

APPROVED

Vista Real Charter High School

Minutes

Regular Board Meeting

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

Date and Time

Monday August 30, 2021 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 publiccomments@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

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 Aug 30, 2021 at 4:00 PM.

B. Roll Call and Establishment of Quorum

C. Pledge of Allegiance

Board Member Jacobsen led the pledge of allegiance.

D. Staff Introductions

Jonathan Oates, Principal
Jeri Vincent, Corporate Secretary
Jeff Martineau, V.P. of Charter Relations
Sharie Strasburger, Principal
Bill Thompson, Legal Counsel
Pete Faragia, CEO, LLAC
Skip Hansen, President, LLAC
Guita Sharifi, CFO, LLAC
Michelle Lopez, Legal Counsel, LLAC
Nicole Perkins, V.P. of People Services, LLAC
Priscilla Zapata, Credential Analyst, LLAC
Brian Hadley, Wilkinson, Hadley, King & Co., LLP

E. Approve Agenda for the August 30, 2021, Regular Public Meeting of the Board of Directors

Victoria Hancock made a motion to approve Agenda for the August 30, 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 June 7, 2021, Regular Public Meeting of the Board of Directors

Ernie Villegas made a motion to approve the minutes from Operated by Vista Real Public Charter, Inc. on 06-07-21.
Victoria Hancock seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

G. Approve Minutes of the July 23, 2021, Regular Public Meeting of the Board of Directors

Marybeth Jacobsen made a motion to approve the minutes from Regular Board Meeting Operated by Vista Real Public Charter, Inc. on 07-23-21.
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 Abstain

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.

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

Marybeth Jacobsen seconded the motion.

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

Roll Call

Ernie Villegas Aye

Marybeth Jacobsen 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 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

Jonathan Oats greeted the board and introduced potential Vista Real board candidate Gary Cushing and referred the board to Mr. Cushing's resume. Mr. Oats discussed Mr. Cushing's long history of community involvement including serving as the Board President of ACE Charter High School, board member for the Boys & Girls Club, and former President/CEO of the Camarillo Chamber of Commerce. Mr. Oats informed the board that Mr. Cushing will attend tonight's board meeting as a public attendee to understand the board's process. If still interested, Mr. Cushing and the board will move forward with next steps including interviews, a background check, and attending upcoming Vista Real board meetings.

Mr. Oats reported that staff are diligently working to ensure learning centers are safe and all COVID-19 protocols are followed. The school is working toward full compliance with the state requirement to have every school staff member provide proof of vaccination or be tested weekly.

Mr. Oats stated that staff successfully served over 500 students for a six-week period during July through distance learning. He also shared that the Expanded

Learning Opportunity Grant has allowed the school to hire additional paraprofessionals and tutors to increase student support.

Finally, Mr. Oats reported on the various programs offered to students through the learning centers, including small group social emotional learning classes, girls empowerment workshop classes, virtual college field trips, and on-site field trips planned for next semester including one to the AeroVironment in Simi Valley.

Board President Lawrence thanked Mr. Oates for his report and welcomed Mr. Cushing to the meeting.

Mr. Cushing thanked the board for the invitation.

B. Annual Lifelong Learning Administration Corporation (LLAC) Services Report

Pete Faragia, CEO of Lifelong Learning Administration Corporation (LLAC), presented the 2020-2021 Annual Report to the Board of Directors. The presentation described the services provided to the school by LLAC during the 2020-2021 school year. Mr. Faragia reviewed the services and accomplishments of each division within LLAC including the Educational Products and Services Division, Facilities and Safety Department, Technology Services Department, External Affairs Department, Charter Affairs Department, People Services Division, and the Finance Division.

Board President Lawrence expressed his appreciation for Mr. Faragia's report and the continued support of LLAC.

Skip Hansen praised Mr. Faragia for doing an amazing job and thanked Mr. Faragia for keeping everything moving forward. He also praised the staff of LLAC for all of their hard work for the school.

Board Member Villegas expressed his appreciation for the external affairs team, especially Bob Morales who has worked with Mr. Villegas on local outreach.

Mr. Hansen shared his appreciation of the board members and for their contributions to the community.

Board Member Jacobsen thanked LLAC for what they do and for working with Vista Real to create the environment students need to thrive.

C. Finance Update and Budget Overview for School Year 2021-2022

Guita Sharifi informed the board that LLAC has reduced the promissory note rate from 4% to 3.25% for the 2021-2022 school year. Ms. Sharifi reminded the board that Hanmi Bank's revolving line of credit is being offered at a variable 3.75% rate, based on the federal prime rate. Ms. Sharifi explained that as a good steward of the schools, LLAC is offering the reduced rates, which are fixed and not variable, as a better option than utilizing the Hanmi Bank revolving line of credit, assuming LLAC has the cash flow available to lend to the school during the school year.

Ms. Sharifi then directed the board to the financial reporting calendar and discussed each of the required financial reports, their purpose, the internal review and approval process with the Area Superintendents, and the approval process with the board of directors at a board meeting prior to submission to the school's authorizer.

Board President Lawrence thanked Ms. Sharifi for her report.

D. Annual Board Training Announcement

Jonathan Oates reminded the board of the Ventura County Office of Education Annual training being held via Zoom on September 22, 2021 from 5:30-7:30pm and if anyone board members are unable to attend to the VCOE training an alternate annual training for charter school board members and leaders on the Brown Act and conflict of interest laws will be provided in the Fall. The upcoming annual Fall 2021 training is expected to be presented by Young, Minney & Corr, LLP, with several date and time options. Topics to be covered include:

- Extensive Brown Act training (complies with chartering authority’s requirement for annual training)
- Compliance with SB 126 (Education Code Section 47604.1)
- Conflict of interest laws: Political Reform Act, Corporations Code, Government Code Section 1090, and the appearance of impropriety
- Form 700 filing information and requirements

Board President Lawrence stated most, if not all, of the board members have signed up for the training.

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

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

Board President Lawrence announced the public hearing opened at 4:40 p.m.

B. The Board will hold a public hearing to solicit the recommendations and comments of members of the public regarding the Revised Budget Overview for Parents for the 2021-2022 school year

Jonathan Oates explained the recent board-approved Budget Overview for Parents (BOP) for the 2021-2022 school year requires updates to the narrative and expenditures sections as follows:

Additional narrative added to the Budgeted Expenditures in the LCAP table in the BOP section (paragraph 2): Added to serve our at-promise and highly mobile population, expenditures are budgeted for, but not limited to, teacher and staff salaries and benefits, student interventions, curriculum development, professional development, materials, hardware and software. Not included in the LCAP are the following: audit fees and legal expenses.

Updated expenditures for LCFF Budget Overview for Parents – Update on Increased or Improved Services for High Needs Students in the 2020-21 bullet: Actual Expenditures for High Needs Students in Learning Continuity Plan to reflect contributing expenses only.

- Total Budgeted Expenditures for High Needs Students in the Learning Continuity Plan. The previous amount was \$1,016,988. The revised amount

is \$904,988. Per instructions from the CDE, the revised amount excludes non-contributing expenses as found on the Learning Continuity Plan.

- Actual Expenditures for High Needs Students in the Learning Continuity Plan. The previous amount was \$1,027,632. The revised amount is \$888,760. Per instructions from the CDE, the revised amount excludes non-contributing expenses as found on the Learning Continuity Plan.

Once the revised BOP is approved by the board, it will be sent to the appropriate agencies as required, and it will also be posted on the school's website.

Mr. Oates then requested recommendations and comments from members of the public and the board.

Board Member Jacobsen asked if any excess revenue would be added to the reserves. Ms. Sharifi informed the board that the excess revenue would be added to the reserves.

C. Close Public Hearing

Hearing no comments from the public, Board President Lawrence asked for a motion to close the public hearing.

Victoria Hancock made a motion to close the public hearing.

Ernie Villegas seconded the motion.

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

Roll Call

Randell Lawrence Aye

Ernie Villegas Aye

Victoria Hancock Aye

Marybeth Jacobsen Aye

The public hearing was closed at 4:47 p.m.

VI. Action Items

A. The Board will be asked to approve the Revised Budget Overview for Parents for the 2021-2022 school year

Jonathan Oates recommended the board approve the revised Budget Overview for Parents for the 2021-2022 school year that was shared during the Public Hearing.

Marybeth Jacobsen made a motion to approve the Revised Budget Overview for Parents for the 2021-2022 school year.

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

B. The Board will be asked to approve the Unaudited Actuals for the 2020-21 school year

Guita Sharifi directed the board to the unaudited actuals report for the 2020-21 school year and explained the report is the last financial report of the year and provides a summary of how the school performed financially for the year. The report includes a summary of the statement of revenue and expenditures, the net position of the school, information about the school's assets and liabilities, the Average Daily Attendance (ADA) that was the base for funding in 2020-21, and

the estimated ADA projections for 2021-22 that were used as base for developing the current school year budget.

Ms. Sharifi reported that the school had a funding P-2 ADA of 2,734 for a total revenue of \$37.1M dollars, which was \$1.4M higher than the projected revenue presented at the June 2021 board meeting. This noticeable difference is primarily due to the recognition of \$1.3M of revenue from the Expanded Opportunity Grant that was originally planned to be recorded in the next fiscal year. These restricted funds were not spent in 2020-21, however, the California Department of Education guidelines require that the school records the revenue in 2020-21.

Ms. Sharifi reported that the school ended the year with total expenditures of \$33.5M, which was \$648K higher than prior projections. This increase comes from a combination of an increase in school supplies, equipment, training, and professional services and small decrease in certificated and classified salaries, insurance, and communications.

Ms. Sharifi then discussed the school's excess revenue, balance sheet assets and liabilities, and the impact of the state's apportionment deferrals. Lastly, Ms. Sharifi provided an update on the PPP loan forgiveness process.

Board President Lawrence asked about the reserves. Ms. Sharifi reminded the board the reserves include capital assets, as well as cash.

Board Member Jacobsen also asked about the reserves and the options available on where to hold the funds. Additionally, she inquired if any of the reserves need to be spent.

Mr. Faragia discussed a few options available to the board, including designating reserves for future expenditures. He informed the board they have been discussing options with Ms. Manley and Ms. Sharifi on the available options.

Ms. Sharifi referred the board to their packet where it breaks down the reserve funds. She explained the breakdown in detail to the board. She also reminded the board of the recent State deferrals.

Board Member Jacobsen expressed the importance of continuing the conversation. Board President Lawrence agreed. Ms. Sharifi informed the Board that Ms. Manley and Mr. Martineau have been working on the various options available and that they plan to bring those options to the board at a future meeting.

Ernie Villegas made a motion to approve the Unaudited Actuals for the 2020-21 school year.

Marybeth Jacobsen seconded the motion.

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

Roll Call

Victoria Hancock Aye

Marybeth Jacobsen Aye

Randell Lawrence Aye

Ernie Villegas Aye

C. The Board will be asked to approve the Revised June 30, 2020, Annual Audit Report for the school

Brian Hadley of Wilkinson Hadley King and Co., LLP directed the board to the revised June 30, 2020, Annual Audit Report. Mr. Hadley explained that the revisions include an addition to the Independent Auditor's Report letter located in

the beginning of the report, and edits to the related party narrative within the notes section of the Financial Statements. Lastly, Mr. Hadley reported that the auditor's opinion is unmodified.

Board President Lawrence thanked Mr. Hadley for his report.
Victoria Hancock made a motion to approve the Revised June 30, 2020, Annual Audit Report for the school.
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

D. The Board will be asked to approve the Revised Charter School Accounting Manual

Guita Sharifi directed the board to the summary of additions recommended to the Charter School Accounting Manual, included in the board packet. The first recommended addition details the school's procedures for accepting and recording donations. The second addition details the contract approval process, which includes the initial assessment, administrative review, and approval by the appropriate signatories.

Board President Lawrence thanked Ms. Sharifi for her report.
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

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

E. The Board will be asked to approve the Area Superintendent Evaluation Tool for the 2021-2022 school year

Jeff Martineau greeted the board and directed the board to the Area Superintendent Evaluation Tool for the 2021-2022 school year. He then reviewed updates made to the Evaluation Tool and rubric since the April board meeting and discussed the roles and responsibilities of the board and the Area Superintendent as related to the evaluation process, and the evaluation timeline. Mr. Martineau recommended the board approve the Area Superintendent Evaluation Tool for the 2021-2022 school year.

Board President Lawrence thanked Mr. Martineau for his report.
Marybeth Jacobsen made a motion to approve the Area Superintendent Evaluation Tool for the 2021-2022 school year.
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 Aye

F. The Board will be asked to approve the Declaration of Need (DON) forms as a prerequisite to the issuance of an emergency permit and/or limited assignment permit for teachers at the school for the 2021-2022 School Year per California Code of Regulations §80026

Jonathan Oates explained to the board the purpose of the annual Declaration of Need (DON) forms, which is now required of charter schools due to AB 1505 and ensures the school's eligibility to apply for emergency and/or limited assignment permits for teachers. Mr. Oates directed the board to the DON documents located in their board packet and explained this will allow qualified individuals to be authorized to serve in their teaching assignment while they are working towards completing the credential requirements for the educator's assignment. Mr. Oates recommended the board approve the DON forms for the school for the 2021-2022 school year.

Board President Lawrence asked who will benefit from this DON? Mr. Oates informed the board it is for teachers who are still in the program earning their credentials. He explained the great need for teachers, specifically special education teachers.

Board Member Jacobsen asked what about limitations? Mr. Oates informed the board there are time limitations depending on the type of permit.

Board Member Villegas asked if this will be a yearly item since it states it will expire after 12 months. Mr. Oates informed the board that is correct, they will need to approve it each year.

Board President Lawrence asked if there are teachers currently in mind for the emergency permits. Mr. Oates informed the board there are positions they need filled at this time.

Victoria Hancock made a motion to approve the Declaration of Need (DON) forms as a prerequisite to the issuance of an emergency permit and/or limited assignment permit for teachers at the school for the 2021-2022 School Year per California Code of Regulations §80026.

Ernie Villegas 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 everyone for putting this meeting together and praised staff for their great work.

Board Member Jacobsen agreed and thanked staff for putting the packets together.

Board Member Villegas asked for an update on the Santa Paula location. Mr. Oates informed the board the location is up and running and they are looking into hosting an opening celebration.

Ms. Strasburger informed the board they are excited to have students in person and they are making good progress towards graduation. They are cautious and following the Covid guidelines to make sure the school it is safe for everyone.

VIII. Closing Items

A. Next Regular Board Meeting Date: October 18, 2021, 4:00pm

B. Adjourn Meeting

Ernie Villegas made a motion to adjourn the board meeting.

Marybeth Jacobsen seconded the motion.

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

Roll Call

Ernie Villegas Aye

Victoria Hancock Aye

Marybeth Jacobsen 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 5:26 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 publiccomments@vrchs.org.