

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

Wednesday March 2, 2022 at 4:00 PM

Location

Location

https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F_%23%2Fmeetup-join%2F19%3Ameeting_MGFmODEyZjltODIzNy00YjYyLWExY2EtNzRIZjFIYzliYmE2%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=85fb5dc1-9ed0-4165-bba0-8251360412fe&directDI=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true

Or call in for Audio only:

Conference Line: (657) 207-0015 Code: 973 771 177#

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 Wednesday Mar 2, 2022 at 4:00 PM.

B. Roll Call and Establishment of Quorum

C. Pledge of Allegiance

Board Member Cushing led the pledge of allegiance.

D. Staff Introductions

Corrine Manley, CEO and Area Superintendent
Jeri Vincent, Corporate Secretary
Sharie Strasburger, Principal
Jonathan Oates, Principal
Gary Garcia, College and Career Coordinator
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.

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

Victoria Hancock seconded the motion.

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

Roll Call

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

F. Approve Agenda for the March 2, 2022, Regular Public Meeting of the Board of Directors

Ernie Villegas made a motion to approve Agenda for the March 2, 2022, Regular Public Meeting of the Board of Directors.

Gary Cushing seconded the motion.

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

Roll Call

Ernie Villegas Aye
Victoria Hancock Aye

Roll Call

Randell Lawrence Aye
Marybeth Jacobsen Aye
Gary Cushing Aye

G. Approve Minutes of the January 25, 2022, Regular Public Meeting of the Board of Directors

Victoria Hancock made a motion to approve the minutes from Regular Board Meeting on 01-25-22.

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

H. Approve Minutes of the February 9, 2022, Regular Public Meeting of the Board of Directors

Marybeth Jacobsen made a motion to approve the minutes from Regular Board Meeting on 02-09-22.

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

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.

Gary Cushing made a motion to approve the consent agenda items.
Ernie Villegas seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Ernie Villegas Aye
Randell Lawrence Aye
Victoria Hancock Aye
Marybeth Jacobsen 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. Area Superintendent Update

Corrine Manley greeted the board and provided an update on the following topics:

- The school received approval for a 6 year WASC accreditation, with one mid-term cycle visit.
- The school has received NCAA Approval for 3 of 6 resource centers so far. The other 3 are still in process.
- The school had a successful programmatic audit with the Ventura County Board of Education (VCBOE) on February 28. The presentation included:
 - Student enrollment, average daily attendance (ADA), student engagement and the impact of COVID
 - How the school safely transitioned back to in-person instruction
 - 2020-21 CAASPP data and any pupil learning loss resulting from COVID specifically in the areas of ELA, ELD and Math
 - How the school monitors and supports student mental health
 - Financial data
 - A few program successes over the past school year
- Graduation will be held on Thursday, June 9 at Ventura College.

Ms. Manley then introduced Gary Garcia, College and Career Coordinator, who discussed his current and future goals for the program, including expanding CTE offerings, involving additional community colleges, and boosting dual enrollment.

Board Member Cushings praised Ms. Manley for her outstanding presentation on February 28 at VCBOE. He also praised Mr. Garcia for his hard work on the CTE program.

Board Member Jacobsen praised Ms. Manley and her staff for the wonderful presentation and feedback given during the programmatic audit. Board Member Jacobsen also expressed how great it is to have Mr. Garcia on board and inquired about the number of students Mr. Garcia anticipates participating in the CTE offerings. Mr. Garcia informed the board he is in the process of surveying students to learn what areas they are most interested in and will hopefully be able to capture the interest of many students.

Board President Lawrence thanked Mr. Garcia for his update and is looking forward to what he will bring to the program.

Board Member Villegas praised the dual enrollment program and offered the board's support. Mr. Villegas suggested connecting with College of the Canyons.

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 of 3.75%, expiration date of 12/31/2022, the current RLOC withdrawal amount of \$0 (zero dollars), and the RLOC covenants ratios as of January 31, 2022.

C. Current Vendor List

Corrine Manley directed the board to the current vendor list located in their board packet. Ms. Manley explained this is a list of all vendors through December 2021 and informed the board she reviewed the list for accuracy. Ms. Manley then requested the board to review the list for any potential conflict of interest and to reach out to Ms. Manley or legal counsel for any questions.

Board President Lawrence thanked Ms. Manley for the updated list and informed the board he reviewed the list and does not have any conflicts.

D. 2022-2023 Board Meeting Dates

Board President Lawrence read aloud the 2022-2023 regular board meeting schedule and directed the board to review the schedule located in their board package.

V. Action Items

A. The Board will be asked to approve the A-G Completion Improvement Grant Plan

Corrine Manley reminded the board of the A-G Completion Improvement Grant Plan presented during the January 2022 regular board meeting. Ms. Manley discussed the pending funding amount from the California Department of Education and then recommended the board approve the A-G Completion Improvement Grant Plan.

Victoria Hancock made a motion to approve the A-G Completion Improvement Grant Plan. Ernie Villegas 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 Second Interim Report and the Revised Budget for the 2021-2022 school year

Guita Sharifi directed the board to the Second Interim Report and revised budget for the 2021-22 school year and explained that the purpose of the report is to provide a financial overview of the school with January 2022 actuals and projected June 2022 year-end. The report categories include the original budget, revised budget, actuals to date, projected year-end totals, projected year-end reserves, and Average Daily Attendance (ADA).

Ms. Sharifi then reviewed in detail the school's projected ADA, federal, state, local and other revenue categories, salaries and benefits expenditures, and operating expenditures compared to the original board approved budget and first interim report. Ms. Sharifi reported the school's ADA decreased by 180 ADA compared to the original budget and the school's overall expenditures decreased by 2%.

Finally, Ms. Sharifi discussed the school's current reserve compared to the projected year-end reserve and explained the restricted amounts.

Gary Cushing made a motion to approve the Second Interim Report and the Revised Budget for the 2021-2022 school year.

Marybeth Jacobsen seconded the motion.

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

Roll Call

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

C. The Board will be asked to approve using the auditing firm Wilkinson Hadley King & Co. LLP for the 2021-22 school audit

Guita Sharifi directed the board to the proposal presented by Wilkinson Hadley King & Co. to prepare the school's June 30, 2022 annual audit. Ms. Sharifi reminded the board that the Wilkinson Hadley King & Co. CPA firm is on the state's approved auditor list and is currently preparing the 2020 Form 990 Federal Return of Organization Exempt from Income Tax. Ms. Sharifi recommended the board approve the engagement letter with Wilkinson Hadley King & Co.

Board President Lawrence asked if the school had used Wilkinson Hadley King & Co before. Ms. Sharifi informed the board the school has used this accounting firm before.

Ernie Villegas made a motion to approve using the auditing firm Wilkinson Hadley King & Co. LLP for the 2021-22 school audit.

Victoria Hancock 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

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

Guita Sharifi directed the board to the summary page of the changes to the Charter School Accounting Manual included in the board packet and that the recommended revisions were grammatical and formatting corrections throughout the manual, with no content changes made.

Board Member Cushing pointed out a numbering error in the manual. Ms. Sharifi informed the board she will make note of the error and will make any necessary corrections. Board Member Villegas asked if the board will need to approve this manual again. Ms. Sharifi informed the board if any additional changes need to be made to the manual, she will bring it back to the board at their next meeting for approval.

Gary Cushing 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

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

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

A. Observations and Comments

Board President Lawrence thanked the staff and board members for their participation in today's meeting.

Board Member Cushing shared how impressed the Ventura County Office of Education was with Vista Real.

Bill Thompson informed the board he attended a screening last week of a movie that showed what Learn4Life does for students. He informed the board this movie will be available soon for all to see. Ms. Manley assured the board she will let them know when the movie is ready to be shared with the board. Board Member Villegas praised the movie and shared how well it demonstrates all that is involved when working with the students. Board Member Jacobsen asked what the movie will be used for. Mr. Thompson informed the board of the advantages of having a movie like this, including sharing with school districts and legislative staff, for example. He added the movie visually shows what Vista Real does each day for its students.

VII. Closing Items

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

B. Adjourn Meeting

Ernie Villegas made a motion to adjourn the meeting.

Marybeth Jacobsen seconded the motion.

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

Roll Call

Gary Cushing Aye

Victoria Hancock Aye

Marybeth Jacobsen Aye

Ernie Villegas 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 4:57 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.