

# Vista Real Charter High School

## Minutes

Operated by Vista Real Public Charter, Inc.

A California Non-Profit Public Benefit Corporation

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### Date and Time

Monday June 7, 2021 at 4:00 PM

### Location

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

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### 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](mailto: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.

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### Directors Present

Ernie Villegas (remote), Marybeth Jacobsen (remote), Randell Lawrence (remote), Victoria Hancock (remote)

### Directors Absent

*None*

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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 Monday Jun 7, 2021 at 4:00 PM.

### B. Roll Call and Establishment of Quorum

### C. Pledge of Allegiance

Board Secretary Hancock led the pledge of allegiance.

**D. Staff Introductions**

Corrine Manley, CEO and Area Superintendent  
Jeff Martineau, V.P. of Charter Relations  
Jonathan Oates, Principal  
Bill Thompson, Legal Counsel  
Guita Sharifi, CFO, LLAC  
Michelle Lopez, Legal Counsel, LLAC

**E. Approve Agenda for the June 7, 2021, Regular Public Meeting of the Board of Directors**

Victoria Hancock made a motion to approve Agenda for the June 7, 2021, Regular Public Meeting of the Board of Directors.  
Ernie Villegas seconded the motion.  
The board **VOTED** to approve the motion.

**Roll Call**

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

**F. Approve Minutes of the May 19, 2021, Regular Public Meeting of the Board of Directors**

Marybeth Jacobsen made a motion to approve the minutes from Operated by Vista Real Public Charter, Inc. on 05-19-21.  
Victoria Hancock seconded the motion.  
The board **VOTED** to approve the motion.

**Roll Call**

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

**II. Consent Agenda**

**A. Consent Agenda Items**

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.

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

**Roll Call**

Victoria Hancock Aye  
Ernie Villegas Aye  
Marybeth Jacobsen 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 welcomed the board and reminded them of the upcoming graduation ceremonies and that all event details were provided to the board via email.

Ms. Manley then provided the following school update.

- Ventura County has reached the yellow tier and staff are seeing students on site by appointment only. They anticipate all staff on site by July 1 and to increase on site student appointments.
- COVID-19 Vaccination Popup Events – upcoming events 1) Santa Paula Saturday, June 26 and 2) Saturday, July 17. The school is also working with the Ventura County Public Health for additional locations and dates.
- The school is in the process of purchasing a van to increase student services such as home visits and the care-a-van program.
- Re-enroll and Engagement Event - Saturday, June 12 from 9:00am - Noon. Staff invited 52 students who have turned in under 10 credits for the school year and are offering the students a ramped up orientation, along with access to community resources, and assistance from the counselor. The goal of the event is for all students to sign the 2021 Master Agreement and to build an awareness with students of the need to make continued academic progress and access support if needed.
- The school had a successful programmatic audit with the Ventura County Board of Education (VCBOE) a couple weeks ago. Ms. Manley explained this year's presentation was a little different as the VCBOE wanted an update on how the school has responded to COVID-19 and the impacts it had on the program and students. Both of the school's Principals and the Vice President of Finance of LLAC were in attendance of the VCBOE to support in the presentation and answer any questions from the board. The presentation received positive feedback and a copy of the school's presentation was provided to the school's board members.
- Ventura County Office of Education will be holding their Annual Board Governance Training via Zoom on September 15, 2021 from 5:30-7:30pm. Ms. Manley will provide additional information upon receipt from authorizer.

- Ms. Manley informed the board there will be an item on the August board meeting agenda to discuss adding board members.
- The school anticipates the next regular board meeting to be held in person at the new Santa Paula location.

Board Secretary Hancock asked if any applications and resumes have been submitted for the board member position. Ms. Manley informed the board that one or two have been submitted. Board President Lawrence stated that anyone can submit a resume to Bill Thompson.

#### **B. Finance Update**

Guita Sharifi directed the board to the updated Hanmi Bank Line of Credit summary document located in their board package. Ms. Sharifi then reviewed with the board the school's rotating line of credit (RLOC) amount, the current RLOC amount withdrawn, the RLOC covenant ratios and the overall purpose of the RLOC for the school.

#### **C. Report on Mathematics Placement Results**

Corrine Manley explained to the board that the California Mathematics Placement Act of 2015 required the board to adopt "a fair, objective, and transparent mathematics placement policy" before the beginning of the 2016 school year. The school's policy was first adopted in 2016 with minor revisions approved to the policy in 2020. The policy addresses students entering 9th grade and includes a number of required elements to ensure equity in student achievement, including the following:

- Considers multiple objective academic measures;
- Includes at least one placement checkpoint within the first month of the school year to ensure accurate placement and to permit reevaluation of individual student progress;
- Requires an annual examination of pupil placement data to ensure that students are not held back in a disproportionate manner on the basis of their race, ethnicity, gender, or socioeconomic background;
- Requires an annual report be provided to the governing board;
- Offers clear and timely recourse for each pupil and his or her parent or legal guardian who questions the student's placement; and
- Requires the policy to be posted on each school's website.

Based on years of monitoring student math assessment data and observations from teachers in the trenches, math continues to be a struggle with many of the students. While the distance learning environment due to the pandemic this year created additional challenges for both the math teachers and students, the dedicated math teachers and tutors did a great job in meeting the challenges head-on and supporting the students with their math courses.

For the 2020-21 school year, the math placement for 9th graders fell into three categories:

- 68% of 9th grade math students were placed in remedial math courses
- 27% of 9th grade math students were placed in Algebra 1 (grade level course)
- 5% of 9th grade math students were placed in Geometry or Algebra II (above grade level course)

Ms. Manley then informed the board that despite the challenges presented from the pandemic, the school is pleased to report this year that all 9th grade students progressed in their mathematics courses and none were held back. The school will continue to evaluate this data and report to the board next year pursuant to the Board's policy.

Board President Lawrence thanked Ms. Manley for her report.

#### **D. LCFF Local Indicators Report**

Corrine Manley directed the board to the Local Indicators Report in their board package and explained the Local Indicators Report is required for reporting on the priority areas where state data is not available. The state board of education provides self-reflection tools for schools to report progress made.

Priority 1: Focuses on ensuring that English Learners are assigned to appropriately credentialed teachers, that all students have access to their own instructional materials, and the school's learning centers are in good repair. Ms. Manley is pleased to report the school has met the criteria for this priority.

Priority 2: Ensuring the school is making progress in implementing state academic standards and providing professional development to teachers. The school showed growth in this area and improved the implementation in mathematics, history, health, and CTE and have met the criteria for this priority.

Priority 3: Parent Engagement is the focus. In spite of the pandemic providing hurdles to engagement, Vista Real was able to increase the number of parents participating in events. Due to transitioning to a remote format, the school saw an increase in parents participating in PAC and ELAC meetings and provided some parent education opportunities to assist them in how to support their children during remote learning. Parents also commented that the school is welcoming and responsive to student needs and 89% of parents felt encourages parents/guardians to be part of the decision making and 82% felt it is easy to contact the student's teacher. The school has met the criteria for this priority.

Priority 6: Evaluates school climate. 96% of students report that they felt safe at school. Only 53% report that they felt connected to the school which is a significant drop from prior year reporting of 90% of students felt safe. The school team believes the decrease was due to the impact of COVID. The school will be looking at data in the fall to ensure students feel safe when resuming to the learning centers. The school has met the criteria for priority 6.

Priority 7: Measure the progress in ensuring that all students have access to a broad course of study. Due to the nature of the school's independent study program, students are able to access the courses they need to graduate. The school provided specific support classes for students working to improve their English Language Development and students with exceptional needs. Students are placed in courses that ensure they not only meet the requirements for their high school diploma, but also for their goals post-graduation. The school has met the criteria for priority 7.

Board President Lawrence asked about the jump between priority 3 and 6. Ms. Manley informed the board she is only required to report on the items the State does not have data on and that are considered local indicators.

#### **E. Annual IRS Form 990, Return of Organization Exempt From Income Tax and the California return for 2019, as filed**

Guita Sharifi informed the board that the corporation's annual 990 federal tax return and the California return for 2019, that was provided to each Board Member, has been filed prior to the due date.  
Board President Lawrence thanked Ms. Sharifi.

## V. Public Hearing

### A. Open Public Hearing

Victoria Hancock made a motion to open the public hearing.  
Marybeth Jacobsen seconded the motion.  
The board **VOTED** to approve the motion.

#### Roll Call

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

Board President Lawrence announced the public hearing opened at 4:23 p.m. and provided instruction regarding the public hearing.

### B. The Board will hold a public hearing to solicit the recommendations and comments of members of the public regarding the Budget Overview for Parents and the Local Control Accountability Plan (LCAP) for the 2021-2024 school years

Corrine Manley directed the board to the Budget Overview for Parents (BOP) and the Local Control Accountability Plan (LCAP) for the 2021-2024 school years and Ms. Manley explained the BOP includes information on the Local Control Funding Formula revenues, Supplemental and Concentration grants and state funds. The Budget Overview for Parents demonstrates to the public and parents that the school directed its funds in 2020-2021 towards increasing or improving service in meeting the needs of the school community impacted by COVID 19, while also directing funding for its high needs students such as low income students, English learners, foster youth and homeless students. Ms. Manley then reviewed the projected revenue chart which explains the projected revenue for the school by each fund source; LCFF funds with both supplemental and concentration grants, and local, state and federal funds. Ms. Manley discussed the estimated budgeted expenditures for Vista Real and the corresponding actions and services in the LCAP and informed the board the school team has been hard at work reflecting on the progress made towards the LCAP and LCP goals during the 2019-2020 school year. Ms. Manley reviewed the following goal reflections.

**Goal 1:** Increase student retention. During the transition to distance learning, the school experienced a decrease in the student attendance rate for the school year. Staff responded by having the student support team - consisting of student retention specialists, social workers, counselors, and administrators conduct outreach to students through home visits and virtual meetings.

**Goal 2:** Increase credit completion. Although the school had a substantial decrease to credit completion this year, the school is slowly seeing gains in credit completion and anticipate the completion rates to return to pre-pandemic levels over the next few months. School staff have done an incredible job during this school year to recognize students who are struggling and quickly provide resources and interventions as needed.

**Goal 3:** Improving computer literacy skills. Staff, students and parents have grown tremendously in utilizing a digital platform to engage in communication and learning including tools like Kami and Google Classroom during the 2020-21 school year. Although the school saw a decrease in online course completion, the school did experience an increase in online course enrollment.

**Goal 4:** Improving college and career readiness. This was another area of improvement for the school with over 400 students enrolled in a basic soft skills CTE course (professional skills) and over 40 students in a state recognized CTE course.

**Goal 5:** Increase stakeholder Involvement. This was an area of considerable growth during the pandemic. Moving the school's awards, parent conferences, and PAC/ELAC meetings to a virtual format removed many of the barriers parents have in accessing the learning centers due to transportation and childcare.

Annual Update for the 2020-21 Learning Continuity and Attendance Plan. Each section of the plan shows the actual expenditures for each of the categories in the LCP. The document shows how money was allocated to prepare the site for resuming in-person instruction, to support students with the technology news associated with distance learning and to develop staff in the areas of remote instruction and social-emotional learning support in response to the COVID-19 pandemic crisis.

Ms. Manley then explained after the school team reflected on the LCAP and LCP, the team has been working hard to prepare the LCAP for the 2021-2024 school years. The LCAP was developed with input from parents, students, staff and community.

Ms. Manley reminded the board per discussion during the last board meeting, the school's goals have been updated to four goals and the school believes these four goals along with the revised metrics more accurately depict the direction of the school over the next several years.

Ms. Manley explained staff worked with the school's stakeholders to identify specific action steps for each goal and the finance team to allocate funds to support these pursuits and a breakdown of the budgeted items as outlined in the plan.

Ms. Manley then asked if the board or any members of the public have any questions or comments for the BOP and LCAP for the 2021-2024 school years. Board Secretary Hancock asked about parental input. Ms. Manley informed the board they received good participation from the parents. She shared that parents really want their students to get back to in-person learning and receive more support.

Board Member Villegas commented on the positive communication from parents because of the virtual participation option and hopes to see that continue. Ms. Manley agreed and informed the board they plan to make that option available to parents.

### **C. Close Public Hearing**

Hearing no comments from the public, Board President Lawrence closed the public hearing at 4:32 p.m.

Ernie Villegas made a motion to close the public hearing.

Marybeth Jacobsen seconded the motion.

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

#### **Roll Call**

Ernie Villegas      Aye

Marybeth Jacobsen Aye

Victoria Hancock   Aye

Randell Lawrence   Aye

## **VI. Action Items**

**A. The Board will be asked to approve Randell Lawrence to serve on the Board of Directors for the term July 1, 2021 through June 30, 2022**

Board Secretary Hancock recommended that the Board of Directors take action to reappoint Randell Lawrence as a member of the Vista Real Public Charter, Inc. Board of Directors for term of July 1, 2021 through June 30, 2022.

Ernie Villegas made a motion to approve Randell Lawrence to serve on the Board of Directors for the term July 1, 2021 through June 30, 2022.

Marybeth Jacobsen seconded the motion.

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

**Roll Call**

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

**B. The Board will be asked to approve Victoria Hancock to serve on the Board of Directors for the term July 1, 2021 through June 30, 2022**

Board President Lawrence recommended that the Board of Directors take action to reappoint Victoria Hancock as a member of the Vista Real Public Charter, Inc. Board of Directors for term of July 1, 2021 through June 30, 2022.

Marybeth Jacobsen made a motion to approve Victoria Hancock to serve on the Board of Directors for the term July 1, 2021 through June 30, 2022.

Randell Lawrence seconded the motion.

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

**Roll Call**

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

**C. The Board will be asked to approve Ernest Villegas to serve on the Board of Directors for the term July 1, 2021 through June 30, 2022**

Board President Lawrence recommended that the Board of Directors take action to reappoint Ernest Villegas as a member of the Vista Real Public Charter, Inc. Board of Directors for term of July 1, 2021 through June 30, 2022.

Victoria Hancock made a motion to approve Ernest Villegas to serve on the Board of Directors for the term July 1, 2021 through June 30, 2022.

Marybeth Jacobsen seconded the motion.

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

**Roll Call**

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

**D. The Board will be asked to approve Marybeth Jacobsen to serve on the Board of Directors for the term July 1, 2021 through June 30, 2022**

Board President Lawrence recommended that the Board of Directors take action to reappoint Marybeth Jacobsen as a member of the Vista Real Public Charter, Inc. Board of Directors for term of July 1, 2021 through June 30, 2022.

Victoria Hancock made a motion to approve Marybeth Jacobsen to serve on the Board of Directors for the term July 1, 2021 through June 30, 2022.

Ernie Villegas seconded the motion.

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



**Roll Call**

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

**E. The Board will be asked to re-authorize the officers of the corporation to award discretionary incentives to employees at various sundry times**

Corrine Manley explained this is a re-authorization of a practice that is currently in effect and will allow incentives that are discretionary and will be determined based on the current budget and financials of the school. Ms. Manley recommend the board re-authorize the officers of the corporation to award discretionary incentives to employees at various sundry times.

Board Member Jacobsen inquired about a policy or description of what should be recognized. Ms. Manley informed the board they do not have a set policy but when they are going to give out an incentive they work with legal and prepare guidelines. The guidelines are communicated out to all employees. Board President Lawrence asked if employees apply. Ms. Manley stated they do not need to apply, and they are given out as incentives. Board President Lawrence asked if there is a limit. Ms. Manley informed the board it is all based on the budget, and they only provide them if it is in the best interest of the school. Ernie Villegas made a motion to re-authorize the officers of the corporation to award discretionary incentives to employees at various sundry times.

Victoria Hancock 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. The Board will be asked to approve the Local Control Funding Formula (LCFF) for school year 2021-2022, which drives the primary source of funding for the charter school**

Guita Sharifi explained that LCFF funding is the primary source of the school's revenue and determines the funding for charter schools, creates funding targets based on students' characteristics, and is essential to budget and LCAP development. Ms. Sharifi further explained the total LCFF revenue estimated to be received for the 2021-22 school year, including the total supplemental and concentration funding, and explained that these amounts are determined by the number of pupils the school serves that are identified as low income, foster youth, English learners or homeless students. Ms. Sharifi recommended the board approve the LCFF for the school year 2021-2022.

Victoria Hancock made a motion to approve the Local Control Funding Formula (LCFF) for school year 2021-2022, which drives the primary source of funding for the charter school.

Marybeth Jacobsen seconded the motion.

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

**Roll Call**

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

**G. The Board will be asked to approve the Education Protection Account (EPA) spending determinations**

Guita Sharifi explained that the Education Protection Account (EPA) is a component of the LCFF funding that must be used only for instruction and be posted on the school's website every year and directed the board to the budget and reviewed the EPA revenue for school years 2020-21 and 2021-22, and stated all funds will be spent on instruction. Ms. Sharifi recommended the board take action to approve the EPA spending determinations.

Marybeth Jacobsen made a motion to approve the Education Protection Account (EPA) spending determinations.

Victoria Hancock seconded the motion.

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

**Roll Call**

Marybeth Jacobsen Aye

Ernie Villegas Aye

Randell Lawrence Aye

Victoria Hancock Aye

**H. The Board will be asked to approve the Budget for the 2021-2022 fiscal year**

Corrine Manley reminded the board the school must prepare and submit a board-approved annual budget to the chartering authority, Ventura County Office of Education. Ms. Manley explained the preliminary budget for the 2021-2022 school year is a financial projection based on the school's projected enrollment and ADA which determines the projected revenue, and projected expenditures that are based on school planning of instructional programs, staffing, supplies, instructional materials and services to students. Ms. Manley then introduced Guita Sharifi to review the budget for the 2021-22 in detail with the board.

Guita Sharifi directed the board to the 2021-2022 budget and explained the school's budget included several changes to school funding rates due to adjustments to the state budget in the May revision, and additional funds coming from COVID relief funding. Ms. Sharifi reviewed with the board the school's funding projections for next fiscal year, which include a COLA increase of 5.07% to the LCFF funding rate compared to prior year. The projections for 2021-22 also include additional one-time revenue from the Expanded Learning Opportunities Grant that will bring additional funds to cover learning gaps resulted from distance learning during the pandemic. Ms. Sharifi then discussed the school projected ADA, revenue from LCFF sources, federal funds for SPED and new Title I funds and other state revenue which include lottery funds, mandated block grant funds and the Expanded Learning Opportunities grant. The school is projecting an ADA of 2,518 for next year. This projection reflects a decrease of 216 ADA compared to current year funding ADA of 2,734. Ms. Sharifi stated the school is projecting additional revenue from forgiveness of PPP loans for the 2021-22 school year.

Ms. Sharifi then reviewed the school total expenditures and explained the budget reflects a decrease in salaries and benefits due to a decrease in certificated teachers and instructional support staff, an increase in supplies, software and equipment and an increase in operating expenses that includes increase in travel, conferences and training, insurance, facilities, and instructional services.

Ms. Sharifi informed the board the school is projecting a positive net position. The school is prepared for cash deferrals that will take place in June 2022. This deferral will cause a delay of approximately 3 weeks of the June apportionment payment, which will be covered with the school's cash resources. School leaders, with the support of the finance team, continue to monitor cash flow on a weekly

basis to make sure the school meets all plans and cash needs, follows the budget plan and remains fiscally sound.

Board Member Jacobsen asked for clarification on the total reserves projected.

Ms. Sharifi reviewed with the board the anticipated reserves for the end of the year. Ms. Jacobsen asked what the typical school has in reserves. Ms. Sharifi reminded the board that based on the recent policy approved that a plan will be put in place to spend anything over a certain percentage. Ms. Manley added that after this school year they do not anticipate having the reserves into the next year. She informed the board they are hiring employees with funds from this year that may require the use of some of the reserves in the following years. Board Member Villegas asked where the reserves are stored. Ms. Sharifi informed the board all the school funds are maintained with Hanmi Bank. She acknowledged the board requested an investment policy and informed them they are in the process of working on that with Ms. Manley. Ms. Sharifi added the school is using all their cash, and not a line of credit, during the deferrals. Mr. Villegas inquired about the timeline for an investment policy. Ms. Sharifi informed the board they have been looking into it; however, they must be very conservative because they are working with public funds.

Marybeth Jacobsen made a motion to approve the Budget for the 2021-2022 fiscal year.

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

**I. The Board will be asked to approve the Budget Overview for Parents and the Local Control Accountability Plan (LCAP) for the 2021-2024 school years**

Corrine Manley recommend the board approve the details of the Budget Overview for Parents and the Local Control Accountability Plan (LCAP) for the 2021-2024 school years that was shared during the Public Hearing.

Ernie Villegas made a motion to approve the Budget Overview for Parents and the Local Control Accountability Plan (LCAP) for the 2021-2024 school years.

Marybeth Jacobsen seconded the motion.

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

**Roll Call**

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

**J. The Board will be asked to approve the school's application for Title I federal funds and submit the Federal Addendum to receive Title I funds for the 2021-2022 fiscal year**

Corrine Manley directed the board to the Federal Addendum to receive Title I funds for the 2021-22 school year and explained the school is interested in applying for additional funds through the Every Student Succeeds Act, commonly known as Title I funds. In 1965, the federal government began providing additional funding for disadvantaged pupils. Schools receive the funds based on the number of students who qualify for free and reduced lunch. The exact amount that the school will receive next year will depend on the amount allotted to the state of California in the next few months, and the school is projecting \$200,000 - \$300,000 in Title I funds for the 2021-22 school year.

Ms. Manley explained the Federal Addendum is the completed template provided by the California Department of Education, and is the first step in the application process. The addendum describes the capacity in which the school has to meet the federal requirements that accompanies the funding. These funds can be used to upgrade programs to support students with the greatest need, including intervention programs, small group instruction, English Learner support, tutoring, counseling, reading and math programs, technology and parent engagement.

Ms. Manley recommended the board approve the school's application for Title I funds, with final decision-making authority delegated to the Area Superintendent and Corporate Officers to submit the Federal Addendum to receive Title I funds for the 2021-2022 fiscal year.

Victoria Hancock made a motion to approve the school's application for Title I federal funds and submit the Federal Addendum to receive Title I funds for the 2021-2022 fiscal year.

Ernie Villegas seconded the motion.

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

**Roll Call**

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

**K. The Board will be asked to approve the Consolidated Application process and submission for all reports required for the 2021-2022 school year**

Corrine Manley reminded the board the Consolidated Application (ConApp) is used by the California Department of Education (CDE) to distribute categorical funds from various federal programs to county offices, school districts, and direct-funded charter schools throughout California. Annually, from mid-May to the end of June, each local educational agency (LEA), using the Consolidated Application and Reporting System (CARS), submits the spring release of the ConApp. The spring release documents participation in these programs and provides assurances that the LEA will comply with the legal requirements of each program. Program entitlements are determined by formulas contained in the laws that created the programs.

Ms. Manley explained the school will be requesting Title I, Part A, Federal Funds for the 2021-22 school year through the ConApp system and discussed the various ConApp submission and program requirements.

Ms. Manley recommended the board approve the Consolidated Application process and submission for all reports required for the 2021-2022 school year.

Marybeth Jacobsen made a motion to approve the Consolidated Application process and submission for all reports required for the 2021-2022 school year.

Ernie Villegas seconded the motion.

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

**Roll Call**

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

**L. The Board will be asked to renew a Revolving Line of Credit (RLOC) from Hanmi Bank for the 2021-2022 school year, as needed, to maintain adequate cash flow pursuant to the RLOC provisions**

Guita Sharifi reminded the board of the current Hanmi agreement that provides a line of credit, at a lower interest rate compared to other financing mechanisms, to support the school's finances when necessary to maintain adequate cash flow.

Ms. Sharifi then explained the school has the opportunity to renew the Revolving Line of Credit from Hanmi Bank for the 2021-2022 school year in the amount of \$2,500,000 with an interest rate of prime plus 0.5%, currently at a rate of 3.75%. Board President Lawrence asked if the line of credit needs to be used. Ms. Sharifi informed the board they do not need it at this time but are asking the board to approve to renew the RLOC in case the school needs short term funding for the 2021-2022 school year.

Ernie Villegas made a motion to renew a Revolving Line of Credit (RLOC) from Hanmi Bank for the 2021-2022 school year, as needed, to maintain adequate cash flow pursuant to the RLOC provisions.

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

**M. The Board will be asked to approve obtaining a loan from LLAC during the 2021-2022 fiscal year, as needed to maintain adequate cash flow, pursuant to promissory note provisions with applicable interest**

Corrine Manley informed the board that Lifelong Learning Administration Corporation offers short term borrowing to support the school if and when necessary to maintain adequate cash flow. Ms. Manley introduced Guita Sharifi who further explained LLAC offers short term borrowing to support the school when necessary for a maximum limit of \$1,250,000 at an interest rate of four percent (4%). Ms. Sharifi explained the amount is a maximum and the school may utilize it entirely, and further emphasized this is an alternative short term financing option for the school to meet short term cash flow needs if needed for the 2021-2022 school year as the last resort, when there is not enough available limit from the Hanmi Revolving Line of Credit (RLOC) to maintain adequate cash flow pursuant to a promissory note with interest rate. This is to provide another option to the school, if needed.

Marybeth Jacobsen made a motion to approve obtaining a loan from LLAC during the 2021-2022 fiscal year, as needed to maintain adequate cash flow, pursuant to promissory note provisions with applicable interest.

Ernie Villegas seconded the motion.

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

**Roll Call**

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

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

**A. Observations and Comments**

Board President Lawrence thanked staff for putting all the documents together for the meeting. He also thanked the board members for their questions and time.

Board Member Jacobsen also thanked the staff for putting together all of the reports.

Board Secretary Hancock thanked the staff for the comprehensive reports as well.

## VIII. Closing Items

### A. Next Regular Board Meeting Date: August 30, 2021, 4:00pm

### B. Adjourn Meeting

Victoria Hancock made a motion to adjourn the meeting.

Marybeth Jacobsen seconded the motion.

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

#### Roll Call

Victoria Hancock Aye

Randell Lawrence Aye

Ernie Villegas Aye

Marybeth Jacobsen Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:16 PM.

Respectfully Submitted,  
Victoria Hancock

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**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](mailto:vmendoza@vrchs.org).