



### **Board Members**

Dr. Charles Friedrichs, President  
Leandro Otero, Vice President  
Taryn Burgess, Board Secretary  
John Ing, Board Treasurer  
Crystal Madaule, Board Member  
Carrie Birchler, Board Member  
Jason Weatherall, Board Member

## **SCHOLARSHIP PREP REGULAR BOARD MEETING MINUTES**

April 20, 2021 at 3:30pm

Dial In Number: 669-900-6833

Meeting ID: 812 4477 5443

Passcode: 663232

Due to the ongoing COVID-19 pandemic, this meeting will be held via teleconference only in compliance with Executive Order N-29-20. Members of the public may observe the meeting and offer public comment using the dial-in information above.

### **PUBLIC COMMENT:**

The public attending the teleconference are invited to address the Board. Public comments can also be submitted via email to [comments@scholarshipschools.org](mailto:comments@scholarshipschools.org) with "Public Comment for Board Meeting (on date of the Board Meeting)" in the subject line. The comment should include the name of the commenter, the Agenda Item number and topic that is to be discussed. Comments must be received by 3:30pm of the day before the scheduled Board Meeting, and will be read during the meeting based upon time limitations. If the statement is not read online due to time limitations, the comments will be provided to the board members.

Testimony shall be limited in content to matters pertaining to Scholarship Prep. The Board may not take any action on matters discussed during the public testimony period that are not listed on the agenda.

## Agenda

**1.0 ROLL CALL - TIME: \_\_\_3:31pm\_\_\_**

Roll Call	Trustee	Term	Present	Absent
Dr. Charles Friedrichs, President	5	7/16/19 - 7/2021	X	
Leandro Otero, Vice President	3	10/20/20 - 10/2022	X	
Taryn Burgess, Board Secretary	1	10/23/18 - 10/2021		X
John Ing, Board Treasurer	2	12/10/19 - 12/2022	X	
Crystal Madaule, Board Member	4	4/20/21 - 4/2023	X	
Carrie Birchler, Board Member	6	6/18/19 - 6/2022	X	
Jason Weatherall, Board Member	7	9/15/20 - 9/2022	X*	

\*Board Member Weatherall joined the meeting at 3:38pm during the Information Session.

**2.0 PLEDGE OF ALLEGIANCE**

**3.0 READING OF THE SCHOLARSHIP PREP MISSION STATEMENT**

*“We are committed to provide a university-inspired pathway of success while closing the achievement gap for all students, including foster youth and those underserved.”*

**4.0 APPROVAL OF THE AGENDA**

**Motion :** John Ing      **Second:** Leandro Otero      **Vote:** 5-0

Roll Call	AYE	NAY	ABSTENTION
Dr. Charles Friedrichs, President	X		
Leandro Otero, Vice President	X		
Taryn Burgess, Board Secretary			
John Ing, Board Treasurer	X		
Crystal Madaule, Board Member	X		
Carrie Birchler, Board Member	X		
Jason Weatherall, Board Member			

## **5.0 INVITATION TO ADDRESS THE BOARD ON ITEMS ON THE AGENDA**

Members of the public attending this meeting are invited to address the Board regarding items listed on the agenda at this time. Comments that were submitted in writing will be read during that agenda item discussion. All comments should be limited to a maximum of 3 minutes (per Board discretion). Commenters should state their name and the Agenda item to which they are speaking.

*The Board members may:*

- (1) Acknowledge receipt of information/report;*
- (2) Refer to staff with no direction as to action or priority; or*
- (3) Refer the matter to the next agenda.*

## **6.0 INVITATION TO ADDRESS THE BOARD ON ITEMS NOT ON THE AGENDA**

Members of the public are invited to address the Board regarding items not listed on the agenda but within the Board's jurisdiction. Comments should be limited to a maximum of 3 minutes (per Board discretion). There shall be no action taken, nor should there be comments on, responses to, or discussion of a topic not on the agenda.

*The Board members may:*

- (1) Acknowledge receipt of information/report;*
- (2) Refer to staff with no direction as to action or priority; or*
- (3) Refer the matter to the next agenda.*

## **7.0 INFORMATION SESSION**

### **7.1. Organization Update by Jason Watts, Executive Director.**

#### **7.1.1. SDCOE Annual Site Visit Results: Scholarship Prep Oceanside, Presented by Jason Watts, Executive Director.**

Executive Director Jason Watts provided updates to the Board regarding oversight visits at both Scholarship Prep South Bay and Scholarship Prep Oceanside. Scholarship Prep has received results from the Oceanside visit. The San Diego County Office of Education reported 'no findings nor corrective actions'. Mr. Watts gave praise to the entire team who collaborated on making this oversight visit successful.

Scholarship Prep is awaiting the results of the Scholarship Prep South Bay oversight visit report.

Board Member Otero congratulated the team on a success visit in Oceanside. He emphasized having been a part of these visits as a teacher they can be stressful, but the team handled it well.

Board President Friedrichs congratulated the team on a job well done.

**7.1.2. Fiscal Update, Presented by Darlington Ahaiwe, Director of Client Finance, Charter Impact.**

Darlington Ahaiwe went over the consolidated financials for Scholarship Prep starting with changes in projections. Scholarship Prep saw an increase in projected revenue and a projected increase in expenses with no material changes in cash projections.

Board President Friedrichs noted an inconsistency on the presentation in the projected revenue expense amount. Mr. Ahaiwe followed up by saying he would provide Scholarship Prep with a corrected presentation including the correct amount following the presentation.

Mr. Ahaiwe continued by sharing the projected revenue increase is coming from the Santa Ana campus due to an increase in SB-740 facility reimbursement in addition to the receipt of the No Kid Hungry grant. The increase in projected expenses comes from an increase in classified payroll expenses and an increase in taxes and fees.

Year to date, Scholarship Prep is projecting an ending fund balance of \$2.75m which is 16.5% of Annual Expenses.

Oceanside is projecting a year-end cash balance of \$802k.

Santa Ana is projecting a year-end cash balance of \$566k.

South Bay is projecting a year-end cash balance of \$292k.

Board President Friedrichs thanked Darlington for his time presenting.

**7.2. California Community Schools Partnership Program Presented by Andrew Crowe, Chief Schools Officer.**

Chief School Officer Andrew Crowe shared Scholarship Prep applied for a grant through the California Department of Education which had \$45 million in funds available for Elementary and Secondary School Emergency Relief. The assumptions were schools would use the money to address a myriad of conditions exacerbated by COVID-19 such as food insecurity and housing instability.

Scholarship Prep was the only school in Orange County and one of only two charter schools in the state to receive the grant. The amount received was \$396,500. Scholarship Prep will be using the grant to fund multiple positions including a number of supplies and services to benefit affected student populations.

Board Member Otero praised the holistic approach the organization is taking.

**7.3. Oceanside Campus Update by Valerie Douglass, Principal.**

Ms. Douglass thanked the team for the support in assisting for a successful oversight visit. She noted they are hopeful for and looking forward to a renewal vote next year. She thanked Ms. Chloe Leech for putting together the video update.

**7.4. Santa Ana Campus Update by Dennise Allotey, Principal.**

Ms. Allotey thanked lead teacher Gilanie Thomas for creating the video update. Ms. Allotey shared Santa Ana currently has an enrollment of 504 students with a 98% attendance rate and projected enrollment of 545 for next school year.

**7.5. South Bay Campus Update by Harris Luu, Principal.**

Mr. Luu shared he is very proud of the academic progress students have made. He thanked the Home Office staff for support in helping make these academic

gains. During the virtual oversight visit, the South Bay authorizer praised the campuses ability to reopen in a hybrid model and have the success they've had.

After the video, Board President Friedrichs asked Mr. Luu when we can expect the results of our oversight visit. Mr. Luu shared it will most likely be in a few weeks based on last year's timeline.

**8.0 CONSENT CALENDAR**

- 8.1. Approval of the Minutes of the Regular Board Meeting of March 16, 2021.**
- 8.2. Approval of February 2020 Check Register - Oceanside.**
- 8.3. Approval of February 2020 Check Register - Santa Ana.**
- 8.4. Approval of February 2020 Check Register - South Bay.**
- 8.5. Approval of March 2021 Check Register - Oceanside.**
- 8.6. Approval of March 2021 Check Register - Santa Ana.**
- 8.7. Approval of March 2021 Check Register - South Bay.**
- 8.8. Approval of 2021-2022 Master Calendar - Oceanside.**
- 8.9. Approval of 2021-2022 Master Calendar - Santa Ana.**
- 8.10. Approval of 2021-2022 Master Calendar - South Bay.**
- 8.11. Approval of Revised Fiscal Policies and Procedures Manual.**
- 8.12. Approval of Revised Independent Educational Evaluation Policy.**
- 8.13. Approval of Revised Sexual Harassment and Sexual Violence Policy.**
- 8.14. Approval of Revised Chief Operating Officer Job Description.**
- 8.15. Approval of Deputy Director Job Description.**
- 8.16. Approval of Lead IT Technician Job Description.**
- 8.17. Approval of Coordinator of Student Services Job Description.**
- 8.18. Approval of Form 990 Income Tax Return For Year Ended June 30, 2020.**
- 8.19. Approval of Scholarship Prep Board Resolution 2021-0420-8: Foster Care Month (May 2021).**

Board President Friedrichs noted that the 2020 check register items were added to this agenda as they were not officially approved last year.

**Motion :** Crystal Madaule      **Second:** Jason Weathera II      **Vote:** 6-0

Roll Call	AYE	NAY	ABSTENTION
Dr. Charles Friedrichs, President	X		

Leandro Otero, Vice President	X		
Taryn Burgess, Board Secretary			
John Ing, Board Treasurer	X		
Crystal Madaule, Board Member	X		
Carrie Birchler, Board Member	X		
Jason Weatherall, Board Member	X		

## 9.0 ACTION ITEMS

### 9.1. Approval of Lease Agreement for 201 East Cypress Street, Anaheim, CA 92805 between Scholarship Prep Santa Ana (County-Wide Charter) and Red Hook Capital Partners IV LLC.

Recommend the Board to approve the Lease Agreement for 201 East Cypress Street, Anaheim, CA 92805 between Scholarship Prep Santa Ana and Red Hook Capital Partners IV LLC.

Chief Development Officer Marisa Quintanar and Chief of Schools Andrew Crowe jointly presented on this potential to serve additional families in Orange County. After reviewing the data, Anaheim’s demographics closely resemble the numbers of families we are currently serving in Santa Ana.

Mr. Crowe presented academic and enrollment data on campuses surrounding this property while Ms. Quintanar presented details of the facility including the project timeline and school affordability.

Board President Friedrichs asked why rent cost on the facility would increase even after seeing increasing enrollment numbers. Ms. Quintanar shared that because of an agreement with Red Hook Capital in the lease, Scholarship Prep has built in abatement within the first three years to ramp up enrollment. She also noted the facility will need some tenant improvements to maximize classroom space.

Board President asked when we would own the facility, Ms. Quintanar stated we have a 5 year window option to purchase the facility.

Board Treasurer Ing noted that the affordability metrics look great.

**Motion :** Jason Weathera II      **Second:** John Ing      **Vote:** 5-0

Roll Call	AYE	NAY	ABSTENTION
Dr. Charles Friedrichs, President	X		
Leandro Otero, Vice President	NV*		
Taryn Burgess, Board Secretary			
John Ing, Board Treasurer	X		
Crystal Madaule, Board Member	X		
Carrie Birchler, Board Member	X		
Jason Weatherall, Board Member	X		

\*Board Member Otero stepped away momentarily from the meeting prior to this vote.

**9.2. Approval of Resolution No.2021-0420-9 Authorizing Submission of a Material Revision to The Charter for Scholarship Prep-Santa Ana and Other Actions Related Thereto.**

Recommend the Board to approve the Resolution Authorizing Submission of a Material Revision to the Existing Scholarship Prep (Santa Ana) Countywide Charter Petition (and other actions related hereto).

Executive Director Jason Watts presented this item which is approval to notify the Orange County Department of Education, Anaheim Elementary School District, and Santa Ana Unified School District of a material revision submission for Scholarship Prep to open additional campuses under the countywide benefit.

**Motion :** John Ing      **Second:** Crystal Madaule      **Vote:** 5-0

Roll Call	AYE	NAY	ABSTENTION
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Dr. Charles Friedrichs, President	X		
Leandro Otero, Vice President	NV*		
Taryn Burgess, Board Secretary			
John Ing, Board Treasurer	X		
Crystal Madaule, Board Member	X		
Carrie Birchler, Board Member	X		
Jason Weatherall, Board Member	X		

\*Board Member Otero stepped away momentarily from the meeting prior to this vote.

### 9.3. Approval of Revised Executive Director Job Description.

Recommend the Board to approve Revised Executive Director Job Description.

Executive Director Jason Watts shared this revision was made in alignment with current leadership restructuring the organization management has been making in order to more closely align roles and responsibilities to what is happening in practice as Scholarship Prep adds additional school sites.

Board Member Otero rejoined the meeting before this vote.

**Motion :** Carrie Birchler      **Second:** John Ing      **Vote:** 6-0

Roll Call	AYE	NAY	ABSTENTION
Dr. Charles Friedrichs, President	X		
Leandro Otero, Vice President	X		
Taryn Burgess, Board Secretary			
John Ing, Board Treasurer	X		
Crystal Madaule, Board Member	X		
Carrie Birchler, Board Member	X		
Jason Weatherall, Board Member	X		

**10.0 BOARD COMMENTS**

The Governing Board will take comments/updates from fellow board members, and staff for future agenda issues.

Board President Friedrichs wanted to compliment teachers and school sites for their work in moving back towards business as usual.

**11.0 UPCOMING BOARD MEETING/ISSUES**

The next regularly scheduled Board Meeting is set for May 18, 2021 and will be held in Santa Ana or virtually if still under statewide Coronavirus emergency mandates.

**12.0 ADJOURNMENT:**

**Motion :** Crystal Madaule      **Second:** Leandro Otero      **Vote:** 6-0

Roll Call	AYE	NAY	ABSTENTION
Dr. Charles Friedrichs, President	X		
Leandro Otero, Vice President	X		
Taryn Burgess, Board Secretary			
John Ing, Board Treasurer	X		
Crystal Madaule, Board Member	X		
Carrie Birchler, Board Member	X		
Jason Weatherall, Board Member	X		

**MEETING ADJOURNED AT: 4:28pm**

Approved by:                     

Taryn Burgess, Board Secretary

Date:           May 18, 2021

**THE ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE**

Notice is hereby given that the order of consideration of matters on this agenda may be changed without prior notice.

**REASONABLE LIMITATIONS MAY BE PLACED ON PUBLIC TESTIMONY**

The Governing Board's presiding officer reserves the right to impose reasonable time limits on public testimony to ensure that the agenda is completed.

**SPECIAL PRESENTATION MAY BE MADE**

Notice is hereby given that, consistent with the requirements of the Brown Act, special presentations not mentioned in the agenda may be made at this meeting.

However, any such presentation will be for information only.

**REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH DISABILITY**

Pursuant to the Rehabilitation Act of 1973 and the Americans with Disabilities Act of any individual with a disability who requires reasonable accommodation to attend or participate in this meeting of the Governing Board may request assistance by contacting Arthur Congo, email: [acongo@scholarshipschools.org](mailto:acongo@scholarshipschools.org)

**BOARD DOCUMENTS**

Agenda documents that have been distributed to members of the Board and are available for inspection online by requesting from Arthur Congo at [acongo@scholarshipschools.org](mailto:acongo@scholarshipschools.org) "during normal school business hours Mon- Friday" or at any of the Scholarship Prep School Offices during regular business hours.

Scholarship Prep Santa Ana - 1010 West 17th Street, Santa Ana, CA 92706  
7:30 a.m. to 4:00 p.m. Monday through Friday

Scholarship Prep Oceanside - 4070 Mission Avenue, Oceanside, CA 92057  
7:30 a.m. to 4:30 p.m. Monday through Friday

Scholarship Prep South Bay- 24910 S. Avalon Blvd., Wilmington, CA 90744  
7:30 a.m. to 4:00 p.m. Monday through Friday

**FOR MORE INFORMATION**

For more information concerning this agenda, please contact Arthur Congo at:  
[acongo@scholarshipschools.org](mailto:acongo@scholarshipschools.org)