

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 December 6, 2021 at 4:00 PM

Location

The Meeting can be viewed at:

https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F_%23%2F%2Fmeetup-join%2F19%3Ameeting_OTUxNTYyNjctOTMyNy00YTU2LWE0ZjMtOThhZmlyN2QxMGNj%40thread.v2%2F0%3Fcontext%3D%257b%2522Tid%2522%253a%2522c33f6d28-3425-42a7-8827-d21f10bb2e83%2522%252c%2522Oid%2522%253a%25224e4cd601-0d23-44be-8261-73cdf2e9f610%2522%257d%26anon%3Dtrue&type=meetup-join&deeplinkId=e1c9b2b3-f24f-4af5-a234-d5bdbdd62152&directDI=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true

Or call in for Audio only:

Conference Line: (657) 207-0015 Code: 520 492 837#

MEETING LOGISTICS

This meeting is held in compliance with Assembly Bill 361, which allows flexibility in Brown Act teleconferencing procedures as addressed by the Board under Agenda Item I.E. The public is encouraged to participate in the meeting telephonically by dialing the conference line or by clicking the weblink listed on the posted agenda. The public may submit written comments to the Board by emailing publiccomments@vrchs.org. The public may also provide comments telephonically 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), Gary Cushing (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 Dec 6, 2021 at 4:00 PM.

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 and Area Superintendent
Jeri Vincent, Corporate Secretary
Jeff Martineau, V.P. of Charter Relations
Bill Thompson, Legal Counsel
Guita Sharifi, CFO, LLAC
Michelle Lopez, Legal Counsel, LLAC

E. Adopt Resolution Continuing Board of Directors' Authority to Hold Virtual or Teleconference Meetings Pursuant to Assembly Bill 361

Jeff Martineau discussed Assembly Bill 361, signed by Governor Newsom on September 16, 2021, and explained that the law exempts the board from certain provisions of the Brown Act related to teleconference meetings during states of emergency, as long as the Board makes required findings as detailed in the law. Under AB 361, boards that would like to continue to meet remotely must determine by majority vote whether as a result of the state of emergency, meeting in person would present imminent risks to the health or safety of attendees. Mr. Martineau directed the board members to the resolution located in their packet and recommended the board approve the Resolution Continuing Board of Directors' Authority to Hold Virtual or Teleconference Meetings Pursuant to Assembly Bill 361.

Ernie Villegas made a motion to adopt Resolution Continuing Board of Directors' Authority to Hold Virtual or Teleconference Meetings Pursuant to Assembly Bill 361.

Gary Cushing seconded the motion.

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

Roll Call

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

F. Approve Agenda for the December 6, 2021, Regular Public Meeting of the Board of Directors

Victoria Hancock made a motion to approve Agenda for the December 6, 2021, Regular Public Meeting of the Board of Directors.

Marybeth Jacobsen seconded the motion.

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

Roll Call

Marybeth Jacobsen	Aye
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Roll Call

Victoria Hancock Aye
Gary Cushing Aye
Randell Lawrence Aye
Ernie Villegas Aye

G. Approve Minutes of the October 18, 2021, Regular Public Meeting of the Board of Directors

Gary Cushing made a motion to approve the minutes from Regular Board Meeting on 10-18-21.

Victoria Hancock seconded the motion.

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

Roll Call

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

H. Approve Minutes of the November 10, 2021, Regular Public Meeting of the Board of Directors

Ernie Villegas made a motion to approve the minutes from Regular Board Meeting on 11-10-21.

Gary Cushing seconded the motion.

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

Roll Call

Randell Lawrence Aye
Ernie Villegas Aye
Victoria Hancock Aye
Gary Cushing Aye
Marybeth Jacobsen 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.

Victoria Hancock made a motion to approve the consent agenda items.

Gary Cushing seconded the motion.

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

Roll Call

Ernie Villegas Aye
Gary Cushing Aye
Marybeth Jacobsen Aye
Victoria Hancock 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, by dialing the teleconference line or by clicking the weblink listed on the posted agenda. 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. 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 greeted the board and provided an update on the following topics:

- Student achievement data report of current prior learning period including students' average credit completion, student engagement, ADA, and core versus elective credit completion categories.
- The school had a successful visit in November with the WASC committee. The school leadership team will be reviewing the WASC committee report to identify and plan for areas of improvement. Ms. Manley thanked the board members for their participation during the visit and shared her expectation that the school will receive a six-year accreditation.
- Staff and students participated in the Santa Paula holiday parade.
- Thanksgiving donations and home deliveries to 30 families.
- The school is participating in the Food Share of Ventura's annual CAN-tree food drive.
- Staff participated in the Simi Valley Street Fair, a one-day community event held on October 30.
- Four mobile vaccination clinics were in operation from June-October.
- Fully executed MOU between Goodwill Industries of Ventura and the Vista Real's Santa Paula learning center to continue providing support services to out of school adult students working towards their high school diploma.
- Tours to STEMBassador Makerspace and the Simi Valley Institute.
- Staff are in the planning stages for field trips to various STEM-based career organizations, mock interview events, spring career fair, etc.

Ms. Manley thanked the board for their support.

Board Member Cushing asked what the ADA was before COVID. Ms. Manley informed the board of the numbers pre-COVID and then discussed the impact on utilization due to the pandemic.

Board Secretary Hancock asked how the tennis group came about. Ms. Manley informed the board their athletic director is a credentialed PE teacher and established the group.

B. Finance Update

Guita Sharifi directed the board to the Hanmi Bank Rotating Line of Credit (RLOC) financial update included in the board packet and reviewed the school's credit amount

including the current interest rate expiration date, the current RLOC withdrawal amount, and the RLOC covenants ratios. Ms. Sharifi then reminded the board that the June 30, 2021 audit report will be presented during the January 2022 regular board meeting.

Board President Lawrence asked about the expiration date listed. Ms. Sharifi informed the board the line of credit was extended to meet the deferral timeline. She added the RLOC is automatically renewed annually.

C. Updated 2021-2022 Board Meeting Calendar

Board President Lawrence directed the board to the updated 2021-2022 regular board meeting calendar for the remainder of the school year and reviewed the additional regular board meetings scheduled for February and May 2022.

V. Action Items

A. The Board will be asked to approve the Educator Effectiveness Block Grant Plan

Corrine Manley reminded and reviewed the details of the Educators Effectiveness Block Grant Plan and recommended the board approve the Plan as presented at the public hearing held during the November regular board meeting.

Gary Cushing made a motion to approve the Educator Effectiveness Block Grant Plan. Ernie Villegas seconded the motion.

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

Roll Call

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

B. The Board will be asked to approve the 2021-22 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 four months of operations, from July 1, 2021 through October 31, 2021. The report is comprised of a financial section that includes the original budget that was developed in May, actuals to date, projected totals for this year based on this year's actual operations, projected school reserves at year end and the school's projected P2 ADA for the year. Ms. Sharifi reviewed each section of the first interim report in detail including the LCFF base grant amount, special education base rate, Title I funding and grants funds. Ms. Sharifi highlighted the following areas:

- The school budgeted a P2 ADA of 2,518, and the school is currently projecting a funding P2 ADA of 2,381.
- The school is projecting total revenue of \$37.4M, \$1.7M lower than the school's original budget.
- LCFF projected revenue decreased by \$1M primarily due to the decrease in projected P2 ADA.
- Federal Revenue increased from \$456K to \$3.9M due to a portion of the Expanded Learning Opportunities Grant originally budgeted under state revenue and the reclassification of PPP loan forgiveness originally under other local revenue.
- Projected total expenditures increased by \$162K compared to original budget due to a combination of an increase in teacher, and certificated and classified support salaries and a small decrease in administrative salaries.

- Projected purchases decreased 41%, from \$1.3M to \$808K with the main decrease in supplies and equipment and operating expenses decreased by 3.8%.

Finally, Ms. Sharifi reviewed the school's ending fund balance and restricted reserves. Board Member Jacobsen inquired about remaining in the black despite a decrease in ADA. Ms. Sharifi informed the board Ms. Manley works with the school staff to adjust expenditures every time the revenue increases or decreases, resulting in a strong financial position.

Victoria Hancock made a motion to approve the 2021-22 First Interim Report.

Gary Cushing seconded the motion.

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

Roll Call

Ernie Villegas Aye

Victoria Hancock Aye

Marybeth Jacobsen Aye

Randell Lawrence Aye

Gary Cushing Aye

C. 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 travel reimbursement daily per diem amounts and updates to the reserve fund and committed fund planning sections.

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

Marybeth Jacobsen seconded the motion.

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

Roll Call

Victoria Hancock Aye

Ernie Villegas Aye

Gary Cushing Aye

Randell Lawrence Aye

Marybeth Jacobsen Aye

D. The Board will be asked to approve the Committed Funds Plan for the school

Corrine Manley directed the board to the Committed Funds Plan located in their packet and discussed the school's current reserve amount in excess of the recommended maximum 17% reserve. Ms. Manley then explained that in order to demonstrate that we are good stewards of public funds, the Committed Funds Plan is based on a three-year cycle to earmark excessive revenue for projects, programs, and/or resources that directly benefit students and/or to protect and enhance existing programs provided to students. Ms. Manley then discussed the school's multi-year plan and that changes to the plan due to mitigating financial impact from major, non-recurring or unforeseen expenditures and/or other needs stemming from changes in student enrollment, academic needs, program needs, etc., will require board approval. Ms.

Manley recommended the board approve the Committed Funds Plan and for emergency or urgent spending needs, asked the board to authorize the Area Superintendent to make and execute such decisions.

Board President Lawrence asked if some of the items in the plan are already included in the budget. Ms. Manley informed the board that some of the items may be part of the budget but they are expanding those for the benefit of the students.

Board Member Villegas praised Ms. Manley and the staff for having a plan for the future and identifying the needs of the students.

Board Member Jacobsen asked if the school anticipates the reserves being replenished in the future or if the current excess in funds is due to a windfall. Ms. Manley agreed that while some of the additional funds being received are not routine, particularly during COVID times, the reserve is currently high and needs to be brought down. Board Member Jacobsen suggested creating additional CTE programs. Ms. Manley shared her view that it would be more sustainable to expand on the programs being provided instead of starting from scratch. She provided examples of current programs in place that need just a few additions to boost those programs. Ms. Manley informed the board this plan can be changed as the year goes on. Board Member Jacobsen suggested discussing this item routinely to evaluate any necessary changes.

Board Member Villegas suggested they spend the funds in a balanced manner. He agreed funds need to be spent on current programs, as well as future programs and students. He expressed how good it is to have a plan and to grow as an organization.

Board President Lawrence asked if there will be a report provided to show where the funds are being spent throughout the school year. Ms. Sharifi informed the board they would be able to support that report. She also reminded the board the state currently has a lot of surplus funds, and assured the board additional funding will be coming to the school. She also reminded the board of additional funds the school has received, such the ELO funding, which is providing additional services to students.

Board President Lawrence summarized that the board will vote on the item with the understanding that the board will revisit the plan in six months and make any necessary changes at that time.

Marybeth Jacobsen made a motion to approve the Committed Funds Plan for the school.

Victoria Hancock seconded the motion.

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

Roll Call

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

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

A. Observations and Comments

Board Member Jacobsen complimented Ms. Manley and her staff for the materials provided to the Board before the WASC visit. She praised the staff for their great work.

Board President Lawrence thanked the board members for their participation in the WASC process.

Board Member Villegas shared his experience with participating in the WASC process.

VII. Closing Items

A. Next Regular Board Meeting Date: January 25, 2022, 4:00pm

B.

Adjourn Meeting

Ernie Villegas made a motion to adjourn the meeting.

Gary Cushing seconded the motion.

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

Roll Call

Marybeth Jacobsen Aye

Gary Cushing Aye

Randell Lawrence Aye

Victoria Hancock 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 5:06 PM.

Respectfully Submitted,
Victoria Hancock

Accommodations. All meetings of the Board of Directors are held in compliance with the Americans with Disabilities Act of 1990. 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.