



Board of Directors

Susan Williams Shandra Warddrip Christie Rieder Tiffany Violich

Meeting Agenda

4:30 PM, Monday, February 23, 2015
1812 W. Kettleman Lane, Suite 1, Lodi, CA 95242

- I. Call to Order and Roll Call
Present: _____ Absent: _____
- II. Adoption of Agenda
- III. Hearing of Parties Desiring to Address the Board and/or Present Petition
- IV. Unfinished Business – None
- V. Adoption of Minutes
 - 1. January 26, 2015 – Regular Meeting
Motion: _____ Second: _____ Vote: _____
- VI. Reports and Presentations to the Board
 - 1. Presentations
 - Recognition of Student – Nick Dykema and Carolina Flores
 - 2. Reports
 - Report 1: Brown Act Governance Overview
 - Report 2: Update on Financials (Peter Laub, EdTec)
- VII. Action Items
 - 1. Education Protection Act Account Resolution 2014-15
Motion: _____ Second: _____ Vote: _____
 - 2. Revised Budget
Motion: _____ Second: _____ Vote: _____
 - 3. Second Interim
Motion: _____ Second: _____ Vote: _____
 - 4. Revised Attendance Calendar for 2014-2015
Motion: _____ Second: _____ Vote: _____
 - 5. Selection of Auditor for 2014-2015
Motion: _____ Second: _____ Vote: _____
 - 6. Charter School Revolving Loan for 2015-2016
Motion: _____ Second: _____ Vote: _____
- VIII. Next Meeting:
 - Monday, March 30 at 4:30
 - 14301 Byron Hwy, Byron, CA 94514
- IX. Adjournment



Board of Directors

Susan Williams Shanda Warddrip Christie Rieder Tiffany Violich

Meeting Minutes

4:30 PM, Monday, January 26, 2015
14301 Byron Highway, Byron, CA 94514

- I. Call to Order at 4:35pm by **Rieder**
Present: **Rieder, Violich, Warddrip** Absent: **Williams**
- II. Adoption of Agenda by **Violich and seconded by Warddrip**
- III. Hearing of Parties Desiring to Address the Board and/or Present Petition- **None**
- IV. Unfinished Business – **None**
- V. Adoption of Minutes
 1. December 1, 2014 – Regular Meeting
Motion: **Warddrip** Second: **Rieder** Vote: **Ayes: Rieder, Violich, Warddrip;**
No: None
- VI. Reports and Presentations to the Board
 1. Presentations
 - Recognition of Student – Maria Figueroa
 - Vista Oaks Wolf Leadership Team – Update on Their Activities-No Updates
 2. Reports
 - Report 1: Update on Financials (Peter Laub, EdTec)-**Peter Laub went over financials and where we are year to date.**
 - Report 2: Quarterly Report for Uniform Complaint Policy-**Joy Groen went over the quarterly report. No complaints were filed.**
 - Report 3: Overview of Smarter Balanced Assessment Consortium (SBAC)-**Joy Groen went over the assessment and how important it is that we reach the 95% attendance.**
- VII. Action Items
 1. Suicide Prevention Plan and Policy
The board reviewed and approved a Suicide Prevention Plan and Policy that staff can use as a guide as needed.
Motion: **Violich** Second: **Rieder** Vote: **Ayes: Rieder, Violich, Warddrip;**
No: None

2. Loan for Tenant Improvement Costs

The board considered an additional loan for both cash flow and tenant improvement costs over the next 6 months. The board approved that up to \$800,000 to be borrowed on an as needed basis.

Motion: **Violich** Second: **Warddrip** Vote: **Ayes: Rieder, Violich, Warddrip; No: None**

VIII. Next Meeting:

- Monday, February 23 at 4:30
 - 1812 W. Kettleman Lane, Suite 1, Lodi, California, 95242
- Items for Next Meeting:
 - Second Interim Budget Report
 - Brown Act Training-**Peter Laub**
 -

IX. Adjournment - 5:38pm by Rieder

Secretary

Executive Director

Date Approved: _____

OVERVIEW OF THE BROWN ACT

REPORT ITEM #1

OVERVIEW:

The Board of Directors will be given an overview of the Brown Act by Peter Laub, EdTec.

UPDATE ON FINANCIALS

REPORT ITEM #2

OVERVIEW:

The Board of Directors will be given an update on the school's financials by Peter Laub, EdTec.

EDUCATION ACT ACCOUNT RESOLUTION

ACTION ITEM #1

OVERVIEW:

This resolution and funding plan affirms that the school will only use Education Protection Account funds to pay teacher salaries. This resolution and plan should will be posted on our website once it is approved.

RECOMMENDATION:

The Vista Oaks staff recommends approval of the EPA Resolution.

**Vista Oaks Charter School
Education Protection Act Account Resolution 2014-15**

WHEREAS, the voters of California approved Proposition 30 on November 6, 2012;
and

WHEREAS, Proposition 30 added Article XIII, Section 36 to the California
Constitution effective November 7, 2012; and

WHEREAS, the provisions of Article XIII, Section 36(e) create in the state General
Fund an Education Protection Account to receive and disburse the revenues derived from
the incremental increases in taxes imposed by Article XIII, Section 36(f); and

WHEREAS, before June 30th of each year, the Director of Finance shall estimate the
total amount of additional revenues, less refunds that will be derived from the incremental
increases in tax rates made pursuant to Article XIII, Section 36(f) that will be available for
transfer into the Education Protection Account during the next fiscal year; and

WHEREAS, if the sum determined by the State Controller is positive, the State
Controller shall transfer the amount calculated into the Education Protection Account
within 10 days preceding the end of the fiscal year; and

WHEREAS, all monies in the Education Protection Account are hereby continuously
appropriated for the support of school districts, county offices of education, charter schools
and community college districts; and

WHEREAS, monies deposited in the Education Protection Account shall not be used
to pay any costs incurred by the Legislature, the Governor or any agency of state
government; and

WHEREAS, a community college district, county office of education, school district,
or charter school shall have the sole authority to determine how the monies received from
the Education Protection Account are spent in the school or schools within its jurisdiction;
and

WHEREAS, the governing board of the district shall make the spending
determinations with respect to monies received from the Education Protection Account in
open session of a public meeting of the governing board; and

WHEREAS, the monies received from the Education Protection Account shall not be
used for salaries or benefits for administrators or any other administrative cost; and

WHEREAS, each community college district, county office of education, school
district and charter school shall annually publish on its Internet website an accounting of
how much money was received from the Education Protection Account and how that
money was spent; and

WHEREAS, the annual independent financial and compliance audit required of community college districts, county offices of education, school districts and charter schools shall ascertain and verify whether the funds provided from the Education Protection Account have been properly disbursed and expended as required by Article XIII, Section 36 of the California Constitution; and

WHEREAS, expenses incurred by community college districts, county offices of education, school districts and charter schools to comply with the additional audit requirements of Article XIII, Section 36 may be paid with funding from the Education Protection Act and shall not be considered administrative costs for purposes of Article XIII, Section 36.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The monies received from the Education Protection Account shall be spent as required by Article XIII, Section 36 and the spending determinations on how the money will be spent shall be made in open session of a public meeting of the governing board of Vista Oaks Charter School; and

2. In compliance with Article XIII, Section 36(e) of the California Constitution, the governing board of Vista Oaks Charter School has determined to spend the monies received from the Education Protection Act as attached.

PASSED AND ADOPTED by the Governing Board of Vista Oaks Charter School on this 23rd day of February 2015, by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Secretary of the Board of Trustees

Contra Costa County, California

REVISION OF BUDGET

ACTION ITEM #2

OVERVIEW:

Vista Oaks has seen many changes to its enrollment during the year. This has led to the need for formally revising the school's budget.

RECOMMENDATION:

The Vista Oaks staff recommends approval of the revised budget.

SECOND INTERIM REPORT

ACTION ITEM #3

OVERVIEW:

Local educational agencies (LEAs) like Vista Oaks Charter School are required to file two reports during a fiscal year (interim reports) on the status of the LEA's financial health. The first interim report is due December 15 for the period ending October 31. The second interim report is due March 17 for the period ending January 31. Today the second interim report is being presented to the Board of Directors.

RECOMMENDATION:

The Vista Oaks staff recommends approval of the second interim report.

REVISED ATTENDANCE CALENDAR FOR 2014 - 2015

ACTION ITEM #4

OVERVIEW:

Vista Oaks reports attendance on a monthly basis. The staff is recommending the following attendance periods to maximize the ADA that can be calculated for the 2014-2015 year.

RECOMMENDATION:

The Vista Oaks staff recommends approval of the attendance calendar.



Vista Oaks Charter School

Attendance Calendar for 2014 – 2015

Attendance Month	Begin Date	End Date	Days taught
1	8/11/2014	9/5/2014	19
2	9/8/2014	10/3/2014	20
3	10/6/2014	10/31/2014	20
4	11/3/2014	11/28/2014	13
5	12/1/2014	1/9/2015	19
6	1/12/2015	2/6/2015	19
7	2/9/2015	3/6/2015	18
8	3/9/2015	4/3/2015	10
9	4/6/2015	5/1/2015	19
10	5/4/2015	5/28/2015	18



Vista Oaks Charter School

Attendance Calendar for 2014 – 2015 Instructional Minutes

The following are the instructional minutes required of each grade level. These minutes exceed the state minimum required.

Kindergarten:	36,750 minutes
1 st – 3 rd :	52,500 minutes
4 th – 8 th :	57,750 minutes
9 th – 12 th :	63,000 minutes

AUDITOR FOR 2014 - 2015

ACTION ITEM #5

OVERVIEW:

The Board of Directors is required to approve of the auditor each school year. Hosaka, Rotherham & Company comes highly recommended and is an approved California CPA firm.

RECOMMENDATION:

It is recommended that Hosaka, Rotherham & Company be approved.

CHARTER SCHOOL REVOLVING LOAN FOR 2015 - 2016

ACTION ITEM #6

OVERVIEW:

Vista Oaks is eligible for the Charter School Revolving Loan Fund. This fund provides a very low interest loan to help charter schools with cash flow.

RECOMMENDATION:

It is recommended that the loan application and submittal be approved.