

Vista Real Charter High School

Minutes

Operated by Vista Real Charter High School, Inc.

A California Non-Profit Public Benefit Corporation

Date and Time

Tuesday April 28, 2020 at 4:00 PM

Location

Conference Line: (661) 249-6805 Code: 525676

MEETING LOGISTICS

On March 17, 2020, Governor Newsom issued Executive Order N-29-20 related to the COVID-19 pandemic. The Executive Order allows state bodies covered by the Brown Act to hold public meetings via teleconferencing. As such, the April charter school governing board meeting will be held via the format of teleconferencing. The public is encouraged to participate in the meeting telephonically by dialing the conference line listed above and may submit written comments for prior consideration to the board members. Comments can be submitted to vmendoza@vrchs.org. Public comment on the day of the meeting can also be given 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.

Directors Present

Ernie Villegas (remote), Randell Lawrence (remote), Sean Leonard (remote), Victoria Hancock (remote)

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 Tuesday Apr 28, 2020 @ 4:00 PM at
Conference Line: (661) 249-6805 Code: 525676

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

B. Record Attendance and Guests

C. Pledge of Allegiance

Board Member Leonard led the pledge of allegiance.

D. Staff Introductions

Corrine Manley, Area Superintendent / CEO
Jeri Vincent, Corporate CFO/Secretary
Jonathan Oates, Principal
Shari Strasburger, Principal
Bill Thompson, Legal Counsel
Guita Sharifi, CFO, LLAC
Claudio Wohl, Sr. V.P. of Finance, LLAC
Michelle Lopez, Legal Counsel, LLAC
Aracely Mayoral, Sr. Director of Finance, LLAC
Tres Simi, VP of Facilities, LLAC

E. Approve Agenda for the April 28, 2020, Regular Public Meeting of the Board of Directors.

Victoria Hancock made a motion to approve the agenda for the April 28, 2020, Regular Public Meeting of the Board of Directors.
Sean Leonard seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

F. Approve Minutes of the March 9, 2020, Regular Public Meeting of the Board of Directors.

Ernie Villegas made a motion to approve the minutes from the March 9, 2020, Regular Public Meeting of the Board of Directors. Operated by Vista Real Charter High School, Inc. on 03-09-20.
Sean Leonard seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

II. Consent Agenda

A. Consent Agenda

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.
Victoria Hancock made a motion to approve the consent agenda.
Sean Leonard seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Ernie Villegas Aye
Victoria Hancock Aye
Sean Leonard Aye
Randell Lawrence 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 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. Area Superintendent Update

Corrine Manley thanked the board for their support and provided an update on the school's ongoing response to the COVID-19 situation, including the following:

- The school is following the direction of the Ventura County Office of Education to provide distance learning through the end of the school year.
- The school's educational staff is working together in a very collaborative manner to serve all students. The staff built a distance learning plan as they continued to monitor news and updates from the county and the Governor. The program is based on independent study so the curriculum is already in packet form and ready for students to continue to move forward, along with Google email accounts, Google classroom, and Google hangouts.
- The school surveyed students to assess their needs for technology, food, parenting supplies, contact information, and other individual accommodations.
- As the school transitioned to distance learning, they communicated with staff of the school's primary goal of keeping in contact with students and continuing to build powerful teacher/student relationships.
- The staff understand some students have exceptional circumstances during this time and are empowered to use their discretion to make appropriate accommodations.
- The school has been able to reach 80% of the students and have had almost 1,000 credits submitted through distance learning. The school has recently graduated 3 seniors!

Board President Lawrence asked if students are still receiving instruction, to which Ms. Manley replied absolutely and explained how the students and teachers are communicating and the distance learning instructional process.

Board Member Villegas commended Ms. Manley and her staff on all their efforts in the transition to fully virtual instruction.

B. Renewal Update

Ms. Corrine Manley informed the board that the Ventura County Board of Education (VCBE) unanimously approved the renewal of the Vista Real Charter High School for another 5 years beginning July 1, 2020. Ms. Manley stated last night's VCBE board meeting was a positive experience and looks forward to continuing serving the students and working collaboratively with VCBE.

C. Facilities Update

Corrine Manley introduced Tres Simi and Claudio Wohl to update the board on the current market research and financial analysis regarding a potential new facility in Santa Paula.

Mr. Simi reviewed with the board the challenges of the current Santa Paula location and the need for a new facility. He reported on the properties currently available that meet the needs of the school and that one property is available for purchase that appears to meet the needs of the school.

Mr. Wohl presented various financial scenarios for the school to purchase versus lease for the Santa Paula learning center location.

The Board, Ms. Manley and others engaged in a discussion regarding the loan, cash options and impact of available cash-on-hand for reserves, expenditure assumptions, revenue assumptions, property details, and next steps in the purchasing process. Discussion included:

- Loan terms
- Cash reserve impact
- Student enrollment
- Maintenance planning and budgeting
- Purchasing next steps, timing, Letter of Intent and next steps in preparing a purchase agreement and approval
- Property size for long term growth, current and projected enrollment and space requirements for program growth (classroom space, dedicated Read 180 room, math room, etc.)

The Board reached consensus to take the next steps to explore real property acquisition.

D. LCAP Goals and Metrics

Corrine Manley informed the board the State Board of Education has recently updated some new metrics for the LCAP, and then presented to the board the four draft goals and metrics for 2020-2023. Ms. Manley requested input from the governing board members on the LCAP goals and metrics.

E. Finance Update: Budget Planning

Corrine Manley introduced Claudio Wohl to discuss the 2020-21 budget planning process. Mr. Wohl stated the school is currently working on the FY 2020-21 budget which will be presented to the governing board in June. The LLAC finance team has been working closely with Ms. Manley on the school's projected revenues and expenditures. Mr. Wohl stated the school is experiencing challenges due to the uncertainties created by COVID-19. Staff are awaiting the Governor's May budget revision and FCMAT has informed schools to expect cash payment deferrals as early as June 2020. Mr. Wohl said the school is expecting a reduction in next year's COLA which will impact the school's overall revenue and expenditures and Ms. Manley is in the process of identifying any discretionary expenditures to adjust for the 2020-21 budget. Mr. Wohl said the school is monitoring their cash flow on a weekly basis and expressed the importance of the school's cash reserves.

Board President Lawrence inquired about the impact of the school's ADA due to COVID-19.

Mr. Wohl explained the school's ADA reporting. Board Member Leonard asked if COVID-19

has impacted the school's enrollment and whether there would be any staff layoffs. Ms. Manley stated the school has not been impacted in those areas.

F. Update: Filing Process for Annual Form 990, Return of Organization Exempt from Income Tax

Jeri Vincent reminded the board of the corporation's annual 990 federal tax return and stated the form will be timely filed, with a draft copy to be provided to the board members upon completion.

G. Legal Update: COVID-19 and Legislative Matters

Bill Thompson provided the board with an update regarding changes at the local and state levels in response to the COVID-19 pandemic, including the immediate and great support that the school received from its educational services and administrative services providers during this crisis. Additionally, he informed the board of the continued monitoring of any legislative changes which may impact the school's instructional program and fiscal budget.

H. 2020-2021 Board Meeting Dates

Board President Lawrence directed the board to the upcoming regular board meeting calendar in the agenda packet.

V. Action Items

A. The Board will be asked to approve the Small Administration Association Payroll Protection Program loan application.

Jeri Vincent thanked Board President Lawrence for his assistance on the Small Business Administration Paycheck Protection Program (PPP) loan application and expressed the importance of this application for the school. Ms. Vincent asked Guita Sharifi to provide background information on the loan application process and status. Ms. Sharifi thanked the board and updated the board on the PPP application and timeline. Ms. Sharifi then recommended the Board approve the PPP loan application and any additional COVID-19 funding that might support the school through the CARES Act.

Board President Lawrence asked about the need for funds and any estimated future costs. Ms. Sharifi said the need is there because the school has been informed the COLA will now be zero and cash payment deferrals are expected as early as June.

Board Member Leonard asked if the intent of the PPP program is to protect the school from laying off staff and maintain the school's financial position. Ms. Sharifi explained the operating budget of the school will be impacted negatively based on the COLA reductions, anticipated cash deferrals, and the change of the Second Principal Apportionment date. Discussion ensued regarding traditional public schools' financial and lending opportunities compared to limited opportunities available to charter schools. Ms. Sharifi also noted that Ms. Manley is working with the finance controller on identifying discretionary funds for next school year's budget.

Board Member Villegas asked about the school's overall budget and if the school can determine at a later date whether the loan is necessary, and if the school can return the funds. Ms. Sharifi discussed the PPP loan terms, forgiveness and the needs of the school.

Board President Lawrence asked if the next step after loan approval is receipt of a promissory note and Mr. Thompson confirmed that is correct.

Board Member Leonard and Ms. Manley discussed the use and need of the loan and the economic uncertainties that will impact the budget for next school year due to the COVID-19 pandemic.

Victoria Hancock made a motion to ratify and approve the Small Business Association Payroll Protection Program loan application.

Ernie Villegas seconded the motion.

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

Roll Call

Sean Leonard Aye

Randell Lawrence Aye

Ernie Villegas Aye

Victoria Hancock Aye

Board President Lawrence requested further discussion at the next board meeting, after the loan has been approved and a financial report detailing the expenditures to be used for the loan.

B. The Board will be asked to review the Employee Benefit Plan and ratify the actions taken by the officers to enable the employees of the school to participate in the plan.

Corrine Manley stated the Employee Welfare Benefit Plan is a Multiple Employer Welfare Plan and Desert Sands is the employer sponsor of the plan. Participation in the plan allows the charter school to access better benefits, lower premium rates, and more efficient benefits administration. Ms. Manley explained Desert Sands was the first charter school in the Learn4Life network of charter schools, therefore many of the listed insurance contracts were first entered into by Desert Sands. As the network of schools expanded, additional schools were added to existing insurance contracts. Ms. Manley recommended that the board approve the current plan.

Board President Lawrence asked if this was a new plan. Nicole Perkins stated that the plan is currently in place.

Sean Leonard made a motion to ratify the actions taken by the officers to enable the employees of the school to participate in the plan.

Victoria Hancock seconded the motion.

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

Roll Call

Ernie Villegas Aye

Victoria Hancock Aye

Sean Leonard Aye

Randell Lawrence Aye

VI. Additional Corporate Officers and Board Members' Observations and Comments.

A. Observations and Comments

Board President Lawrence expressed his main concern is to do the right thing for the school and the right thing in general for decisions being made, and he appreciated the explanation and discussion of the Small Administration Association Payroll Protection Program loan application and the facilities update.

Jeri Vincent thanked Corrine Manley for her leadership and relationship with the Ventura County Office of Education.

Board Member Leonard praised the efforts and dedication of Ms. Manley, Jonathan Oates and Shari Strasburger and all individuals who worked on the charter renewal petition. He also echoed the comments of Board President Lawrence regarding the Small Administration Association Payroll Protection Program loan application.

Board President Lawrence thanked the other board members for their dedication.

Board Secretary Hancock stated these are difficult times and everyone is working very hard and thanked all for their efforts.

Board Member Villegas expressed his appreciation for the team and stated the board and staff will become stronger through this crisis.

VII. Closing Items

A. Adjourn Meeting

Ernie Villegas made a motion to adjourn the meeting.

Sean Leonard seconded the motion.

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

Roll Call

Ernie Villegas Aye

Victoria Hancock 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 5:47 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. 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 vmendoza@vrchs.org.