

APPROVED

# Vista Real Charter High School

## Minutes

### Regular Board Meeting

Operated by Vista Real Public Charter, Inc., A California Non-Profit Public Benefit Corporation

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#### Date and Time

Wednesday August 28, 2024 at 4:00 PM

#### Location

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

**Satellite Location:** 177 Holston Drive, Lancaster, CA 93535

#### Microsoft Teams

[Join the meeting now](#)

Meeting ID: 216 804 679 739

Passcode: YKWyQu

#### Dial in by phone

[+1 657-207-0015,,306219698#](#)

Phone conference ID: 306 219 698#

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#### 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.

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#### Directors Present

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

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## Directors Absent

None

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### 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 Aug 28, 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 Cushing led the pledge of allegiance.

#### D. Staff Introductions

Corrine Manley, CEO and Area Superintendent  
Jeri Vincent, Corporate Secretary  
Shellie Hanes, Superintendent  
Darin Bower, COO  
Bill Thompson, Legal Counsel  
Guita Sharifi, CFO, LLAC  
Tres Simi, Sr. VP of Facilities and Operations, LLAC

#### E. Approve Agenda for the August 28, 2024, Regular Public Meeting of the Board of Directors

Gary Cushing made a motion to approve Agenda for the August 28, 2024, 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
Ernie Villegas	Aye
Victoria Hancock	Aye

**Roll Call**

Randell Lawrence Aye  
Marybeth Jacobsen Aye

**F. Approve Minutes of the May 28, 2024, Regular Public Meeting of the Board of Directors**

Victoria Hancock made a motion to approve the minutes from Regular Board Meeting on 05-28-24.

Ernie Villegas seconded the motion.

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

**Roll Call**

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

**G. Approve Minutes of the May 29, 2024, Regular Public Meeting of the Board of Directors**

Marybeth Jacobsen made a motion to approve the minutes from Regular Board Meeting on 05-29-24.

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

**II. Consent Agenda**

**A. Consent Agenda Items**

Board President Lawrence announced the following consent agenda items:

1. The revised Master Plan for Multilingual Learners.
2. The revised Suspension and Expulsion Policy and Procedure.
3. The new Title IX Policy Prohibiting Discrimination on the Basis of Sex.
4. The revised Harassment, Intimidation, Discrimination and Bullying Policy.
5. Repeal the Board Policy on Non-Discrimination (duplicative of the revised Harassment, Intimidation, Discrimination and Bullying Policy).

6. The disposal of discontinued/obsolete technology equipment.

President Lawrence then asked if any member would like to discuss any of the agenda items for action separately. Hearing none, Mr. Lawrence asked for a motion to approve the consent agenda items.

Ernie Villegas made a motion to approve the consent agenda items.

Gary Cushing seconded the motion.

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

**Roll Call**

Ernie Villegas	Aye
Randell Lawrence	Aye
Victoria Hancock	Aye
Marybeth Jacobsen	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. Finance Update and Financial Reporting for the 2024-2025 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 is 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.

Ms. Sharifi also provided the board with an update on the school's line of credit with LLAC.

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 for her update.

## **B. Area Superintendent Update**

Corrine Manley greeted the board and then discussed the school's learning period 1 data, including Average Daily Attendance (ADA), enrollment, overall credit completion, core credit completion, and an upcoming WASC visit.

Next, Ms. Manley introduced Principal Cece Dellam, who provided a presentation on recent learning center events, including an EMS Program available to local youth, as well as upcoming community events.

Board Member Jacobsen thanked the staff for offering engaging programs to students. She suggested the board and staff keep a look out for other career training and preparation options in the community to offer students.

Board President Lawrence thanked Ms. Manley for her update.

## **C. Facilities Update**

Tres Simi updated the board on a few small maintenance items at some of the learning centers. He then provided the board with an update on the Victoria Avenue property, including the approval of a company to do the demolition. He then provided an update on the net zero water issue and Ms. Manley shared her experience speaking at a recent city council meeting for the City of Ventura, which ended with a vote to put the net zero water fees on hold.

Board Member Cushing then updated the board on the pending issue of installing a ramp at the Victoria Avenue property. Mr. Simi discussed the options available to the school, including the need to meet ADA requirements. The board engaged in a discussion about how best to move forward on the issue. Bill Thompson suggested adding the issue to the next agenda as an action item. Mr. Simi informed the board he would provide details to the board for their review and preparation prior to voting.

Lastly, Mr. Simi updated the board on an issue at the Oxnard learning center involving the need to file a "change of use form", which states the facilities are being used as a school instead of a business. He informed the board that this change requires a thorough review of the building to determine which upgrades need to be done, including the hiring of a materials engineer to confirm the building will be able to support the required changes. Mr. Simi further informed the board they are in the process of analyzing the total cost to make all the necessary changes and once complete will discuss the results with the building owner to determine who will pay for the upgrades. He also informed the board they are looking into alternative locations in the event the cost to make the required upgrades is too high.

The board members and Mr. Simi engaged in a conversation about the status of the current lease and options available to the school.

Board President Lawrence thanked Mr. Simi for his update.

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

Bill Thompson provided the board with an update on the school's insurance policies. He informed the board they are making progress on reviewing the school's policies and the goal is to determine what, if any, adjustments should be made.

Board Member Jacobsen expressed her interest in ensuring there is consistency throughout all contracts and policies. She suggested periodically reviewing the insurance policies to ensure the school is getting the best rates.

Mr. Thompson discussed the need to review the MOUs with local school districts and ensure consistency and proper coverage.

Board President Lawrence thanked Mr. Thompson and Board Member Jacobsen.

#### **E. Technology Information Update**

Darin Bower informed the board that LLAC recently worked with third-party CIO firm, Fortium Partners, to conduct a comprehensive assessment of their technology services department. This assessment affirmed the effectiveness of their strategic initiatives and steadfast commitment to excellence and security in serving Vista Real Charter High School. Mr. Bower then provided the board with an overview of the current systems in place, how they were tested, and opportunities for improvement. Lastly, he reported to the board that LLAC's proactive cybersecurity measures have successfully protected the school from data breaches and ransomware attacks, including the recent CrowdStrike outage.

Board President Lawrence thanked Mr. Bower for his update.

#### **F. Annual Board Training 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 Tuesday, October 15th at 6:00pm, and if any board members are unable to attend, an alternate annual training will be provided.

Board President Lawrence thanked Ms. Manley for the information. Vanessa Mendoza informed the board that she will contact any board members who still need to sign up.

#### **G. 2024-25 Board Meeting Dates**

Board President Lawrence directed the board to the draft 2024-2025 regular board meeting calendar located in their board packet and requested the board to review the dates and times.

### **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. She reviewed the recommended revision on page 60, which adds a Periodic Certification Sample to the 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**

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

**B. The Board will be asked to approve the Unaudited Actuals for the 2023-2024 school year**

Guita Sharifi directed the board to the unaudited actuals report for the 2023-2024 school year. She 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 2023-2024, and the estimated ADA projections for 2024-2025, which 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 2,327 for a total revenue of \$42M, which was \$118K higher than the previously projected revenue.

Ms. Sharifi reported that the school ended the year with total expenditures of \$40.6M, which was \$692K less than prior projections. This increase was due to a combination of a small increase in certificated and classified salaries, as well as purchases of school materials, supplies, and communication spending that was offset by decreases in equipment purchases and facilities and professional services spending.

Ms. Sharifi then discussed the school's excess revenue, balance sheet assets and liabilities, and the change in reporting of outstanding assets and amortization due to a new reporting regulation.

Board Member Jacobsen and Ms. Sharifi engaged in a discussion about the net position and what it means for the school in terms of available cash.

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

Marybeth Jacobsen made a motion to approve the Unaudited Actuals for the 2023-2024 school year.

Gary Cushing seconded the motion.

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

**Roll Call**

Gary Cushing	Aye
Randell Lawrence	Aye
Victoria Hancock	Aye
Ernie Villegas	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 reports.

**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.

Ernie Villegas 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

**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.

Gary Cushing seconded the motion.

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



**Roll Call**

Ernie Villegas Aye  
Randell Lawrence Aye  
Victoria Hancock Aye  
Gary Cushing Aye  
Marybeth Jacobsen 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: October 14, 2024, 4:00pm**

**B. Adjourn Meeting**

Gary Cushing made a motion to adjourn the meeting.  
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 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 5:19 PM.

Respectfully Submitted,  
Victoria Hancock

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**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.