

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 March 6, 2023 at 4:00 PM

Location

Meeting Location: 106 North 8th Street, Santa Paula, CA 93060

Or Join Using the Meeting Link:

https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F_%23%2F!%2Fmeetup-join%2F19%3Ameeting_MjgxZDkzMzQtYzVIYS00MDBkLWEwY2MtMDNkYmRiMjFmMjY4%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=a612346d-f0e9-4c66-945c-ffd960ac468d&directDI=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true

Or Call in for audio only:

Conference Line (657) 207-0015 Code: 956 270 797#

MEETING LOGISTICS

The public is encouraged to participate in the meeting in person, or by dialing the conference line or 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 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 Mar 6, 2023 at 4:00 PM.

B. Roll Call and Establishment of Quorum

Board President Lawrence introduced Vanessa Mendoza, who performed a roll call of the learning center locations that joined the meeting via a two-way teleconference line.

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
Cece Dullam, Principal
Bill Thompson, Legal Counsel
Guita Sharifi, CFO, LLAC
Michelle Lopez, Legal Counsel, LLAC
Danielle DeBerg, Director of Finance and Analytics, LLAC
Tres Simi, VP of Facilities, LLAC

E. Approve Agenda for the March 6, 2023, Regular Public Meeting of the Board of Directors

Ernie Villegas made a motion to approve Agenda for the March 6, 2023, Regular Public Meeting of the Board of Directors.

Gary Cushing seconded the motion.

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

Roll Call

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

F. Approve Minutes of the February 8, 2023, Regular Public Meeting of the Board of Directors

Victoria Hancock made a motion to approve the minutes from Regular Board Meeting on 02-08-23.

Marybeth Jacobsen seconded the motion.

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

Roll Call

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

II. Consent Agenda

A. Consent Agenda Items

1. The Board will be asked to approve the 2023-2024 Parent Student Handbook
2. The Board will be asked to approve the 2023-2024 School Calendar

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

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. The time allotted per presentation will not exceed three (3) minutes, unless 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 recent annual programmatic audit presented to the Ventura County Board of Education on February 27 and thanked Board Member Jacobsen for attending the meeting. Ms. Manley informed the board that on February 27, the school's Community Liaison, Ms. Guereca, attended the Simi Valley City Council meeting to share the school's program and expressed her gratitude to the community; several Vista Real students also spoke and shared their positive experiences at Vista Real.

Ms. Manley then discussed the recent Curriculum Instruction Steering Committee Conference held in Monterey and the following upcoming events: Moorpark Teaching Zoo and Senior Students Breakfast (end of March); Heal the Bay overnight field trip in Santa Monica (end of April); Counselor Luncheon on April 25; and the start of state testing season.

Board Member Villegas asked where graduation will be held this year. Ms. Manley informed the board they are planning to have graduation at the same location as last year and that she will send out the details to the board once they are finalized. Mr. Villegas expressed how well last year's graduation went and that he is looking forward to this year's graduation.

B. California Dashboard Report

Corrine Manley welcomed the board and reminded the board the school is currently certified as a Dashboard Alternative Schools Status (DASS) school and provided an accountability update for the school. Ms. Manley explained the California School Dashboard is one part of California's comprehensive accountability system for schools, districts, and county offices of education that reports performance and progress in 13 different areas (six state indicators and seven local indicators). Each area reflects the priorities of California's Local Control Funding Formula (LCFF) and the metrics required by the federal Every Student Succeeds Act (ESSA).

Ms. Manley informed the board this is the first Dashboard released since the pandemic and then reviewed the status levels for the school. Ms. Manley discussed the graduation rate listed on the Dashboard for the school year 2021-22 compared to the school's internal one-year graduation cohort rate. Ms. Manley explained this percentage includes fourth-year graduates from the Class of 2022 as well as fifth-year graduates from the Class of 2021. On July 27, 2022, the US Department of Education (ED) declined California's waiver request that would allow for the continued use of modified methods for calculating the Academic and Graduation Rate indicators. As a result of this waiver denial, the 2022 Dashboard will be the first Dashboard without any modified methods applied to state indicators and all DASS schools will be treated the same as all other schools on the Dashboard. Previously, DASS schools were able to measure their graduation rate using a one-year cohort rather than a 4-year cohort. Ms. Manley stated the school's internal one-year cohort rate is 91%.

Board Member Cushing asked for clarification on which students are included in the 4-year cohort. Ms. Manley discussed with the board the struggles with using a 4-year cohort to measure graduation in a DASS school, specifically that students who come to Vista Real during their sophomore or junior year, or those that take 5 years to graduate, will not be included in the rate.

Board President Lawrence asked what could be done to increase student interest in math. Ms. Manley discussed the math scores with the board and reminded them that students typically enroll in the school at a 5th grade math level but are still required to take the state's 11th grade math test. She informed the board they have other ways to measure students' growth and that while they are showing growth, they are always striving to increase student success in math.

Board Member Jacobsen asked for additional information on why students are struggling with math. Ms. Manley discussed with the board the many struggles students face before coming to Vista Real and the effects that has on their education, particularly math.

Board Member Villegas requested to see the one-year cohort numbers, as well as NWEA scores, to have a better understanding of student growth. Ms. Manley reviewed with the board the NWEA assessment scores. Mr. Villegas discussed the importance of sharing the most accurate data with the community.

C. Facilities Update

Corrine Manley directed the board to the information provided via email last week about the Ventura learning center relocation property purchase. Corrine Manley reminded the board of the school's committed funds plan item for the potential purchase of real property and, with the support of the LLAC facilities team, the school has identified a suitable property for purchase. Ms. Manley shared pictures and the location of the property and then introduced Tres Simi and

Danielle DeBerg to update the board on the current market research and financial analysis regarding the potential purchase of a new facility in Ventura.

Mr. Simi reviewed with the board the challenges of the current Ventura location and the need for a new facility. He reported on the properties currently available that meet the needs of the school and that one property is available for purchase that appears to meet the needs of the school. Mr. Simi reviewed the listing price, the expense to get the property ready for students, including electrical, HVAC, wiring, new roof, and new flooring, and the total price. Ms. DeBerg presented various financial scenarios for the school to purchase versus lease for the Ventura learning center location.

The Board, Ms. Manley and others engaged in a discussion regarding the loan, cash options and impact of available cash-on-hand for reserves, expenditure assumptions, revenue assumptions, property details, and next steps in the purchasing process.

The Board reached consensus to take the next steps to explore real property acquisition.

D. 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 from July 1, 2022 through December 31, 2022, includes a brief description of services, and includes vendors who provide varying services including professional development, technology, health care benefits, etc. Ms. Manley reminded the board this information is provided bi-annually, and she reviewed the list for accuracy. Ms. Manley then requested the board to review the list for any potential conflicts 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.

E. Legislative Update

Bill Thompson directed the board to the legislative update summary for the 2022-23 school year located in their board packet. Mr. Thompson informed the board LLAC monitors all proposed and approved legislation for the school and works closely with the school leaders on legislative changes. Mr. Thompson then introduced Michelle Lopez, who reviewed several noteworthy and applicable laws including AB 748, AB 185, AB 58, AB 452, SB 906, AB 2158, AB 2449 and SB 1100. Ms. Lopez recommended the board review the legislative summary and to reach out with any questions.

Mr. Thompson then provided the board with an update of the ongoing efforts of the LLAC External Affairs division.

Board President Lawrence thanked Ms. Lopez and Mr. Thompson for their updates.

Board Member Villegas shared with the board the importance of inviting elected officials to visit and learn about the school. Mr. Villegas suggested making a list of people to invite. Ms. Manley and the board agreed.

F. 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 January 31, 2023. Ms. Sharifi reviewed the Hanmi RLOC current interest rate of 8.25%, which represents an increase from the previous RLOC of 7.5%, 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.

G. 2022-2023 Board Meeting Dates

Board President Lawrence directed the board to the updated 2022-2023 regular board meeting calendar located in their board packet and requested the board to review the meeting dates and times.

V. Action Items

A. The Board will be asked to approve the Charter School's renewal application and re-certification for Dashboard Alternative School Status

Corrine Manley directed the board to the letter enclosed in their board packet and explained that as a Dashboard Alternative Schools Status (DASS) program, the school must re-certify its DASS status every three years. To be eligible for DASS, charter schools must have an unduplicated count of at least 70 percent of their total enrollment comprised of high-risk students, obtain approval from the Charter School Board certifying the school meets the DASS criteria, and send notification to the authorizing governing board. Ms. Manley then explained the school has met the threshold for qualifying for DASS recertification with an unduplicated student population of 76.5%. Ms. Manley recommended the board approve the school's renewal application and re-certification for Dashboard Alternative School Status. Board President Lawrence thanked Ms. Manley and requested a motion. Ernie Villegas made a motion to approve the Charter School's renewal application and re-certification for Dashboard Alternative School Status. Gary Cushing seconded the motion. The board **VOTED** to approve the motion.

Roll Call

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

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

Guita Sharifi directed the board to the summary page overview of the recommended changes to the Charter School Accounting Manual included in the board packet. Ms. Sharifi explained the changes include updates to that table of contents, grammatical and spelling corrections, and the following recommended revisions:

- Page 99: Board Member Travel Reimbursement Policy added.
- Page 106: Coronavirus Pandemic addition removed as the pandemic ended March 16. Verbiage adjusted to reflect remote work rather than during a pandemic. Addition of ACH procedure details.
- Pages 106-107: Check signing authority is now always given to three individuals, rather than "at least three individuals." Additional basic grammar and verbiage corrections.
- Page 115: Pandemic regulations removed from check signing processes and replaced with remote work regulations.

Ms. Sharifi then recommended the board approve the revised Charter School Accounting Manual.

Board President Lawrence thanked Ms. Sharifi and requested a motion.

Victoria Hancock made a motion to approve the revised Charter School Accounting Manual.

Gary Cushing seconded the motion.

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

Roll Call

Victoria Hancock	Aye
Gary Cushing	Aye

Roll Call

Marybeth Jacobsen Aye
Randell Lawrence Aye
Ernie Villegas Aye

C. The Board will be asked to approve the Second Interim Report and the Revised Budget for the 2022-2023 school year

Guita Sharifi directed the board to the Second Interim Report and revised budget for the 2022-23 school year and explained that the purpose of the report is to provide a financial overview of the school after the first 7 months of operations, from July 1, 2022 through January 31, 2023 actuals, and projected budget to June 2023 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 reviewed the ADA, expenditures, revenue, and projected reserves, and highlighted the following areas:

- The school originally budgeted a P2 ADA of 2,181, and the school is currently projecting a funding P2 ADA of 2,109.
- The school's revenue projections adjustments are primarily from changes in projected ADA and a reduction of approximately 33% in the Arts and Music Block Grant.
- LCFF, federal revenue, other state revenue, and other local revenue projections.
- Projected total expenditures of \$37.7M, which is an increase of \$3.1M compared to the original budget due to an increase in most spending categories due to the implementation of services related to the one-time restricted grants and an expansion of existing instructional spending due to the increase in projected ADA.

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 and requested a motion.

Gary Cushing made a motion to approve the Second Interim Report and the Revised Budget for the 2022-2023 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
Gary Cushing Aye

D. The Board will be asked to approve using the auditing firm Wilkinson, Hadley & King & Co., LLP for the 2022-2023 audit

Guita Sharifi directed the board to the proposal presented by Wilkinson Hadley King & Co. to prepare the school's June 30, 2023 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 2021 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 Member Cushing asked how long Wilkinson, Hadley & King & Co. have been doing the audit for the school. Ms. Sharifi informed the board it has been more than 6 years but that she would have to look up the exact date. She informed the board they rotate partners and conduct peer reviews.

President Lawrence thanked Ms. Sharifi and requested a motion.

Ernie Villegas made a motion to approve using the auditing firm Wilkinson, Hadley & King & Co., LLP for the 2022-2023 audit.

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 Aye

E. The Board will be asked to approve the Board Resolution Approving Board Stipends, increasing the board member stipend from \$450 to \$500 for each board member in attendance at a board meeting

Bill Thompson directed the board to the board resolution approving an increase in board stipends from \$450 per board meeting to \$500 per board meeting for each board member in attendance. Mr. Thompson explained the reasonable \$50 increase takes into consideration the additional board member responsibilities, time requirements, additional participation required at school events, and the overall cost of living increase. Mr. Thompson recommended the board approve the Board Resolution Approving Board Stipends.

Board President Lawrence thanked Mr. Thompson and requested a motion.

Marybeth Jacobsen made a motion to approve the Board Resolution Approving Board Stipends, increasing the board member stipend from \$450 to \$500 for each board member in attendance at a board meeting.

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
Gary Cushing Aye

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

A. Observations and Comments

Board President Lawrence thanked the staff for their presentations.

Board Member Jacobsen thanked Ms. Manley and the staff for their presentations as well.

Board Member Villegas offered his continued support to the staff.

VII. Closed Session

A. Adjourn open public Board meeting to go into closed session

PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov. Code section 54957(b)(1).) Title:
Area Superintendent

Ernie Villegas made a motion to adjourn open public Board meeting to go into closed session.

Gary Cushing seconded the motion.

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

Roll Call

Randell Lawrence Aye
Marybeth Jacobsen Aye

Roll Call

Gary Cushing Aye
Victoria Hancock Aye
Ernie Villegas Aye

B. Adjourn closed session and reconvene to open public Board meeting

Victoria Hancock made a motion to adjourn closed session and reconvene to open public Board 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

C. Report of action taken or recommendations made in closed session, if any

Board President Lawrence stated no action was taken in closed session for the PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov. Code section 54957(b)(1).) Title: Area Superintendent

VIII. Closing Items

A. Next Regular Board Meeting Date: April 17, 2023, 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

Randell Lawrence Aye
Gary Cushing Aye
Victoria Hancock 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 5:44 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. Documents are also available for public inspection at the Meeting Location noted on this agenda.