

Vista Real Charter High School

Minutes

Operated by Vista Real Charter High School, Inc.

A California Non-Profit Public Benefit Corporation

Date and Time

Monday March 9, 2020 at 4:00 PM

Location

401 South A Street, Suite. 3, Oxnard, CA 93030
Conference Line: (661) 249-6805 Code: 525676

Directors Present

Ernie Villegas, Randell Lawrence, Sean Leonard, Victoria Hancock

Directors Absent

None

I. Opening Items

A. Call the Meeting to Order

Randell Lawrence called a meeting of the board of directors of Vista Real Charter High School to order on Monday Mar 9, 2020 @ 4:03 PM at 401 South A Street, Suite. 3, Oxnard, CA 93030
Conference Line: (661) 249-6805 Code: 525676

B. Record Attendance and Guests

Board President Lawrence performed a roll call of the Vista Real Operating Learning Centers confirming a two-way teleconference line was established at each location as listed below.

Main - 401 South A Street, Suite 3, Oxnard, CA 93030
4001 Mission Oaks Blvd. Ste. E, Camarillo, CA 93012
5000 C Street, Suite 15B, Oxnard, CA 93033
216 N. 8th Street, Santa Paula, CA 93060
1407 East Los Angeles Avenue, Suite N, Simi Valley, CA 93065
5100 Telegraph Road, Suite J, Ventura, CA 93003

C. Pledge of Allegiance

Board President Lawrence led the pledge of allegiance.

D. Staff Introductions

Corrine Manley – Area Superintendent
Jonathan Oates - Principal

Shari Strasburger - Principal
Jeri Vincent, Corporate Secretary
Bill Thompson, Legal Counsel
Gregory Bordo, Legal Counsel
Guita Sharifi, CFO, LLAC
Claudio Wohl, Sr. VP of Finance, LLAC
Michelle Lopez, Legal Counsel, LLAC
Aracely Mayoral, Sr. Director of Finance, LLAC

E. Approve Agenda for the March 9, 2020, Regular Public Meeting of the Board of Directors.

Ernie Villegas made a motion to approve Agenda for the March 9, 2020, Regular Public Meeting of the Board of Directors.

Victoria Hancock seconded the motion.

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

Roll Call

Victoria Hancock Aye

Ernie Villegas Aye

Randell Lawrence Aye

Sean Leonard Absent

Board Member Leonard arrived at the board meeting.

F. Approve Minutes of the December 9, 2019, Regular Public Meeting of the Board of Directors.

Ernie Villegas made a motion to approve the minutes from the December 9, 2019, Regular Public Meeting of the Board of Directors. Operated by Vista Real Public Charter, Inc. on 12-09-19

Victoria Hancock seconded the motion.

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

Roll Call

Randell Lawrence Aye

Victoria Hancock Aye

Ernie Villegas Aye

Sean Leonard Aye

II. Consent Agenda

A. Consent Agenda

Board President Lawrence asked if anyone would like to discuss any of the items on the consent agenda. Hearing none, Board President Lawrence asked for a motion.

Ernie Villegas made a motion to approve the consent agenda items.

Victoria Hancock seconded the motion.

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

Roll Call

Sean Leonard Aye

Ernie Villegas Aye

Randell Lawrence Aye

Victoria Hancock 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. If you would like to participate in public comment, you must have signed in before the commencement of the meeting. Also, our teleconference line is open to members of the public who wish to participate in public comment. The time allotted per presentation will not exceed three (3) minutes, except in the case where a member of the public utilizes a translator, in which case the time allotted will not exceed six (6) minutes. The total time allotted for public comments will not exceed eighteen (18) minutes per agenda item, or ten (10) minutes for non-agenda items. 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 attending the meeting who wished to offer public comment. There were no members of the public in attendance.

IV. School Reports and Information

A. Principal's Update

Jonathan Oates gave a presentation to the board on the school's program and events. Mr. Oates presentation included an update of the school's enrollment, academic courses, CTE program rollout, job shadowing and the H.O.P.E. program. The program provides a child-friendly academic environment as well as brings in resources and support from the community to help parenting students in a safe environment. Mr Oates discussed the recent community and civic events and informed the board the graduation is scheduled for June 12, 2020 at 6:30pm. Mr. Oates also provided a progress update on ELPAC meetings, parent attendance and engagement, and other events for parents to be informed about the school's academic program.

B. School Accountability Report Card (SARC) Update

Corrine Manley directed the the board to the School Accountability Report Card (SARC). Ms. Manley explained the main purpose of the SARC is to provide the parents and the community important information about the school's performance. The SARC contains a variety of information, such as demographic data, academic data, curriculum information, teacher and staff information and fiscal and expenditure data. New this year to the LCAP are the results of the California Science Test. Additionally, the Board was informed that the school is now able to report more accurate information using the Dashboard for Alternative Status Schools by tracking and reporting one-year graduation cohort rates versus the four-year graduation cohort rate.

C. Board Meeting and Graduation Dates Notice

Board President Lawrence informed the board on the upcoming board meetings and graduation date.

D. Report on LLAC Services and Fees

Gregory Bordo of Blank Rome, LLP, legal counsel for the school, provided a report to the board regarding a study completed concerning the fees charged by LLAC to the school for administrative and educational services. Mr. Bordo explained that in order to test the reasonableness of the fees charged, counsel undertook an extensive study of fees charged by service providers and management companies to charter schools at the local, state and national level. The information needed to undertake the study is not readily available. Thus, the study consisted of a review of Form 740 submissions by California independent study charter schools, minutes and submissions in connection with board meetings held by other charter schools regarding the approval of management and service agreements as well as other publicly available information. Mr. Bordo reported his conclusions to the board along

with a summary of the information obtained and advised the board that, based upon the market data, the types and scope of services provided, the fees charged by LLAC are reasonably commensurate with the market rate for these services.

E. Facilities Update

Corrine Manley opened the discussion for Vista Real Charter High to purchase a facility versus leasing, with the understanding that the school has outgrown the current facility in Santa Paula. Ms. Manley stated the school has a healthy reserve and would like to begin the option to purchase a facility, and informed the board she has updated the VCOE Charter Liaison of our interest in purchasing a building and the feedback has been positive.

After a discussion between the board members and Ms. Manley, it was determined that once a property has been identified, an analysis will be performed comparing leasing versus purchasing, and presented at a future board meeting.

V. Action Items

A. The Board will be asked to approve the 2019/2020 Second Interim Report and Revised Budget for the school.

Corrine Manley introduced Aracely Mayoral and asked Ms. Mayoral to present the 2nd interim report. Ms. Mayoral directed the board to the 2nd interim report and revised budget for the 2019-20 school year and explained the purpose of the report is provide a financial overview of the school with January 2020 actuals and projected June 2020 year-end. The report categories includes the prior board approved budget, actuals YTD and projected totals. Ms. Mayoral discussed the ADA, expenditures and revenue, the ending fund balance stated on the 2nd Interim report, the difference between the original budget, and no outstanding short or long term debt.

Victoria Hancock made a motion to approve the 2019/2020 Second Interim Report and Revised Budget for the school.

Ernie Villegas seconded the motion.

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

Roll Call

Randell Lawrence Aye

Victoria Hancock Aye

Sean Leonard Aye

Ernie Villegas Aye

B. The Board will be asked to approve the revised Charter School Accounting Manual.

Corrine Manley introduced Ms. Guita Sharifi and asked Ms. Sharifi to update the board on the proposed changes to the fiscal policy. Ms. Sharifi reminded the board the accounting manual is a fluid document that will be an ongoing board item to be presented to the board for approval as changes are needed. No significant changes and mostly grammatical changes were made. Ms. Sharifi directed the board to one specific change within the manual under "Monitoring Performance" regarding the fund balance, which has been updated to benefit the school and tighten controls for the school's ending fund balance and FCMAT recommendation of a healthy reserve between 3-20% and once the school has a reserve over 20%, the board and school officials should discuss and develop a plan on how to use the excess funds for instructional purposes.

Board President Lawrence asked about multiple bank accounts in order to maintain FDIC insured. Ms. Sharifi stated it could be invested in bonds, multiple money market accounts, and purchasing assets. Ms. Manley informed the board they are reviewing the overall school programs and offerings and monitoring staff needs.

Ernie Villegas made a motion to approve the revised Charter School Accounting Manual.

Sean Leonard seconded the motion.

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

Roll Call

Victoria Hancock Aye
Ernie Villegas Aye
Randell Lawrence Aye
Sean Leonard Aye

C. The Board will be asked to approve using the auditing firm Wilkinson, Hadley & King for the 2020 audit.

Corrine Manley introduced Claudio Wohl to present the Wilkinson, Hadley & King engagement letter for the 2020 audit report.

Mr. Wohl informed the board Wilkinson, Hadley & King is a CPA firm that is on the State's approved auditor list and would prepare the audit report. Mr. Wohl recommended the board approve the engagement letter with Wilkinson, Hadley & King.

Board Member Leonard inquired how long have we used this firm and Mr. Wohl stated the school has worked with this firm for approximately 10 years but the lead auditor and team changes every three years. Board Member Leonard asked that we obtain new proposals and if there is an auto renewal clause. Mr. Wohl stated there is no auto renewal and each year the school obtains a new engagement letter. Further discussion occurred regarding market comparison and rates.

Sean Leonard made a motion to approve using the auditing firm Wilkinson, Hadley & King for the 2020 audit.

Victoria Hancock seconded the motion.

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

Roll Call

Sean Leonard Aye
Randell Lawrence Aye
Victoria Hancock Aye
Ernie Villegas Aye

D. The Board will be asked to approve using Burkey, Cox, Evans & Bradford, Accountancy Corporation for the preparation for filing of the 2018 Form 990 Federal Return of Organization Exempt from Income Tax.

Corrine Manley asked Claudio Wohl to present the item to the governing board.

Mr. Wohl directed the board to the engagement letter included in the board package and recommended approval to use the CPA firm Burkey, Cox, Evan & Bradford to prepare the 990 corporation tax returns for the preparation for filing of the 2018 Form 990 Federal Return of Organization Exempt from Income Tax.

Board Member Leonard asked if the fees were at market rate and if it is customary to use two separate firms for the audit report and 990 tax return. Bill Thompson discussed with the board the benefits of two separate firms and the experience of each firm.

Ernie Villegas made a motion to approve using Burkey, Cox, Evans & Bradford, Accountancy Corporation for the preparation for filing of the 2018 Form 990 Federal Return of Organization Exempt from Income Tax.

Sean Leonard seconded the motion.

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

Roll Call

Victoria Hancock Aye
Ernie Villegas Aye
Sean Leonard Aye
Randell Lawrence Aye

E. The Board will be asked to approve the updated signers for all bank accounts.

Claudio Wohl recommended the board approve the removal of William Toomey as an authorized bank signer and add Jeff Martineau as an authorized signer and re-confirm the additional authorized bank signers: Corrine Manley, Jeri Vincent, and Caprice Young.

Victoria Hancock made a motion to approve the updated signers for all bank accounts. Ernie Villegas seconded the motion. The board **VOTED** unanimously to approve the motion.

Roll Call

Randell Lawrence Aye
Sean Leonard Aye
Ernie Villegas Aye
Victoria Hancock Aye

F. The Board will be asked to approve the Charter Renewal Petition, including the current LCAP and budget, and approve the Resolution Approving Submission of the Vista Real Charter Renewal Petition.

Corrine Manley directed the board to the charter renewal petition, budget and LCAP in their board package and also provided in a separate binder. Ms. Manley explained the charter renewal and petition process with Ventura County Office of Education ("VCOE") and the feedback and support from VCOE. Ms. Manley stated she will formally submit the charter renewal to Ventura County Board of Education ("VCBE") on March 23, and the public hearing and hopefully the final vote will occur at the April 27 VCBE meeting.

Ms. Manley provided a presentation to the board members which reviewed the petition process, student demographics, current DASS status, charter renewal requirements met, programmatic updates and enrollment, locations and program changes, and updates to the petition from prior renewal to current renewal.

Ms. Manley requested the board members to attend the April 27 VCBE meeting. Ms. Manley will also be inviting community partners to attend the board meeting.

Ernie Villegas made a motion to approve the Charter Renewal Petition, including the current LCAP and budget, and approve the Resolution Approving Submission of the Vista Real Charter Renewal Petition.

Victoria Hancock seconded the motion.

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

Roll Call

Ernie Villegas Aye
Randell Lawrence Aye
Victoria Hancock Aye
Sean Leonard Aye

G. The Board will be asked to approve the submission of the Memorandum of Understanding between the Ventura County Board of Education and Vista Real Charter High School for the term July 1, 2020 through June 30, 2025.

Corrine Manley reviewed the Memorandum of Understanding ("MOU") and stated is very similar to the current MOU between VCOE and the Vista Real Charter High. Ms. Manley stated the MOU changes are primarily to align with the anticipated charter renewal term as noted on the term date section, insurance updates and operating locations.

Ernie Villegas made a motion to approve the submission of the Memorandum of Understanding between the Ventura County Board of Education and Vista Real Charter High School for the term July 1, 2020 through June 30, 2025.

Sean Leonard seconded the motion.

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

Roll Call

Randell Lawrence Aye

Victoria Hancock Aye
Sean Leonard Aye
Ernie Villegas Aye

H. The Board will be asked to approve the Charter School's renewal application and re-certification under the Dashboard Alternative School Status ("DASS").

Corrine Manley informed the board that Vista Real Charter High is certified as a Dashboard Alternative Schools Status ("DASS") program and every three years the school must re-certify its DASS status. To be eligible for DASS, charter schools must have an unduplicated count of at least 70 percent of their total enrollment comprised of high-risk students and obtain approval from the Charter School Board certifying the school meets the DASS criteria as a board agenda board item and notification to the authorizing governing board. The school has meet the threshold for qualifying for DASS re-certification with an unduplicated population of 81.4%.

Sean Leonard made a motion to approve the Charter School's renewal application and re-certification under the Dashboard Alternative School Status ("DASS").

Victoria Hancock seconded the motion.

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

Roll Call

Sean Leonard Aye
Victoria Hancock Aye
Ernie Villegas Aye
Randell Lawrence Aye

VI. Closing Items

A. Adjourn Meeting

Corrine Manley thanked Mary Beth Jacobson for attending the board meeting.

Jeri Vincent reminded the board of the annual Form 700 due date and the importance of the forms. Ms. Vincent asked the board to please reach out for any support if needed.

Board Member Villegas thanked the staff for everything they do and for the recent successful open house, their dedication and hard work, and for providing support services as needed.

Board Member Leonard also thanked Ms. Manley and her staff for all their support with the students and outreach with the community and its importance.

Corrine Manley explained the importance of the H.O.P.E. program and that it is a place for teen parents to bring their children to the centers in a safe environment so parenting teens can continue to work on obtaining their high school diploma.

Ernie Villegas made a motion to Adjourn the meeting.

Sean Leonard seconded the motion.

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

Roll Call

Victoria Hancock Aye
Ernie Villegas Aye
Sean Leonard Aye
Randell Lawrence Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:22 PM.

Respectfully Submitted,
Victoria Hancock

Accommodations. 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. Documents provided to a majority of the governing board regarding an open session item on this agenda will be made available for public inspection at Charter School offices located at 401 South A. Street, Oxnard, CA, 93030 during normal business hours.