

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 May 29, 2024 at 4:00 PM

#### Location

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

#### Microsoft Teams meeting

**Join on your computer, mobile app or room device**

[Click here to join the meeting](#)

Meeting ID: 228 006 226 914

Passcode: oS4NMB

#### Or call in (audio only)

[+1 657-207-0015,,11990669#](#)

Phone Conference ID: 119 906 69#

---

#### 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](mailto: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

---

## 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 May 29, 2024 at 4:00 PM.

### B. Roll Call and Establishment of Quorum

Board President Lawrence performed a board member roll call, and a quorum was established.

Board President Lawrence then 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 Jacobsen led the pledge of allegiance.

### D. Staff Introductions

Corrine Manley, CEO and Area Superintendent  
Jeri Vincent, Corporate Secretary  
Shellie Hanes, Superintendent  
Josephine Nguyen, Federal and State Programs Coordinator  
Jeff Martineau, V.P. of Charter Relations  
Bill Thompson, Legal Counsel  
Guita Sharifi, CFO, LLAC  
Tres Simi, Sr. VP of Facilities and Operations, LLAC

### E. Approve Agenda for the May 29, 2024, Regular Public Meeting of the Board of Directors

Victoria Hancock made a motion to approve Agenda for the May 29, 2024, 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

**Roll Call**

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

**F. Approve Minutes of the April 10, 2024, Regular Public Meeting of the Board of Directors**

Ernie Villegas made a motion to approve the minutes from Regular Board Meeting on 04-10-24.

Marybeth Jacobsen seconded the motion.

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

**Roll Call**

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

**G. Approve Minutes of the May 17, 2024, Regular Public Meeting of the Board of Directors**

Gary Cushing made a motion to approve the minutes from Regular Board Meeting on 05-17-24.

Victoria Hancock seconded the motion.

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

**Roll Call**

Marybeth Jacobsen Aye  
Ernie Villegas Aye  
Randell Lawrence Aye  
Victoria Hancock Aye  
Gary Cushing 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 following consent agenda items:

1. Uniform Complaints Report for the 2023-2024 school year: 0 Complaints Received
2. Repeal the Area Superintendent Evaluation Policy and Procedures effective July 1, 2023

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**

Randell Lawrence Aye

Ernie Villegas Aye

Marybeth Jacobsen Aye

Gary Cushing Aye

Victoria Hancock 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 then discussed the school's learning period 10 data, including Average Daily Attendance (ADA), enrollment, overall credit completion, core credit completion, and the one-year graduation cohort.

Ms. Manley reminded the board that graduation is scheduled for Friday, May 31, 2024.

Board President Lawrence thanked Ms. Manley for her update.

**B. Finance Update**

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%, unchanged 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 April 30, 2024.

Finally, Ms. Sharifi updated the board on the Governor's May revision, which has been reflected in the 2024-2025 Budget. Ms. Sharifi will continue to monitor and update the board as needed.

Board President Lawrence thanked Ms. Sharifi for her update.

### **C. Facilities Update**

Tres Simi provided the board with an update on the Victoria Avenue property, including escrow, building design plans, architectural bids, permits, and overall timeline. He also shared that local law enforcement reached out regarding the need to monitor the property during construction.

Shellie Hanes asked Mr. Simi if the online form, allowing the local police to monitor and enter the building if needed to deter criminal activity, had been completed; and if so, to confirm the end date. Mr. Simi informed Ms. Hanes and the board that he did complete the form and that he will look into how to end the service when the school moves into the building.

Board President Lawrence thanked Mr. Simi for the update.

### **D. Insurance and Risk Review**

Bill Thompson provided the board with an update on a recent review of the school's insurance policies with outside counsel and Board Member Jacobsen. He proposed to the board that he move forward with working with the school's insurance provider, along with Risk, to complete a full review and bring recommendations back to the board.

Board Member Jacobsen discussed the importance of reviewing the school's policies to ensure proper coverage.

Board Member Villegas asked which broker the school uses. Mr. Thompson shared with the board the broker they are currently using and discussed the various policies in place.

The board discussed the importance of comparing brokers and policies.

Board President Lawrence thanked Mr. Thompson for his update.

### **E. Report on Mathematics Placement Results**

Corrine Manley explained that the California Mathematics Placement Act of 2015 required the board to adopt "a fair, objective, and transparent mathematics placement policy." The policy addresses students entering ninth grade and includes several required elements to ensure equity in student achievement, including multiple objective academic achievement

measures, at least one placement checkpoint within the first month of the school year, annual examination of pupil placement to ensure students are not held back in a disproportionate manner, providing an annual report to the governing board, offer a clear and timely recourse for each pupil and their parent/legal guardian who questions their placement, and posting the policy on the school's website.

For the 2023-2024 school year, the math placement for 9th graders fell into three categories:

- 3% of 9th grade math students placed in Geometry or Algebra II (above grade level course)
- 72% of 9th grade math students placed in Algebra 1 (grade level course)
- 25% of 9th grade math students placed in remedial math courses

Ms. Manley discussed the ways the school emphasized course planning and that all 9th grade students who took math progressed in their courses, and none were held back. Lastly, Ms. Manley informed the board the school staff will continue to evaluate this data and report to the board next year pursuant to the Board's policy.

Board Member Cushing asked how many students were below grade level last year. Ms. Manley informed the board she would find out and let Mr. Cushing know before the end of the meeting.

Board President Lawrence asked for clarification on the term "equity" as used in the report. Ms. Manley discussed the necessity to provide equal access for all students.

#### **F. LCFF Local Indicators Report**

Josephine Nguyen informed the board that all schools in California must measure and report on key local indicators, which are based on five of the LCFF state priorities. Ms. Nguyen further explained there are eleven indicators to measure progress, including six state indicators and five local indicators. Ms. Nguyen then reviewed the following five local indicators met by the school:

**Basic Conditions – Appropriately Assigned Teachers, Instructional Materials, and Facilities.**

- Implementation of Academic Standards – Progress in implementing state academic standards and providing professional development, and scoring a 4.18 out of 5.
- Parent Engagement – Building relationships, partnerships for school outcomes, seeking input for school decision-making.
- School Climate – 100% of students feel safe at school and 97% feel connected to an adult at school.
- Access to a Broad Course of Study – 100% access to coursework required to graduate.

Ms. Nguyen then asked the board for any comments on the LCFF Local Indicators Report.

Board President Lawrence thanked Ms. Nguyen for her report.

**G. Annual IRS Form 990, Return of Organization Exempt from Income Tax and the California return for 2022, as filed**

Guita Sharifi informed the board that the corporation's annual 990 federal tax return and the California return for 2022, which was provided to each board member, was filed prior to the due date.

Board President Lawrence thanked Ms. Sharifi for her update.

**H. 2024-2025 Board Meeting Dates**

Board President Lawrence reviewed the meeting dates for the 2024-2025 school year.

**V. Action Items**

**A. The Board will be asked to approve Victoria Hancock to serve on the Board of Directors for the term July 1, 2024 through June 30, 2025**

Board President Lawrence recommended that the Board of Directors take action to reappoint Victoria Hancock as a member of the Vista Real Public Charter, Inc. Board of Directors for the term of July 1, 2024 through June 30, 2025.

Gary Cushing made a motion to approve Victoria Hancock to serve on the Board of Directors for the term July 1, 2024 through June 30, 2025.

Ernie Villegas seconded the motion.

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

**Roll Call**

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

**B. The Board will be asked to approve Ernest "Ernie" Villegas to serve on the Board of Directors for the term July 1, 2024 through June 30, 2025**

Board President Lawrence recommended that the Board of Directors take action to reappoint Ernest "Ernie" Villegas as a member of the Vista Real Public Charter, Inc. Board of Directors for the term of July 1, 2024 through June 30, 2025.

Victoria Hancock made a motion to approve Ernest "Ernie" Villegas to serve on the Board of Directors for the term July 1, 2024 through June 30, 2025.

Gary Cushing seconded the motion.

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

**Roll Call**

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

**C. The Board will be asked to approve Marybeth Jacobsen to serve on the Board of Directors for the term July 1, 2024 through June 30, 2025**

Board President Lawrence recommended that the Board of Directors take action to reappoint Marybeth Jacobsen as a member of the Vista Real Public Charter, Inc. Board of Directors for the term of July 1, 2024 through June 30, 2025.

Victoria Hancock made a motion to approve Marybeth Jacobsen to serve on the Board of Directors for the term July 1, 2024 through June 30, 2025.

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 Abstain

**D. The Board will be asked to approve Gary Cushing to serve on the Board of Directors for the term July 1, 2024 through June 30, 2025**

Board President Lawrence recommended that the Board of Directors take action to reappoint Gary Cushing as a member of the Vista Real Public Charter, Inc. Board of Directors for the term of July 1, 2024 through June 30, 2025.

Ernie Villegas made a motion to approve Gary Cushing to serve on the Board of Directors for the term July 1, 2024 through June 30, 2025.

Victoria Hancock seconded the motion.

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

**Roll Call**

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

**E. The Board will be asked to approve Randell Lawrence to serve on the Board of Directors for the term July 1, 2024 through June 30, 2025**

Board Secretary Hancock recommended that the Board of Directors take action to reappoint Randell Lawrence as a member of the Vista Real Public Charter, Inc. Board of Directors for the term of July 1, 2024 through June 30, 2025.

Marybeth Jacobsen made a motion to approve Randell Lawrence to serve on the Board of Directors for the term July 1, 2024 through June 30, 2025.

Gary Cushing seconded the motion.

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

**Roll Call**

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

**F. The Board will be asked to approve entering into a Memorandum of Understanding with the Conejo Valley Unified School District to provide instruction to students**

Corrine Manley directed the board to the MOU with Conejo Valley Unified School District located in their board package. Ms. Manley reminded the board that the school has established a very successful partnership with Conejo Valley Unified School District to provide enrichment courses for students. Ms. Manley then explained that District and the school will work cooperatively to ensure that the classes offered to students meet District and state academic credit requirements, and that all eligible students who enroll and participate meet state requirements for charter school attendance accounting purposes. Ms. Manley informed the board they are estimating about 900 students to participate. She then recommended the board approve the Student Enrichment and Credit Recovery agreement to provide opportunities for students.

The board entered into a discussion regarding the insurance coverage and budget for the MOU.

Hearing no further questions or comments, Board President Lawrence thanked Ms. Manley and asked for a motion.

Victoria Hancock made a motion to approve entering into a Memorandum of Understanding with the Conejo Valley Unified School District to provide instruction to students.

Gary Cushing seconded the motion.

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

**Roll Call**

Gary Cushing	Aye
Randell Lawrence	Aye
Marybeth Jacobsen	Aye

**Roll Call**

Victoria Hancock Aye  
Ernie Villegas Aye

**G. The Board will be asked to approve entering into a Memorandum of Understanding with the Oxnard Union High School District to provide instruction to students**

Corrine Manley directed the board to the MOU with Oxnard Union High School District located in their board package. Ms. Manley reminded the board that the school has established a very successful partnership with Oxnard Union High School District to provide enrichment courses for students. Ms. Manley then explained that District and the school will work cooperatively to ensure that the classes offered to students meet District and state academic credit requirements, and that all eligible students who enroll and participate meet state requirements for charter school attendance accounting purposes. Ms. Manley informed the board they are estimating about 900 students to participate. She then recommended the board approve the Student Enrichment and Credit Recovery agreement to provide opportunities for students.

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

Ernie Villegas made a motion to approve entering into a Memorandum of Understanding with the Oxnard Union High School District to provide instruction to students.

Victoria Hancock seconded the motion.

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

**Roll Call**

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

**H. The Board will be asked to approve entering into a Memorandum of Understanding with the Simi Valley Unified School District to provide instruction to students**

Corrine Manley directed the board to the MOU with Simi Valley Unified School District located in their board package. Ms. Manley reminded the board that the school has established a very successful partnership with Simi Valley Unified School District to provide enrichment courses for students. Ms. Manley then explained that District and the school will work cooperatively to ensure that the classes offered to students meet District and state academic credit requirements, and that all eligible students who enroll and participate meet state requirements for charter school attendance accounting purposes. Ms. Manley informed the board they are estimating about 900 students to participate. She then recommended the board approve the Student Enrichment and Credit Recovery agreement to provide opportunities for students.

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

Gary Cushing made a motion to approve entering into a Memorandum of Understanding with the Simi Valley Unified School District to provide instruction to students.

Victoria Hancock seconded the motion.

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

**Roll Call**

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

**I. The Board will be asked to approve entering into a Memorandum of Understanding with the Ventura Unified School District to provide instruction to students**

Corrine Manley directed the board to the MOU with Ventura Unified School District located in their board package. Ms. Manley reminded the board that the school has established a very successful partnership with Ventura Unified School District to provide enrichment courses for students. Ms. Manley then explained that District and the school will work cooperatively to ensure that the classes offered to students meet District and state academic credit requirements, and that all eligible students who enroll and participate meet state requirements for charter school attendance accounting purposes. Ms. Manley informed the board they are estimating about 900 students to participate. She then recommended the board approve the Student Enrichment and Credit Recovery agreement to provide opportunities for students.

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

Ernie Villegas made a motion to approve entering into a Memorandum of Understanding with the Ventura Unified School District to provide instruction to students.

Gary Cushing 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

**J. The Board will be asked to approve the Proposition 28: Arts and Music in Schools Funding Annual Report for fiscal year 2023-24**

Josephine Nguyen informed the board that as a condition of receipt of the Arts and Music in Schools (AMS) funds, the school annually submits a report for board approval on the

following items: details of the type of arts education programs funded by the program; the number of full-time equivalent teachers, classified personnel, and teaching aides; the number of pupils served; and, the number of school sites providing arts education programs with those funds.

Ms. Nguyen then provided the board with a summary of the AMS annual report included in the board packet and recommended the board approve the annual report for the 2023-24 school year.

The board engaged in a discussion about the program requirements, what arts and music is currently offered to students, and the process of hiring staff for the program.

Hearing no further comments or questions, Board President Lawrence thanked Ms. Manley and asked for a motion.

Victoria Hancock made a motion to approve the Proposition 28: Arts and Music in Schools Funding Annual Report for fiscal year 2023-24.

Gary Cushing seconded the motion.

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

**Roll Call**

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

**K. The Board will be asked to reauthorize the Corporate Officers and Senior Administration to make all reasonable and necessary business arrangements, and enter into all reasonable and necessary transactions, including but not limited to, contracts with vendors, employees, consultants and others**

Board President Lawrence requested a motion to reauthorize the Corporate Officers and Senior Administration to make all reasonable and necessary business arrangements, and enter into all reasonable and necessary transactions, including but not limited to, contracts with vendors, employees, consultants and others.

Ernie Villegas made a motion to reauthorize the Corporate Officers and Senior Administration to make all reasonable and necessary business arrangements, and enter into all reasonable and necessary transactions, including but not limited to, contracts with vendors, employees, consultants and others.

Marybeth Jacobsen seconded the motion.

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

**Roll Call**

Randell Lawrence	Aye
------------------	-----

**Roll Call**

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

**L. The Board will be asked to reauthorize the Corporate Officers to award discretionary incentives to employees at various sundry times**

Corrine Manley discussed with the board the need to annually re-authorize the officers of the corporation the ability to award discretionary incentives to employees at various sundry times. She informed the board the incentives are discretionary and determined based on the current budgetary and financial needs of the school.

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

Marybeth Jacobsen made a motion to reauthorize the Corporate Officers to award discretionary incentives to employees at various sundry times.

Gary Cushing seconded the motion.

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

**Roll Call**

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

**M. 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 Periodic Certification Sample to Payroll Accounting Section. Ms. Sharifi then recommended the board approve the recommended changes to the Accounting Manual.

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

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

Ernie Villegas seconded the motion.

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

**Roll Call**

Gary Cushing Aye  
Randell Lawrence Aye  
Ernie Villegas Aye

**Roll Call**

Marybeth Jacobsen Aye

Victoria Hancock Aye

**N. The Board will be asked to approve the Local Control Funding Formula (LCFF) for school year 2024-2025, which drives the primary source of funding for the charter school**

Guita Sharifi explained that LCFF funding is the primary source of the school's revenue and determines the funding for charter schools, which has two primary components: a base rate component that applies to all schools and that depends exclusively on Average Daily Attendance (ADA) by grade span, and a supplemental and concentration component that depends on the percentage of the school's English Learners, foster youth, and low income students. The LCFF calculation is the largest source of the school's unrestricted revenue and is essential to budget and LCAP development. Ms. Sharifi reviewed the total LCFF revenue estimated to be received for the 2024-2025 school year, including the total supplemental and concentration funding. Ms. Sharifi then recommended the board approve the LCFF for school year 2024-2025.

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

Gary Cushing made a motion to approve the Local Control Funding Formula (LCFF) for school year 2024-2025, which drives the primary source of funding for the charter school. Ernie Villegas seconded the motion.

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

**Roll Call**

Ernie Villegas Aye

Victoria Hancock Aye

Randell Lawrence Aye

Marybeth Jacobsen Aye

Gary Cushing Aye

**O. The Board will be asked to approve the Education Protection Account (EPA) spending determinations**

Guita Sharifi explained that the Education Protection Account (EPA) is a component of the LCFF funding that must be used only for instruction and be posted on the school's website every year. Ms. Sharifi discussed the total estimated EPA revenue to be received by the school for the 2024-2025 school year. Ms. Sharifi then recommended the board approve the EPA spending determinations.

Board Member Cushing asked if the EPA funding comes from federal or state funds. Ms. Sharifi informed the board the funds come from the state.

Hearing no further questions or comments, Board President Lawrence thanked Ms. Sharifi and asked for a motion.

Victoria Hancock made a motion to approve the Education Protection Account (EPA) spending determinations.

Gary Cushing seconded the motion.

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

**Roll Call**

Ernie Villegas        Aye

Marybeth Jacobsen   Aye

Randell Lawrence    Aye

Gary Cushing        Aye

Victoria Hancock    Aye

**P. The Board will be asked to approve the Budget for the 2024-2025 fiscal year**

Guita Sharifi informed the board the school's budget is based on funding information from the Governor's May Revision to the state budget and will be adjusted in the future if there are changes to the budget when it is signed in June or in subsequent revisions during the summer.

Ms. Sharifi explained the funding projections for next fiscal year, including a COLA increase of 1.07% to the LCFF funding rate and various other state funding sources compared to the prior year. Ms. Sharifi further explained the May Revision includes several actions to mitigate the effects of lower Proposition 98 spending on schools. The primary actions are: (1) reserve withdrawals, (2) cost shifts, and (3) repurposing of unspent/unused funds.

Ms. Sharifi then discussed the school's projected ADA of 2,281 for school year 2024-2025, which is an increase compared to the 2023-2024 school year.

Next, Ms. Sharifi reviewed the projected revenue for the school and explained the revenue amounts from LCFF sources, federal funds, and other state revenue, including lottery funds. She noted the school is not projecting local revenue.

Ms. Sharifi then reviewed the school's expenditures and discussed the increase of salaries, benefits, and purchasing, as compared to the 2023-2024 school year. Ms. Sharifi also reviewed the operating expenses, which remain at similar levels compared to the current school year.

Lastly, Ms. Sharifi informed the board the school is projecting a positive net position and ratio of reserves to expenditures. She then recommended the board approve the school budget for the 2024-2025 fiscal year.

Board Member Cushing asked if the current budget includes expenses relating to the new property. Ms. Sharifi explained the process and timing of including those expenses in the budget.

Board Member Cushing then asked for additional information about the changes to the employee health and welfare benefits. Ms. Sharifi informed the board the school was temporarily paying the full insurance premiums for employees and their dependents. She further informed the board that the school is returning to their original arrangement of paying a portion of the premiums. Ms. Manley informed the board they pay the full premiums for employees when the school has the funds to do so and for a limited period of time.

Hearing no further questions or comments, Board President Lawrence thanked Ms. Sharifi and asked for a motion.

Gary Cushing made a motion to approve the Budget for the 2024-2025 fiscal year. Ernie Villegas seconded the motion.

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

**Roll Call**

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

**Q. The Board will be asked to approve the 2024-2025 Budget Overview for Parents, 2023-2024 Local Control and Accountability Plan (LCAP) Annual Update, and the LCAP with Comprehensive Support and Improvement Plan for the 2024-2025 school year**

Josephine Nguyen informed the board there were no additional comments or questions following yesterday's public hearing and recommended the board approve the 2024-2025 Budget Overview for Parents, 2023-2024 Local Control and Accountability Plan (LCAP) Annual Update, and the LCAP with Comprehensive Support and Improvement Plan for the 2024-2025 school year.

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

Gary Cushing made a motion to approve the 2024-2025 Budget Overview for Parents, 2023-2024 Local Control and Accountability Plan (LCAP) Annual Update, and the LCAP with Comprehensive Support and Improvement Plan for the 2024-2025 school year. Ernie Villegas seconded the motion.

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

**Roll Call**

Victoria Hancock Aye

**Roll Call**

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

**R. The Board will be asked to approve the revised Expanded Learning Opportunities Grant (ELO-G) Plan for the school**

Josephine Nguyen informed the board the Expanded Learning Opportunity Grant (ELO-G) was adopted in Spring 2021, with an expenditure date of June 2024. This initiative addresses learning loss and provided additional educational opportunities due to the COVID-19 pandemic. This fund supplemented extended learning programs, targeting support for the most affected students, mental health services, social-emotional learning, professional development for educators, and increase family engagement. The LEA must update the ELO grant plan to include actual expenditures no later than December 1, 2024. Updated ELO grant plans must be adopted by the local governing board at a public meeting and be submitted to the County Office of Education, the CDE, or chartering authority within 5 days of adoption. LEAs are strongly encouraged to post the plan on the same page as their LCAP.

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

Victoria Hancock made a motion to approve the revised Expanded Learning Opportunities Grant (ELO-G) Plan for the school.

Ernie Villegas seconded the motion.

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

**Roll Call**

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

**S. The Board will be asked to approve the Consolidated Application process and submission for all reports required for the 2024-2025 school year**

Corrine Manley explained that the California Department of Education (CDE) uses the Consolidated Application, or ConApp, to distribute categorical funds from various federal programs to county offices, school districts, and direct-funded charter schools throughout California. Ms. Manley reminded the board the purpose is to ensure that all children have a fair and equal opportunity to obtain a high quality education and reach, at a minimum, proficiency on the state content standards and assessments. Ms. Manley further explained that annually, from mid-May to the end of June, each local educational agency, using the ConApp and Reporting System, submits the spring release of the ConApp. The spring

release documents participation in certain categorical programs and provides assurances that the LEA will comply with the legal requirements of each program.

Lastly, Ms. Manley informed the board that Vista Real will request Title I federal funds again this year via the ConApp and is therefore asking the board to approve the ConApp process and submission for all reports required for the school for the 2024-2025 school year.

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

Marybeth Jacobsen made a motion to approve the Consolidated Application process and submission for all reports required for the 2024-2025 school year.

Victoria Hancock 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

**T. The Board will be asked to renew a Revolving Line of Credit (RLOC) from Hanmi Bank for the 2024-2025 school year, as needed, to maintain adequate cash flow pursuant to the RLOC provisions**

Guita Sharifi reminded the board of the current Hanmi Bank agreement that provides a line of credit at a lower interest rate compared to other financing mechanisms to support the school's finances only when necessary to maintain adequate cash flow. Ms. Sharifi then explained the school has the opportunity to renew the Revolving Line of Credit (RLOC) with Hanmi Bank for the 2024-2025 school year in the amount of \$2.5M with the current interest rate of 9.00%. Ms. Sharifi reminded the board the interest rate is calculated at the greater of: (1) the prime rate plus 0.50%, or (2) 3.75%. Currently the higher of the two options is the prime rate of 8.5% plus 0.5%, setting the rate at 9%. Ms. Sharifi then recommended the board approve the Hanmi Bank RLOC.

Board President Lawrence asked if the school has ever used the RLOC. Ms. Sharifi reminded the board they only had to tap into the funds one time during state deferrals a few years ago.

Hearing no further questions or comments, Board President Lawrence thanked Ms. Sharifi and asked for a motion.

Ernie Villegas made a motion to renew a Revolving Line of Credit (RLOC) from Hanmi Bank for the 2024-2025 school year, as needed, to maintain adequate cash flow pursuant to the RLOC provisions.

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

**U. The Board will be asked to approve obtaining a loan from Lifelong Learning Administration Corporation (LLAC) during the 2024-2025 fiscal year, as needed to maintain adequate cash flow, pursuant to promissory note provisions with applicable interest**

Guita Sharifi explained to the board that Lifelong Learning Administration Corp. (LLAC), the school's vendor for administrative and educational services, offers a short-term borrowing option to support the school when necessary for a maximum limit of \$1M, at an interest rate of 6%, and the note includes the lender's option to adjust the rate once during the fiscal year based on market rate changes. Ms. Sharifi explained the amount is a maximum and the school may utilize it entirely, or not at all. Ms. Sharifi further emphasized this is an alternative financing option for the school to meet short-term cash flow needs only if needed for the 2024-2025 school year. Ms. Sharifi then recommended the board approve the LLAC promissory note.

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

Victoria Hancock made a motion to approve obtaining a loan from Lifelong Learning Administration Corporation (LLAC) during the 2024-2025 fiscal year, as needed to maintain adequate cash flow, pursuant to promissory note provisions with applicable interest.

Marybeth Jacobsen 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

**V. The Board will be asked to approve the signers for all bank accounts**

Board President Lawrence recommended the board reconfirm Corrine Manley, Jeri Vincent, Shellie Hanes, and Jeff Martineau as the school's authorized bank account signers.

Ernie Villegas made a motion to approve the signers for all bank accounts.

Marybeth Jacobsen 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

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

**A. Observations and Comments**

Board President Lawrence thanked everyone for their presentations.

**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: Superintendent

Marybeth Jacobsen made a motion to adjourn open public Board meeting to go into closed session.

Victoria Hancock seconded the motion.

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

**Roll Call**

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

Marybeth Jacobsen seconded the motion.

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

**Roll Call**

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

**VIII. Closing Items**

**A. Next Regular Board Meeting Date: August 28, 2024, 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**

Randell Lawrence Aye

Ernie Villegas Aye

Victoria Hancock Aye

Marybeth Jacobsen Aye

Gary Cushing Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:35 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](mailto:publiccomments@vrchs.org). Documents are also available for public inspection at the Meeting Location noted on this agenda.