

APPROVED

Vista Real Charter High School

Minutes

Regular Board Meeting

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

Date and Time

Monday December 9, 2024 at 3:00 PM

Location

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

Microsoft Teams

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Meeting ID: 251 078 014 451

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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. 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 Monday Dec 9, 2024 at 3:00 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 Jillian Rojas, 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

Darin Bower, COO

Jon Oats, Principal

Cece Dullam, Principal

Jeff Martineau, V.P. of Charter Relations

Bill Thompson, Legal Counsel

Guita Sharifi, CFO, LLAC

E. Approve Agenda for the December 9, 2024, Regular Public Meeting of the Board of Directors

Victoria Hancock made a motion to approve Agenda for the December 9, 2024, Regular Public Meeting of the Board of Directors.

Gary Cushing seconded the motion.

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

Roll Call

Marybeth Jacobsen Aye

Victoria Hancock Aye

Gary Cushing Aye

Randell Lawrence Aye

Ernie Villegas Aye

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

Ernie Villegas made a motion to approve the minutes from Regular Board Meeting on 08-28-24.

Marybeth Jacobsen seconded the motion.

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

Roll Call

Victoria Hancock Aye

Ernie Villegas Aye

Randell Lawrence Aye

Marybeth Jacobsen Aye

Gary Cushing Aye

G. Approve Minutes of the October 28, 2024, Regular Public Meeting of the Board of Directors

Gary Cushing made a motion to approve the minutes from Regular Board Meeting on 10-28-24.

Ernie Villegas 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

II. Consent Agenda

A. Consent Agenda Items

Board President Lawrence announced the following consent agenda items:

1. The revised School Safety Plan
2. The E-Rate vendor selections
3. The revised Suicide Prevention Policy
4. The revised Uniform Complaint Policy and Procedures

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.

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

Marybeth Jacobsen seconded the motion.

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

Roll Call

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

IV. School Reports and Information

A. 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 8.25%, a decrease 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, including the current interest rate of 6% and the current balance on the line of credit.

Ms. Sharifi then reviewed the overall financial forecast and potential impacts on the 2025 state budget.

Board President Lawrence thanked Ms. Sharifi for her update.

B. Area Superintendent Update

Corrine Manley greeted the board and discussed the school's learning period 4 data, including Average Daily Attendance (ADA), enrollment, and overall credit completion.

Next, Principals Jon Oats and Cece Dullam provided a presentation on recent learning center events and opportunities, including a welcome back video and videos of recent events such as the quarter 2 PAC meetings, senior cohort events, college trips, and the Oxnard Wellness Center.

The board and staff engaged in a discussion about the successful school events and student participation.

Board President Lawrence thanked Mr. Oats and Ms. Dullam for their presentations.

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 and includes a brief description of services. Ms. Manley reminded the board this information is provided bi-annually, and she reviewed the list for accuracy. Ms. Manley then requested the board to review the list for any potential conflicts of interest and to reach out to Ms. Manley or legal counsel for any questions.

Board President Lawrence thanked Ms. Manley.

D. Facilities Update

Tres Simi provided the board with an update on the Ventura building, including the status of demolition, bids, and permits. He then informed the board he met with the building owner of the Oxnard center regarding the repairs that need to be made at that location.

Board President Lawrence thanked Mr. Simi for his update.

E. Insurance and Risk Review Update

Bill Thompson provided the board with an update on the school's insurance policy review.

Board Member Jacobsen informed the board she is working on obtaining answers to some questions she had and then will be reviewing the MOUs with legal counsel.

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

V. Action Items

A. The Board will be asked to approve the June 30, 2024, Annual Audit Report for the school

Guita Sharifi directed the board to the annual audit report and explained that financial audits are required annually and must be submitted to the school's authorizer, State Controller's Office, and the California Department of Education by December 15th each year. Wilkinson, Hadley, King & Co. performed the audit for the 2023-24 fiscal year and reviewed the school's documents, financial statements, policies, and procedures. Ms. Sharifi then introduced

Brian Hadley, Partner, CPA at Wilkinson, Hadley, King & Co., to review the audit report in detail with the board.

Mr. Hadley greeted the board and directed them to the Independent Auditor's Report letter located at the end of the report, showing the school received an unmodified report with no findings for the year ending June 30, 2024.

Mr. Hadley then reviewed each of the financial statements in detail and explained the purpose of each report, highlighting specific financial data.

Board Member Jacobsen thanked Mr. Hadley for his thorough review of the report.

Board President Lawrence thanked Mr. Hadley for his presentation. Hearing no further questions or concerns, Mr. Lawrence asked for a motion.

Gary Cushing made a motion to approve the June 30, 2024, Annual Audit Report for the school.

Marybeth Jacobsen seconded the motion.

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

Roll Call

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

B. The Board will be asked to approve the 2024-2025 First Interim Report

Guita Sharifi 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, 2024 through October 31, 2024. 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. Ms. Sharifi 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, highlighting the following areas:

- The school budgeted a P2 ADA of 2,281, and the school is currently projecting a funding P2 ADA of 2,259.
- The school is projecting total revenue of \$41.8M, which is \$495K less than the school's original budget.
- LCFF projected revenue increased by \$37.9M.
- Federal revenue increased from \$497K to \$603K.

- State Revenue increased from \$3.1M to \$3.2M due to a combination of lottery revenue increases and an increase in funding allocation to State SPED Mental Health.
- Other Revenue had a slight increase of \$19K from E-rate program refunds.
- Projected total expenditures of \$41.6M, which is a decrease compared to the original budget due to a decrease in teachers, certificated support, administrative, and classified instructional salaries.

Finally, Ms. Sharifi reviewed the school's ending fund balance and restricted reserves. She then asked the board for their input and questions.

Board President Lawrence thanked Ms. Sharifi. Hearing no questions or concerns, Mr. Lawrence asked for a motion.

Victoria Hancock made a motion to approve the 2024-2025 First Interim Report.

Ernie Villegas 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 |

C. The Board will be asked to review and approve Wilkinson, Hadley & King & Co., LLP to prepare the school's 2023 Form 990, Return of Organization Exempt from Income Tax

Guita Sharifi directed the board to the engagement letter from Wilkinson, Hadley, King & Co. to prepare the fiscal year ending June 30, 2024, 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. Ms. Sharifi 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. Ms. Sharifi then reviewed the tax preparation fee and recommended the board approve Wilkinson, Hadley, King & Co. LLP to prepare the school's 2023 tax returns.

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

Ernie Villegas made a motion to approve Wilkinson, Hadley & King & Co., LLP to prepare the school's 2023 Form 990, Return of Organization Exempt from Income Tax.

Gary Cushing seconded the motion.

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

Roll Call

| | |
|------------------|-----|
| Ernie Villegas | Aye |
| Randell Lawrence | Aye |
| Victoria Hancock | Aye |

Roll Call

Marybeth Jacobsen Aye

Gary Cushing Aye

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

A. Observations and Comments

Board President Lawrence thanked the staff for their video presentations and reports.

Board Member Cushing and staff discussed the school's participation in a recent community event.

Board Member Jacobsen thanked the staff for the consent item summary. She then discussed career technical education and asked for an update on the program. Ms. Manley informed the board that the school recently hired a college and career counselor, who will work with a paraprofessional to grow the program and partnerships. The board discussed community members they are in touch with who would speak with students about career opportunities.

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

Gary Cushing 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

Marybeth Jacobsen Aye

Randell Lawrence Aye

Gary Cushing Aye

Victoria Hancock Aye

Ernie Villegas 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

Victoria Hancock Aye

Roll Call

Ernie Villegas Aye
Marybeth Jacobsen Aye
Gary Cushing Aye
Randell Lawrence 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: February 19, 2025, 3:00pm

B. Adjourn Meeting

Victoria Hancock made a motion to adjourn the meeting.

Ernie Villegas seconded the motion.

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

Roll Call

Gary Cushing Aye
Marybeth Jacobsen Aye
Randell Lawrence Aye
Ernie Villegas 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 4:13 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.