

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 8, 2025 at 1:00 PM

Location

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

Microsoft Teams

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Meeting ID: 254 567 949 574 0

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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, 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 8, 2025 at 1:00 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 Secretary Hancock 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

Bill Thompson, Legal Counsel

Guita Sharifi, CFO, LLAC

Tres Simi, Senior V.P. of Facilities and Operations

Josephine Nguyen, State and Federal Programs Coordinator

E. Approve Agenda for the December 8, 2025, Regular Public Meeting of the Board of Directors

Gary Cushing made a motion to approve Agenda for the December 8, 2025, Regular Public Meeting of the Board of Directors.

Victoria Hancock seconded the motion.

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

Roll Call

Randell Lawrence Aye

Gary Cushing Aye

Ernie Villegas Aye

Roll Call

Victoria Hancock Aye

F. Approve Minutes of the October 13, 2025, Regular Public Meeting of the Board of Directors

Ernie Villegas made a motion to approve the minutes from Regular Board Meeting on 10-13-25.

Gary Cushing seconded the motion.

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

Roll Call

Gary Cushing Aye

Randell Lawrence Aye

Ernie Villegas Aye

Victoria Hancock Aye

II. Consent Agenda

A. Consent Agenda Items

Board President Lawrence announced the following consent agenda items:

1. The revised Board Policies on Protections for Students relating to Immigration and Citizenship Status
2. The revised School Safety Plan
3. The E-Rate vendor selections
4. The Policy on Referral Protocols for Addressing Student Behavioral Health Concerns

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.

Board President Lawrence asked to discuss item 1 separately.

Shellie Hanes provided the board with additional information regarding the policy.

Specifically, they are following state policy requiring the school to notify parents, students, and staff if immigration is on campus. She informed the board this is not a change for the school. They have not had immigration on campus. Corrine Manley informed the board they had to make sure there is a policy in place to meet state requirements. She assured the board they are already very thorough when anyone comes in to school seeking student information. They are continuing with those procedures.

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

Ernie Villegas Aye
Randell Lawrence Aye
Victoria Hancock 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 7.5%, 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.

Board President Lawrence thanked Ms. Sharifi for her update.

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.

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 informed the board that the building permits have been received, the grading is done, and construction is scheduled to begin.

Board Member Cushing shared that he visited the site and discussed the progress of the construction.

The board and staff discussed the ramp options.

D. Mid-Year 2025-26 LCAP Monitoring Report with Learning Recovery Emergency Block Grant Action Update

Josephine Nguyen directed the board to the 2025-2026 Mid-Year Local Control Accountability Plan ("LCAP") report located in the board packet. Ms. Nguyen reminded the board this mid-year LCAP report is required to ensure continual monitoring and evaluation of the school's progress towards its LCAP goals. Ms. Nguyen informed the board that a new action was added to Goal 1 to including the Learning Recovery Emergency Block Grant. She then provided a presentation on the school's mid-year LCAP, which included the implementation of actions, expenditures to date, progress on metrics and the budget overview for parents.

Next, Ms. Nguyen reviewed the data and information for the following goals. She reviewed the successes in each area, as well as areas needing improvement.

- Goal #1 Increase Academic Progress.
- Goal #2 Students Will Gain Skills for College and Career-Readiness.
- Goal #3 Increase Student Retention.
- Goal #4 Increase Educational Partners' Engagement.

Lastly, Ms. Nguyen highlighted the school's overall improvement in mathematics. She then thanked the board and asked for any questions.

The board and staff discussed seniors and A-G course completion.

Board President Lawrence thanked Ms. Nguyen for her report.

V. Action Items

- A. The Board will be asked to approve the June 30, 2025, Annual Audit Report for the school**

Guita Sharifi greeted the board and then introduced Aubrey Mann, Partner, CPA at Wilkinson, Hadley, King & Co., to review the 2024-25 fiscal year audit report in detail with the board.

Ms. Mann greeted the board and reviewed each of the financial statements in detail and explained the purpose of each report, highlighting specific financial data.

Ms. Mann then directed the board 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, 2025.

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

Ernie Villegas made a motion to approve the June 30, 2025, Annual Audit Report for the school.

Victoria Hancock seconded the motion.

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

Roll Call

Randell Lawrence Aye

Victoria Hancock Aye

Ernie Villegas Aye

Gary Cushing Aye

B. 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 over the recommended maximum 20%. Ms. Manley explained that the establishment and funding of financial reserves is important to the long-term health and stability of the school, the ability to manage cash flow, and protect the school from unforeseen revenue shortfalls, unexpected costs, and economic uncertainties. Financial reserves also help a charter school save for large purchases and reduce the cost of borrowing money. Ms. Manley then explained that the Committed Funds Plan has been updated to reflect the school's current needs for projects, programs, and/or resources that directly benefit the students. Lastly, Ms. Manley reviewed the updated Committed Funds Plan and asked the board if they had any comments or questions.

The board and staff discussed the new building's potential impact on the school's reserve.

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

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

Victoria Hancock seconded the motion.

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

Roll Call

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

C. The Board will be asked to approve the 2025-2026 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, 2025 through October 31, 2025. 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 2,188, and the school is currently projecting a funding P2 ADA of 2,122.
- The school is projecting total revenue of \$941M, which is \$423K higher than the school's original budget.
- LCFF projected revenue decreased by \$1.4M, due to lower projected ADA funding and a small decrease in the unduplicated pupil percentage.
- Federal revenue is projected at \$184K.
- State Revenue increased from \$3.2M to \$4.1M due to a combination of an increase in the Arts and Music funding, the addition of the Learning Recovery Block Grant, and the addition of Student Support and Professional Development Discretionary Block Grant funding.
- Other Revenue if projected at \$110K, and includes interest and refunds.
- Projected total expenditures of \$40.7M, which is a decrease compared to the original budget.

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 further questions or comments, Mr. Lawrence asked for a motion.

Gary Cushing made a motion to approve the 2025-2026 First Interim Report.

Ernie Villegas seconded the motion.

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

Roll Call

Victoria Hancock Aye
Ernie Villegas Aye
Randell Lawrence Aye

Roll Call

Gary Cushing Aye

D. The Board will be asked to review and approve Wilkinson, Hadley & King & Co., LLP to prepare the school's 2024 Form 990, Return of Organization Exempt from Income Tax and any other related tax forms

Guita Sharifi directed the board to the engagement letter from Wilkinson, Hadley, King & Co. to prepare the fiscal year ending June 30, 2025, 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 2024 tax returns.

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

Ernie Villegas made a motion to approve Wilkinson, Hadley & King & Co., LLP to prepare the school's 2024 Form 990, Return of Organization Exempt from Income Tax and any other related tax forms.

Victoria Hancock seconded the motion.

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

Roll Call

Randell Lawrence Aye

Gary Cushing Aye

Ernie Villegas Aye

Victoria Hancock Aye

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

A. Observations and Comments

Board President Lawrence thanked the staff for their preparations and presentations.

Board Member Cushing commented on the growth of the school and the progress of the new location.

Jeri Vincent thanked Ms. Nguyen for her presentation. She thanked Ms. Manley for hard work and commented on the growth of the school.

VII. 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).): (2 matters)

2. 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

Randell Lawrence Aye

Gary Cushing Aye

Victoria Hancock Aye

Ernie Villegas Aye

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

Gary Cushing made a motion to adjourn closed session and reconvene to open public Board meeting.

Ernie Villegas seconded the motion.

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

Roll Call

Victoria Hancock Aye

Gary Cushing Aye

Randell Lawrence 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).): (2 matters)

2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

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

Title: Superintendent

VIII. Closing Items

A. Next Regular Board Meeting Date: Monday, March 2, 2026, 1:00pm

B. Adjourn Meeting

Ernie Villegas made a motion to adjourn the meeting.

Victoria Hancock seconded the motion.

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

Roll Call

Gary Cushing Aye

Ernie Villegas Aye

Victoria Hancock Aye

Randell Lawrence Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 2:03 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.