

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 29, 2023 at 4:00 PM

Location

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

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_YmQ5ODk3NWltZGQzNC00MmQ3LTgyYjAtNjJjYmQwMjE0ZGQ1%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=8b4ef4c0-5e99-488c-bd6f-86ecf2088c56&directDI=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true

Or Call in for audio only:

Conference Line (657) 207-0015 Code: 160 694 35#

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 Wednesday Nov 29, 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
Cece Dullam, Principal
Jonathan Oates, Principal
Angela Carr, Teacher
Josephine Nguyen, State and Federal Programs Coordinator
Guy Mansfield, Learning Center Coordinator
Jeff Martineau, V.P. of Charter Relations
Bill Thompson, Legal Counsel
Claudio Wohl, Senior VP of Finance, LLAC
Tres Simi, Sr. VP of Facilities and Operations, LLAC
Michelle Lopez, Legal Counsel, LLAC

E. Approve Agenda for the November 29, 2023, Regular Public Meeting of the Board of Directors

Gary Cushing made a motion to approve Agenda for the November 29, 2023, Regular Public Meeting of the Board of Directors.

Marybeth Jacobsen seconded the motion.

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

Roll Call

Marybeth Jacobsen Aye

Ernie Villegas Aye

Gary Cushing Aye

Randell Lawrence Aye

Victoria Hancock Aye

F. Approve Minutes of the October 23, 2023, Regular Public Meeting of the Board of Directors

Ernie Villegas made a motion to approve the minutes from Regular Board Meeting on 10-23-23.

Gary Cushing seconded the motion.

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

Roll Call

Victoria Hancock Aye

Gary Cushing Aye

Marybeth Jacobsen Aye

Randell Lawrence Aye

Ernie Villegas Aye

II. Consent Agenda

A. Consent Agenda Items

1. Revised School Safety Plan.
2. Revised COVID-19 Plan for Resuming In-Person Instruction, an addendum to the school's Health and Safety Plan.
3. E-Rate vendor selections.
4. Updated Sequoia Administrative Resources agreement.
5. Updated Scholastic Educational Resources agreement.

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.

Victoria Hancock made a motion to approve the consent agenda items.

Gary Cushing seconded the motion.

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

Roll Call

Victoria Hancock Aye

Ernie Villegas Aye

Marybeth Jacobsen Aye

Gary Cushing Aye

Roll Call

Randell Lawrence Aye

Board Member Cushing requested page numbers to be included on the agenda to assist in locating the documents within the packet.

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 welcomed the board and provided an update on the following school topics:

- School's enrollment, student demographics, graduation rate, utilization, and credit completion for LP4.
- School events: Simi Valley Street Fair, The Port Gives Back Event, Santa Paula Christmas Parade, Senior Night Events, and upcoming Can Tree Event.
- Virtual Study Halls every Tuesday, Thursday evening and Saturday mornings.

Board President Lawrence thanked Ms. Manley for her update.

B. Facilities Update

Tres Simi provided an update regarding the property purchased at 725 S. Victoria Avenue, Ventura, CA 93003 for the relocation of the Ventura learning center, including the soil testing report.

Board Member Cushing shared with the board a discussion with the city manager regarding the Net Zero Project and ADA compliant ramp. Tres Simi thanked Mr. Cushing and asked

about the timeline for resolving these issues. Mr. Cushing informed the board that he would reach out to the city for additional information.

Board President Lawrence thanked Mr. Simi for his update.

C. Finance Update

Claudio Wohl 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%, unchanged from the previous RLOC update provided to the board. Mr. Wohl then reviewed the expiration date, the current RLOC withdrawal amount, and the RLOC covenants ratios as of September 30, 2023.

Finally, Mr. Wohl informed the board the school does not anticipate any state budget cuts for this school year and will continue to monitor and update the board as needed.

Board President Lawrence thanked Mr. Wohl for his update.

D. Title 1 Program Evaluation for SY 2022-2023

Josephine Nguyen greeted the board and explained that the Title I Schoolwide Program supports the school's Literacy Program for students who struggle with academic performance and who need additional intervention programs and support personnel to effectively address their learning gaps. Ms. Nguyen then directed the board to the report located in their packet and reviewed student participation rates in NWEA Reading and Math and discussed the recommended intervention programs, prioritizing credit completion, early identification for students during the onboarding process, and increased EL and RFEP student monitoring and intervention support.

Next, Ms. Nguyen discussed parent participation in the PAC and ELAC meetings and survey responses for SY 2022-23. Ms. Nguyen explained for SY 2023-24, the school will continue offering varying meeting times to accommodate parent schedules, extended meeting times to thoroughly discuss all information being shared, and using a variety of methods to reach parents and guardians.

Board President Lawrence thanked Ms. Nguyen.

V. Action Items

A. The Board will be asked to approve the June 30, 2023, Annual Audit Report for the school

Claudio Wohl 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 section was 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, which show the school received an unmodified report with no findings for year-ending June 30, 2023, and no findings in the prior year audit.

Board President Lawrence asked for additional information about the cash and cash equivalent total section, and if interest is earned on those funds. Mr. Hadley discussed what is included in this category and where the funds are kept. Board Member Jacobsen then asked if the bank accounts holding the funds are interest bearing and insured. Mr. Hadley informed the board they are non-interest bearing accounts and he discussed FDIC Insurance. Ms. Manley shared her concerns with utilizing interest bearing accounts. Mr. Wohl agreed with Ms. Manley's concerns and informed the board the school could not put money in any risk investments or high risk accounts, but that he will look into their ability to put the money in a risk-free account. Ms. Manley also reminded the board the school's preference is to remain conservative when spending the cash on hand in case something happens down the road with funding. Mr. Thompson assured the board the cash in the bank is protected and that they are not charged any banking fees. Board Member Villegas shared his understanding of the need to be conservative with the cash funds. Jeri Vincent informed the board Guita Sharifi will be presenting a report to the board about this matter during the next meeting.

Hearing no additional comments or questions, Board President Lawrence thanked Mr. Wohl and requested a motion.

Gary Cushing made a motion to approve the June 30, 2023, Annual Audit Report for the school.

Ernie Villegas seconded the motion.

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

Roll Call

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

B. The Board will be asked to approve the 2023-2024 First Interim Report

Claudio Wohl 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, 2023 through October 31, 2023. 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. Mr. Wohl reviewed each section of the first interim report in detail including the LCFF base grant

amount, special education base rate, Title I funding, and grant funds. Mr. Wohl highlighted the following areas:

- The school budgeted a P2 ADA of 2,194, and the school is currently projecting a funding P2 ADA of 2,354.

Board Member Cushing asked how the ADA translates into dollars. Mr. Wohl informed the board it is about \$2.7 million.

Mr. Wohl then continued to update the board on the following areas:

- The school is projecting total revenue of \$42.3M, which is \$2.5M higher than the school's original budget.
- LCFF projected revenue increased by \$2.7M.
- Federal revenue decreased from \$1M to \$438K.
- State Revenue increased from \$2.7M to \$3.1M due to a combination of the Proposition 28 Arts and Music School program and Special Education and Lottery revenue.
- Other Revenue had a slight increase of \$18K from interest and refunds.
- Projected total expenditures of \$40.6M, which is an increase of \$1.3M compared to the original budget due a combination of an increase in salaries and benefits, instructional supplies and equipment and a slight increase in training, utilities, and professional services spending.

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

Board Member Cushing asked why there was an increase in books and supplies. Ms. Manley informed the board that she will look into the specifics and will report back to the board.

Board Member Jacobsen asked for additional information regarding the school's reserves. Mr. Wohl explained to the board the school has a healthy reserve and he discussed the amount of funds needed, and for how long, to keep the school open should there be any delay in funding. Ms. Manley reminded the board of the committed funds plan and that the board will be presented with an update in February.

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

Ernie Villegas made a motion to approve the 2023-2024 First Interim Report.

Marybeth Jacobsen seconded the motion.

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

Roll Call

Randell Lawrence Aye

Marybeth Jacobsen Aye

Roll Call

Gary Cushing	Aye
Ernie Villegas	Aye
Victoria Hancock	Aye

C. The Board will be asked to review and approve Wilkinson, Hadley & King & Co., LLP to prepare the school's 2022 Form 990, Return of Organization Exempt from Income Tax

Claudio Wohl directed the board to the engagement letter from Wilkinson, Hadley, King & Co. to prepare the fiscal year ended June 30, 2023 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. Mr. Wohl 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. Mr. Wohl then reviewed the tax preparation fee and recommended the board approve Wilkinson, Hadley, King & Co. LLP to prepare the school's 2022 tax returns.

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

Gary Cushing made a motion to approve Wilkinson, Hadley & King & Co., LLP to prepare the school's 2022 Form 990, Return of Organization Exempt from Income Tax.

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 Resolution to Adopt the California State Seal of Civic Engagement

Corrine Manley introduced Angela Carr who directed the board to the resolution for the governing board's adoption of the California State Seal of Civic Engagement. Ms. Carr explained the school provides engaging, innovative and equitable experiences to all students and then explained the purpose of the state seal of civic engagement to provide accessibility to all students, regardless of their backgrounds, communities, and experiences to prepare students to be world-ready and expand literacy through requirements to learn about constitutional politics and democratic principles. Ms. Carr recommended the board adopt the California State Seal of Civic Engagement beginning with the graduating class of 2024, for students to earn a seal on their diploma who meet the criteria outlined by the California Department of Education and approved by the State Board of Education.

Board Member Villegas discussed the importance of teaching students to be involved and a part of the community.

Board Member Cushing asked if students come up with a project individually or collectively. Ms. Carr informed the board that students are able to choose, and she discussed the struggles students may face when doing a group project. Board Member Cushing asked if there is a specific area students focus on. Ms. Carr informed the board they will encourage students to focus on local issues.

Board Member Jacobsen shared her experience with working with students on a project and asked what oversight will be in place to guide students through the process. Ms. Carr informed the board the students will work closely with the social science instructor at each school site.

Board Member Villegas shared his experience as Mayor and suggested reaching out to local leaders for current ideas and goals that students could contribute towards.

Shellie Hanes suggested keeping really tight parameters on the students to ensure they are representing the school out in the community in a positive manner. The board agreed and suggested putting a system in place to assist students who may receive donations for their projects.

Hearing no additional comments, Board President Lawrence requested a motion. Gary Cushing made a motion to approve the Resolution to Adopt the California State Seal of Civic Engagement. Marybeth Jacobsen seconded the motion. The board **VOTED** to approve the motion.

Roll Call

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

E. The Board will be asked to approve the Proposition 28 – Arts and Music in Schools Plan

Josephine Nguyen directed the board members to the Arts and Music School Plan located in their board packet. Ms. Nguyen explained that on November 8, 2022, California voters approved Proposition 28: The Arts and Music in Schools Funding Guarantee and Accountability Act and the school's allocation of \$227,286. Ms. Nguyen explained the expenditure timeline for school years 2023-2024 through 2025-2026. She then stated the school is focused on providing an Arts Education Program for instruction in dance, media arts, music, theatre, visual arts and more. Ms. Nguyen then asked the board for any feedback or questions and recommended the board approve the Arts and Music in Schools Plan.

Corrine Manley informed the board this plan is in the beginning phases and assured the board they will receive additional information as they begin to finalize the plan and receive funding.

Board President Lawrence thanked Ms. Nguyen and asked for a motion.

Ernie Villegas made a motion to approve the Proposition 28 – Arts and Music in Schools Plan.

Marybeth Jacobsen seconded the motion.

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

Roll Call

Victoria Hancock Aye

Ernie Villegas Aye

Marybeth Jacobsen Aye

Gary Cushing Aye

Randell Lawrence Aye

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

A. Observations and Comments

Jeri Vincent applauded Ms. Manley and her staff on the positive growth of the school.

Board Member Villegas commented on the healthy progress of the school following the struggles of the past few years. He shared how proud he is as a board member.

Board Member Cushing thanked the staff for their reports. He praised the increase in enrollment.

VII. Closed Session

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

1. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION (Government Code section 54956.9(d)(1).) Name of Case: OAH Case Number: 2023100657

2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

(Government Code section 54957(b)(1).)

Title: Superintendent

Marybeth Jacobsen 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

Ernie Villegas Aye

Roll Call

Gary Cushing Aye
Victoria Hancock Aye
Marybeth Jacobsen Aye

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

Gary Cushing made a motion to adjourn closed session and reconvene to open public Board meeting.

Marybeth Jacobsen 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

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. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION (Government Code section 54956.9(d)(1).) Name of Case: OAH Case Number: 2023100657
2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
(Government Code section 54957(b)(1).)
Title: Superintendent

VIII. Closing Items

A. Next Regular Board Meeting Date: February 28, 2024, 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
Randell Lawrence 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 5:38 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.