

CITY HEIGHTS PREP

CHARTER SCHOOL

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 Himelstein

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:*** Himelstein, Johnson ***Abstain:*** None

V. Board Development

1. Re-elect Scott Himelstein 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ITEM WITHDRAWN BY STAFF.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:*** Himelstein, Johnson ***Abstain:*** None

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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 54th LLC Lease Agreement

Motion to approve Pham 54th LLC Lease Agreement by Michael Watts, Second by Regina McDuffie

In Favor: Afshani, Brandon, McDuffie, Watts ***Opposed:*** None ***Absent:*** Himmelstein, 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:*** Himmelstein, 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:*** Himmelstein, 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:*** Himmelstein, 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: Himelstein, 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.

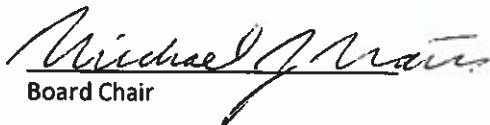
XVI. Announcement of School Director Compensation

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

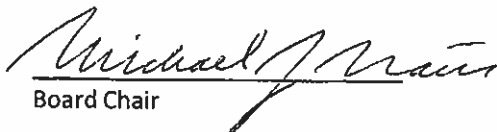
Motion to approve assignment and assumption of lease and consent of lessor by Scott Himelstein, Second by Regina McDuffie

*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

CITY HEIGHTS PREP

CHARTER SCHOOL

Minutes

Special Board Meeting

Thursday, 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, Suite 480, 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

Members Present: Johanna Afshani, Scott Himmelstein, Dr. Lisbeth Johnson, Michael Watts

Members Absent: Edrienne Brandon, Regina McDuffie

Guest: None

Staff: Dr. Elias Vargas, Merdin Mohammed

I. Call to Order

Meeting called to order by Michael Watts at 9:03 a.m.

II. Public Comment

No comments

III. Approval of Agenda

Motion to approve agenda by Michael Watts

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

IV. Approve August 30, 2019 Regular Board Meeting Minutes

Motion to approve August 30, 2019 board meeting minutes by Michael Watts, Second by Scott Himmelstein

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

V. Approve September 12, 2019 Regular Board Meeting Minutes

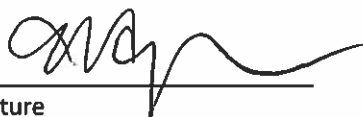
Motion to approve September 12, 2019 board meeting minutes by Michael Watts, Second by Dr. Lisbeth Johnson

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

VI. Adjournment

Motion to adjourn meeting by Michael Watts at 9:10 a.m.

I certify that these minutes are the official minutes of the meeting of the Board of Directors, which was held on September 16, 2019.



Signature

CITY HEIGHTS PREP

CHARTER SCHOOL

Minutes

Special Board Meeting

Monday, October 16, 2019

9:30 AM

3770 Altadena Ave, San Diego, CA 92105

Teleconference Locations:

200 Redwood Shores Parkway, Redwood City, CA 94065

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

141 S Rancho Santa Fe Road, Encinitas, CA 92024

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

8985 Idyllwild Lane, San Diego, CA 92119

Members Present: Johanna Afshani, Edrienne Brandon, Dr. Lisbeth Johnson, Regina McDuffie, Scott Himmelstein

Members Absent: Michael Watts

Guest: None

Staff: Dr. Elias Vargas, Merdin Mohammed

I. Call to Order

Meeting called to order by Dr. Lisbeth Johnson at 9:30 a.m.

II. Public Comment

No comments

III. Approval of Agenda

Motion to approve agenda by Scott Himmelstein, Second by Johanna Afshani

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

Abstain: None

IV. Approve September 16, 2019 Special Board Meeting Minutes

Motion to approve September 16, 2019 minutes by Johanna Afshani, Second by Scott Himmelstein

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

Abstain: None

V. Approve Revised Graduation Requirements, Exceptions, and Certificates of Completion Policy

Motion to approve revised policy by Scott Himmelstein, Second by Johanna Afshani

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

Abstain: None

VI. Approve Sexual Education Curriculum Policy

Motion to approve sexual education curriculum policy by Regina McDuffie, Second by Johanna Afshani

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

Abstain: None

VII. Approve Local Control Funding Formula (LCFF) Local Indicators

Motion to approve LCFF Local Indicators by Scott Himmelstein, Second by Edrienne Brandon

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

Abstain: None

CITY HEIGHTS PREP

CHARTER SCHOOL

Minutes

Special Board Meeting

Monday, October 16, 2019

9:30 AM

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8985 Idylwild Lane, San Diego, CA 92119

VIII. Review Interior and Exterior Paint Contractor Bids

IX. Approve expenditures in excess of \$10,000.00

1. Paint Contractor Bid for 54th Street Relocation Projects

Motion to authorize school director to make a selection of a paint company pending reference checks and reviews by Scott Himmelstein, Second by Lisbeth Johnson

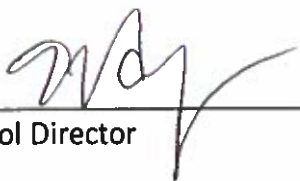
In Favor: Afshani, Brandon, Himmelstein, Johnson, McDuffie ***Opposed:*** None ***Absent:***

Watts Abstain: None

X. Adjournment

Motion to adjourn meeting by Dr. Lisbeth Johnson at 9:59 a.m.

I certify that these minutes are the official minutes of the meeting of the Board of Directors, which was held on October 16, 2019.



School Director

CITY HEIGHTS PREP

CHARTER SCHOOL

Minutes

Special Board Meeting

Friday, November 15, 2019

10:30 AM

3770 Altadena Ave, San Diego, CA 92105

Teleconference Locations:

200 Redwood Shores Parkway, Redwood City, CA 94065

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

141 S Rancho Santa Fe Road, Encinitas, CA 92024

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

8985 Idyllwild Lane, San Diego, CA 92119

10210 Genetic Center Drive, San Diego, CA 92121

Members Present: Johanna Afshani, Edrienne Brandon, Dr. Lisbeth Johnson, Regina McDuffie, Scott Himmelstein, Michael Watts

Members Absent: None

Guest: Brandon Butler

Staff: Dr. Elias Vargas, Merdin Mohammed

I. Call to Order

Meeting called to order by Michael Watts at 10:32 a.m.

II. Public Comment

No comments

III. Approval of Agenda

Motion to approve agenda by Michael Watts, Second by Johanna Afshani

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

Abstain: None

IV. Approve expenditures in excess of \$15,000.00

1. Re-location Project

I. Bay Alarm – Fire and Smoke Detector System Installation

Motion to approve BAY Alarm Fire and Smoke Detector System Installation by Michael Watts, Second by Regina McDuffie

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

Absent: None ***Abstain:*** None

II. Plumbing Project

School director will obtain additional plumber consultations.

V. Approve expenditures in excess of \$10,000.00

1. Wilkinson Hadley King & Co. LLP Audit Contract

Motion to approve 3-year Audit Contract by Michael Watts, Second by Edrienne Brandon

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

Absent: None ***Abstain:*** None

VI. Adjournment

Motion to adjourn meeting by Michael Watts at 11:08 a.m.

CITY HEIGHTS PREP

CHARTER SCHOOL

Minutes

Special Board Meeting

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10:30 AM

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School Director

CITY HEIGHTS PREP

CHARTER SCHOOL

Minutes

Regular Board Meeting

Friday, December 6, 2019

7:30 AM

4260 54th Street, San Diego, CA 92115

Teleconference Locations:

200 Redwood Shores Parkway, Redwood City, CA 94065

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

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 7:34 a.m.

II. Public Comment

No comments

III. Presentations

A. Teacher/Student Update

ITEM WITHDRAWN BY STAFF.

B. School Climate Update

C. School Relocation Project Update

D. Update on SDUSD and Wilkinson Audit

IV. Approve Minutes

A. October 16, 2019 Special Board Meeting

Motion to approve board meeting minutes by Dr. Lisbeth Johnson, Second by Regina McDuffie

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

B. November 15, 2019 Special Board Meeting

Motion to approve board meeting minutes by Scott Himelstein, Second by Regina McDuffie

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

CITY HEIGHTS PREP

CHARTER SCHOOL

Minutes

Regular Board Meeting

Friday, December 6, 2019

7:30 AM

4260 54th Street, San Diego, CA 92115

Teleconference Locations:

200 Redwood Shores Parkway, Redwood City, CA 94065

V. Board Development

A. Consent Agenda – Board Elections

1. Re -elect Regina McDuffie for 2-year term effective December 6, 2019

Motion to approve 2-year term by Dr. Lisbeth Johnson, Second by Scott Himelstein

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

2. Re-elect Edrienne Brandon for 2-year term effective December 6, 2019

Motion amended to approve 1-year term by Dr. Lisbeth Johnson, Second by Regina McDuffie

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

3. Re-elect Edrienne Brandon as Treasure for 1-year term effective December 6, 2019

Motion to approve 1-year term as Treasure by Dr. Lisbeth Johnson, Second by Regina McDuffie

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

5. Re-elect Merdin Mohammed as Secretary for 1-year term effective December 6, 2019

NO ACTION TAKEN.

VI. Discussion/ Action Items

A. Fiscal Update (Alexis McKeon)

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

CITY HEIGHTS PREP

CHARTER SCHOOL

Minutes

Regular Board Meeting

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B. Approve 2018 – 19 Final Audit Report

ITEM WITHDRAWN BY STAFF.

C. Discuss and Approve changes to Employer Contributions for Health Benefits

Motion to approve changes to employer contributions for health benefits by Dr. Lisbeth Johnson, Second by Edrienne Brandon

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

D. Adopt Revised 2019 – 20 Budget

Motion to approve 2019 – 20 budget by Scott Himelstein, Second by Edrienne Brandon

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

E. Approve 2019 – 20 First Interim Report

Motion to approve 2019 – 20 first interim report by Dr. Lisbeth Johnson, Second by Regina McDuffie

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

F. Approve Revised Employee Handbook

Motion to approve revised employee handbook by Regina McDuffie, Second by Dr. Lisbeth Johnson

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

G. Approve Revised Attendance Policy

Motion to approve revised attendance policy by Regina McDuffie, Second by Scott Himelstein

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

H. Adopt Academic Integrity Policy

ITEM TABLED.

CITY HEIGHTS PREP

CHARTER SCHOOL

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Regular Board Meeting

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7:30 AM

4260 54th Street, San Diego, CA 92115

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I. Adopt City Heights Prep Charter School Scholarship Policy

Motion to adopt scholarship policy. Additional recommendation to revise said to include annual board discussion and update on donors, monetary amounts, and recipients of scholarships by Scott Himelstein, Second by Regina McDuffie

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

J. Adopt Student Repeated Course Policy

Motion to adopt student repeated course policy by Dr. Lisbeth Johnson, Second by Regina McDuffie

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


K. Adopt Transcript Revision Policy

ITEM TABLED.

VII. Adjournment

Motion to adjourn meeting by Dr. Lisbeth Johnson at 8:45 a.m.

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School Director

CITY HEIGHTS PREP

CHARTER SCHOOL

Minutes

Special Board Meeting

Friday, December 6, 2019

9:00 AM

4260 54TH Street, San Diego, CA 92115

Teleconference Locations:

200 Redwood Shores Parkway, Redwood City, CA 94065

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

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 9:02 a.m.

II. Public Comment

No comments

III. Board Development

A. Re-elect Michael Watts as Board Chair for 1-year term effective December 6, 2019

Motion to approve by Scott Himmelstein, Second by Dr. Lisbeth Johnson

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

Afshani, Watts Abstain: None

IV. Board Discussion Items

A. Review Student Achievement Data

B. San Diego Unified School District (SDUSD) Site Visit Update

V. Adjournment

Motion to adjourn meeting by Dr. Lisbeth Johnson at 9:49 a.m.

I certify that these minutes are the official minutes of the meeting of the Board of Directors, which was held on December 6, 2019.



School Director

CITY HEIGHTS PREP

CHARTER SCHOOL

Minutes

Regular Board Meeting

Friday, March 6, 2020

12:00 PM

4260 54th Street, San Diego, CA, 92115

Teleconference Locations:

200 Redwood Shores Pkwy, Redwood City, CA 94065

Members Present: Johanna Afshani, Edrienne Brandon, Scott Himmelstein, Dr. Lisbeth Johnson, Regina McDuffie, Michael Watts

Members Absent: None

Guest: Liliana, Halima, Anthony, Younes, Hinda

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

I. Call to Order

Meeting called to order by Michael Watts at 12:05 p.m.

II. Public Comment

No comments

III. Approval of Agenda

Motion to approve agenda by Michael Watts, Second by Dr. Lisbeth Johnson

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

Abstain: None

IV. Presentations

A. Student Presentation

B. School Climate Update

V. Board Development

A. Re-elect Michael Watts for 2-year term effective March 6, 2020

Motion to approve by Scott Himmelstein, Second by Edrienne Brandon

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

Abstain: Watts

B. Board Governance Training

C. Form 700 Filing Reminder

VI. Approve Minutes

A. December 6, 2019 Regular Board Meeting

Motion to approve December 6, 2019 regular board meeting minutes by Dr. Johnson,

Second by Edrienne Brandon

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

Afshani, Watts

CITY HEIGHTS PREP

CHARTER SCHOOL

Minutes
Regular Board Meeting
Friday, March 6, 2020
12:00 PM
4260 54th Street, San Diego, CA, 92115

Teleconference Locations:
200 Redwood Shores Pkwy, Redwood City, CA 94065

B. December 6, 2019 Special Board Meeting

*Motion to approve December 6, 2019 special board meeting minutes by Dr. Johnson,
Second by Edrienne Brandon*

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

VII. Discussion/Action Items

A. Fiscal Update (Alexis McKeon)

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

B. Approve Second Interim Report

Motion to approve Second Interim Report by Michael Watts, Second by Scott Himelstein

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

C. Approve 2018-19 Final Audit Report

*Motion to approve 2018-19 Final Audit Report by Michael Watts, Second by Scott
Himelstein*

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

D. Approve expenditures in excess of \$10,000.00

1. 2020 – 2021 Specialized Therapy Services Agreement

*Motion to approve 2020 – 2021 Specialized Therapy Services Agreement not to
exceed \$50,000.00 by Michael Watts, Second by Regina McDuffie*

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

E. Approve Revised Comprehensive Site Safety Plan (CSSP)

*Motion to approve revised Comprehensive Site Safety Plan (CSSP) by Dr. Lisbeth Johnson,
Second by Michael Watts*

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

F. Review 2019-20 School Accountability Report Card (SARC)

CITY HEIGHTS PREP

CHARTER SCHOOL

Minutes

Regular Board Meeting

Friday, March 6, 2020

12:00 PM

4260 54th Street, San Diego, CA, 92115

Teleconference Locations:

200 Redwood Shores Pkwy, Redwood City, CA 94065

G. Approve 2020-2021 Employee Handbook

Motion to approve 2020 – 2021 Employee Handbook by Michael Watts, Second by Regina McDuffie

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

H. Adopt Administration of Medical Cannabis Policy

Motion to adopt Administration of Medical Cannabis Policy by Scott Himelstein, Second by Michael Watts

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

I. Adopt Academic Integrity Policy

Motion to adopt Academic Integrity Policy by Michael Watts, Second by Dr. Lisbeth Johnson

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

J. Approve revised Graduation Requirements, exceptions, and Certificates of Completion Policy

Motion to approve revised Graduation Requirements, exception, and Certificates of Completion Policy by Michael Watts, Second by Johanna Afshani

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

K. Approve revised Scholarship Policy

Motion to approve revised Scholarship Policy by Michael Watts, Second by Scott Himelstein

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

L. Approve revised Suspension and Expulsion Policy

Motion to approve revised Suspension and Expulsion Policy by Michael Watts, Second by Dr. Lisbeth Johnson

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

CITY HEIGHTS PREP

CHARTER SCHOOL

Minutes

Regular Board Meeting

Friday, March 6, 2020

12:00 PM

4260 54th Street, San Diego, CA, 92115

Teleconference Locations:

200 Redwood Shores Pkwy, Redwood City, CA 94065

M. Approve revised Transcript Revision Policy

Motion to approve revised Transcript Revision Policy by Michael Watts, Second by Dr.

Lisbeth Johnson

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

None Abstain: None

N. Policy Review

- a. Homeless Policy
- b. Mathematics Policy
- c. Parental Involvement Policy
- d. School Wellness Policy

VIII. Adjournment

Motion to adjourn meeting by Michael Watts at 1: 30 p.m.

I certify that these minutes are the official minutes of the meeting of the Board of Directors, which was held on March 6, 2020



School Director

CITY HEIGHTS PREP

CHARTER SCHOOL

Minutes
Special Board Meeting
Friday, March 13, 2020
10:45 AM
4260 54th Street, San Diego, CA, 92115

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

Members Absent: Dr. Lisbeth Johnson

Guest: None

Staff: Dr. Elias Vargas, Merdin Mohammed

I. Call to Order

Meeting called to order by Michael Watts at 10:48 a.m.

II. Public Comment

No comments

III. Approval of Agenda

Motion to approve agenda by Michael Watts, Second by Johanna Afshani

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

***Abstain:** None*

IV. Discussion/Action Items

A. Discussion of Emergency School Closure

B. Approve Emergency Closure of School

Motion to approve emergency closure of school by Michael Watts, Second by Scott Himelstein

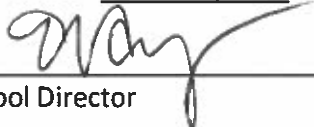
***In Favor:** Afshani, Brandon, Himelstein, McDuffie, Watts **Opposed:** None **Absent:** Johnson*

***Abstain:** None*

V. Adjournment

Motion to adjourn meeting by Michael Watts at 11:00 a.m.

I certify that these minutes are the official minutes of the meeting of the Board of Directors, which was held on March 13, 2020



School Director

CITY HEIGHTS PREP

CHARTER SCHOOL

Minutes
Special Board Meeting
Wednesday, April 1, 2020
9:30 AM

Teleconference Locations:

46730 Fremont Blvd, Fremont, CA, 94538
10210 Genetic Center Drive, San Diego, CA, 92121
1251 Via Mil Cumbres, Solana Beach, CA, 92075
7013 Via Calafia, Carlsbad, CA, 92009
16755 Coyote Bush Drive, San Diego, CA, 92127
8985 Idyllwild Lane, San Diego, CA, 92119
2891 W Canyon Ave, San Diego, CA, 92123
7334 La Mesita Place Apt.9, La Mesa, CA, 91942

Members Present: Johanna Afshani, Edrienne Brandon, Scott Himmelstein, Dr. Lisbeth Johnson, Regina McDuffie, Michael Watts

Members Absent: None

Guest: None

Staff: Dr. Elias Vargas, Merdin Mohammed

I. Call to Order

Meeting called to order by Michael Watts at 9:30 a.m.

II. Public Comment

No comments

III. Approval of Agenda

Motion to approve agenda by Michael Watts, Second by Johanna Afshani

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

Abstain: None

IV. Discussion/Action Items

A. Discussion of Emergency School Closure

B. Approve Resolution - Concerning Measures to Address the Organizational and Educational Impacts of the COVID-19 Virus

ITEM TABLED BY BOARD.

V. Adjournment

Motion to adjourn meeting by Michael Watts at 10:20 a.m.

I certify that these minutes are the official minutes of the meeting of the Board of Directors, which was held on April 1, 2020



School Director

CITY HEIGHTS PREP

CHARTER SCHOOL

Minutes
Special Board Meeting
Friday, April 24, 2020
10:30 AM

Teleconference Locations:

46730 Fremont Blvd, Fremont, CA, 94538
10210 Genetic Center Drive, San Diego, CA, 92121
1251 Via Mil Cumbres, Solana Beach, CA, 92075
7013 Via Calafia, Carlsbad, CA, 92009
16755 Coyote Bush Drive, San Diego, CA, 92127
8985 Idyllwild Lane, San Diego, CA, 92119
2891 W Canyon Ave, San Diego, CA, 92123
7334 La Mesita Place Apt.9, La Mesa, CA, 91942

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

Members Absent: Dr. Lisbeth Johnson

Guest: None

Staff: Dr. Elias Vargas, Merdin Mohammed

I. Call to Order

Meeting called to order by Michael Watts at 10:35 a.m.

II. Public Comment

No comments

III. Approval of Agenda

Motion to approve agenda by Michael Watts, Second by Scott Himmelstein

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

Abstain: None

IV. Discussion/Action Items

A. Approve Resolution - Concerning Measures to Address the Organizational and Educational Impacts of the COVID-19 Virus

Motion to approve Resolution – Concerning Measures to Address the Organizational and Educational Impacts of the COVID-19 virus by Scott Himmelstein, Second by Michael Watts

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

Abstain: None

B. Adopt Emergency School Closure Policy

Motion to adopt Emergency School Closure Policy by Edrienne Brandon, Second by Johanna Afshani

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

Abstain: None

CITY HEIGHTS PREP

CHARTER SCHOOL

Minutes
Special Board Meeting
Friday, April 24, 2020
10:30 AM

Teleconference Locations:
46730 Fremont Blvd, Fremont, CA, 94538
10210 Genetic Center Drive, San Diego, CA, 92121
1251 Via Mil Cumbres, Solana Beach, CA, 92075
7013 Via Calafia, Carlsbad, CA, 92009
16755 Coyote Bush Drive, San Diego, CA, 92127
8985 Idyllwild Lane, San Diego, CA, 92119
2891 W Canyon Ave, San Diego, CA, 92123
7334 La Mesita Place Apt.9, La Mesa, CA, 91942

V. Adjournment

Motion to adjourn meeting by Michael Watts at 11: 05 a.m.

I certify that these minutes are the official minutes of the meeting of the Board of Directors, which was held on April 24, 2020



School Director