

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

Tuesday January 25, 2022 at 4:00 PM

Location

The meeting can be viewed at:

https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F_%23%2Fmeetup-join%2F19%3Ameeting_Zjl0NGFjZTEtZGNiYi00MjE0LThkNjltMjQ5YjQwMjU2ZjY2%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=024451fd-da5c-41e6-8747-e3ba26dcf764&directDI=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true

Or call in for Audio only:

Conference Line: (657) 207-0015 Code: 283 937 774#

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 Tuesday Jan 25, 2022 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
Jonathan Oates, Principal
Jeff Martineau, V.P. of Charter Relations
Bill Thompson, Legal Counsel
Brian Hadley, Partner, CPA, Wilkinson Hadley King & CO., LLP
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.

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

Ernie Villegas seconded the motion.

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

Roll Call

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

F. Approve Agenda for the January 25, 2022, Regular Public Meeting of the Board of Directors

Victoria Hancock made a motion to approve Agenda for the January 25, 2022, Regular Public Meeting of the Board of Directors.

Ernie Villegas seconded the motion.

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

Roll Call

Victoria Hancock Aye
Ernie Villegas Aye
Marybeth Jacobsen Aye

Roll Call

Gary Cushing Absent
Randell Lawrence Aye

G. Approve Minutes of the December 6, 2021, Regular Public Meeting of the Board of Directors

Marybeth Jacobsen made a motion to approve the minutes from Regular Board Meeting on 12-06-21.

Victoria Hancock seconded the motion.

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

Roll Call

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

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

Victoria Hancock seconded the motion.

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

Roll Call

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

Presentation on the Annual Update to the 2021–22 LCAP and Budget Overview for Parents Including the Supplement to the Annual Update for the 2021–22 LCAP; All available mid-year outcome data related to metrics identified in the 2021–22 LCAP; and Mid-year expenditure and implementation data on all actions identified in the 2021–22 LCAP

Corrine Manley explained that several new state funding sources were approved after local education agencies (LEAs) had finalized their LCAPs for the 2021-22 school year. To link accountability for the new funding to the LCAP process, AB 130 established a one-time requirement for a mid-year report to the school's governing board to include three components: 1) the Supplement for the Annual Update for the 2021–22 LCAP, 2) all available mid-year outcome data related to metrics identified in the 2021–22 LCAP, and 3) mid-year expenditure and implementation data on all actions identified in the 2021–22 LCAP.

Ms. Manley discussed the additional 15% concentration grant add-on funding to increase staffing for direct service to students at schools with 55% or more pupils who are low-income, English learners and/or foster youth and reviewed the school's 2021–22 Supplement to the Annual Update to the 2021–22 LCAP and Budget Overview for Parents. Ms. Manley noted the budget increase to the supplemental and concentration grant funds in the amount of \$384,825 and explained the total budgeted fund expenditures are \$37,420,315, which is an increase of \$161,856 from the original board-approved budget and reminded the board the school did not receive one-time federal funding. Ms. Manley then reviewed the five prompts of the Supplement report and explained prompts 3 and 4 do not apply because the school did not receive one-time federal funding.

Ms. Manley presented the school's 2021-22 LCAP mid-year data report and the school's progress on its year-to-date goals 1 through 4 as of Learning Periods 1 through 5 and prior school years 2019-2020 and 2020-2021. Finally, Ms. Manley presented the school's 2021-22 LCAP actions and services mid-year report detailing the school's year-to-date spending information and implementation data.

Ms. Manley informed the board that the 2021–22 Supplement will be submitted with the school's 2022–2023 LCAP as part of the review and approval process.

Ms. Manley explained the continuing impacts of the COVID-19 Pandemic, including the challenges of hiring staff, implementing health and safety protocols, and addressing learning acceleration needs due to the impacts of distance learning, which have presented many challenges in the first half of the school year and despite these challenges, the school is committed to implementing the LCAP to provide the necessary services to students.

Ms. Manley then asked if any board members had any comments or questions regarding the mid-year report on the 2021-22 LCAP.

Board President Lawrence thanked Ms. Manley for her report.

V. Public Hearing

A. Open Public Hearing

Gary Cushing made a motion to open the public hearing.

Marybeth Jacobsen seconded the motion.

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

Roll Call

Victoria Hancock Aye

Randell Lawrence Aye

Gary Cushing Aye

Roll Call

Ernie Villegas Aye

Marybeth Jacobsen Aye

Board President Lawrence announced the public hearing opened at 4:21 p.m.

B. The Board will hold a public hearing to solicit the recommendations and comments of members of the public regarding the A-G Completion Improvement Grant Program Plan

Corrine Manley provided background information to the board regarding the A-G Completion Improvement Grant Program Plan, a state funding opportunity which will be apportioned to schools to spend from fiscal years 2021–22 to 2025–26. The school will be informed of the funding amount by the end of January 2022 by the California Department of Education (CDE) and the funds will provide additional help to increase the number of high school pupils, particularly unduplicated pupils, who graduate from high school with A–G eligibility.

Ms. Manley discussed the two conditions for receipt of the A-G Completion Improvement Grant Program Plan funding: (1) develop and adopt a spending plan by April 1, 2022, which must be presented at a public board meeting before the plan is adopted at a subsequent public board meeting; and (2) by August 31, 2026, report detailed expenditure information to the CDE.

Ms. Manley explained the A-G completion Improvement Grant Program has 3 parts; 1) A-G Access Grants, 2) A-G Success Grants and 3) A-G Learning Loss Mitigation Grants. Ms. Manley then explained the school anticipates funding in the areas of the A-G Access Grant and the A-G Learning Loss Mitigation Grant and will focus on the activities that directly support pupil access to, and successful completion of, the A–G course requirements. Finally, Ms. Manley reported on eligible activities, programs and services to increase or improve A-G completion, measurement of data alignment, and approved measures indicating college and career readiness. Ms. Manley further explained the school will review the A-G Completion Improvement Grant Program Plan and make refinements as needed to align with any organizational changes, school goals, and CDE requirements. The plan will be brought back to the board for final approval at the March board meeting.

Ms. Manley then asked if any board member or member of the public had any comments or questions regarding the A-G Completion Improvement Grant Program Plan. Board Member Villegas praised Ms. Manley for her forward thinking and expressed the importance of matching the school's goals with available additional funding to assist in meeting those goals.

Ms. Manley informed the board that the number of students who meet the A-G requirements is very low, simply because going to a 4 -year college is not a plan for most of their students. However, she reminded the board that while each student will complete A-G courses, they do not take all the required courses to attend a 4-year university. She provided the board with the example of the 2-years of foreign language requirement. Additionally, she informed the board that those students who took the A-G requirement route had been successful.

C. Close Public Hearing

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

Ernie Villegas made a motion to close the public hearing.

Marybeth Jacobsen seconded the motion.

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

Roll Call

Randell Lawrence Aye

Ernie Villegas Aye

Roll Call

Marybeth Jacobsen Aye

Victoria Hancock Aye

Gary Cushing Aye

Board President Lawrence announced the public hearing closed at 4:33 p.m.

VI. Action Items

A. The Board will be asked to approve the June 30, 2021, Annual Audit Report for the school

Guita Sharifi directed the board to the annual audit report and explained that financial audits are required annually and must be submitted to the school's authorizer, State Controller's Office, and the California Department of Education. The audit report is required to be submitted by December 15th each year; however for the 2020-21 fiscal year, the deadline was extended to January 31, 2022. Wilkinson, Hadley, King & Co. performed the audit for the 2020-21 fiscal year and reviewed the school's documents, financial statements, policies, and procedures. Ms. Sharifi then introduced Brian Hadley, Partner, CPA at Wilkinson, Hadley, King & Co., to review the audit report in detail with the board.

Mr. Hadley directed the board to the Executive Summary and explained this is a new section prepared by the school. Mr. Hadley then directed the board to Independent Auditor's Report letter located in the beginning of the report and explained the school had an unmodified financial opinion, which is positive, and no adjustments or reclassifications were needed. Mr. Hadley next reviewed each of the financial statements and explained the purpose of each report and highlighted specific financial data.

Mr. Hadley then reviewed the last three pages of the report showing the school received an unmodified report with no findings for year end June 30, 2021 and no findings in the prior year audit.

Board Secretary Hancock praised Mr. Hadley for his comprehensive report.

Board President Lawrence thanked Mr. Hadley for his report.

Gary Cushing made a motion to approve the June 30, 2021, Annual Audit Report for the school.

Victoria Hancock seconded the motion.

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

Roll Call

Victoria Hancock Aye

Gary Cushing Aye

Ernie Villegas Aye

Randell Lawrence Aye

Marybeth Jacobsen Aye

B. The Board will be asked to approve the auditing firm of Wilkinson Hadley King & Co., LLP to prepare the school's 2020 Form 990, Return of Organization Exempt from Income Tax

Guita Sharifi directed the board to the engagement letter from Wilkinson, Hadley, King, & Co. to prepare the fiscal year ended June 30, 2021 federal return of Organization Exempt from Income Tax Form 990, related federal statements and schedules, and the California Exempt Organization Annual Information Return Form 199 with related statements and schedules. Ms. Sharifi reminded the board the firm is listed on the California Department of Education website as an approved auditor and all information from the school's annual audit report can be downloaded into the 990 form, which reduces human errors and expedites the process. Ms.

Sharifi then reviewed the tax preparation fee and recommended the board approve Wilkinson, Hadley, King, & Co. LLP to prepare the school's 2020 tax returns.

Board President Lawrence thanked Ms. Sharifi for her report.

Marybeth Jacobsen made a motion to approve the auditing firm of Wilkinson Hadley King & Co., LLP to prepare the school's 2020 Form 990, Return of Organization Exempt from Income Tax.

Ernie Villegas seconded the motion.

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

Roll Call

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

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

A. Observations and Comments

Board President Lawrence thanked everyone for all of their hard work, the extensive auditing report, and Ms. Manley's thorough explanation.

Board Member Cushing expressed how impressed he is with the board packets and the timely manner in which they are received.

Board Member Villegas also expressed his appreciation for receiving the packets with ample time to review.

VIII. Closing Items

A. Next Regular Board Meeting Date: February 9, 2022, 4:00pm

B. Adjourn Meeting

Gary Cushing made a motion to adjourn the meeting.

Victoria Hancock seconded the motion.

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

Roll Call

Randell Lawrence	Aye
Victoria Hancock	Aye
Gary Cushing	Aye
Marybeth Jacobsen	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 4:54 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.