

# CITY HEIGHTS PREP

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## CHARTER SCHOOL

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### AGENDA

#### **Special Board Meeting**

Monday, September 16, 2019

9:00 AM

3770 Altadena Ave, San Diego, CA, 92105

#### **Teleconference Locations:**

3740 Riviera Drive, Apt. K, San Diego, CA 92109

11455 El Camino Real, San Diego, CA 92130

200 Redwood Shores Parkway, Redwood City, CA 94065

8985 Idyllwild Lane, San Diego, CA 92119

141 S Rancho Santa Fe Road, Encinitas, CA 92024

10210 Genetic Center Drive, San Diego, CA 92121

I. Call to Order

II. Public Comment

**AGENDA ITEMS:** Any person may address the Board concerning any item on the agenda and may, at the discretion of the Board, be granted (5) minutes to make a presentation to the Board at the time a specific item is under discussion. Additional time may be granted if circumstances permit. The total time per agenda item devoted to presentation to the Board shall be determined based on the number of speakers wishing to address the board. However, this time will not exceed one-half (1/2) hour unless additional time is granted by the Board. All presentations shall be heard by the Board prior to the formal discussion of the agenda topic under consideration.

III. Approval of Agenda

IV. Approve August 30, 2019 Regular Board Meeting Minutes

V. Approve September 12, 2019 Special Board Meeting Minutes

VI. Adjournment

### NOTICES

I, Elias Vargas, School Director, hereby certify that this agenda was posted as regulated by law on Sunday, September 15, 2019, by 9:00 a.m. City Heights Preparatory Charter School does not discriminate on the basis of disability in the admission or access to, or treatment in employment in its programs or activities. Dr. Elias Vargas, School Director, has been designated to receive requests for disability-related modification or accommodation in order to enable individuals with disabilities to participate in City Heights Preparatory Charter School's open and public meetings. Please notify Dr. Elias Vargas at (619) 795-3137 twenty-four (24) hours in advance, or as soon as possible, prior to disability accommodation being needed in order to participate in the meeting.

# CITY HEIGHTS PREP

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## CHARTER SCHOOL

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### Minutes

#### Regular Board Meeting

Friday, August 30, 2019

7:30 AM

3770 Altadena Ave, Wrigley Hall, San Diego, CA 92105

#### Teleconference Locations:

200 Redwood Shores Parkway, Redwood City, CA 94065

141 S Rancho Santa Fe Road, Encinitas, CA 92024

3740 Riviera Drive, San Diego, CA 92109

**Members Present:** Johanna Afshani, Edrienne Brandon, Regina McDuffie, Michael Watts

**Members Absent:** Dr. Lisbeth Johnson, Scott Himmelstein

**Guest:** Students: Hinda and Marielyn

**Staff:** Dr. Elias Vargas, Merdin Mohammed, Alexis McKeon

#### I. Call to Order

*Meeting called to order by Michael Watts at 7:35 a.m.*

#### II. Public Comment

*No comments*

#### III. Discussion

- A. Staff/Student Presentations
- B. School Climate Update (Dr. Elias Vargas)
- C. Review Parental Involvement Policy
- D. Review Mathematics Placement Policy
- E. Review Code of Conduct

#### IV. Approval of Agenda

*Motion to approve agenda by Michael Watts, Second by Edrienne Brandon*

**In Favor:** Afshani, Brandon, McDuffie, Watts **Opposed:** None **Absent:** Himmelstein, Johnson **Abstain:** None

#### V. Board Development

1. Re-elect Scott Himmelstein for 2-year term effective September 12, 2019

*ITEM WITHDRAWN BY STAFF.*

#### VI. Discussion/Action Items

##### A. Fiscal Update (Alexis McKeon)

1. Review final 2019 – 20 Budget to Actual
2. Balance Sheet
3. Cash Projections
4. Check Register
5. Income Statement

##### B. Approve June 21, 2019 Regular Board Meeting Minutes

*Motion to approve June 21, 2019 minutes by Michael Watts, Second by Johanna Afshani*

**In Favor:** Afshani, Brandon, McDuffie, Watts **Opposed:** None **Absent:** Himmelstein, Johnson **Abstain:** None

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CHARTER SCHOOL

## Minutes

### Regular Board Meeting

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7:30 AM

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#### C. Approve 2018-19 Unaudited Actuals

*Motion to approve 2018 -19 Unaudited Actuals by Michael Watts, Second by Johanna Afshani*

**In Favor:** Afshani, Brandon, McDuffie, Watts **Opposed:** None **Absent:** Himelstein, Johnson **Abstain:** None

#### D. Approve 2019-20 EPA Expenditure Plan

*Motion to approve 2019 – 20 EPA Expenditure Plan by Michael Watts, Second by Edrienne Brandon*

**In Favor:** Afshani, Brandon, McDuffie, Watts **Opposed:** None **Absent:** Himelstein, Johnson **Abstain:** None

#### E. Approve Revised Student Dress Code

*Motion to approve revised student dress code by Michael Watts, Second by Johanna Afshani*

**In Favor:** Afshani, Brandon, McDuffie, Watts **Opposed:** None **Absent:** Himelstein, Johnson **Abstain:** None

### VII. Approve expenditures in excess of \$10,000

#### 1. San Diego Unified School District (SDUSD) Operations Agreement

*Motion to approve SDUSD Operations agreement by Michael Watts, Second by Regina McDuffie*

**In Favor:** Afshani, Brandon, McDuffie, Watts **Opposed:** None **Absent:** Himelstein, Johnson **Abstain:** None

#### 2. Christ Unity Lease Agreement

*Motion to approve Christ Unity and portable lease by Michael Watts, Second by Regina McDuffie*

**In Favor:** Afshani, Brandon, McDuffie, Watts **Opposed:** None **Absent:** Himelstein, Johnson **Abstain:** None

### VIII. Public Announcement of Reasons for Closed Session

*Adjourn Regular Session at 8:28 a.m.*

*Open Closed Session at 8:29 a.m.*

### IX. Closed Session Pursuant to Ralph M. Brown Act Section 54956.8

#### 1. Real Property Negotiations

*Adjourn Closed Session at 8:50 a.m.*

*Convene Regular Session at 8:50 a.m.*

### X. Public Report of Action(s) Taken in Closed Session, if any, and the Vote or Abstention of Each Board Member

*School Board supported School Director's action to proceed with contracts to re-locate school.*

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## XI. Approve expenditures in excess of \$10,000.00

### 1. Pham 54<sup>th</sup> LLC Lease Agreement

*Motion to approve Pham 54<sup>th</sup> LLC Lease Agreement by Michael Watts, Second by Regina McDuffie*

**In Favor:** Afshani, Brandon, McDuffie, Watts **Opposed:** None **Absent:** Himelstein, Johnson **Abstain:** None

### 2. Modular Building Concepts Lease

*Motion to approve Modular Concepts Lease by Michael Watts, Second by Regina McDuffie*

**In Favor:** Afshani, Brandon, McDuffie, Watts **Opposed:** None **Absent:** Himelstein, Johnson **Abstain:** None

### 3. Removal of Modspace Modular Portables

*Motion to approve removal of Modspace Modular Portables by Michael Watts, Second by Regina McDuffie*

**In Favor:** Afshani, Brandon, McDuffie, Watts **Opposed:** None **Absent:** Himelstein, Johnson **Abstain:** None

## XII. Self-Relocation Project

### A. Approval of authorization to allow the School Director to make contractual agreements less than \$15,000 that will fall under the scope of project.

*Motion to approve authorization to allow School Director to make contractual agreements less than \$15,000 that will fall under the scope of the relocation project by Michael Watts, Second by Johanna Afshani*

**In Favor:** Afshani, Brandon, McDuffie, Watts **Opposed:** None **Absent:** Himelstein, Johnson **Abstain:** None

### B. Approval of authorization to allow the School Director to enter into an agreement for new facility renovations. Based on an initial total cost not to exceed \$100,000, the estimated costs would include:

- I. Legal Fees/consulting
- II. Commercial movers
- III. Interior/Exterior construction paint contracts
- IV. Re-flooring/new carpet
- V. Installation of new ceiling tiles
- VI. Purchase of furniture
- VII. Purchase of technology
- VIII. Internet infrastructure
- IX. One month of additional rent
- X. Plumbing
- XI. Marketing materials
- XII. Expanding BAY Alarm Security services
- XIII. Approval of obsolete items

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XIV. Staff salary adjustments

XV. Landscaping needs

*Motion to approve authorization of School Director to enter into an agreement for new facility renovations based on an initial total cost not to exceed \$100,000 by Michael Watts, Second by Johanna Afshani*

*In Favor: Afshani, Brandon, McDuffie, Watts Opposed: None Absent: Himmelstein, Johnson Abstain: None*

XIII. Review of Comparable Data for Charter School Director/CEOs

XIV. Public Announcement of Reasons for Closed Session

*Adjourn Regular Session at 9:36 a.m.*

*Open Closed Session at 9:36 a.m.*

XV. Closed Session Pursuant to Ralph M. Brown Act Section 54957

1. Public Employment

Title: School Director

*Adjourn Closed Session at 9:58 a.m.*

*Convene Regular Session at 9:58 a.m.*

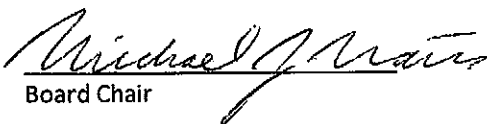
XVI. Announcement of School Director Compensation

XVII. Possible Approval of School Director Employment Agreement

XVIII. Adjournment

*Motion to adjourn meeting by Michael Watts at 10:09 a.m.*

I certify that these minutes are the official minutes of the meeting of the Board of Directors, which was held on August 30, 2019.

  
Board Chair

# CITY HEIGHTS PREP

## CHARTER SCHOOL

### Minutes

#### Special Board Meeting

Thursday, September 12, 2019

10:30 AM

3770 Altadena Ave, San Diego, CA 92105

#### Teleconference Locations:

141 S Rancho Santa Fe Road, Encinitas, CA 92024

11455 El Camino Real, Suite 480, San Diego, CA 92130

3740 Riviera Drive, Apt k., San Diego, CA 92109

200 Redwood Shores Parkway, Redwood City, CA 94065

8985 Idyllwild Lane, San Diego, CA 92119

**Members Present:** Edrienne Brandon, Dr. Lisbeth Johnson, Regina McDuffie, Scott Himelstein

**Members Absent:** Johanna Afshani, Michael Watts

**Guest:** None

**Staff:** Dr. Elias Vargas, Merdin Mohammed

#### I. Call to Order

*Meeting called to order by Dr. Lisbeth Johnson at 10:33 a.m.*

#### II. Public Comment

*No comments*

#### III. Approval of Agenda

*Motion to approve agenda by Dr. Lisbeth Johnson*

*In Favor: Brandon, Himelstein, Johnson, McDuffie **Opposed: None Absent: Afshani, Watts Abstain: None***

#### IV. Board Development

1. Re-elect Scott Himelstein for 2-year term effective September 12, 2019

*Motion to approve Scott Himelstein for 2-year term effective September 12, 2019 by Regina McDuffie, Second by Lisbeth Johnson*

*In Favor: Brandon, Johnson, McDuffie **Opposed: None Absent: Afshani, Watts Abstain: Himelstein***

#### V. Approval to submit the material revision request for change of facility

*Motion to approve submission of material request for change of facility to San Diego Unified School District by Edrienne Brandon, Second by Scott Himelstein*

*In Favor: Brandon, Himelstein, Johnson, McDuffie **Opposed: None Absent: Afshani, Watts Abstain: None***

#### VI. Approve Assignment and Assumption of Lease and Consent of Lessor

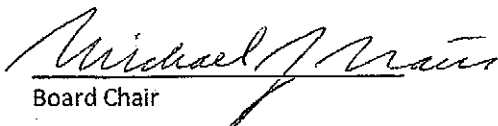
*Motion to approve assignment and assumption of lease and consent of lessor by Scott Himelstein, Second by Regina McDuffie*

*In Favor: Brandon, Himelstein, Johnson, McDuffie **Opposed: None Absent: Afshani, Watts Abstain: None***

#### VII. Adjournment

*Motion to adjourn meeting by Dr. Lisbeth Johnson at 10:48 a.m.*

I certify that these minutes are the official minutes of the meeting of the Board of Directors, which was held on September 12, 2019.

  
Board Chair