

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



**ITEM: 2.12**  
(ID # 21924)

**MEETING DATE:**  
Tuesday, June 06, 2023

**FROM :** COUNTY COUNSEL:

**SUBJECT:** COUNTY COUNSEL: Approval of an Amendment to the Conflict of Interest Code for Mission Vista Academy; District 5; [\$0]

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Approve the Amendment to the Conflict of Interest Code of Mission Vista Academy; and
2. Direct the Clerk of the Board to notify Mission Vista Academy of the action taken.

**ACTION:Consent**

  
Min C. Latt, County Counsel

5/22/2023

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**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Perez, seconded by Supervisor Gutierrez and duly carried, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Washington, Perez, and Gutierrez  
Nays: None  
Absent: Spiegel  
Date: June 6, 2023  
xc: CO.CO., Academy, COBAB

Kimberly A. Rector  
Clerk of the Board

By:   
Deputy

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,  
STATE OF CALIFORNIA**

<b>FINANCIAL DATA</b>	<b>Current Fiscal Year:</b>	<b>Next Fiscal Year:</b>	<b>Total Cost:</b>	<b>Ongoing Cost</b>
<b>COST</b>	N/A	N/A	N/A	N/A
<b>NET COUNTY COST</b>	N/A	N/A	N/A	N/A
<b>SOURCE OF FUNDS: N/A</b>			<b>Budget Adjustment:</b>	<b>N/A</b>
			<b>For Fiscal Year:</b>	<b>N/A</b>

**C.E.O. RECOMMENDATION:** Approve

**BACKGROUND:**

**Summary**

The Political Reform Act prohibits a public official from using his or her position to influence a government decision in which he or she has a financial interest. Government Code section 87300 requires local government agencies to adopt and promulgate a Conflict of Interest Code identifying officials and employees required to file statements of economic interest based on the positions they hold. A local government agency, as defined by Government Code section 82041, includes Mission Vista Academy.

Each even-numbered year, Government Code section 87306.5 requires local government agencies to review their Conflict of Interest Code, make appropriate revisions, if necessary, and submit an amended Conflict of Interest Code to the code reviewing body. Government Code section 82011(b) identifies the Board of Supervisors for the County of Riverside as the code reviewing body for a local government agency within its county.

The Mission Vista Academy recently amended its Conflict of Interest Code to add new positions and delete and/or revise titles of existing positions that participate in making governmental decisions. The School Board for Mission Vista Academy has certified the August 25, 2022, minutes amending its Conflict of Interest Code. The Mission Vista Academy has submitted its amended Conflict of Interest Code for approval by the Board of Supervisors as the code reviewing body.

This office has reviewed the Conflict of Interest Code of the Mission Vista Academy and has found that it complies with statutory requirements. A complete copy of the Conflict of Interest Code of Mission Vista Academy is attached.

It is recommended that the Board of Supervisors approve the Conflict of Interest Code of Mission Vista Academy and direct the Clerk of the Board to notify Mission Vista Academy of the action taken.

**Impact on Residents and Businesses**

N/A

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**Additional Fiscal Information**

N/A

**Contract History and Price Reasonableness**

N/A

**ATTACHMENTS:**

**Attachment A:** Certified Minutes

**Attachment B:** Mission Vista Academy Conflict of Interest Code



## MISSION VISTA ACADEMY

1440 Beaumont Avenue, Suite A2 #412, Beaumont, CA 92223

Phone (951) 393-1352 \* Fax (951) 395-8941

Regular Scheduled Board Meeting - Mission Vista Academy

August 25, 2022 – 5:00 pm

350 W. Brookside Ave., Beaumont, CA 92223

Attendance: Dr. Crystal Nasio, Eve Kavanaugh, Dr. Michael Sackett, Joshua Cobb – Teleconference

Absent: Eric Eckstrom

Also Present: Amy Davis, Dr. Erika Vanderspek – Teleconference

### AGENDA

1. Call to Order

Dr. Crystal Nasio called the meeting to order at 5:02 p.m.

2. Approval of the Agenda

Eve Kavanaugh motioned to approve the agenda. Dr. Michael Sackett seconded. Unanimous

3. Discussion and Potential Action on Resolution for Continuing School Board Authority to Hold Virtual Meetings Pursuant to AB 361

The board votes to pass the resolution to continue virtual meetings pursuant to AB 361.

Dr. Michael Sackett motioned to approve. Eve Kavanaugh seconded. Unanimous

4. Public Comments

No Comments.

5. Closed Session – Conference with Legal Counsel – Anticipated Litigation (Three Cases) § 54956.9

Eve Kavanaugh motioned to enter closed session at 5:04 p.m. Dr. Michael Sackett seconded.

Unanimous. The board returned to open session at 5:16 p.m. The board approved the settlement for case numbers 1163621, 1194379, and 1990113.

Joshua Cobb joined the board meeting at 5:16 p.m.

6. Finance Training: School Funding and Report Timeline

Jason Sitomer with Charter Impact presented a training on the basics of charter school finance.

7. Discussion and Potential Action on the July Financials

Jason Sitomer with Charter Impact presented to the board. Eve Kavanaugh asked if the COLA is a temporary funding or will it build every year. Jason explained that it's not guaranteed, depends on what the state decides each year, and the COLA compounds on itself year over year. Joshua Cobb asked when does the school recognize the expenses. Eve Kavanaugh asked what the 8% surplus and Jason Sitomer explained the surplus is a build from multiple years and a 5-8% surplus shows a healthy non-classroom-based charter school. Jason said that the state requirement by the 5<sup>th</sup> year is 5% surplus, and MVA has achieved 8% in a shorter amount of time, which shows the school is strong. Dr. Crystal Nasio and Joshua Cobb shared that the board should discuss a goal for a fund balance and future plans. Joshua Cobb motioned to approve. Eve Kavanaugh seconded. Unanimous



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8. Discussion and Potential Action on the Sublease and Shared Use Agreement  
Eve Kavanaugh motioned to approve. Dr. Michael Sackett seconded. Unanimous
9. Discussion and Potential Action on the Proposed Amended Conflict of Interest Code  
Dr. Michael Sackett motioned to approve. Joshua Cobb seconded. Unanimous
10. Discussion and Potential Action on the Sale of Robotics Equipment  
Amy Davis explained that Procopio drafted the document. Amy shared with the board that the MVA Fiscal Policy states that any items worth over one thousand must go to the board for approval. Joshua Cobb motioned to approve. Eve Kavanaugh seconded. Unanimous
11. Discussion and Potential Action on the Resolution Regarding Hiring and Retaining Out of State Employees  
Dr. Erika Vanderspek shared the revised resolution, explaining the addition of the Assistant Director of Human Resources as an eligible position that is completely remote. Dr. Vanderspek explained that the school has the Director of HR that is local for any in person meetings. Joshua Cobb motioned to approve. Dr. Michael Sackett seconded. Unanimous
12. Executive Director's Report  
Amy Davis shared photos and information from the teaching staff back to school professional development meetings held at the beginning of August. Amy also gave an update on enrollment, that the Enrollment Department is currently processing 57 new students. She shared with the board information about MVA's orientation hosted by the Family Liaisons. Amy shared that the Star 360 window (8/17/22 to 8/31/22) is now open. She explained that the school is currently at 59% tested and this is higher than any other year after 1 week. She said that this year the school made some changes to how the school implements Star 360. This year the teachers proctored the test in a two-week window. This connected HST's closer to the assessment process and have deeper conversations with parents about student progress and growth. Amy shared more about the new Space Academy program at MVA. Space Academy starts August 29<sup>th</sup> and offers daily academic instruction and fun enrichment classes. Amy shared the upcoming Back to School Park days and the schedule and themes of the year's park days. She updated the board on the Mission 2 Learn program; MVA added Kindergarten and additional classes in 2nd-5th Grade to clear the waitlists. M2L has a total of 429 students enrolled (compared to 250 last year) and 331 of the 429 are taking both math and language arts. She said that the school is hosting a virtual open house on August 31st to welcome families and classes begin on September 13<sup>th</sup>. Amy shared that the teaching staff have mandatory professional development every 3rd Wednesday and they focus on WASC goals and productivity. She gave an Enrichment update; MVA is currently at a 13-day turnaround for orders. The average is 527 incoming orders per day and an average of 494 processed orders per day. Amy informed the board of the upcoming WASC visit. She said that the virtual substantive change visit will be on Tuesday, September 13th to add 12th grade.
13. Discussion and Potential Action on the Nomination and Appointment of Officers  
Joshua Cobb accepted the appointment as Treasurer for the 2022-2023 school year. Joshua Cobb motioned to approve the positions as stated in the previous meeting minutes reflecting Dr. Crystal Nasio as the Board President, Dr. Michael Sackett as the Board Secretary, Eve Kavanaugh and Eric Eckstrom as members of the board. Eve Kavanaugh seconded. Unanimous



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14. Discussion and Potential Action on the 2022-2023 Board Calendar  
Joshua Cobb motioned to approve the Board Calendar with the addition of the special board meeting on September 15, 2022. Dr. Crystal Nasio seconded. Unanimous
  
15. Consent Agenda  
The following items are considered by the Executive Director to be of a routine nature. The last item in this section is a single vote to approve them en masse with one motion. Any recommendation may be removed at the request of any Board Member and placed on the regular agenda.
  - a. Regular Board Meeting Minutes from June 23, 2022
  - b. Special Board Meeting Minutes from August 11, 2022
  - c. 2022-2023 Compensation Policy
  - d. 2022-2023 English Learner (EL) Master Plan
  - e. Executive Director Divvy TransactionsDr. Michael Sackett motioned to approve the consent agenda. Joshua Cobb seconded. Unanimous
  
16. Announcement of Next Regular Board Meeting  
Next regular meeting is scheduled for September 22, 2022, at 5:00 p.m. Additionally, per item 14, the board will hold a special meeting on September 15, 2022, at 5:00 p.m.
  
17. Adjournment  
Joshua Cobb motioned to adjourn at 6:34 p.m. Dr. Michael Sackett seconded. Unanimous

Prepared by:  
Dr. Erika Vanderspek

Noted by:

Michael Sackett  
Michael Sackett (Sep 19, 2022 09:57 PDT)

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Dr. Michael Sackett, Board Secretary


# MVA Regular Meeting Minutes 8-25-22

Final Audit Report

2022-09-19

Created:	2022-09-19
By:	Audrey Everson (audrey.everson@missionvistaacademy.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAmuclsUdDaNTguVJNBkgHJbWg-mI9yoe

## "MVA Regular Meeting Minutes 8-25-22" History

-  Document created by Audrey Everson (audrey.everson@missionvistaacademy.org)  
2022-09-19 - 4:17:02 PM GMT- IP address: 136.52.65.116
-  Document emailed to chirodocudoc@gmail.com for signature  
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2022-09-19 - 4:30:41 PM GMT- IP address: 66.249.84.81
-  Signer chirodocudoc@gmail.com entered name at signing as Michael Sackett  
2022-09-19 - 4:57:34 PM GMT- IP address: 75.85.220.92
-  Document e-signed by Michael Sackett (chirodocudoc@gmail.com)  
Signature Date: 2022-09-19 - 4:57:36 PM GMT - Time Source: server- IP address: 75.85.220.92
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Mission Vista Academy

# Conflict of Interest Code



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## MISSION VISTA ACADEMY CONFLICT OF INTEREST CODE

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission (FPPC) has adopted a regulation (2 California Code of Regulations §18730) that contains the terms of a standard **conflict of interest code, which can be incorporated by reference in an agency's code. After public notice and hearing, the standard code may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act.**

Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby adopted and incorporated by reference. This regulation and the attached Appendices, designating positions and establishing disclosure categories, shall constitute the conflict of interest code for Mission Vista Academy. This code shall take effect when approved by the Riverside County Board of Supervisors, and shall thereupon supersede any and all prior such codes adopted by Mission Vista Academy but shall supplement any conflict of interest policies adopted in compliance with the laws governing nonprofit corporations.

Individuals holding designated positions shall file statements of economic interests with the Secretary of Mission Vista Academy. Upon receipt of the statements of the members of the Board of Directors, the Secretary shall make and retain copies and forward the originals of these statements to the Clerk of the Riverside County Board of Supervisors. Original statements for all other designated employees shall be retained by the Secretary. All retained statements shall be available for public inspection and reproduction. (Government Code § 81008.)

## APPENDIX A

Designated Positions	Disclosure Category
Members of the Governing Board	1, 2
Executive Director	1, 2
Deputy Executive Director	1, 2
Director of Accounting	2
Assistant Director	3
Teachers	3
Regional Coordinators	3
Director of Special Education	3
Assistant Director of Special Education	3

The Executive Director or designee may determine in writing that a particular consultant or newly created position as set forth in 2 Cal. Code Regs. § 18219, that makes or participates in the making of decisions that may foreseeably have a material effect on any financial interest is hired to perform a range of duties that is limited in scope and thus the broadest disclosure is not necessary. Such written determination shall include a description of the consultant's or new position's duties and, based upon that description, a statement of the extent of disclosure requirements. The Executive Director or designee's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code (Government Code § 81008).

## APPENDIX B

### DISCLOSURE CATEGORIES

#### Category 1 Reporting

Designated positions assigned to this category must report:

- Interests in real property located in whole or in part within two (2) miles of any facility owned or leased by Mission Vista Academy.

#### Category 2 Reporting

Designated positions assigned to this category must report:

- Investments and business positions in business entities or sources of income (including receipt of gifts, loans, and travel payments) from sources that are contractors engaged in the performance of work or services, or sources that manufacture, sell, repair, rent, or distribute school supplies, books, materials, school furnishings, or equipment of the type to be utilized by Mission Vista Academy.

#### Category 3 Reporting

Designated positions assigned to this category must report:

- Investments and business positions in business entities or sources of income (including receipt of gifts, loans, and travel payments) from sources that are engaged in the performance of work or services, or sources that manufacture, sell, repair, rent, or distribute school supplies, books, materials, school furnishings, or equipment of the type to be utilized by the designated person's department, including, for example, vendors providing such goods or services to be utilized in the instruction of students.