

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 September 5, 2023 at 4:00 PM

Location

Meeting Location: 1407 E. Los Angeles Ave., Suite L, Simi Valley, CA 93065

Satellite Location: 177 Holston Drive, Lancaster, CA 93535

Or Join Using the Meeting Link:

https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F_%23%2F%2Fmeetup-join%2F19%3Ameeting_YzAxMWMxZGMtODJmMy00MGU0LWlwNjltODVkJmRkNDc1YzBm%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=ff7f929e-5999-4adb-8170-d05feff5406c&directDI=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true

Or Call in for audio only:

Conference Line (657) 207-0015 Code: 667 327 255#

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, Gary Cushing, Marybeth Jacobsen, Randell Lawrence, 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 Sep 5, 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
Shellie Hanes, Superintendent
Jeff Martineau, V.P. of Charter Relations
Cece Dullam, Principal
Jonathan Oates, Principal
Stacy Roth, Learning Center Coordinator
Bill Thompson, Legal Counsel
Guita Sharifi, CFO, LLAC
Bob Morales, Chief External Affairs Officer, LLAC
Tres Simi, Sr. VP of Facilities and Operations, LLAC
Michelle Lopez, Legal Counsel, LLAC

E. Approve Agenda for the September 5, 2023, Regular Public Meeting of the Board of Directors

Gary Cushing made a motion to approve Agenda for the September 5, 2023, 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
Randell Lawrence Aye
Ernie Villegas Aye
Marybeth Jacobsen Aye
Victoria Hancock Aye

F. Approve Minutes of the May 25, 2023, Regular Public Meeting of the Board of Directors

Ernie Villegas made a motion to approve the minutes from Regular Board Meeting on 05-25-23.

Gary Cushing 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

G. Approve Minutes of the May 30, 2023, Regular Public Meeting of the Board of Directors

Marybeth Jacobsen made a motion to approve the minutes from Regular Board Meeting on 05-30-23.

Gary Cushing seconded the motion.

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

Roll Call

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

II. Consent Agenda

A. Consent Agenda Items

1. The Board will be asked to approve the revised Suspension and Expulsion Policy and Procedure
2. The Board will be asked to approve the revised English Learner Master Plan

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.

Board Member Jacobsen asked about the process for revising school policies. Mr. Thompson discussed the process with the board, including the need for periodic revisions to stay up to date with any legislative changes. Michelle Lopez informed the board the redlined version should have been included in their packet and apologized for it not being included. She assured the board the redlined versions would be included in their packets going forward.

Marybeth Jacobsen made a motion to approve the consent agenda items.

Ernie Villegas 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

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.

Marlo Hartsuyker informed the board that the Ventura County Office of Education will be hosting a board training, provided by Young, Minney, and Corr, LLP. She reminded the board they have a requirement to attend annual training and that all information has been forwarded to Ms. Manley.

IV. School Reports and Information

A. Area Superintendent Update

Corrine Manley greeted the board and provided an update on the school's summer intersession program with local districts. She reported on last week's successful open house at the Simi Valley learning center and thanked Board Member Jacobsen for attending the event. Ms. Manley then discussed upcoming college field trips, the school's current student enrollment, graduation rate, credit completion and core credit completion rates, and data comparisons to the last school year.

The board discussed graduation rates before and after COVID. Ms. Manley informed the board the rates are about the same.

Board President Lawrence thanked Ms. Manley for her update.

B. Facilities Update

Corrine Manley introduced Tres Simi to provide an update on the status of the relocation of the Ventura learning center property purchase located at 725 S. Victoria Avenue, Ventura, CA 93003. Mr. Simi informed the board about the status of obtaining construction bids and the estimated submittal timeline for the conditional use permit, including communications with the city. Mr. Simi also shared photos of the planned outside of the building.

Board Member Villegas asked if there had been any unexpected challenges. Mr. Simi discussed concerns about the ADA compliance ramp but assured the board they are working with the city to find a solution. He informed the board there has not been any unexpected issues so far.

Board President Lawrence thanked Mr. Simi for the update.

C. 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 June 2023, includes a brief description of services, and includes vendors who provide varying services including professional development, technology, health care benefits, etc. 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 list.

D. Committed Funds Plan Update

Corrine Manley directed the board to the updated 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 to the Board that 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 at Vista Real. Ms. Manley then explained that building a three-month cash-on-hand reserve is moderate and appropriate, and it provides the school with a basic protection from economic uncertainties including, but not limited to, revenue shortfalls and potential deferrals of state apportionments.

Ms. Manley then reviewed the updated Committed Funds Plan for the amount of reserves in excess of the recommended 20% reserve amount and the three-month cash-on-hand reserve, from a minimum of 5% of annual expenditures to reach the goal of using all school financial and committed reserves up to a full 25% using only committed reserves.

Board President Lawrence asked how often the school reviews the committed funds plan.

Ms. Manley informed the board there is a weekly meeting to ensure they are on track.

E. Finance Update and Budget Overview for the 2023-2024 School Year

Guita Sharifi directed the board to the Hanmi Bank Revolving Line of Credit (RLOC) financial update included in the board packet and reviewed the school's credit amount including the current interest rate of 9.0%, which represents an increase from the previous RLOC update provided to the board. Ms. Sharifi then reviewed the expiration date, the current RLOC withdrawal amount, and the RLOC covenants ratios as of July 31, 2023.

Ms. Sharifi then directed the board to the financial reporting calendar and discussed each of the required financial reports, their purpose, and the approval process with the board of directors at a board meeting prior to submission to the school's authorizer.

Board President Lawrence thanked Ms. Sharifi.

F. VCOE Annual Board Governance Announcement

Corrine Manley reminded the board of the Ventura County Office of Education's annual Brown Act and conflict of interest training to be held via Zoom on October 17, 2023, from 5:30-7:30pm. She noted that if any board members are unable to attend, an alternate annual training will be provided.

Board President Lawrence thanked Ms. Manley.

G. Legislative Update

Bob Morales provided updates to the board of directors on the current status of the legislature and the ongoing efforts of the LLAC External Affairs division.

Board President Lawrence thanked Bob Morales for the update.

V. Action Items

A. 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, and reviewed the recommended revision on page 60 adding Financial Abuse Hotline information.

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

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

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
Marybeth Jacobsen Aye
Victoria Hancock Aye
Randell Lawrence Aye

B. The Board will be asked to approve the Unaudited Actuals for the 2022-2023 school year

Guita Sharifi directed the board to the unaudited actuals report for the 2022-2023 school year and explained that the report is the last financial report of the year and provides a summary of how the school performed financially for the year. The report includes a summary of the statement of revenue and expenditures, the net position of the school, information about the school's assets and liabilities, the Average Daily Attendance (ADA) that was the base for funding in 2022-2023, and the estimated ADA projections for 2023-2024 that were used as a baseline for developing the current school year budget.

Ms. Sharifi reported that the school had a funding P-2 ADA of 2,084 for a total revenue of \$40.6M dollars, which was \$2.2M higher than the projected revenue presented at the June 2023 board meeting.

Ms. Sharifi reported that the school ended the year with total expenditures of \$36.9M, which was a small increase of \$94K than prior projections. This increase was due to a combination of a decrease in teacher salaries, an increase in purchase of equipment and training spending, and a small decrease in professional service and communications spending.

Ms. Sharifi then discussed the school's excess revenue, and balance sheet assets and liabilities and the change in reporting outstanding assets and amortization on the asset side and lease payables in the liability section due to a new reporting regulation.

Board President Lawrence thanked Ms. Sharifi for her presentation and asked for a motion.

Ernie Villegas made a motion to approve the Unaudited Actuals for the 2022-2023 school year.

Gary Cushing seconded the motion.

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

Roll Call

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

Roll Call

Ernie Villegas Aye

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

A. Observations and Comments

Board President Lawrence thanked everyone for their presentations.

Board Member Jacobsen congratulated the staff on their success.

Jeri Vincent commented on and celebrated the growth of the school. She expressed her gratitude to the staff.

VII. Closed Session

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

1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION, (Government Code section 54957(b)(1).) Title: Area Superintendent
2. CONFERENCE WITH LABOR NEGOTIATOR (Gov. Code section 54957.6), Agency designated representative: Steve Churchwell or Jenni Krengel, Unrepresented Employee: Superintendent
3. CONFERENCE WITH LABOR NEGOTIATOR (Gov. Code section 54957.6), Agency designated representative: Steve Churchwell or Jenni Krengel, Unrepresented Employee: Chief Operating Officer

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

Marybeth Jacobsen seconded the motion.

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

Roll Call

Gary Cushing Aye

Randell Lawrence Aye

Ernie Villegas Aye

Victoria Hancock Aye

Marybeth Jacobsen Aye

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

Marybeth Jacobsen made a motion to adjourn closed session and reconvene to open public Board meeting.

Ernie Villegas seconded the motion.

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

Roll Call

Randell Lawrence Aye

Roll Call

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

1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION, (Government Code section 54957(b)(1).) Title: Area Superintendent
2. CONFERENCE WITH LABOR NEGOTIATOR (Gov. Code section 54957.6), Agency designated representative: Steve Churchwell or Jenni Krengel, Unrepresented Employee: Superintendent
3. CONFERENCE WITH LABOR NEGOTIATOR (Gov. Code section 54957.6), Agency designated representative: Steve Churchwell or Jenni Krengel, Unrepresented Employee: Chief Operating Officer

VIII. Action Items

A. The Board will be asked to approve the position of Chief Operating Officer

Board President Lawrence asked the board if they had any comments or discussion, hearing none, he requested a motion to approve the Chief Operating Officer position.

Board Member Cushing requested the school take action to approve the position of Superintendent and Board President Lawrence appreciated the request. Mr. Thompson stated an action item to approve the position of Superintendent will be placed for action on the next board meeting.

Gary Cushing made a motion to approve the position of Chief Operating Officer.

Marybeth Jacobsen seconded the motion.

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

Roll Call

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

B. The Board will be asked to review and approve compensation for the Superintendent

Board President Lawrence reported the summary recommendation of legal counsel for the salary and benefits package for Shellie Hanes, Superintendent, commencing July 1, 2023, and requested a motion to approve the recommended amount of \$29,381.05 per year.

Ernie Villegas made a motion to approve compensation for the Superintendent.

Victoria Hancock seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

C. The Board will be asked to review and approve compensation for the Chief Operating Officer

Board President Lawrence reported the summary recommendation of legal counsel for the salary and benefits package for Darin Bower, Chief Operating Officer and requested a motion to approve the recommended amount of \$30,237.04 per year.

Gary Cushing made a motion to approve compensation for the Chief Operating Officer.
Ernie Villegas 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

IX. Closing Items

A. Next Regular Board Meeting Date: October 23, 2023, 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

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:02 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.