

Vista Real Charter High School

Minutes

Operated by Vista Real Charter High School, Inc.

Date and Time

Monday August 26, 2019 at 4:00 PM

Location

4001 Mission Oaks Blvd, Ste. E. Camarillo, CA 93012 Remote Location: 177 Holston Drive, Lancaster, CA 93535 Conference Call (661) 249-6805 Code: 447502

Directors Present

Ernie Villegas, Randell Lawrence, Sean Leonard, Victoria Hancock

Directors Absent

None

Guests Present

Corrine Manley, Jeff Brown (remote), Jeri Vincent (remote), Jonathan Oates, Marlo Hartsuyker

I. Opening Items

A. Pledge of Allegiance

Led by Victoria Hancock

B. Record Attendance and Guests

C. Call the Meeting to Order

Randell Lawrence called a meeting of the board of directors of Vista Real Charter High School to order on Monday Aug 26, 2019 @ 4:00 PM at 4001 Mission Oaks Blvd, Ste. E. Camarillo, CA 93012 Remote Location: 177 Holston Drive, Lancaster, CA 93535 Conference Call (661) 249-6805 Code: 447502.

D. Teleconference Announcements

Randell Lawrence read the following announcements and instructions for members of the public:

TELECONFERENCE ANNOUNCEMENTS

Our teleconference line is open to staff from the charter school as well as members of the public who wish to participate. Staff members on the conference line shall state their names and titles at this time. Members of the public have the right to participate in the Board meeting anonymously. Any members of the public on the conference line, who wish to share their name, may do so at this time.

Randell Lawrence asked if there were any members of the public attending the meeting who wished to offer public comment. There were no members of the public in attendance.

E. Approve/adopt Agenda for the August 26, 2019, Regular Public Meeting of the Board of Directors.

The Board was asked to approve/adopt the Agenda for the August 26, 2019, Regular Public Meeting of the Board of Directors.

Victoria Hancock made a motion to approve/adopt the Agenda for the August 26, 2019, Regular Public Meeting of the Board of Directors.

Sean Leonard seconded the motion.

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

F. Approve Minutes of the June 24 Annual Public Meeting of the Board of Directors.

The Board was asked to approve the Minutes of the June 24, 2019, Annual Public Meeting of the Board of Directors.

Ernie Villegas made a motion to approve the Minutes of the June 24, 2019, Annual Public Meeting of the Board of Directors.

Sean Leonard seconded the motion.

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

G. Approve Minutes of the June 6, 2019 Special Public Meeting of the Board of Directors.

The Board was asked to approve the Minutes of the June 6, 2019, Special Public Meeting of the Board of Directors.

Victoria Hancock made a motion to approve the Minutes of the June 6, 2019, Special Public Meeting of the Board of Directors.

Ernie Villegas seconded the motion.

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

II. SCHOOL REPORTS AND INFORMATION

A. Principal/School Reports

Jon Oates and Corrine Manley reported for the Schools:

Jon Oates reported the following:

- The Ventura, Santa Paula and Port Hueneme sites all have strong enrollment.
- Staff participated in a Threat Assessment Training.
- Experiential Learning Programs are going well.
- The Port Hueneme site is working on dual enrollment classes with Oxnard College.
- The Ventura site is working on dual enrollment classes with Ventura College.
- A Santa Paula student won 1st place for the Ventura County Fair poster design contest.

Corrine Manley reported the following:

- Students engaged in a Southern California college tour
- The School had a Red Star Riders event – students and staff volunteered to build tricycles for kids with disabilities.

- Partnership with UPS

B. Educational Report

At the request of the school leader, a representative of Lifelong Learning Administration Corporation presented the Board with the following reports and discussed the contents thereof:

- 2018-19 Overview/Success
- Special Education Update
- Counseling Update
- English Learner Team Update
- We Believe Goals Report

C. Local Control Funding Formula (LCFF) Priority #3: Parent Engagement Indicator Ratings

At the request of the school leader, a Lifelong Learning Administration Corporation representative presented the Board with the Dashboard Local Indicators Report regarding parent engagement. Last May, School leadership was trained on the self-reflection tool for family engagement, which was developed by the California Department of Education. Principals at the School had staff speak to parents and ask questions using the self-reflection tool. The School received input from parents of English Learners, foster youth, low income and exceptional needs students. This process helped the School improve communication with parents, and the School may benefit by having further outreach activities.

D. 2019-20 Annual Board Meeting Calendar Notice

The Board members were provided with a 2019-2020 Board Meeting Calendar.

E. Update: Sequoia Administrative Resources and Scholastic Education Resources

Legal Counsel informed the Board that further information will be provided at the next Board meeting.

F. Charter Renewal Report

The Board was informed that the Charter for the School is up for renewal. The Charter petition will be submitted to the Ventura County Offices of Education in March.

III. CONSENT AGENDA ITEMS

A. Consent Agenda Items

Actions proposed for the Consent Agenda are items consistent with adopted policies and approved practices of the Charter School, and are deemed routine in nature. The Board was asked to approve all of the Consent Agenda Items by single vote unless any member of the Board or the Public asked that an item be removed from the Consent Agenda and considered and discussed separately.

1. The Board was asked to approve the Administration of Medication Policy.
2. The Board was asked to approve the Section 504 Board Policy, Procedures, and Parent Rights.
3. The Board was asked to approve revisions to the Expense Reimbursement Policy.
4. The Board was asked to approve the revised English Learner Master Plan.

Ernie Villegas made a motion to approve the Consent Agenda Items for the August 26, 2019, Regular Public Meeting of the Board of Directors.
Victoria Hancock seconded the motion.
The board **VOTED** unanimously to approve the motion.

IV. ACTION ITEMS

A. The Board will be asked to approve the Unaudited Actuals for 2018-2019.

At the request of the school leader, a Lifelong Learning Administration Corporation representative presented the Board with the Unaudited Actuals for 2018-2019. After discussion, the following action was taken:

Sean Leonard made a motion to approve the Unaudited Actuals for 2018-2019.
Victoria Hancock seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. The Board will be asked to approve the Charter School Accounting Manual.

At the request of the school leader, a Lifelong Learning Administration Corporation representative informed the Board they are being asked to approve the Charter Schools Accounting Manual based on the California Charter School Accounting and Best Practices Manual, Fiscal Crisis and Management Assistance Team (FCMAT), 2017. After discussion the following action was taken to approve the Charter School Accounting Manual:
Victoria Hancock made a motion to approve the Charter School Accounting Manual.
Ernie Villegas seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

Randell Lawrence Aye
Sean Leonard Aye
Ernie Villegas Aye
Victoria Hancock Aye

C. The Board will be asked to authorize amendments to the Employee Handbook.

Legal Counsel for the School recommended the Board authorize amendments to the Employee Handbook for minor or non-material changes without specific Board action and designate authority for the oversight and final approval of such amendments to the Superintendent.

Sean Leonard made a motion to authorize amendments to the Employee Handbook.
Victoria Hancock seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. The Board will be asked to adopt an updated Conflict of Interest Code.

Legal Counsel for the School informed the Board that the title Regional Vice President has been replaced with Area Superintendent. The Conflict of Interest Code has been updated to reflect this title change. Legal Counsel for the School asked the Board to adopt the updated Conflict of Interest Code.
Sean Leonard made a motion to adopt the updated Conflict of Interest Code.
Victoria Hancock seconded the motion.
The board **VOTED** unanimously to approve the motion.

V. Closed Session

A. ADJOURN OPEN PUBLIC BOARD MEETING TO GO INTO CLOSED SESSION

Conference with Legal Counsel – Anticipated Litigation

Government Code §54956.9(d)(1): (1 matter).

Ernie Villegas made a motion to adjourn the open public Board meeting to go into closed session.

Victoria Hancock seconded the motion.

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

B. ADJOURN CLOSED SESSION AND RECONVENE REGULAR BOARD MEETING

Victoria Hancock made a motion to adjourn the closed session and reconvene the regular Board meeting.

Sean Leonard seconded the motion.

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

C. REPORT OF ACTION TAKEN OR RECOMMENDATIONS MADE IN CLOSED SESSION, IF ANY.

Randell Lawrence reported that there was no action taken in Closed Session.

VI. LEGAL UPDATE

A. Legal Update

Legal Counsel for the School provided the Board with new and updated information regarding legislation affecting charter schools.

VII. PUBLIC COMMENTS

A. Public Comments

Randell Lawrence read the following announcements and instructions for members of the public:

Members of the public who wish to address the Board on any item within the subject matter jurisdiction of the Board, whether or not the item is on the Agenda, may do so now, provided that such members have signed in before the commencement of the meeting. The total time allotted for public comments will not exceed eighteen (18) minutes. The time allotted per presentation will not exceed three (3) minutes, except in the case where a member of the public utilizes a translator, in which case the time allotted will not exceed six (6) minutes.

Members of the public shall be seated in designated areas and may stand but will not be permitted to move about the Board Room during the meeting.

In compliance with the Americans with Disabilities Act (ADA) and upon request, the Board may furnish reasonable auxiliary aids and services to qualified individuals with disabilities. Individuals who require appropriate modification are invited to contact Soliman Villapando at (661) 272-1225 at least forty-eight (48) hours before the scheduled meeting so that the Board may make every reasonable effort to accommodate you.

Randell Lawrence asked if there were any members of the public attending the meeting who wished to offer public comments. There were no members of the public in attendance.

VIII. Closing Items

A. Adjourn Meeting

Sean Leonard made a motion to adjourn the meeting.

Victoria Hancock seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 4:30 PM.

Respectfully Submitted,
Victoria Hancock

IX. ADDITIONAL CORPORATE OFFICERS AND BOARD MEMBERS' OBSERVATIONS AND COMMENTS

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

Ernest "Ernie" Villegas will attend the Ventura County Office of Education meeting. The Board Members discussed searching for an additional board member. Legal Counsel for the School discussed meeting with potential candidates.