

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

Tuesday September 2, 2025 at 3:00 PM

Location

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

Microsoft Teams

[Join the meeting now](#)

Meeting ID: 288 570 778 006 1

Passcode: Cw3mH2hR

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[+1 657-207-0015,,169850682#](#)

Phone conference ID: 169 850 682#

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, 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 Tuesday Sep 2, 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 Villegas 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, Senior V.P. of Facilities and Operations

E. Approve Agenda for the September 2, 2025, Regular Public Meeting of the Board of Directors

Gary Cushing made a motion to approve Agenda for the September 2, 2025, Regular Public Meeting of the Board of Directors.

Victoria Hancock seconded the motion.

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

Roll Call

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

F.

Approve Minutes of the May 27, 2025, Regular Public Meeting of the Board of Directors

Ernie Villegas made a motion to approve the minutes from Regular Board Meeting on 05-27-25.

Victoria Hancock seconded the motion.

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

Roll Call

Victoria Hancock Aye

Randell Lawrence Aye

Gary Cushing Aye

Ernie Villegas Aye

G. Approve Minutes of the May 28, 2025, Regular Public Meeting of the Board of Directors

Victoria Hancock made a motion to approve the minutes from Regular Board Meeting on 05-28-25.

Gary Cushing seconded the motion.

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

Roll Call

Randell Lawrence Aye

Gary Cushing Aye

Ernie Villegas Aye

Victoria Hancock Aye

H. Approve Minutes of the July 7, 2025, Regular Public Meeting of the Board of Directors

Gary Cushing made a motion to approve the minutes from Regular Board Meeting on 07-07-25.

Ernie Villegas seconded the motion.

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

Roll Call

Victoria Hancock Aye

Randell Lawrence Aye

Ernie Villegas Aye

Gary Cushing Aye

II. 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.

III. School Reports and Information

A. Finance Update and Financial Reporting for the 2025-2026 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 8.0%, which is the same rate as 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.

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.

B. Area Superintendent Update

Corrine Manley greeted the board and discussed the school's Average Daily Attendance (ADA), enrollment, overall credit completion, core credit completion, and the one-year graduation cohort. Ms. Manley informed the board about upcoming events.

Board President Lawrence thanked Ms. Manley for her update.

C. Facilities Update

Tres Simi provided the board with an update on the County Square Drive property. He discussed the status of the necessary permits and furniture orders. Mr. Simi also shared pictures of potential furniture configurations.

Mr. Simi also informed the board there was a typo in the permit remarks wherein two numbers in the physical address were reversed. He provided the board with the correct address of 726 County Square Drive.

Lastly, Mr. Simi informed the board that the ramp matter will be addressed after the current plans have been approved.

Board Member Villegas suggested making a video of the transformation of the building to share with the board upon completion of the project. Mr. Simi informed the board he would work with marketing to get regular photos of the progress and present a final video to the board when the project is completed. Board Member Cushing suggested a drone video as well.

Board President Lawrence thanked Mr. Simi for his update.

IV. Action Items

A. The Board will be asked to approve the Unaudited Actuals for the 2024-2025 school year

Guita Sharifi directed the board to the unaudited actuals report for the 2024-2025 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), which was the basis for funding in 2024-2025, and the estimated ADA projections for 2025-2026, 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 2,188 for a total revenue of \$40.8M, which was \$91K higher than the previously projected revenue.

Ms. Sharifi reported that the school ended the year with total expenditures of \$40.5M, which was \$80K higher than prior projections.

Ms. Sharifi then discussed the school's year-end assets and liabilities and reported the school's ending net position.

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

Victoria Hancock made a motion to approve the Unaudited Actuals for the 2024-2025 school year.

Ernie Villegas seconded the motion.

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

Roll Call

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

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

A. Observations and Comments

Board President Lawrence thanked everyone for their reports.

VI. Closed Session

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

1. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION
(Government Code section 54956.9(d)(2).): (1 matter)

2. 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.

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

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

Randell Lawrence Aye
Gary Cushing 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. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION
(Government Code section 54956.9(d)(2).): (1 matter)

2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

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

Title: Superintendent

VII. Closing Items

A. Next Regular Board Meeting Date: October 13, 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

Victoria Hancock Aye

Randell Lawrence Aye

Gary Cushing 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 3:43 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.