Agency designated representative: Steve Churchwell or Jenni Krengel, Unrepresented Employee: CEO
3. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov. Code section 54957(b) (1).) Title: Area Superintendent

VII. Action Item

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

Board President Adams reported the summary recommendation of legal counsel for the salary and benefits package for Jeff Brown, commencing November 1, 2022, and requested a motion to approve the recommended amount of \$28,869.00 per year.

Marvin D. Smith made a motion to approve compensation for the Chief Executive Officer. James Lott seconded the motion. The board **VOTED** to approve the motion.

Roll Call

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

VIII. Closing Items

A. Next Regular Board Meeting Date: November 8, 2022, 3:30pm

B. 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

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 4:39 PM.

Respectfully Submitted,
Ruth Escarcega Newell

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@dschs.org.