

APPROVED

# Vista Real Charter High School

## Minutes

### Regular Board Meeting

Operated by Vista Real Public Charter, Inc., A California Non-Profit Public Benefit Corporation

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#### Date and Time

Wednesday February 28, 2024 at 4:00 PM

#### Location

**Meeting Location:** 106 North 8th Street, Santa Paula, CA 93060

#### Or Join Using the Meeting Link:

[https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F\\_%23%2F%2Fmeetup-join%2F19%3Ameeting\\_NmEwNGUxMjctNm1NC00NDUxLTg1YTIitNWQ4ZTNIYTIIIZmFh%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=b711d346-0ed3-4702-91de-eda561e9718&directDI=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true](https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F_%23%2F%2Fmeetup-join%2F19%3Ameeting_NmEwNGUxMjctNm1NC00NDUxLTg1YTIitNWQ4ZTNIYTIIIZmFh%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=b711d346-0ed3-4702-91de-eda561e9718&directDI=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true)

#### Or Call in for audio only:

Conference Line (657) 207-0015 Code: 402 245 967#

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#### MEETING LOGISTICS

The public is encouraged to participate in the meeting in person, or by dialing the conference line or clicking the weblink listed on the posted agenda. The public may submit written comments to the Board by emailing [publiccomments@vrchs.org](mailto:publiccomments@vrchs.org). The public may also provide comments 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.

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#### Directors Present

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Ernie Villegas, Gary Cushing, Marybeth Jacobsen, Randell Lawrence, Victoria Hancock

**Directors Absent**

*None*

**Directors who left before the meeting adjourned**

Randell Lawrence

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**I. Opening Items**

**A. Call the Meeting to Order**

Board President Lawrence read aloud the notices regarding meeting logistics and accommodations.

Randell Lawrence called a meeting of the board of directors of Vista Real Charter High School to order on Wednesday Feb 28, 2024 at 4:00 PM.

**B. Roll Call and Establishment of Quorum**

Board President Lawrence performed a board member roll call and a quorum was established.

Board President Lawrence then introduced Vanessa Mendoza, who performed a roll call of the learning center locations that joined the meeting via a two-way teleconference line.

**C. Pledge of Allegiance**

Board Secretary Hancock led the pledge of allegiance.

**D. Staff Introductions**

Corrine Manley, CEO and Area Superintendent

Jeri Vincent, Corporate Secretary

Shellie Hanes, Superintendent

Jeff Martineau, V.P. of Charter Relations

Bill Thompson, Legal Counsel

Guita Sharifi, CFO, LLAC

Josephine Nguyen, State and Federal Program Coordinator

Tres Simi, Sr. VP of Facilities and Operations, LLAC

Michelle Lopez, Legal Counsel, LLAC

**E. Approve Agenda for the February 28, 2024, Regular Public Meeting of the Board of Directors**

Victoria Hancock made a motion to approve Agenda for the February 28, 2024, Regular Public Meeting of the Board of Directors.

Gary Cushing seconded the motion.  
The board **VOTED** to approve the motion.

**Roll Call**

Marybeth Jacobsen Aye  
Victoria Hancock Aye  
Gary Cushing Aye  
Randell Lawrence Aye  
Ernie Villegas Aye

**F. Approve Minutes of the November 29, 2023, Regular Public Meeting of the Board of Directors**

Ernie Villegas made a motion to approve the minutes from Regular Board Meeting on 11-29-23.

Gary Cushing seconded the motion.  
The board **VOTED** to approve the motion.

**Roll Call**

Marybeth Jacobsen Aye  
Randell Lawrence Aye  
Victoria Hancock Aye  
Gary Cushing Aye  
Ernie Villegas Aye

**II. Consent Agenda**

**A. Consent Agenda Items**

1. The School Accountability Report Card
2. The 2024-2025 Parent Student Handbook
3. The 2024-2025 School Calendar
4. The revised Employee Handbook
5. The disposal of discontinued/obsolete technology equipment

Board President Lawrence announced the consent agenda items and asked if any member would like to discuss any of the agenda items for action separately. Hearing none, Board President Lawrence asked for a motion to approve the consent agenda items.

Marybeth Jacobsen made a motion to approve the consent agenda items.

Victoria Hancock seconded the motion.  
The board **VOTED** to approve the motion.

**Roll Call**

Ernie Villegas Aye  
Randell Lawrence Aye  
Marybeth Jacobsen Aye  
Victoria Hancock Aye  
Gary Cushing Aye

### **III. Public Comment**

#### **A. Public Comment**

Board President Lawrence 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. The time allotted per presentation will not exceed three (3) minutes, unless 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 Lawrence 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.

### **IV. School Reports and Information**

#### **A. Legislative Update**

On behalf of Bob Morales, Mr. Thompson provided the board with an update of the ongoing efforts of the LLAC External Affairs division.

Mr. Thompson then introduced Michelle Lopez, who reviewed several noteworthy and applicable laws, including the education budget trailer bill, and changes to the school safety plan and parent-student handbook. Ms. Lopez recommended the board review the legislative summary and to reach out with any questions.

Board President Lawrence thanked Mr. Thompson and Ms. Lopez for their updates.

#### **B. Area Superintendent Update**

Corrine Manley greeted the board and then discussed the school's learning period 7 data, including Average Daily Attendance (ADA), enrollment, overall credit completion, core credit completion, and the one-year graduation cohort. The school is in the process of implementing a strategic focus on expanding tutoring to more students to improve core credit completion as part of our Comprehensive Support and Improvement Plan.

Jonathan Oates then provided updates to the board on various events recently taking place at the school, including a luncheon to offer wrap-around services to students in need, a recent CSI field trip, and a trip to the Ronald Reagan Library. He then informed the board about a new CTE Program offering cosmetology, game design, and culinary arts. He also shared about upcoming programs and events, including E-Sports, a screening of the La Lucha movie, their first school dance, and their first participation in grad-night. He then

discussed methods they are utilizing to help students increase academic success. Lastly, he informed the board of the upcoming career and wellness fair.

Board Member Villegas asked if other traditional schools are also seeing a decline in enrollment. Ms. Manley discussed the effects of COVID on all schools in their area.

Board Member Jacobson asked where the students are going. Ms. Manley discussed with the board the large number of people moving out of the county and how that directly affects enrollment. She then discussed the importance of reviewing the many challenges students are facing post-COVID and how they can better assist students reach academic success.

Board Member Jacobson asked if any data is collected from students after their participation in any of the events the school offers. Mr. Oates discussed with the board the various ways they try to get feedback from the students.

### **C. Facilities Update**

Tres Simi updated the board on the meeting he and Board Member Cushing had with Rachel Dimond, Community Development Director for Ventura, regarding the scheduling of the Community Review, and how best to expedite the process.

Board Member Cushing shared his discussions with Ms. Dimond regarding the ADA ramp and the net water zero. He informed the board he will be reaching out to City Council members for their assistance with the matter.

Lastly, Mr. Simi informed the board he will provide the sellers with an update.

Board President Lawrence thanked Mr. Simi for his update.

### **D. Finance Update**

Guita Sharifi directed the board to the Hanmi Bank Revolving Line of Credit (RLOC) financial update included in the board packet and reviewed the school's credit amount including the current interest rate of 9.0%, unchanged from the previous RLOC update provided to the board. Ms. Sharifi then reviewed the expiration date, the current RLOC withdrawal amount, and the RLOC covenants ratios as of January 31, 2024.

Finally, Ms. Sharifi informed the board they are continuing to monitor the state budget and will update the board as needed.

Board Member Cushing asked if there has been any talks about deferrals. Ms. Sharifi informed the board of a recent FCMAT conversation wherein deferrals were discussed but that other options were also shared. She reminded the board that Vista Real is in good financial standing and assured the board the school will not be greatly impacted should there be any deferrals in the near future.

Board President Lawrence thanked Ms. Sharifi for her update.

### **E.**

### **Mid-Year Local Control Accountability Plan Update**

Josephine Nguyen greeted the board and directed them to the 2023-2024 Mid-Year Local Control Accountability Plan (LCAP) report located in the board packet. Ms. Nguyen began by reviewing the following LCAP data:

- Goal #1, Increase Academic Progress: Metrics showed growth in English Learners, academic interventions, and program materials and tutoring and supports for students.
- Goal #2, Students Will Gain Skills for College and Career-Readiness: Metrics showed growth in career and college readiness for English Learners, low income, and foster youth students.
- Goal #3, Increase Student Retention: Fully implemented student retention, social and emotional supports, access to transportation, and Title 1 helping homeless youth.
- Goal #4, Increase Educational Partners' Engagement: Fully implemented community/parent liaison and meaningful school activities, translation and outreach services, educational partner engagement, and Title I parent engagement.

Ms. Nguyen thanked the board for their support and asked if they had any questions or feedback.

Board President Lawrence thanked Ms. Nguyen for her update.

### **F. California Dashboard Report**

Corrine Manley reminded the board the school is currently certified as a Dashboard Alternative Schools Status (DASS) school and provided an accountability update for the school. Ms. Manley explained that parents/guardians, educators, other educational partners, and the public can use the Dashboard to see how schools are performing under California's school accountability system. These data are used to identify strengths, weaknesses, and areas in need of improvement for schools. Ms. Manley reported that state indicators are based on data collected consistently across the state through the California Longitudinal Pupil Achievement Data System (CALPADS) and testing vendors. The state indicators are:

- Academic Performance Indicators (reported separately for English language arts/literacy [ELA] and mathematics assessments)
- English Learner Progress
- Chronic Absenteeism
- Graduation Rate
- Suspension Rate
- College/Career

Ms. Manley then reviewed each of the school's Dashboard status levels and discussed the graduation rate listed on the Dashboard for the school year 2022-23 compared to the school's internal one-year graduation cohort rate. Ms. Manley further explained this percentage includes fourth-year graduates from the Class of 2023 as well as fifth-year graduates from the Class of 2022. On July 27, 2022, the US Department of Education (ED) declined California's waiver request that would allow for the continued use of modified methods for calculating the Academic and Graduation Rate indicators. As a result of this waiver denial, the 2023 Dashboard will be the first Dashboard without any modified methods applied to state indicators and all DASS schools will be treated the same as all other schools on the Dashboard. Previously, DASS schools were able to measure their graduation rate using a one-year cohort rather than a 4-year cohort. Ms. Manley stated the school's internal one-year cohort rate was 76%.

Finally, Ms. Manley reminded the board of the school's student population and that students entering the program are typically extremely credit- and skill-deficient. The average student enrolls with a Reading RIT Score of 213 points and a Math RIT score of 218 points, which is equivalent to a 6th grade reading and math level. Ms. Manley explained students are making progress through qualitative and quantitative data at a local level, which is monitored through the Spring and Fall semester NWEA testing in math and reading.

Board President Lawrence asked for additional data to show the improvement students are making. Ms. Manley informed the board she would provide the board with NWEA scores, which will show how students are doing.

#### **G. Current Vendor List**

Corrine Manley directed the board to the current vendor list located in their board packet. Ms. Manley explained this is a list of all vendors from July 1, 2023 through December 31, 2023, includes a brief description of services, and includes vendors who provide varying services including professional development, technology, health care benefits, etc. Ms. Manley reminded the board this information is provided bi-annually, and she reviewed the list for accuracy. Ms. Manley then requested the board to review the list for any potential conflicts of interest and to reach out to Ms. Manley or legal counsel for any questions.

Board President Lawrence thanked Ms. Manley for the updated list.

#### **H. Conflict of Interest Code Status**

Jeff Martineau informed the board that FPPC Form 804 was completed and submitted for the new position of COO. He informed the board that the Conflict of Interest Code will be amended to reflect the COO position during the biennial review, beginning in June 2024, and will be presented to the board for their approval at a future meeting.

Board President Lawrence thanked Mr. Martineau.

### **V. Action Items**

#### **A.**

**The Board will be asked to approve the Second Interim Report and the Revised Budget for the 2023-2024 school year**

Guita Sharifi directed the board to the Second Interim Report and revised budget for the 2023-2024 school year and explained that the purpose of the report is to provide a financial overview of the school after the first 7 months of operations, from July 1, 2023 through January 31, 2024 actuals, and projected budget to June 2024 year-end. The report categories include the original budget, revised budget, actuals to date, projected year-end totals, projected year-end reserves, and ADA. Ms. Sharifi reviewed the ADA, expenditures, revenue, and projected reserves, and highlighted the following areas:

- The school budgeted a P2 ADA of 2,194, and the school is currently projecting a funding P2 ADA of 2,312, showing an increase of 118 ADA.
- The school is projecting total revenue of \$41.6M, which is \$1.9M higher than the school's original budget.
- LCFF projected revenue increased by \$2.1M, primarily due to an increase in projected ADA.
- Projected total expenditures of \$40.6M, which is an increase of \$1.2M compared to the original budget due to the implementation of services primarily related to the increase in projected ADA.
- Federal revenue decreased to \$446K due to the exclusion of the utilization of ELO Federal Funds during this year, as these funds were utilized by the end of last year.
- Other State Revenue increased from \$2.7M to \$3M due to the Arts and Music Block Grant, Special Education, and Lottery, and an increase in projected ADA.

Finally, Ms. Sharifi reviewed the school's ending fund balance and restricted reserves and asked the board for input and questions.

Board Member Cushing asked where the building purchase can be found in the report. Ms. Sharifi informed the board that the new building is not included on the current report.

Board Member Jacobson asked what type of account are the schools funds are held in. Ms. Sharifi informed the board the funds are currently under Hanmi and invested into multiple accounts, all of which are protected. She informed the board they are currently working on moving the money to a money-market account where it will earn interest.

Hearing no additional comments or questions, Board President Lawrence thanked Ms. Sharifi and asked for a motion.

Gary Cushing made a motion to approve the Second Interim Report and the Revised Budget for the 2023-2024 school year.

Marybeth Jacobsen seconded the motion.

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

**Roll Call**

Ernie Villegas      Aye  
Victoria Hancock    Aye



**Roll Call**

Gary Cushing Aye  
Randell Lawrence Aye  
Marybeth Jacobsen Aye

**B. The Board will be asked to approve using the auditing firm Wilkinson, Hadley & King & Co., LLP for the 2023-2024 audit**

Guita Sharifi directed the board to the proposal presented by Wilkinson Hadley King & Co. to prepare the school's June 30, 2024 annual audit. Ms. Sharifi reminded the board that the Wilkinson Hadley King & Co. CPA firm is on the state's approved auditor list and is currently preparing the 2022 Form 990 Federal Return of Organization Exempt from Income Tax. Ms. Sharifi recommended the board approve the engagement letter with Wilkinson Hadley King & Co.

Board President Lawrence thanked Ms. Sharifi and asked if the school has used Wilkinson, Hadley, King, & Co. before. Ms. Sharifi informed the board they have used them in previous years and explained the process of switching partners every six years.

Hearing no other questions or comments, Board President Lawrence asked for a motion. Ernie Villegas made a motion to approve using the auditing firm Wilkinson, Hadley & King & Co., LLP for the 2023-2024 audit.

Victoria Hancock seconded the motion.

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

**Roll Call**

Victoria Hancock Aye  
Gary Cushing Aye  
Randell Lawrence Aye  
Ernie Villegas Aye  
Marybeth Jacobsen Aye

**C. The Board will be asked to approve the revised Committed Funds Plan for the school**

Corrine Manley directed the board to the Committed Funds Plan located in their packet and discussed the school's current reserve amount in excess of the recommended maximum 20% reserve amount. Ms. Manley explained the establishment and funding of financial reserves is important to the long-term health and stability of the school, the ability to manage cash flow, and protect the school from unforeseen revenue shortfalls, unexpected costs, and economic uncertainties. Financial reserves also help a charter school save for large purchases and reduce the cost of borrowing money. Ms. Manley then explained that in order to demonstrate that we are good stewards of public funds, the Committed Funds Plan has been updated to reflect the school's current needs for projects, programs, and/or resources that directly benefit the students. Ms. Manley then reviewed the updated Committed Funds Plan for the amount of reserves in excess of the recommended 20% reserve amount. Ms. Manley recommended the board approve the Committed Funds Plan

and for emergency or urgent spending needs, and asked the board to authorize the Area Superintendent to make and execute such decisions.

Hearing no additional comments or questions, Board President Lawrence thanked Ms. Manley for her presentation and asked for a motion.

Victoria Hancock made a motion to approve the revised Committed Funds Plan for the school.

Gary Cushing seconded the motion.

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

**Roll Call**

Gary Cushing	Aye
Randell Lawrence	Aye
Victoria Hancock	Aye
Marybeth Jacobsen	Aye
Ernie Villegas	Aye

**D. The Board will be asked to approve the Board Resolution Authorizing Application for Grants**

Guita Sharifi directed the board to the grant resolution located in their board packet and explained the purpose is to authorize Lifelong Learning Administration Corporation (“LLAC”) to apply for Grants, upon the request of the CEO of the Corporation or designee, on behalf of the School; and confirming that LLAC shall administer and manage all reporting requirements associated with any such Grants on behalf of the School. Ms. Sharifi further explained that no individual Grant shall exceed \$1,500,000.00 and the annual total of combined Grants shall not to exceed \$10,000,000.00 in any fiscal year without prior Board approval. Ms. Sharifi recommended the board approve the Board Resolution Authorizing Application for Grants.

Hearing no additional comments or questions, Board President Lawrence thanked Ms. Sharifi and asked for a motion.

Ernie Villegas made a motion to approve the Board Resolution Authorizing Application for Grants.

Marybeth Jacobsen seconded the motion.

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

**Roll Call**

Marybeth Jacobsen	Aye
Randell Lawrence	Aye
Victoria Hancock	Aye
Gary Cushing	Aye
Ernie Villegas	Aye

**VI. Additional Corporate Officers and Board Members’ Observations and Comments**

**A. Observations and Comments**

Board President Lawrence thanked everyone for their presentations and professionalism.

Randell Lawrence left at 5:12 PM.

Board Secretary Hancock resumed the meeting.

## VII. 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: OAH Case Number: 2023100657
2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government Code section 54957(b)(1).) Title: Superintendent

Gary Cushing made a motion to adjourn open public Board meeting to go into closed session.

Ernie Villegas seconded the motion.

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

#### Roll Call

Ernie Villegas	Aye
Gary Cushing	Aye
Randell Lawrence	Absent
Marybeth Jacobsen	Aye
Victoria Hancock	Aye

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

Gary Cushing made a motion to adjourn closed session and reconvene to open public Board meeting.

Marybeth Jacobsen seconded the motion.

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

#### Roll Call

Victoria Hancock	Aye
Gary Cushing	Aye
Randell Lawrence	Absent
Ernie Villegas	Aye
Marybeth Jacobsen	Aye

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

Board Secretary Hancock stated no action was taken in closed session for:

1. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION: (Government Code section 54956.9(d)(1).) Name of Case: OAH Case Number: 2023100657
2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

(Government Code section 54957(b)(1).)

Title: Superintendent

## VIII. Closing Items

### A. Next Regular Board Meeting Date: April 10, 2024, 4:00pm

### B. Adjourn Meeting

Ernie Villegas made a motion to adjourn the meeting.

Marybeth Jacobsen seconded the motion.

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

#### Roll Call

Gary Cushing Aye

Ernie Villegas Aye

Victoria Hancock Aye

Randell Lawrence Absent

Marybeth Jacobsen Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:35 PM.

Respectfully Submitted,

Victoria Hancock

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**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@vrchs.org](mailto:publiccomments@vrchs.org). Documents are also available for public inspection at the Meeting Location noted on this agenda.