

**VMCS REGULAR BOARD MEETING MINUTES
5:30 P.M., Wednesday, November 16, 2022
In-Person Meeting**

1. OPEN GENERAL SESSION

Procedural: 1.1 Call to Order 5:34 p.m.

Procedural: 1.2 Establishment of Quorum

Roll Call	Present	Absent
Anderson	X	
Bonenberger	X	
Farukhi	Late	
Nelson	X	
Rhee		X

Procedural: 1.3 Pledge of Allegiance

Action, Procedural: 1.4 Approval of the Agenda

Motion: Nelson	Second: Anderson	
	Aye	Nay
Roll Call	X	
Anderson	X	
Bonenberger	X	
Farukhi	Late	
Nelson	X	
Rhee	Absent	
Item Passes – Vote: 3/3		
Item Does Not Pass – Vote:		

Procedural: 1.5 Public Comment

None

2. PARENT REPORTS

Information, Reports: 2.1 School Site Council (SSC) Report by Parent Representative

Itzel Vazquez, a parent, reported for the SSC. At the meeting on November 3, 2022, an update was provided for the ELAC Meeting. Representatives from Grade 6 formally presented a PowerPoint that made the case for permitting 6th graders to bring backpacks to school as a 6th grade earned privilege. There is no formal policy in place. The members of the SSC are open to the concept, but asked for additional details. The CDC Dashboard discussion will occur at a future meeting since CDE did not have it posted yet. There was a discussion of the urgency of attending Parent/Teacher Conferences, as well as an upcoming Coffee with Cops Meeting at the local Starbucks.

Information, Reports: 2.2 English Learner Advisory Committee (ELAC) Report by Parent Representative

Chammarra Nguyen, the Assistant Director, provided the update for ELAC. A meeting was held the morning of November 16, 2022. Two parents were in attendance. There is a total of 60 English Learners at VMCS. Areas of discussion included the Greene Act and leadership opportunities for ELAC members. Representative questions for the ELPAC were also shared so parents understood the format of the test that is used for determining who is an English Learner, as well as the skills that are required for redesignation. There was also a question and answer time. The next ELAC Meeting will be held on January 18, 2022, from 6:00-7:00 p.m.

Reports: 2.3 F.A.S.T. Report by Parent Representative

Yvette LaValle, a Coordinator, provided the update for F.A.S.T. Recent events have included Red Ribbon Week (with Super Hero Day) and the Anaheim Halloween Parade. For the parade, the advanced band and spirit squad performed, as well as parents and scholars who walked as a group in costume. Upcoming events include the Holiday Performance at the new school site on December 12 and Snow Day on December 16. Snow Day involved the creation of 8 tons of snow, face painting, a photo booth, a craft, and hot chocolate. In January, another Lunch with a Loved One will occur. F.A.S.T. members also reviewed and refined their By-Laws.

3. CONSENT (ONE VOTE)

Action, Minutes: 3.1 October 10, 2022, Regular Board Meeting Minutes

Recommended Action: Consent section items are for routine matters that do not require discussion or deliberation by the Board. The consent calendar permits the Board to approve multiple items by one action. All Board members have the right to remove a consent item from the consent calendar so that normal discussion and deliberation may take place.

Motion: Nelson	Second: Bonenberger	
	Aye	Nay
Roll Call	X	
Anderson	X	
Bonenberger	X	
Farukhi	X	
Nelson	X	
Rhee	Absent	
Item Passes – Vote: 4/4		
Item Does Not Pass – Vote:		

4. EXECUTIVE DIRECTOR REPORT -- DEBRA J. SCHROEDER

Information: 4.1 Progress Report by Nelson and Schroeder Regarding New Site

Depending upon the expediency of receiving a CUP and the modernization of the new site, a mid-year move is being entertained. If not then, it will happen for the 2024-2025 school year. The goal is to submit the completed CUP application by the end of October. The main challenge was with the Traffic Study and the reverse use of the parking lot. This would result in 45 parking spaces rather than 58, which concerns the church. There was also a discussion about having Grade 1 and 2 classes on the 2nd floor. When the code is written it seems permissible, but it is open to interpretation.

Information: 4.2 F&M Presentation on Investment Strategies for Reserves

Two representatives from Farmers & Merchants presented investment plans for a portion of VMCS reserves. By the end of the 2022-2023 school year, it is predicted that VMCS reserves could reach 4 million. Rather than make no or minimal interest on these reserves, it seems appropriate to explore conservative investment options. F&M is the first team to present to the Board, and additional providers will be invited to present.

Information: 4.3 State and Federal Tax Returns

Silva & Silva CPAs presented and discussed the submitted State and Federal Tax Returns. The Board had no questions of the representative.

Information: 4.4 Audit Report

A representative from Silva & Silva CPAs went over the Audit Report for the 2021-2022 school year. There was a change in the format, which was completed by the auditing team. There were no finding requiring a change to current procedures. The internal controls are strong, and VMCS is in a healthy financial position. The Board had no questions of the auditors.

Information: 4.5 Unaudited Actuals

The Unaudited Actuals Report was reviewed in preparation for it being an Action Item. Farukhi inquired the possibility of VMCS applying for the Employee Retention Tax Credit. Although not many charter school applied for this according Icon, Farukhi pointed out there was no downside to applying for it. This option will be further explored.

Information: 4.6 Board Policy Investment Guidelines

With minor refinements, the Board Policy for Investment Guidelines was discussed.

Information: 4.7 California Community Schools Partnership Planning (CCSPP) Grant

The potential of applying for the CCSPP was discussed, and the documents that require completion were shared. If the Board is interested in the submission of the application, then it will be completed and presented at the next Board Meeting on December 14, 2022, in preparation for submission by December 20, 2022, submission.

5. ASSISTANT DIRECTOR REPORT -- CHAMMARRA NGUYEN

Information: 5.1 Enrollment/Waiting List for 2022-2023

- The enrollment is currently 245. The enrollment distribution is TK=23, K=31, 1st=32, 2nd=32, 3rd=31, and 4th-6th=32. Three of the TK scholars have the status of early admittance. So, this equates to a funded enrollment of 242.
- The waiting list is as follows: TK=1, K=20, 1st=15, 2nd=6, 3rd=56, 4th=29, 5th=59, and 6th=35.

Information: 5.2 Approval for Early Entry Transitional Kindergartners

There is a need for Board approval of two TK scholars who would be admitted based on the fact that they will turn five prior to the end of the school year. In the future, this approval process will be placed on under Consent Items.

6. ICON SCHOOL MANAGEMENT REPORT -- ROY KIM

Information, Reports: 6.1 September Financials

Roy Kim provided a PowerPoint Presentation to the Board. At this time, VMCS has 381 days of cash on hand, which places the school in a healthy fiscal position. This far exceeds the 5% of recommended operation expenses under reserves. However, Icon preserves at least 10% of reserves.

Information: 6.2 Budget Update

No new developments.

Information, Reports: 6.3 1st Interim Budget Report

The 1st Interim Budget Report is part of five reports -- Adopted Budget, 1st Interim Budget Report, 2nd Interim Budget Report Unaudited Actuals, and Audit Report. This report is due to AESD and OCDE by mid-December.

7. ACTION ITEMS

Action: 7.1 Ratification of State and Federal Tax Returns

RECOMMENDATION: It is recommended that the VMCS Board of Directors ratifies the submission of the State and Federal Tax Returns as completed by Silva & Silva CPAs.

RATIONALE: State and Federal Tax Returns are completed annually and presented to the Board for their information and ratification.

Motion: Anderson	Second: Nelson	
Roll Call	Aye	Nay
Anderson	X	
Bonenberger	X	
Farukhi	Early Departure	
Nelson	X	
Rhee	Absent	
Item Passes – Vote: 3/3		
Item Does Not Pass – Vote:		

Action: 7.2 Approval of the Audit Report for 2021-2022

RECOMMENDATION: It is recommended that the VMCS Board of Directors approve the Audit Report for 2021-2022 as completed by Silva & Silva CPAs.

RATIONALE: VMCS undergoes annual audits by an approved firm. The Audit Report for 2021-2022 must be completed and submitted by December 2022.

Motion: Bonenberger	Second: Nelson	
Roll Call	Aye	Nay
Anderson	X	
Bonenberger	X	
Farukhi	Early Departure	
Nelson	X	
Rhee	Absent	
Item Passes – Vote: 3/3		
Item Does Not Pass – Vote:		

Action: 7.3 Ratification of the Unaudited Actuals Report

RECOMMENDATION: It is recommended that the VMCS Board of Directors ratifies the Unaudited Actuals Report presented by Roy Kim of Icon at the October 10, 2022, Board Meeting.

RATIONALE: This is an annual report that needs to be completed and submitted to AESD and OCDE.

Motion: Nelson	Second: Anderson	
Roll Call	Aye	Nay
Anderson	X	
Bonenberger	X	
Farukhi	Early Departure	
Nelson	X	
Rhee	Absent	
Item Passes – Vote: 3/3		
Item Does Not Pass – Vote:		

Action: 7.4 Approval to Pursue the Community Schools Planning Grant

RECOMMENDATION: It is recommended that the VMCS Board of Directors approves the process of applying for the Community Schools Planning Grant, which is due December 20, 2022.

RATIONALE: This approval is to pursue the writing of this grant. A draft of the completed application will be presented at the Board Meeting on December 14, 2022.

Motion: Anderson	Second: Nelson	
Roll Call	Aye	Nay
Anderson	X	
Bonenberger	X	
Farukhi	Early Departure	
Nelson	X	
Rhee	Absent	
Item Passes – Vote: 3/3		
Item Does Not Pass – Vote:		

Action: 7.5 Approval for Early Entry of Two Transitional Kindergarten Scholars

RECOMMENDATION: It is recommended that the VMCS Board of Directors approves the early entry of the presented two scholars.

RATIONALE: Early entry is permissible, and it provides a solid foundation for the scholars when they enter kindergarten at VMCS in 2023-2024.

Motion: Bonenberger	Second: Anderson	
Roll Call	Aye	Nay
Anderson	X	
Bonenberger	X	
Farukhi	Early Departure	
Nelson	X	
Rhee	Absent	
Item Passes – Vote: 3/3		
Item Does Not Pass – Vote:		

Action: 7.6 Approval of 1st Interim Budget Report

RECOMMENDATION: It is recommended that the VMCS Board of Directors approve the 1st Interim Budget Report as prepared by Icon School Management.

RATIONALE: This is a standard report that must be completed, presented, and approved in accordance to the set timeline. It will be submitted to AESD and OCDE.

Motion: Bonenberger	Second: Anderson	
Roll Call	Aye	Nay
Anderson	X	
Bonenberger	X	
Farukhi	Early Departure	
Nelson	X	
Rhee	Absent	
Item Passes – Vote: 3/3		
Item Does Not Pass – Vote:		

8. BOARD COMMENTS

It was determined that the next Board Meeting will occur via Zoom. There was a general feeling that the rate of sickness is rising once again. Nelson also expressed a need to explore which entities would provide a higher interest rate for an investment.

Procedural: 8.1 General Comments

Information: 8.2 Next Board Meeting: Wednesday, December 14, 2022, at 5:00 p.m. It is planned for this meeting to be conducted via Zoom.

9. BOARD ADJOURNMENT

Procedural: 9.1 Board Adjournment: 7:05 p.m.

Motion: Anderson	Second: Bonenberger	
Roll Call	Aye	Nay
Anderson	X	
Bonenberger	X	
Farukhi	Early Departure	
Nelson	X	
Rhee	Absent	
Item Passes – Vote: 3/3		
Item Does Not Pass – Vote:		