MISSION VISTA ACADEMY
43517 Ridge Park Drive #100, Temecula, California 92590
Phone (951) 395-8940 * Fax (951) 395-8941

Special Board Meeting
Mission Vista Academy
October 11, 2019 – 5:30 pm
43517 Ridge Park Drive, #100
Temecula, CA 92590

Through Teleconference

Eric Eckstrum
3157 Barkside Ct
Atlanta, GA 30341

Lauren Clark
1315 Corona Pointe Ct #102
Corona, CA 92879

Henry Cairus
1315 Corona Pointe Ct #102
Corona, CA 92879

Jamie Huang
1315 Corona Pointe Ct #102
Corona, CA 92879

AGENDA

1. Call to Order
2. Public Comments
3. Discussion and Potential Action on the Appointment of New Board Members
4. Discussion and Potential Action on Officer Elections
5. Discussion and Potential Action on the Approval of the CSC Acknowledgment for the Sale of Receivables with an Updated Amount Authorized to be Sold
6. Discussion and Potential Action on the Independent Study Policy
7. Discussion and Potential Action on the Inspection of Public Records Policy
8. Adjournment

Public comment rules: Members of the public may address the Board on agenda or non-agenda items. Please fill out a yellow card available at the entrance. Speakers may be called in the order that requests are received, or grouped by subject area. We ask that comments are limited to 2 minutes each, with no more than 15 minutes per single topic so that as many people as possible may be heard. By law, the Board is allowed to take action only on items on the agenda. The Board may, at its discretion, refer a matter to district staff or calendar the issue for future discussion.

Note: Mission Vista Academy Governing Board encourages those with disabilities to participate fully in the public meeting process. If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in the public meeting, please contact the Governing Board Office at 818-207-3837 at least 48 hours before the scheduled board meeting so that we may make every reasonable effort to accommodate you. (Government Code § 54954.2; Americans with Disabilities Act of 1990, § 202 (42 U.S.C. § 12132)).

Dear Amy Davis:

Thank you for your description of the Board Member positions for Mission Vista Academy. The descriptions were very helpful and helped me decide that Secretary was a better fit for my skills and interests.

As you know I am a father of three and we enjoy homeschooling. Two of my three are in High School and as part of their UC bound curricula I have the pleasure of teaching Algebra I and II and both Biology and Chemistry this semester. It is an absolute blast to resurrect neuronal connections regarding science subjects that I love.

In college I majored in Biology with a Chemistry minor. In graduate school I completed my Masters in Public Health in Environmental/Occupational Health. My educational background, therefore, allows me to bring a Health and Safety perspective to our discussions.

I support my family through Real Estate and financial investments. While I have a passion for both, what I love most about both of these instruments is that they give me the time I need to spend leading my youngsters, of whom I am so proud.

I was born in Argentina. My family emigrated to the United States when I was five. Legally my name is Enrique Cairus. My German grandfather didn't like Enrique, so he called me Enry (think of it with a heavy German accent). I have since then, gone by Henry.

As a family we are deeply committed to Homeschooling and utilizing our freedom of choice to educate our children according to our family values. It is my hope that through my position on the Mission Vista Academy School Board I will be able to help support the efforts of homeschooling families like ours and our school.

Sincerely,

Enrique (Henry) Cairus

Joshua M. Cobb, CPA

Managing Partner/Semmens & Cobb Consulting, LLP

29970 Technology Drive, Suite 114
Murrieta, CA 92563
(951) 365-2120
jcobb@thesocalcpa.com

Joshua M. Cobb, CPA is a founding partner with Semmens & Cobb Consulting, LLP established in 2007. Semmens & Cobb Consulting, LLP is a CPA firm located in both Riverside and Orange counties in Southern California. Josh is the lead partner for corporate tax, financial reporting, outsourced CFO services, as well as high level client relationships.

Josh received his bachelor's degree from Cal State University San Marcos in 2005. During college, Josh began working for a CPA firm based in Dana Point, CA where he launched his career in accounting and business consulting as the CPA firm's audit manager. After reaching partner Josh sat for the CPA exam and was licensed in 2011. Josh has a passion for empowering business owners with the knowledge to make informed decisions about their finances.

Josh is a proud father of three children. In 2017, he and his wife made the decision to transition their children from public school to the Inspire Charter School Program to enhance their education experience. For the past two years Josh has enjoyed being a part of the homeschool process and as an active participant in his children's academic future. In his free time, Josh enjoys surfing, hiking, camping, traveling the world and a life full of adventure with his family.

MISSION VISTA ACADEMY

ACKNOWLEDGEMENT RESOLUTIONS

The undersigned, on behalf of Mission Vista Academy, a California nonprofit corporation (the "Company"), hereby certifies that the resolutions set forth below were adopted by the Board of Directors (the "Board") of the Company, in accordance with Section 5211 (a) of the California Nonprofit Corporation Law and the Bylaws of the Company, at a duly noticed meeting held on _____, 2019 at __:_0 __.m., Pacific Time at _____, California. A quorum of the Board was present at the meeting.

Sale of Additional Receivables

WHEREAS, the Company receives and owns and will receive and own from time to time certain receivables or payments due from the State of California, Riverside County, the Riverside County Office of Education, the Riverside County Superintendent of Schools, Beaumont Unified School District, the Special Education Local Plan Area ("SELPA"), and/or the United States federal government (in each case, the "Payor").

WHEREAS, the Company instructs the Payor, pursuant to the Payor's policies and procedures, as to the location and manner of payment of the Company's receivables.

WHEREAS, the Board previously authorized the sale of up to (i) $3,750,000.00 of gross receivables value and (ii) $3,250,000.00 of initial purchase (face value) to Charter School Capital, Inc. ("CSC") and wishes to increase the amount authorized at this time;

RESOLVED: That the Board deems it to be in the best interests of the Company to authorize the Company to sell additional receivables and payments (the "Receivables") to CSC at a discount to face value in an amount not to exceed the lesser of (i) $32,000,000.00 of gross receivables value and (ii) $27,000,000.00 of initial purchase (face value) for a total of (i) $35,750,000.00 of gross receivables value and (ii) $30,250,000.00 of initial purchase (face value).

RESOLVED FURTHER: That the Company is authorized and directed to sell the Receivables to CSC from time to time pursuant to one or more Receivables Purchase Agreements and related Terms Letters between the Company and CSC, substantially in the form reviewed by the Board, with such changes thereto consistent with these resolutions as an Authorized Officer of the Company shall approve, and including any amendments, supplements or modifications to the foregoing consistent with these resolutions as an Authorized Officer of the Company shall approve from time to time.

RESOLVED FURTHER: That each of Kacie Christiansen, as President; Janet Evans, as Treasurer; and Amy Davis, as Principal (such persons and their duly elected and qualified successors, the "Authorized Officers") is authorized and directed to execute and deliver, on behalf of the Company, the Receivables Purchase Agreements, the Terms Letters, the Paying Agency Agreements and/or Account Control Agreements,

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and subject to the limitations set forth herein, such other agreements and other documents and instruments as may be necessary or desirable to effectuate the sale of Receivables contemplated hereby, including, without limitation, agreements or documents as may be necessary to facilitate the sale of Receivables by CSC to an affiliate or third party to finance its purchase of the Receivables, and further including, without limitation, such amendments, supplements or other modifications to any or all of the documents described in this paragraph and consistent with these resolutions as an Authorized Officer of the Company shall approve from time to time.

RESOLVED FURTHER: That the Board of the Company deems it to be in the best interests of the Company to instruct the Payor, in the form provided by CSC, to make the payment of all revenues of the Company administered and paid by the Payor in the manner described in the applicable Receivables Purchase Agreement, the Terms Letter, Paying Agency Agreement and/or Account Control Agreements.

RESOLVED FURTHER: That any two Authorized Officers will execute instructions to the Payor, in the form provided by CSC, directing the payment of all revenues of the Company in the manner described in the Receivables Purchase Agreement, the Terms Letter, the Paying Agency Agreement and/or Account Control Agreements.

RESOLVED FURTHER: That the instructions described in the immediately preceding paragraph will not be altered in any manner nor any other instructions substituted in their place without the prior written approval of the two Authorized Officers and without the express written consent of CSC and that the Payor is to disregard any change in disbursement instructions that are not counter-signed by such two Authorized Officers and CSC.

RESOLVED FURTHER: That the Authorized Officers are, and each of them is, hereby authorized and directed, on behalf and in the name of the Company and subject to the limitations set forth herein, to make all such arrangements, to do and perform all such acts and things, and to execute and deliver all such instruments, certificates and other documents as he or she may deem necessary or appropriate in order to effectuate fully the purpose of each and all of the foregoing resolutions and the transactions contemplated thereby (hereby ratifying and confirming any and all actions taken heretofore and hereafter by such officers to accomplish such purposes).

The foregoing resolutions were passed by a vote of the Board of Directors and adopted at the meeting of the Board of Directors of the Company on the date referred to above, by the following vote:

Ayes: _____

Nays: _____

Absent: _____

Abstain: _____

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The undersigned certifies further that the foregoing resolutions have not been modified, amended or rescinded and are in full force and effect as of the date hereof.

MISSION VISTA ACADEMY

By: _____
Name:
Title:
Date: _____, 2019

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Independent Study Policy

Mission Vista Academy may offer independent study to meet the educational needs of pupils enrolled in the charter school. Independent study is an alternative education designed to teach knowledge and skills of the core curriculum. The Charter School shall provide appropriate existing services and resources to enable pupils to complete their independent study successfully.

The purpose of the Mission Vista Academy Governing Board approving this Independent Study Policy is to accomplish the following:

1. Establish the Time in Which an Assignment Must Be Completed
2. Establish the Procedure for Placement Determination
3. Outline What Must Be Included in a Current Written Agreement
4. Outline How Average Daily Attendance Will Be Calculated
5. Establish Compliance with the Education Code
6. Establish the Implementation of the Independent Study Policy

1. **Time in Which an Assignment Must Be Completed:** For pupils in all grade levels offered by the School, the maximum length of time that may elapse between the time an assignment is made the date by which the pupil must complete the assigned work shall be twenty (20) school days.

2. **Placement Determination:** A pupil may miss two (2) assignments during any period of twenty (20) school days before an evaluation is conducted to determine whether it is in the best interest of the pupil to remain in independent study. Therefore, whether any pupil fails to complete two (2) assignments during any period of twenty (20) school days, the Director of Academic Program or his or her designee shall conduct an evaluation to determine whether it is in the best interest of the pupil to remain in independent study. A writing record of the findings of any evaluation conducted pursuant to this policy shall be treated as a mandatory interim pupil record. This record shall be maintained for a period of three years from the date of the evaluation and if the pupil transfers to another California public school, the record shall be forwarded to that school.

3. **Current Written Agreement: A current written agreement shall be on file for each independent study pupil, including but not limited to, all of the following:**
    a. The manner, time, frequency, and place for submitting a pupil's assignments and for reporting his or her progress.
    b. The objectives and methods of study for the pupil's work, and the methods utilized, to evaluate that work.

c. The specific resources, including materials and personnel, which will be made available to the pupil.
d. A statement of the policies adopted herein regarding the maximum length of time allowed between the assignment and the completion of a pupil's assigned work, and the number of missed assignments allowed prior to an evaluation of whether or not the pupil should be allowed to continue in independent study.
e. The duration of the independent study agreement, including beginning and ending dates for the pupil's participation in independent study under the agreement. No independent study agreement shall be valid for any period longer than one school year.
f. A statement of the number of course credits or, for the elementary grades, other measures of academic accomplishment appropriate to the agreement, to be earned by the pupil upon completion.
g. The inclusion of a statement in each independent study agreement that independent study is an optional educational alternative in which no pupil may be required to participate. In the case of a pupil who is referred or assigned to any school, class or program pursuant to Education Code Section 48915 or 48917, the agreement also shall include the statement that instruction may be provided to the pupil through independent study only if the pupil is offered the alternative of classroom instruction.
h. Each written agreement shall be signed prior to the commencement of independent study, by the pupil, the pupil's parent, legal guardian, or care giver, if the pupil is under 18 years of age, the certificated employee who has been designated as having responsibility or the general supervision of independent study, and all persons who have direct responsibility for providing assistance to the pupil. For purposes of this paragraph "caregiver" means a person who has met the requirements of Part 1.5 (commencing with Section 6550) of the Family Code.

4. **Average Daily Attendance:** It is the policy of this Board that each student is, at a minimum, expected to accomplish the following in order for the student to be counted as present/attending for Average Daily Attendance (ADA) purposes:
    a. Students will initial “Monthly Independent Study Log” on the school days where they have completed school work Monday through Fridays that are not school holidays. Parents/guardians will sign the monthly log under the following statement: “By signing this log, I verify that my student completed school work on these days.”

5. **Compliance with the Education Code:** The Charter School shall comply with the Education Code Sections 51745 through 51749.3 and the provision of the Charter School's Act and the State Board of Education regulation adopted there under.

6. **Implementation of Independent Study Policy:** The Directors shall establish regulations to implement these policies in accordance with the law.

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Policy for Inspection of Public Records

I. Purpose

This Policy sets forth Mission Vista Academy's ("School") policies and procedures regarding requests for inspection of the School's public records under the California Public Records Act ("PRA") (Government Code section 6250 et seq.). The School recognizes the public's right to access public records and intends to provide public members with reasonable access to public records consistent with the law. If any provision of this Policy conflicts with the law, the law shall take precedence.

II. How to Request Records

Requests for the School's public records must be submitted to:

Principal
Mission Vista Academy
1740 E Huntington Dr. #205
Duarte, CA 91010
Phone: (616) 525-1176
Fax: (616) 465-4544
Email: pra@inspireschools.org

To ensure that requests can be responded to appropriately, the School encourages that all requests be made in writing by submitting a Public Records Request Form, attached as Appendix A. To the extent possible, the requestor should specify, in writing, the records sought with sufficient detail to enable the School to identify particular records.

III. Right to Inspect

To the extent required by law, the School will make available all public records open to inspection by any person during normal business hours and by appointment only. Copies of public records may be obtained by any person, subject to compliance with the procedures set forth in this Policy and consistent with the law.

IV. Records Exempt from Disclosure

There are numerous circumstances under which public records are exempt from disclosure. Whether an exemption applies will be determined on a case-by-case basis. The School will determine which records or a portion thereof are exempt from disclosure consistent with the PRA and other relevant state and federal laws. The notification of denial or withholding of records must be in writing and shall provide the reason for the denial or withholding of records and shall set forth the names and titles or positions of each person responsible for the denial.

V. Procedures for Responding to Requests for Inspection or Copies of Records

The School will follow a two-step process when responding to a PRA request. First, within 10 calendar days of receiving any request to inspect or copy a public record, the School shall acknowledge receipt of the request and inform the requestor whether the School has disclosable public records in its possession that are responsive to the request and when it will make them available. If the School determines that it will not provide some records, it shall provide the grounds for withholding them and shall set forth the names and titles or positions of each person responsible for the denial. Second, if the School determines that it has disclosable documents, it shall make the documents available within a reasonable time.

In unusual circumstances, the School may extend the 10-day limit for up to 14 days by providing written notice to the requestor setting forth the reasons for the extension and the date on which a determination is expected to be made.

If the request is ambiguous or unfocused, the School shall make a reasonable effort to elicit additional clarifying information from the requestor that will identify public records responsive to the request. To the extent reasonable under the circumstances, the School shall do all of the following in assisting the requestor:

1. Assist the member of the public to identify records and information that are responsive to the request or to the purpose of the request, if stated;

2. Describe the information technology and physical location in which the records exist; and

3. Provide suggestions for overcoming any practical basis for denying access to the records or information sought.

These requirements are deemed to have been satisfied if the School is unable to identify the requested information after making a reasonable effort to elicit additional clarifying information from the requestor that will help identify the record or records.

The School may charge a reasonable fee (not to exceed the direct costs of duplication) for preparation of copies of identifiable public records. Deposit of applicable fees is required prior to preparation and delivery of any requested records.

Policy Approved by Board on September 28, 2019.

APPENDIX A

MISSION VISTA ACADEMY

PUBLIC RECORDS REQUEST FORM

Fee Schedule	
Document Production	Paper and electronic records (black): $0.15 per page Paper and electronic records (color): $0.25 per page Records provided on CDs: $1.00 per disc Records provided on DVD: $2.00 per disc
Computer Programming	Direct costs associated with production
Mailing Documents	Envelope (letter sized) $0.05 per envelope Envelope (9x12 or 12x13) $0.10 per envelope Postage determined based on actual cost

Requestor's Information

Name: _____ Title: _____

Organization: _____

Address: _____

_____

Phone: _____ Fax: _____ Email: _____

Records Requested

I am requesting the following documents:

_____

_____

_____

_____

_____

_____

I am also seeking _____ copies of the documents listed above.

I understand that Mission Vista Academy will respond to all public records requests in compliance with the timelines provided under state law and consistent with its policies.

I understand that in accordance with the School's Policy for Inspection of Public Records, the School may charge a fee for copies of public records as specified above. Payment is required in advance of delivery of any requested records. If more than 15 pages are requested, the School may require a deposit before making copies.