

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

Monday March 3, 2025 at 3:00 PM

#### Location

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

#### Microsoft Teams

[Join the meeting now](#)

Meeting ID: 226 728 763 739

Passcode: YE2iG92j

#### Dial in by phone

[+1 657-207-0015,,565013960#](#)

Phone conference ID: 565 013 960#

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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

#### Directors Absent

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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 Monday Mar 3, 2025 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 Jacobsen led the pledge of allegiance.

### D. Staff Introductions

Corrine Manley, CEO and Area Superintendent

Jeri Vincent, Corporate Secretary

Shellie Hanes, Superintendent

Darin Bower, COO

Jon Oats, Principal

Nancy Mendoza, Career and College Counselor

Josephine Nguyen, Federal and State Programs Coordinator

Bill Thompson, Legal Counsel

Guita Sharifi, CFO, LLAC

### E. Approve Agenda for the March 3, 2025, Regular Public Meeting of the Board of Directors

Gary Cushing made a motion to approve Agenda for the March 3, 2025, Regular Public Meeting of the Board of Directors.

Victoria Hancock seconded the motion.

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

#### Roll Call

Marybeth Jacobsen Aye

Ernie Villegas Aye

Gary Cushing Aye

**Roll Call**

Victoria Hancock Aye  
Randell Lawrence Aye

**F. Approve Minutes of the December 9, 2024, Regular Public Meeting of the Board of Directors**

Ernie Villegas made a motion to approve the minutes from Regular Board Meeting on 12-09-24.

Victoria Hancock seconded the motion.

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

**Roll Call**

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

**II. Consent Agenda**

**A. Consent Agenda Items**

Board President Lawrence announced the following consent agenda items:

1. The Board will be asked to review and approve the School Accountability Report Card The E-Rate
2. The Board will be asked to approve the 2025-2026 School Calendar
3. The Board will be asked to approve the 2025-2026 Employee Handbook

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**

Randell Lawrence Aye  
Ernie Villegas 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**

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 8.0%, which is lower than 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.

Mr. Sharifi then discussed the State's budget, potential federal budget cuts, and anticipated impacts on the school's 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 7 data, including Average Daily Attendance (ADA), enrollment, overall credit completion, core credit completion, and the one-year graduation cohort.

Next, Nancy Mendoza greeted the board and provided the board with an update on their CTE program, career education center and the EMS program. Ms. Mendoza then shared about recent learning center events, including promotion and outreach programs, experiential learning opportunities about welding, automotive, and aerospace, and their future CNA Program.

Board Member Jacobsen asked for the location of the CTE Center. Ms. Mendoza informed the board the center is located in Camarillo. The board and staff discussed another CTE center in Simi Valley and the possibility of working together.

The board and staff then engaged in a discussion about student feedback regarding the CTE program.

The board offered their continued support and discussed other connections they may be able to offer the school.

Board President Lawrence thanked Ms. Manley and Ms. Mendoza for their presentations.

### **C. Facilities Update**

On behalf of Tres Simi, Corrine Manley provided the board with an update on the Ventura property, including the status of permits, plan check corrections, and contractor bids.

Board President Lawrence thanked Ms. Manley for the information.

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

Bill Thompson provided the board with an update on the review of the school's insurance policies. He informed the board they were able to finalize the language to include in the MOUs and have performed an in depth review of the school's insurance coverage.

Board Member Jacobson shared with the board what coverage has been added and the changes made to the language in the school's policies.

Board President Lawrence thanked Mr. Thompson and Ms. Jacobsen for their work on this matter.

### **E. California Dashboard Report**

Josephine Nguyen greeted the board and provided the board with new Dashboard data that was released early in December of 2024. She explained that most indicators remain at the same level as in 2023, with the exception of the English Learner Progress Indicator, which is now Orange. The Suspension Rate remains blue and all local indicators are met. Ms. Nguyen then explained the demographics are also similar to last year: the population was measured at 1,327 students with 84.3% socioeconomically disadvantaged, 18.4% English Learners, and 1.8% Foster Youth.

Lastly, Ms. Nguyen discussed the graduation rate listed on the Dashboard compared to the school's internal one-year graduation cohort rate.

Board President Lawrence thanked Ms. Nguyen for her report.

## **V. Action Items**

### **A. The Board will be asked to approve the amended Conflict of Interest Policy**

Bill Thompson informed the board the Conflict of Interest Policy has been revised to better align with state preferences. He shared key updates that were made to the policy.

Board President Lawrence thanked Mr. Thompson and asked for a motion.

Ernie Villegas made a motion to approve the amended Conflict of Interest Policy.

Gary Cushing seconded the motion.

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

**Roll Call**

Ernie Villegas Aye

Randell Lawrence Aye

Gary Cushing Aye

Victoria Hancock Aye

Marybeth Jacobsen Aye

**B. The Board will be asked to approve the amended Memorandum of Understanding between Ventura County Board of Education and Vista Real Charter High School**

Corrine Manley directed the board to the amended Memorandum of Understanding (MOU) between Ventura County Board of Education and Vista Real Charter High School located in their board packets. Ms. Manley explained the MOU has been amended to reflect the school's updated charter term, expiring June 30, 2028 as a result of the passage of Assembly Bill 130 (2021) and Senate Bill 114 (2023). Ms. Manley recommended the board approve the amended MOU between K Ventura County Board of Education and Vista Real Charter High School.

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

Victoria Hancock made a motion to approve the amended Memorandum of Understanding between Ventura County Board of Education and Vista Real Charter High School.

Marybeth Jacobsen seconded the motion.

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

**Roll Call**

Randell Lawrence Aye

Ernie Villegas Aye

Gary Cushing Aye

Marybeth Jacobsen Aye

Victoria Hancock Aye

**C. The Board will be asked to approve the Second Interim Report and the Revised Budget for the 2024-2025 school year**

Guita Sharifi directed the board to the Second Interim Report and revised budget for the 2024-2025 school year and explained that the purpose of the report is to provide a financial overview of the school after the first 7 months of operations, from July 1, 2024 through January 31, 2025 actuals, and projected budget to June 2025 year-end. The report categories include the original budget, revised budget, actuals to date, projected year-end totals, projected year-end reserves, and ADA.

Ms. Sharifi then reviewed the ADA, expenditures, revenue, and projected reserves, and highlighted the following areas:

- The school budgeted a P2 ADA of 2,281, and the school is currently projecting a funding P2 ADA of 2,204.
- The school is projecting total revenue of \$40.9, which is lower than the school's original budget.
- LCFF projected revenue is \$37.2M, a decrease compared to the original budget.
- Federal Revenue shows an increase of \$119K, from \$497K to \$616K.
- Other State revenue is projected at \$3.1M.
- Other local revenue is projected at \$58K, from E-rate program refunds.
- Projected total expenditures of \$40.8M, which is a decrease of \$1M compared to the original budget.

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

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

Gary Cushing made a motion to approve the Second Interim Report and the Revised Budget for the 2024-2025 school year.

Ernie Villegas seconded the motion.

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

**Roll Call**

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

**D. 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 then reviewed the proposed changes and recommended the board approve the revised Accounting Manual.

Board President Lawrence asked for clarification regarding credit card approvals and what appeared to be an error in the manual. Ms. Sharifi acknowledged the typographical error, discussed the correction, and assured the board the manual would be updated.

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

Marybeth Jacobsen made a motion to approve the revised Charter School Accounting Manual.

Victoria Hancock 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

**E. The Board will be asked to approve using the auditing firm Wilkinson, Hadley & King & Co., LLP for the 2024-2025 audit**

Guita Sharifi directed the board to the proposal presented by Wilkinson Hadley King & Co. to prepare the school's June 30, 2025 annual audit. Ms. Sharifi reminded the board that the Wilkinson Hadley King & Co. CPA firm is on the state's approved auditor list and is a very reputable company. She then reviewed their fee and recommended the board approve the engagement letter with Wilkinson Hadley King & Co.

Board President Lawrence asked how long Wilkinson, Hadley, and King have been doing the school's audit. Ms. Sharifi informed the board they have used Wilkson, Hadley, and King for 10 years but she assured the board they rotate auditors.

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

Gary Cushing made a motion to approve using the auditing firm Wilkinson, Hadley & King & Co., LLP for the 2024-2025 audit.

Ernie Villegas 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

**F. The Board will be asked to approve the revised Committed Funds Plan for the school**

Corrine Manley directed the board to the Committed Funds Plan located in their packet and discussed the school's current reserve amount in excess of the recommended maximum 20% reserve amount. Ms. Manley then reviewed the updated Committed Funds Plan for the amount of reserves in excess of the recommended 20% reserve amount.

There was a discussion regarding the need for funds to be used at the Oxnard center.

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

Ernie Villegas made a motion to approve the revised Committed Funds Plan for the school.

Marybeth Jacobsen seconded the motion.

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

**Roll Call**

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

Victoria Hancock 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**

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

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

Ernie Villegas 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**

Marybeth Jacobsen Aye  
Gary Cushing Aye  
Randell Lawrence Aye  
Victoria Hancock Aye  
Ernie Villegas 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: April 23, 2025, 3:00pm**

**B. Adjourn Meeting**

Victoria Hancock made a motion to adjourn the meeting.

Gary Cushing seconded the motion.

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

**Roll Call**

Randell Lawrence Aye

Marybeth Jacobsen Aye

Ernie Villegas Aye

Gary Cushing 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 4:21 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.