

Vista Real Charter High School

Minutes

Operated by Vista Real Public Charter, Inc.

A California Non-Profit Public Benefit Corporation

Date and Time

Monday December 7, 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. 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), Marybeth Jacobsen (remote), Randell Lawrence (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 Monday Dec 7, 2020 @ 4:00 PM.

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

B. Roll Call and Establishment of Quorum

C. Pledge of Allegiance

Board Member Villegas led the pledge of allegiance.

D. Staff Introductions

Corrine Manley, CEO & Area Superintendent
Sharie Strasburger, Principal
Jeff Martineau, V.P. of Charter Relations
Bill Thompson, Legal Counsel
Guita Sharifi, CFO, LLAC
Michelle Lopez, Legal Counsel, LLAC
Tres Simi, V.P. of Facilities, LLAC

E. Approve Agenda for the December 7, 2020, Regular Public Meeting of the Board of Directors

Victoria Hancock made a motion to approve the agenda for the December 7, 2020, Regular Public Meeting of the Board of Directors.
Marybeth Jacobsen seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

F. Approve Minutes of the October 19, 2020, Regular Public Meeting of the Board of Directors

Ernie Villegas made a motion to approve the minutes from the October 19, 2020, Regular Public Meeting of the Board of Directors. Operated by Vista Real Public Charter, Inc. on 10-19-20.
Victoria Hancock seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

II. Consent Agenda

A. Consent Agenda Items

Board President Lawrence asked Corrine Manley to explain the school's relationship with the El Dorado Charter SELPA. Ms. Manley explained the El Dorado Charter SELPA is a statewide SELPA that serves charter schools, and Vista Real has found the partnership to be beneficial for many reasons including seamless allocation of special education funding, access to support services and costs, and compliance assistance.

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

Roll Call

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

III. PUBLIC COMMENT

A. Public Comment

Board President Lawrence read the following announcement for the 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. Public Hearing

A. Open Public Hearing

Ernie Villegas made a motion to open the public hearing.

Victoria Hancock seconded the motion.

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

Roll Call

Victoria Hancock Aye

Randell Lawrence Aye

Marybeth Jacobsen Aye

Ernie Villegas Aye

B. The Board will hold a public hearing to solicit the recommendations and comments of members of the public regarding the Local Control Funding Formula Budget Overview for Parents

Board President Lawrence opened the public hearing at 4:11 pm.

Corrine Manley provided background information on the Budget Overview for Parents (BOP) and informed the board the BOP includes information on Local Control Funding Formula (LCFF) revenues and Federal Coronavirus Aid, Relief, and Economic Security (CARES) Act funds. The chart lists the amount from each funding source and the percentage of the total revenue for that source. Ms. Manley explained that the BOP demonstrates to the public and parents that the school directed its funds in 2019-2020 towards increasing or improving services in meeting the needs of the school community impacted by COVID 19, while also directing funds for its high needs students such as low income students, English Learners, foster youth, and homeless students. Ms. Manley then reviewed each section of the BOP with the board.

Board Member Jacobsen and Ms. Manley discussed the hiring process for the current temporary staff and the school's operational and budget process to determine employment status for next school year.

Board Member Hancock inquired about the school funding allocation process for student support services and meals. Ms. Manley explained the funding sources, services and how the services are provided to the students.

Board President Lawrence then asked if there were any members of the public on the conference line who wished to provide recommendations or comments, or if there were any written comments submitted to the board. Hearing no members of the public who offered public comment or submitted written comment, Board President Lawrence asked for a motion to close the public hearing.

C. Close Public Hearing

Ernie Villegas made a motion to close the public hearing.

Victoria Hancock seconded the motion.

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

Roll Call

Randell Lawrence Aye

Marybeth Jacobsen Aye

Ernie Villegas Aye

Victoria Hancock Aye

Board President Lawrence closed the public hearing at 4:23pm.

V. School Reports and Information

A. Area Superintendent Update

Corrine Manley thanked the board for creating a staff appreciation video and informed them the video was very well received and appreciated by staff. Ms. Manley then provided the following updates:

- Staff donated 12 full Thanksgiving meals to students and their families.
- Staff are preparing a holiday kit for the HOPE students to enjoy an activity with their children.
- Student dual enrollment with Ventura and Oxnard Community Colleges is going extremely well. Staff are preparing a targeted course list for next semester and have received a large student interest list.
- Staff are currently developing additional CTE courses.
- Student engagement and increasing student activity continue to be a main focus for School Leadership, Teachers and Counselors.

Ms. Manley then directed the board to the the school's December data report and reviewed with the board the student credit completion average, student engagement average, average daily attendance, core versus elective credits, current data compared to last school year prior to the pandemic, and 2020-21 senior cohort data.

Board Member Jacobsen and Ms. Manley discussed the ADA Hold Harmless state budget requirements for the school and all California public schools, and associated challenges due to the pandemic.

Board President Lawrence thanked Ms. Manley for her update.

B. Facilities Update

Corrine Manley introduced Tres Simi, who informed the board that the school has received the building permit, passed all required onsite inspections, and construction is on schedule to meet the March 2021 opening date.

Board Member Villegas informed the board and staff that the local Chamber of Commerce is excited about the new Santa Paula location and is looking forward to the open house and some local community members are also excited about the grand opening of the learning center.

VI. Action Items

A. The Board will be asked to approve the Area Superintendent Evaluation Policy

Jeff Martineau directed the board to the Area Superintendent Evaluation Policy and Procedures as discussed during the October regular board meeting. Mr. Martineau explained the evaluation policy will begin school year 2021-22, and the evaluation metrics, criteria and training will be available by Fall of 2021. Mr. Martineau recommended the board approve the Area Superintendent Evaluation Policy.

Board Secretary Hancock expressed her appreciation for the thoroughness of the Area Superintendent Evaluation policy and that she looks forward to the evaluation process.

Victoria Hancock made a motion to approve the Area Superintendent Evaluation Policy.

Ernie Villegas seconded the motion.

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

Roll Call

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

B. The Board will be asked to approve the School Plan for Student Achievement (SPSA)

Corrine Manley directed the board to the School Plan for Student Achievement (SPSA) located in the board package. Ms. Manley reminded the board that the school has been identified for Comprehensive Support and Improvement (CSI) under the federal Every Student Succeeds Act (ESSA), because the single year cohort graduation rate was 67.8% for a two-year average (2018 & 2019), which is below the federal threshold of 68%. Ms. Manley then explained the school developed the SPSA plan of action to improve the single year graduation cohort rate through a collaborative process involving parents, students and staff and performed a school-level needs assessment, determined evidence-based interventions, and examined the program for any resource inequities.

Board Member Jacobsen and Ms. Manley further discussed the school's process for determining how a student is determined to be a "senior" at a DASS certified school.

Board President Lawrence and Ms. Manley discussed the ongoing stakeholder engagement and the school's process to meet the threshold during this pandemic and remote instruction.

Marybeth Jacobsen made a motion to approve the School Plan for Student Achievement (SPSA).

Victoria Hancock seconded the motion.

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

Roll Call

Marybeth Jacobsen	Aye
Victoria Hancock	Aye

Roll Call

Randell Lawrence Aye
Ernie Villegas Aye

C. The Board will be asked to approve the 2020-21 First Interim Report

Guita Sharifi directed the board to the first interim report and explained the report is the first financial report of the fiscal year and shows the financial condition of the school after the first 4 months of operations, from July 1, 2020 through October 31, 2020. The report is composed of a financial section that includes the original budget, projected totals for this year, actuals to date and projected school reserves at year end. The last page of the report shows ADA information which is especially unique for this year as the projected funding for P2 ADA is already known. Ms. Sharifi then reviewed each section of the first interim report in detail including the ADA Hold Harmless for 2019-20 and 2020-21, LCFF base grant amount, increase in cash deferrals, adjustments to the special education base rate and Learning Loss Mitigation Funding. Ms. Sharifi added that the school is continuously monitoring changes to school funding and cash deferrals and Ms. Manley and the finance team are monitoring the school's cash and instructional spending very closely to make sure the school adapts to these changes and remains fiscally sound.

Board President Lawrence and Ms. Sharifi discussed the school's projected reserves and prior financial reports.

Ernie Villegas made a motion to approve the 2020-21 First Interim Report.

Victoria Hancock seconded the motion.

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

Roll Call

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

D. The Board will be asked to approve the Local Control Funding Formula Budget Overview for Parents

Corrine Manley provided another summary of the Budget Overview for Parents. Ms. Manley informed the board the school has made progress or fulfilled all actions described in the Learning Continuity Plan and is continuously looking for ways to support and improve services to our high needs population. Ms. Manley recommended the board approve the Local Control Funding Formula Budget Overview for Parents as presented during the public hearing.

Board President Lawrence thanked Ms. Manley for her thorough BOP presentation during the public hearing.

Victoria Hancock made a motion to approve the Local Control Funding Formula Budget Overview for Parents.

Ernie Villegas seconded the motion.

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

Roll Call

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

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

Guita Sharifi directed the board to the summary and redline changes to the Charter School Accounting Manual included in the board packet. The recommended revisions reflect updates to the Form 700 legal requirements, clarification of the gift of public funds section, updates to the table of contents, and grammatical and formatting corrections.

The board members briefly discussed the Form 700 requirement. Marybeth Jacobsen made a motion to approve the revised Charter School Accounting Manual. Victoria Hancock seconded the motion. The board **VOTED** to approve the motion.

Roll Call

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

F. The Board will be asked to approve an agreement with Hanmi Bank for a line of credit, and to approve a temporary increase of the line of credit during the deferral period between February and December 2021

Guita Sharifi informed the board the school has obtained the permanent line of credit from Hanmi Bank in the amount of \$2,500,000 and also requested and received approval to temporarily increase the line of credit amount to \$6,000,000. Ms. Sharifi explained this increase is necessary in order to maintain the level of cash necessary to support the school operations during the payment deferrals of the state apportionments. She noted the temporary increase in the line of credit will be gradual and peak in July, and then will decrease gradually through December 2021 to the original amount approved for the school.

Board President Lawrence clarified with Ms. Sharifi the line of credit will only be used if needed and then inquired if the school has needed the line of credit in prior months. Ms. Sharifi explained the school has had a healthy reserve in the past; however, due to the anticipated seven month state cash payment deferrals the school will need to have access to short-term borrowing.

Board Member Villegas commented that the line of credit would be a safeguard for the school only to be used as needed due to the state's cash payment deferrals.

Board President Lawrence and Ms. Sharifi then discussed the need for short-term borrowing due to the anticipated state apportionment payment deferrals. Ernie Villegas made a motion to approve an agreement with Hanmi Bank for a line of credit, and to approve a temporary increase of the line of credit during the deferral period between February and December 2021.

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

Roll Call

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

G. The Board will be asked to review and approve an accounting firm to prepare the school's form 990 for year 2019

Guita Sharifi directed the board to the two proposals in the board packet concerning the preparation of the school's form 990 for year 2019. Ms. Sharifi informed the board the school received proposals from Burkey, Cox, Evans and

Bradford, and Wilkinson, Hadley, King, and Company. Ms. Sharifi briefly discussed the history of each accounting firm with the school and then reviewed each proposal. Ms. Sharifi recommended the board approve the Wilkinson, Hadley, King and Company proposal to prepare the school's form 990 for the following reasons: the firm is listed on the California Department of Education website as an approved auditor, all information from the school's annual audit report can be downloaded into the 990 form, which reduces human errors and expedites the process, and the firm provided the lowest bid.

Board President Lawrence agreed with the recommendation to select Wilkinson, Hadley and King to prepare the school's form 990 and stressed the importance of utilizing the same firm that also prepares the school's annual audit for efficiency purposes.

Board Secretary Hancock concurred with the recommendation to select Wilkinson, Hadley and King prepare the form 990.

Randell Lawrence made a motion to approve Wilkinson, Hadley, King and Company to prepare the school's form 990 for year 2019.

Victoria Hancock seconded the motion.

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

Roll Call

Ernie Villegas Aye

Marybeth Jacobsen Aye

Victoria Hancock Aye

Randell Lawrence Aye

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

A. Observations and Comments

Board President Lawrence thanked the staff and expressed his appreciation for taking care of the students and their families during Thanksgiving.

Board Member Jacobsen thanked the staff for a wonderful job in providing comprehensive and timely information to the board.

Board President Lawrence also expressed his appreciation for the thorough reports and information presented to the board.

VIII. Closing Items

A. Adjourn Meeting

Marybeth Jacobsen made a motion to adjourn the meeting.

Victoria Hancock seconded the motion.

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

Roll Call

Marybeth Jacobsen Aye

Victoria Hancock Aye

Randell Lawrence Aye

Ernie Villegas Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:10 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.