

**MINUTES**  
**URBAN CORPS OF SAN DIEGO COUNTY CHARTER SCHOOL**  
**BOARD OF DIRECTORS MEETING**  
**Via ZOOM**  
**Meeting ID: 838 7958 6769**  
**September 8, 2022 – 9:00 a.m.**

**NOTE:** In compliance with the Americans with Disabilities Act if you need special assistance to participate in the meeting, please contact the Urban Corps of San Diego County Charter School 48 hours prior to the meeting at (619) 235-6884.

Full agenda packets are available for the public to review at the Urban Corps of San Diego County Charter School in San Diego, CA.

**ON THE WEB:** Agendas may be viewed at <https://www.urbancorpscharter.com/>

**PLEDGE OF ALLEGIANCE/  
CALL TO ORDER:**

The meeting is called to order at 9:00 a.m.

**MEMBERS PRESENT:**

Atousa Monjazebe, Karen Ludwig, Dr. Randy Ward, and John Mendez

**MEMBERS ABSENT:**

Dr. Michel Marcus

**UCCS STAFF PRESENT:**

Dr. Tracey Adler, Jennifer Westin, Dan Thomas, and Anne Bernstein

**GUESTS/UCO STAFF PRESENT:**

*In accordance with the law, the public and Board are hereby given notice that a tape recording of today's meeting is being made. This recording is to assist in the completion of the minutes. It is **NOT** a transcript of the meeting and may be disposed of in 30 days. The official transcript of this meeting will continue to be the adopted minutes.*

**PUBLIC COMMENT:**

It is appropriate for the public to address the Urban Corps Charter School (UCCS) Board regarding items of public interest within the jurisdiction of the board before or during the Board's consideration of the items. Time allowed may be limited to three minutes per item. If a large number wish to speak on a specific item, the board may limit total input to 30 minutes on any item. Individuals or groups may address the board on items not listed on the agenda; however, no action can or will be taken on the unlisted items. Unless otherwise determined by the board, each person is limited to five minutes. Further, Education Code §35145.5 also establishes the right of the public to place items on the agenda directly relating to business of the UCCS Board of Directors. Agenda requests must be made in writing ten days prior to board meetings.

**REPORTS:**

**THE BOARD MAY, IF TIME PERMITS, TAKE BOARD REPORTS AND SUPERINTENDENT'S REPORT AT ANY TIME DURING THE MEETING AND NOT AT A SPECIFIC TIME.**

There will be no board discussion except to ask questions or refer matters to staff, and no action will be taken unless listed elsewhere on the agenda or on a subsequent agenda:

**CONSENT AGENDA:**

All consent agenda items for the URBAN CORPS CHARTER SCHOOL BOARD OF DIRECTORS are considered to be routine and will be enacted by one motion unless a board member requests separate action on a specific item. Approval recommended on all items listed:

1. Approval of June 17, 2022 Meeting Minutes

Ms. Monjazeab asks for a motion to approve the June 17 meeting minutes. Ms. Ludwig motions, Mr. Mendez seconds. Ms. Monjazeab abstains. Dr. Ward abstains. Motion passes.

**OLD BUSINESS:**

None

**NEW BUSINESS:**

**1. Action Item—English Learner Master Plan Procedures**

Dan Thomas reports staff have been working on the English Learner and the Special Ed Plan, for over a year with the goal of presenting a clear and complete guidance for teachers and staff. Dr. Ward comments the plan is very comprehensive and if there are no questions, he would move to accept the plan.

Hearing none, Dr. Wards motions to approve the English Learner Master Plan, Ms. Monjazeab seconds. Motion passes.

**2. Action Item—Special ED 504 Procedures**

Mr. Thomas explains the goal of the Special Ed Procedures is to offer clarity to teachers working with the student population. Since there are a lot of gray areas based on students aging out of Special Ed, the aim is to align all the identification procedures that go with IEP's and 504's and give teachers a good, clear, and concise understanding of the nuances of age and how 504 and Special Ed students can be transitioned.

Ms. Monjazeab motions to approve the document with corrections to the typo/misspelling on the cover page. Ms. Ludwig seconds. Motion passes.

**3. Action Item—2021 Unaudited Actuals**

Ms. Westin states the school is ending the year with a deficit spending of \$43,000, and a reserve of 29.44%, which puts the school in a much better position than the prior year. ADA was cut in half resulting in a drastic reduction to the budget; however, the year ended much more positively than expected. Ms. Westin went on to describe new trailer bill legislation for 2021-22 ADA relief, which would potentially give the school additional revenue. Since this is a new bill there is very little detail in the language and after discussion with the auditors she was advised to wait until there is more clarification in the language before recognizing the revenue in the budget. Any extra revenue received for 2021-22 will be added to the fund balance. Additionally, there is one-time funding from the A-G grant, and ADA is increasing. The first interim in December will include these additional revenues and give more information on the current year revenue.

Dr. Ward asks Ms. Westin what the amounts are that could be included in the final balance. Ms. Westin responds the budget is built on 137 ADA and the trailer bill relief proposal would bring it up to 234 ADA, which is quite significant.

Dr. Ward asks if the legislation is a result of the drop in ADA statewide.

Ms. Westin affirms and adds it has been a difficult process since the language pertaining to charter schools is unclear; however, she is confident we will receive the funds.

Ms. Monjazeab motions to approve the 2021 Unaudited Actuals. Dr. Ward seconds. Motion passes.

**INFORMATIONAL  
ITEMS:**

1. Audit Scheduling Letter
2. Action Engagement letter 2020-2024
3. Audit Planning Letter for FY ending June 2022

Ms. Westin states the audit letters are standard letters, which indicate the scope and timing of the audit process.

**4. A-G Access Grant Plan**

Mr. Thomas refers to the one-page document, which explains the A-G Grant Program Expenditure Plan; the school essentially received two categories of funding for a total of \$150,000 broken into two sub-grants of \$75,000 each for the A-G Access Grant and the A-G Learning Loss Mitigation Grant. Mr. Thomas explains the breakdown of expenditures, specifically pointing out the \$20,000 allocated for English Learner Support Staff Development ties back to the English Learner Master Plan.

The Learning Loss Mitigation portion of the grant allocates funding to pay for classroom assistants and tutors. UCCS serves a 100% unduplicated population, and all of our student are given a re-take option.

**EXECUTIVE  
DIRECTOR  
REPORT:**

The Executive Director, Dan Thomas will report on activities and other matters. There will be no discussion except to ask questions and no action will be taken.

Mr. Thomas reports enrollment stands at 191 between all campuses: the first 20-day count, which is learning period one, shows an ADA count of 132 which brings us close to our goal, and which is anticipated to increase. Inland Empire in San Bernardino, where the average student count has hovered around 2-3 students, has increased the count to 13 with five more in COMET this week. Las Piños, the Lake Elsinore Campus, has 13 students and the average for last year was 8-10 students. Vista always has a smaller student count: the average is 5 or less. The San Diego Center in National City began the school year with 5 students and is now up to 17. The new Escondido Campus is up to 11 students, and they hold orientation every Thursday. At the main campus in Midway District, we have 137 students and consistently hold orientations each Wednesday, these numbers are also rising. UCCS is working on improving attendance rates.

The school has recently purchased 150 new chrome books and 11 laptops for teachers through the Emergency Connectivity Fund grant.

There are four classroom assistants' compliments of the Comprehensive Support and Improvement Grant funding who are working up to 20 hours per week. On the technology side, there is new software being used in the classroom: Newsela and Freckle. Newsela is a news/current events program, which has an array of different articles that align with our curriculum on different reading levels, and is helping promote reading across the curriculum. Freckle is a product of the Renaissance Suite used for diagnostic testing during orientation. Freckle syncs Renaissance STAR Reading and Math scores for easy placement. It also provides standard testing tools.

Mr. Thomas concludes his presentation by describing two new College Corps Program partnerships: College Corps is a program led and designed by California Volunteers and

the California Office of the Governor. The program was created and designed to engage college students in meaningful service in order to build leadership, civic responsibility, and social change, to promote academic success and economic well-being for students from diverse socio- economic backgrounds; help low-income students graduate on-time with less debt, help build equitable communities across California, focus on climate action priorities, connect students to community partners, and support community-based organizations. K-12 education, food insecurity and climate action are the 3 main focuses of College Corps assistance.

UCCS aligns with all of these priorities.

Mr. Thomas has connected with USD and UCSD to partner on this new initiative and has accepted seven college students to work as classroom assistants. UCCS is anticipating placement of up to 10 College Corps Fellows and is looking forward to the youth and diversity they will bring to the program.

The USD fellows will focus on Climate Action and will work with UCCS students to look more deeply at the positive impact their work in the community has on the environment. The UCSD fellows will provide much needed support with academics by assisting in classrooms across all disciplines. Additionally, UCCS will be hosting up to 27 students from USD as part of their newcomer orientation that introduces these students to various community agencies. USD Students will have the opportunity to meet with staff and students during a luncheon and tour hosted at the Urban Corps main campus.

**SUPERINTENDENT'S REPORT:**

Dr. Stacey Adler will report on behalf of Mono County School District. There will be no discussion except to ask questions and no action will be taken.

Dr. Adler has nothing to report.

**BOARD MEMBERS' REPORTS:**

Board members may report about various matters; however, there will be no discussion except to ask questions. No action will be taken unless listed on a subsequent agenda item.

Mr. Mendez asks when the next graduation is scheduled for, and nominates Dr. Ward to be the graduate speaker. Mr. Thomas informs the board members graduation is scheduled for Friday December 16, and we have a potential graduate speaker who was suggested by Urban Corps CEO, Kyle Kennedy.

Dr. Ward responds that he is unavailable in December but will consider speaking at the June 2023 graduation. Dr. Ward asks where the event will take place, and staff responds it will most likely be at the Urban Corps campus.

Mr. Mendez asks staff to send the name of the proposed speaker and to calendar the date.

**ADJOURNMENT:**

The meeting was adjourned at 9:39 a.m.