

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 November 30, 2022 at 4:00 PM

Location

Meeting Link

https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F_%23%2Fmeetup-join%2F19%3Ameeting_MTVkYTEwYTItYjU0Yi00NWEyLWE4MjAtODA5YjRkN2Y2NjEw%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=bc549866-4ce8-48cd-bcb3-42aefe9a3cda&directDI=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true

Or call in for Audio only:

Conference Line: (657) 207-0015 Code: 805 148 704#

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 Nov 30, 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
Jeff Martineau, V.P. of Charter Relations
Cece Dullam, Principal
Josephine Nguyen, State and Federal Programs Coordinator
Bill Thompson, Legal Counsel
Guita Sharifi, CFO, LLAC
Michelle Lopez, Legal Counsel, LLAC
Michelle Simi, Director of Business Services, 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

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

F. Approve Agenda for the November 30, 2022, Regular Public Meeting of the Board of Directors

Ernie Villegas made a motion to approve Agenda for the November 30, 2022, Regular Public Meeting of the Board of Directors.
Marybeth Jacobsen seconded the motion.

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

Roll Call

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

G. Approve Minutes of the October 17, 2022, Regular Public Meeting of the Board of Directors

Victoria Hancock made a motion to approve the minutes from Regular Board Meeting on 10-17-22.

Gary Cushing seconded the motion.

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

Roll Call

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

H. Approve Minutes of the November 7, 2022, Regular Public Meeting of the Board of Directors

Marybeth Jacobsen made a motion to approve the minutes from Regular Board Meeting on 11-07-22.

Ernie Villegas seconded the motion.

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

Roll Call

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

II. Consent Agenda

A. Consent Agenda Items

1. The Board will be asked to approve the revised School Safety Plan
2. The Board will be asked to approve the revised COVID-19 Plan for Resuming In-Person Instruction, an addendum to the school's Health and Safety Plan
3. The Board will be asked to approve the E-Rate vendor selections

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 items.

Gary Cushing made a motion to approve the consent agenda items.

Victoria Hancock seconded the motion.

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

Roll Call

Victoria Hancock Aye

Roll Call

Randell Lawrence Aye
Gary Cushing Aye
Ernie Villegas Aye
Marybeth Jacobsen 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 updates on the following topics:

- Recent successful college tour
- Port Hueneme event on November 16
- Volleyball team field trip to watch the Ventura Community College volleyball game
- Upcoming canned food tree event on December 2
- Presentation to the Rio School District Middle School Parent Night on November 29
- Diversity Equity & Inclusion Work Group
- Area Superintendent Advisory Committee

Board President Lawrence thanked Ms. Manley for her presentation.

Board Member Villegas asked Ms. Manley if she received any feedback following the middle school parent night presentation. Ms. Manley informed the board she has not had a chance to follow up with staff regarding any feedback, but she shared with the board how happy she was to be able to participate.

Board Member Jacobsen praised the staff for combining the student awards with the parent advisory meetings to encourage parental involvement.

Board President Lawrence asked who participates in the Diversity Equity and Inclusion Work Group. Ms. Manley informed the board she opened the group up to all staff with the goal of meeting with 10-15 people. Ms. Manley added that she is facilitating the group and the group is in the beginning stages.

B.

Finance Update

Guita Sharifi directed the board to the financial update report for the Hanmi Bank Rotating Line of Credit (RLOC) and LLAC promissory note updates as of October 31, 2022. Ms. Sharifi reviewed the Hanmi RLOC current interest rate of 7.5%, which represents an increase from the previous RLOC of 6.75%, the expiration date, the current RLOC withdrawal amount, and the RLOC covenants ratios. Ms. Sharifi then reviewed the LLAC promissory loan balance, cumulative borrowing, available balance, and current interest rate of 4%.

Board President Lawrence thanked Ms. Sharifi for her update.

C. Title I Program Evaluation for SY 2021-2022 Report

Corrine Manley informed the board that the school must annually report on how the school is utilizing its Title I federal funds. Ms. Manley directed the board to the report located in their packet and reviewed the school's intervention programs and staff who are present to support students and discussed how NWEA student assessments have helped to identify students who are eligible for intervention. Ms. Manley then discussed how staff are focusing on improving student participation rates and progress in small group intervention classes for the students identified.

Next, Ms. Manley reviewed the qualitative evaluation of the program and parent engagement. Ms. Manley discussed how the school utilized a translation service for both written and verbal communication and found this service to be efficient and beneficial to both staff and communities. Staff are continuing to focus on increasing attendance and participation in meetings and surveys through new methods to engage parents and guardians and allowing time for open communication and questions with staff.

Board President Lawrence thanked Ms. Manley for her report and expressed the importance of literacy. He praised Ms. Manley for her great work.

Board Member Cushing asked how many parents they expected to participate. Ms. Manley informed the board they should have received thousands of responses, essentially one parent per student. She informed the board they are continuing to find ways to increase parental involvement, including re-opening the survey window.

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

Bill Thompson informed the board that due to an unforeseen event this item will be moved to the January 11, 2023 board meeting.

V. Public Hearing

A. Open Public Hearing

Ernie Villegas made a motion to open the public hearing.
Gary Cushing seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

B.

The Board will hold a public hearing to solicit the recommendations and comments of members of the public regarding the revised Personalized Learning Policy

Board President Lawrence announced the public hearing opened at 4:28 p.m.

Corrine Manley directed the board to the redlined copy of the revised Personalized Learning Policy in their board packet and informed the board the revised policy reflects changes required by Assembly Bill 740, which was signed by the Governor on September 18 and goes into effect January 1, 2023. Ms. Manley directed the board to section 2.7 of the policy concerning Involuntary Removal Procedures, which has been revised to extend parental rights and notification requirements affecting homeless, foster or Indian children or youth to that student's educational rights holder, social worker, or tribal or county social worker, as applicable, during any involuntary removal process. Ms. Manley then explained the school has already begun working with the counseling support team to implement these new procedures and requirements in preparation for the January 1 due date. Lastly, Ms. Manley asked for questions or comments from members of the public and board members.

Board President Lawrence asked if there were any members of the public or members of the board that wished to make any comments.

C. Close Public Hearing

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

Marybeth Jacobsen made a motion to close the public hearing.

Victoria Hancock seconded the motion.

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

Roll Call

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

The public hearing was closed at 4:30 p.m.

VI. Action Items

A. The Board will be asked to review and approve the revised Personalized Learning Policy

Corrine Manley recommended the board approve the revised Personalized Learning Policy that was shared during the Public Hearing.

Gary Cushing made a motion to approve the revised Personalized Learning Policy.

Ernie Villegas seconded the motion.

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

Roll Call

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

Roll Call

Randell Lawrence Aye

B. The Board will be asked to discuss and approve the Arts, Music, and Instructional Materials Discretionary Block Grant Plan

Corrine Manley informed the board that the Arts, Music, and Instructional Materials Discretionary Block Grant is one-time funding from the state through the 2025–26 school year. Funds may be used for professional development, acquiring instructional materials, improving school climate including training on de-escalation and restorative justice strategies, developing diverse book collections with culturally relevant texts, operational costs, and COVID-19 costs.

Vista Real is receiving \$1,428,693 and as noted in the plan, the requirements for utilizing the funds are incredibly broad. The school's current considerations include professional development, instructional materials, operational costs, and COVID-19 costs. Ms. Manley explained the school is assessing the school's needs for the best use of this one-time funding.

Board President Lawrence asked if the grant is a federal or state grant. Ms. Manley informed the board that the grant is from the state.

Board Member Villegas thanked Ms. Manley and the staff for continuing to find grants that further the success of the students.

Board Member Cushing asked if the grant is on-going or one-time funding. Ms. Manley informed the board this is a one-time grant.

Victoria Hancock made a motion to approve the Arts, Music, and Instructional Materials Discretionary Block Grant Plan.

Ernie Villegas seconded the motion.

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

Roll Call

Marybeth Jacobsen Aye

Victoria Hancock Aye

Gary Cushing Aye

Randell Lawrence Aye

Ernie Villegas Aye

C. The Board will be asked to approve the June 30, 2022, Annual Audit Report for the school

Guita Sharifi 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 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 by December 15th each year. Wilkinson, Hadley, King & Co. performed the audit for the 2021-22 fiscal year and reviewed the school's documents, financial statements, policies, and procedures.

Mr. Hadley directed the board to the Executive Summary and explained this section was prepared by the school. Mr. Hadley then directed the board to the Independent Auditor's Report letter located at 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 the year ending June 30, 2022 and no findings in the prior year audit.

Board Member Jacobsen thanked Mr. Hadley for taking the time to review the report with the board. Ms. Jacobsen then asked about the "Cash in County Treasury" and whether or not this is something they could be investing in. Mr. Hadley informed the board that this would be an option. Board Member Cushing asked if there would be a return on that investment. Mr. Hadley informed the board there would be a return. The board agreed there should be further discussion at a later meeting regarding the matter.

Gary Cushing made a motion to approve the June 30, 2022, Annual Audit Report for the school.

Marybeth Jacobsen seconded the motion.

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

Roll Call

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

D. The Board will be asked to approve the 2022-2023 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, 2022 through October 31, 2022. The report is comprised of a financial section that includes the original budget approved by the board in June, 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 2,186, and the school is currently projecting a funding P2 ADA of 2,181.
- The school is projecting total revenue of \$41.3M, which is \$6.5M higher than the school's original budget.
- LCFF projected revenue increased by \$1.6M primarily due to a COLA increase.
- Federal revenue decreased from \$1.5M to \$884K due to a reduction of the Expanded Learning Opportunities Grant funding during this school year.
- Other State Revenue increased from \$2.8M to \$8.3M due to the Arts and Music Block Grant and the Learning Recovery Emergency Block Grant.
- Projected total expenditures of \$38.4M, which is an increase of \$3.7M compared to the original budget due to the implementation of services related to the new one-time restricted grants and an expansion of existing instructional spending due to the increase of available funding.

Finally, Ms. Sharifi reviewed the school's ending fund balance and restricted reserves, and asked the board for input and questions.

Board President Lawrence thanked Ms. Sharifi for her report.

Ms. Sharifi added to her report that they normally do not do a revised budget but since there were additional funds being received by the school, they found it necessary.

Ernie Villegas made a motion to approve the 2022-2023 First Interim Report.
Victoria Hancock seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

E. The Board will be asked to approve the revised 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 20% reserve amount. Ms. Manley explained the establishment and funding of financial reserves is important to the long-term health and stability of the school, the ability to manage cash flow, and protect the school from unforeseen revenue shortfalls, unexpected costs, and economic uncertainties. Financial reserves also help a charter school save for large purchases and reduce the cost of borrowing money. Ms. Manley then explained that in order to demonstrate that we are good stewards of public funds, the Committed Funds Plan has been updated to reflect the school's current needs for projects, programs, and/or resources that directly benefit the students. Ms. Manley then reviewed the updated Committed Funds Plan for the amount of reserves in excess of the recommended 20% reserve amount. 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 Member Cushing agreed with Ms. Manley that purchasing vans would be a better option compared to a bus. Mr. Cushing also discussed the anticipated state deferrals and suggested keeping some cash on hand.

Board President Lawrence thanked Ms. Manley for her report.

Gary Cushing made a motion to approve the revised Committed Funds Plan for the school.

Ernie Villegas seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

F. The Board will be asked to review and approve Wilkinson, Hadley & King & Co., LLP to prepare the school's 2021 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, 2022 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 2021 tax returns.

Board Member Cushing expressed his appreciation for the good pricing.

Ernie Villegas made a motion to approve Wilkinson, Hadley & King & Co., LLP to prepare the school's 2021 Form 990, Return of Organization Exempt from Income Tax.

Victoria Hancock seconded the motion.

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

Roll Call

Randell Lawrence Aye

Marybeth Jacobsen Aye

Gary Cushing Aye

Ernie Villegas Aye

Victoria Hancock Aye

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

A. Observations and Comments

Board President Lawrence thanked the staff for their reports.

Board Member Cushing shared with the board that he has visited the Career Educational Center and encouraged the board and staff to encourage students to utilize their program.

VIII. Closing Items

A. Next Regular Board Meeting Date: December 12, 2022, 4:00pm

B. Adjourn Meeting

Marybeth Jacobsen 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

Victoria Hancock Aye

Randell Lawrence 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 5:11 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.