

# Vista Real Charter High School

## Minutes

Operated by Vista Real Public Charter, Inc.

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### Date and Time

Monday December 9, 2019 at 4:00 PM

### Location

401 South A. Street, Oxnard, CA 93030 Remote Location: 177 Holston Drive Conference Call:  
(661) 249-6805 Code: 525676

### Directors Present

Ernie Villegas, Randell Lawrence, Sean Leonard, Victoria Hancock (remote)

### Directors Absent

None

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## I. Opening Items

### A. 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 Dec 9, 2019 @ 4:11 PM at 401 South A. Street, Oxnard, CA 93030 Remote Location: 177 Holston Drive Conference Call: (661) 249-6805 Code: 525676.

### B. Record Attendance and Guests

### C. Pledge of Allegiance

Board Member Leonard led the Board in the Pledge of Allegiance.

### D. Staff Introductions

Corrine Manley - Area Superintendent  
Jonathan Oates - Principal  
Bill Thompson - Legal Counsel, Law Offices of Bill J. Thompson  
Guita Sharifi - CFO, LLAC  
Claudio Wohl - SR. VP Finance, LLAC  
Aracely Mayoral - SR. Director of Finance, LLAC  
Michelle Lopez - Legal Counsel, LLAC  
Brian Hadley - Partner, CPA, Wilkinson, Hadley, King & Co., LLP

### E. Approve Agenda for the December 9, 2019, Regular Public Meeting of the Board of Directors.

Sean Leonard made a motion to approve the agenda for the December 9, 2019, Regular Public Meeting of the Board of Directors.  
Ernie Villegas seconded the motion.  
The board **VOTED** to approve the motion.

**Roll Call**

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

**F. Approve Minutes of the October 21, 2019, Regular Public Meeting of the Board of Directors.**

Sean Leonard made a motion to approve the minutes of the October 21, 2019, Regular Public Meeting of the Board of Directors. Operated by Vista Real Charter High School, Inc. on 10-21-19

Ernie Villegas seconded the motion.

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

**Roll Call**

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

**II. Consent Agenda**

**A. Consent Agenda**

Ernie Villegas made a motion to Approve the Consent Agenda items.

Sean Leonard seconded the motion.

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

**Roll Call**

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

**III. PUBLIC COMMENT**

**A. Public Comment**

Board President Lawrence read the following announcement for members of the public:

At this time, members of the public may address the Board on any item within the subject matter jurisdiction of the Board, whether or not the item is on the agenda. If you would like to participate in public comment, you must have signed in before the commencement of the meeting. Also, our teleconference line is open to members of the public who wish to participate in public comment. 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. The total time allotted for public comments will not exceed eighteen (18) minutes per agenda item, or ten (10) minutes for non-agenda items. In accordance with the Brown Act, no action may occur at this time but it is the Board's prerogative to hold a brief discussion, provide information to the public, provide direction to staff, or schedule the matter for a future meeting.

Board President 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.

**IV. School Reports and Information**

**A. Area Superintendent Update**

Corrine Manley provided a presentation to the Board of the school's overall student achievement and demographics. Some areas of accomplishment include: increased staff support; community partnerships with DOR, Interface, and PathPoint; professional development; mock job interviews and career opportunities; experiential learning field trips; PAC meetings; and open houses and events.

Ms. Manley presented areas currently in process, including Workforce Education Coalition partnership, dual enrollment, improved staff development, PLC growth, center expansions, and the Helping Our Parenting students Excel (HOPE) Program. The HOPE program provides a child-friendly academic environment as well as brings in resources and support from the community to help parenting students in a safe environment. The HOPE Program also provides students with mentoring and opportunities to become better role models for their own children.

Ms. Manley reviewed the current student demographics and enrollment by learning and grade level and the student's success rate.

Board Member Leonard asked about a particular MOU with a school partner. Ms. Manley explained that such MOUs include mental health agreements such as suicide counseling and sharing of resources. Board Member Leonard asked if having a social worker is normal for a school, and Ms. Manley explained there is intervention provided for students by school counselors and social workers, which brings an additional layer of support for students.

Board Member Leonard inquired about private nursing rooms for the HOPE program and Ms. Manley stated private areas are provided for students at all learning centers regardless of participation in the HOPE Program.

#### **B. 2019 Student Achievement Data Report**

Corrine Manley provided a presentation to the board on the school's Smarter Balanced Assessment results, growth from the prior year, and the school's program improvements and areas of growth. The presentation also included the California Dashboard 2018 graduation rate by student group.

Board Member Leonard expressed his interest in the school's math scores and improvement. Board Member Villegas explained that students are having trouble reading the math problems so improving math also needs a focus on improving reading. Ms. Manley agreed these are areas the school is currently working on with students and staff.

Board Member Leonard asked if the school offers AP math classes and Ms. Manley stated that is a course offering in which there are a few students enrolled.

#### **C. Charter Renewal Update**

Corrine Manley provided an update to the board on the upcoming charter renewal date, submission process, and Ventura County Board of Education (VCBE) board meeting dates for the public hearing and final vote. Ms. Manley stated the board will be reviewing and approving the charter renewal submission and looks forward to the board members' attendance at the VCBE board meeting.

#### **D. LCFF Local Indicators Update**

Corrine Manley updated the board on Vista Real's mid-year LCFF/LCAP data progress report, including an update of Goals 1 through 5, which included: Goal-1 increased student retention, Goal 2 - increase student credit completion towards a high school diploma, Goal 3 - improve student basic skills in computer literacy, Goal 4 - students will gain college and career readiness, and Goal 5 - increase stakeholder involvement.

#### **E. Legislative Update**

Michelle Lopez directed the board to the information in their board package regarding new laws that impact charter schools in 2020.

**F. Board Meeting Notice**

Board President Lawrence presented the upcoming regular board meeting schedule.

**G. Legal Update**

Bill Thompson discussed with the board new requirements affecting the board due to SB 126, including Conflict of Interest and Public Records Act, effective January 1, 2020.

**V. Action Items**

**A. The Board will be asked to review and approve adoption of the Charter School Accounting Manual**

Guita Sharifi discussed with the board the initial adoption of the Charter School Accounting Manual during the August 2019 board meeting. Ms. Sharifi informed the board this document is continually being reviewed and any recommended changes will be brought to the board for a request for approval. The changes being recommended for approval are specific to Chapter 6 - Conflict of Interest and Gift of Public Funds, which includes a list of expenditures that are considered to serve an educational purpose based on the student population served by the school.

Sean Leonard made a motion to Approve the adoption of the Charter School Accounting Manual.

Ernie Villegas seconded the motion.

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

**Roll Call**

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

**B. The Board will be asked to review and approve the June 30, 2019, Annual Audit Report for the school.**

Brian Hadley directed the board to the audit report and stated the school had an unmodified financial opinion which is positive, and no adjustments or reclassifications were needed. The attendance reports for P-2 and P-Annual are reviewed in accordance with state requirements where no adjustments were needed, and there were no findings for year end June 30, 2019. Ernie Villegas made a motion to Approve the June 30, 2019, Annual Audit Report for the school.

Sean Leonard seconded the motion.

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

**Roll Call**

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

**C. The Board will be asked to review and approve the 2019/2020 First Interim Report for the school.**

Claudio Wohl directed the board to the first interim report and discussed the increase in revenue and expenditures, which is directly related to an increase in the estimated P2 ADA compared to the budget. Mr. Wohl reviewed with the board the various revenue and expenditure categories and the projected year end excess revenue and overall reserve.

Sean Leonard made a motion to Approve the 2019/2020 First Interim Report for the school.

Ernie Villegas seconded the motion.

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

**Roll Call**

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

**D. The Board will be asked to review and approve the E-Rate vendor selections.**

Michelle Simi directed board members to the report in their board packets regarding approval to award E-rate services for the 2020-2021 school year. Ms. Simi reviewed the E-rate competitive bidding process for the provision of networking equipment and cabling services to the school and the scoring process, and provided a summary of the bids. Ms. Simi then presented a recommendation to the board to select the identified vendor as the school's preferred service provider for the 2020-2021 E-Rate funding year.

Sean Leonard asked Ms. Simi who are our CAT 5 vendors and Ms. Simi provided the vendor information.

Ernie Villegas made a motion to Approve the E-Rate vendor selections.

Sean Leonard seconded the motion.

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

**Roll Call**

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

**E. The Board will be asked to review and approve a Human Trafficking Prevention Plan.**

Corrine Manley discussed with the board the draft policy, which is required to be adopted in accordance with Senate Bill 1104 from 2018, which requires the Board of Directors to work with the Charter School to identify the most appropriate methods of informing parents and guardians of students in grades 6 through 12, as applicable, of human trafficking prevention resources, and to implement the methods by January 1, 2020. Ms. Manley also explained to the Board that Ventura County has experienced issues with human trafficking and Vista Real has been directly affected.

Board Member Leonard asked if this is a safety issue for our staff and Ms. Manley stated no, it presents security problems for our students, especially with foster placements. She also noted that the learning centers have a heightened awareness of their internet usage.

Sean Leonard made a motion to Approve a Human Trafficking Prevention Plan.

Ernie Villegas seconded the motion.

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

**Roll Call**

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

**F. The Board will be asked to approve the salary ranges for the Area Superintendent position.**

Chad Gray presented the salary range for the Area Superintendent position and the various entities reviewed to determine a competitive and fair market salary range, including the AASA Superintendent Association 2018-2019, superintendent salary/benefits studies 2019, the CDE's statewide average salaries from the School Accountability Report Card, and neighboring school district salary ranges.

Ernie Villegas made a motion to Approve the salary ranges for the Area Superintendent position.

Sean Leonard seconded the motion.  
The board **VOTED** to approve the motion.

**Roll Call**

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

**G. The Board will be asked to approve the amended Conflict of Interest Code.**

Bill Thompson explained that the Conflict of Interest Code has been updated to include the required positions for Form 700 filings and alignment with the school's organizational structure.

Sean Leonard made a motion to Approve the amended Conflict of Interest Code.

Ernie Villegas seconded the motion.

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

**Roll Call**

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

**VI. Closing Items**

**A. Adjourn Meeting**

Board President Lawrence thanked Ms. Manley for her presentations and all the school updates and reports. Board Member Villegas thanked Ms. Manley for working together to create new community relationships and tours. Board Member Leonard thanked Board Member Villegas and his work with Ms. Manley.

Sean Leonard made a motion to Adjourn the Meeting.

Ernie Villegas seconded the motion.

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

**Roll Call**

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:35 PM.

Respectfully Submitted,  
Victoria Hancock

**B. General Notifications**

**Accommodations.** Requests for disability-related modifications or accommodations, or translation services, in order to enable all individuals to participate in the Charter School's open and public meetings shall be made by contacting Soliman Villapando at (661) 272-1225 at least twenty four (24) hours before the scheduled meeting.

**Non-Discrimination.** The Charter School prohibits discrimination, harassment, intimidation, and bullying based on the actual or perceived characteristics of disability, gender, gender identity, gender expression, nationality, national origin, ancestry, race or ethnicity, color, religion, sex, sexual orientation, immigration status, potential or actual parental, family or marital status, age, or association with an individual who has any of the aforementioned characteristics, or any other basis protected by federal, state or local law.

**Public Documents.** Documents provided to a majority of the governing board regarding an open session item on this agenda will be made available for public inspection at Charter

School offices located at 401 South A. Street, Oxnard, CA, 93030 during normal business hours.