

# Vista Real Charter High School

## Minutes

Operated by Vista Real Charter High School, Inc.

A California Non-Profit Public Benefit Corporation

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### Date and Time

Tuesday August 25, 2020 at 4:00 PM

### Location

Conference Line: (661) 249-6805 Code: 525676

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### MEETING LOGISTICS

On March 17, 2020, Governor Newsom issued Executive Order N-29-20 related to the COVID-19 pandemic. The Executive Order allows state bodies covered by the Brown Act to hold public meetings via teleconferencing. The public is encouraged to participate in the meeting telephonically by dialing the conference line listed above and may submit written comments for prior consideration to the board members. Comments can be submitted to [vmendoza@vrchs.org](mailto:vmendoza@vrchs.org). Public comment on the day of the meeting can also be given during the "Public Comment" section of the meeting agenda.

### REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY

Please see the "Accommodations" notice below.

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### Directors Present

Ernie Villegas (remote), Marybeth Jacobsen (remote), Randell Lawrence (remote), 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 Tuesday Aug 25, 2020 @ 4:02 PM.

Board President Lawrence read aloud the notices regarding meeting logistics and accommodations.

### B. Record Attendance and Guests

#### Staff Introductions:

Corrine Manley, CEO & Area Superintendent

Jeri Vincent, Corporate CFO/Secretary

Jonathan Oates, Principal

Jeff Martineau, V.P. of Charter Relations

Bill Thompson, Legal Counsel  
Guita Sharifi, CFO, LLAC  
Michelle Lopez, Legal Counsel, LLAC  
Tres Simi, V.P. of Facilities, LLAC

Marlo Hartsuyker, Director of Charter School Support and Oversight, Ventura County Office of Education

**C. Pledge of Allegiance**

Board President Lawrence led the pledge of allegiance.

**D. Approve Agenda for the August 25, 2020, Regular Public Meeting of the Board of Directors.**

Ernie Villegas made a motion to approve the agenda for the August 25, 2020, Regular Public Meeting of the Board of Directors.

Victoria Hancock seconded the motion.

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

**Roll Call**

Victoria Hancock Aye  
Marybeth Jacobsen Aye  
Randell Lawrence Aye  
Ernie Villegas Aye

**E. Approve Minutes of the June 8, 2020, Regular Public Meeting of the Board of Directors.**

Victoria Hancock made a motion to approve the minutes from the June 8, 2020, Regular Public Meeting of the Board of Directors. Operated by Vista Real Public Charter, Inc. on 06-08-20.

Ernie Villegas seconded the motion.

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

**Roll Call**

Ernie Villegas Aye  
Marybeth Jacobsen Abstain  
Randell Lawrence Aye  
Victoria Hancock Aye

**II. Consent Agenda**

**A. Consent Agenda**

Board President Lawrence asked if anyone would like to discuss any items on the consent agenda. Hearing none, Board President Lawrence asked for a motion.

Victoria Hancock made a motion to approve the consent agenda.

Marybeth Jacobsen seconded the motion.

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

**Roll Call**

Randell Lawrence Aye  
Marybeth Jacobsen Aye  
Victoria Hancock Aye  
Ernie Villegas Aye

**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 who wished to offer public comment. There were no members of the public who offered public comment or submitted written comment.

#### **IV. Public Hearing**

##### **A. Open Public Hearing**

Ernie Villegas made a motion to open the public hearing.

Marybeth Jacobsen seconded the motion.

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

##### **Roll Call**

Randell Lawrence Aye

Victoria Hancock Aye

Ernie Villegas Aye

Marybeth Jacobsen Aye

##### **B. The Board will hold a public hearing to solicit the recommendations and comments of members of the public regarding the Learning Continuity Plan for the 2020-2021 school year.**

Board President Lawrence opened the public hearing at 4:12 pm and read aloud the following announcement: The board has allotted 30 minutes for this public hearing. Members of the public shall have 3 minutes each to address the board during the public comment section of this hearing. The board may extend this time upon majority vote. The board will first hear a presentation on the draft Learning Continuity Plan from Corrine Manley, Area Superintendent.

Ms. Manley provided background information on the development of the school's Learning Continuity Plan ("LCP") and informed the board the LCP replaces the Local Control Accountability Plan for the 2020–21 school year. Ms. Manley reviewed each section of the LCP, including plans for in-person instruction according to public health guidance, and distance learning, while providing critical opportunities for stakeholder engagement.

Board Secretary Hancock complimented Ms. Manley on the detailed and thorough plan.

Board President Lawrence asked about the student engagement and inquired if Ms. Manley has seen a decline in student participation. Ms. Manley explained the school has seen a decline in student engagement, which is due to several factors such as access to technology, personal challenges during the pandemic, access to basic necessities, and the lack of one-on-one interaction with teachers. Ms. Manley stated the LCP addresses these issues and various methods the school will utilize to increase student engagement, including social/emotional and technology training for all staff.

Board Member Villegas inquired about how additional resources for students are provided throughout the county and whether the school has encountered any difficulties in obtaining resources for our students and their families. Ms. Manley explained the process varies from

city to city with some cities being easier to access than others; but overall the process has been improving and becoming easier for students and their families to access support and the communities have been very involved in resolving issues as they arise.

Board Secretary Hancock asked about English Learner students and whether there are programs available to translate information into their native language. Ms. Manley discussed the current student population and explained there are various levels within the curriculum to accommodate a student's proficiency level.

Board President Lawrence asked if there were any members of the public on the conference line who wished to provide recommendations or comments, or if there were any written comments submitted to the board. Hearing none, Board President Lawrence thanked Ms. Manley for her presentation.

### **C. Close Public Hearing**

Hearing no comments from the public, Board President Lawrence closed the public hearing at 4:43 pm.

Victoria Hancock made a motion to close the public hearing.

Marybeth Jacobsen seconded the motion.

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

#### **Roll Call**

Marybeth Jacobsen Aye  
Randell Lawrence Aye  
Victoria Hancock Aye  
Ernie Villegas Aye

## **V. School Reports and Information**

### **A. Area Superintendent Update**

Corrine Manley presented an update on the school's instruction program and learning center operations for the 2020-21 school year.

- Over 90% of students have completed their Master Agreements for the new school year, which is impressive given that the team accomplished this virtually. The school is focused on student engagement, technology for students, and progressing students toward graduation.
- Students are being served remotely with only brief in-person meetings, as needed, to support students with distance learning needs.
- Activities available to students virtually include college tours, recognition ceremonies, wellness groups, and the HOPE program's virtual support groups for pregnant and parenting students.
- Vista Real has graduated 88 students since March with graduation ceremonies held either via drive-thru or "parades."
- Vista Real had a strong July program serving students interested in credit recovery or enrichment.
- Ventura County is close to being removed from the COVID-19 monitoring list and, if removed, the school is planning to continue serving students through distance learning during the first semester.
- In-person instruction and remote learning will be determined on a student-by-student basis and the school will prioritize high needs populations such as homeless, foster youth, English Learners, and special education students.
- Staff attended a webinar on Proactive School Education: Managing the Aftermath of a Major Racial Incident where expert guest lecturers and educators helped staff navigate tough conversations around racism and inequality in school. Feedback has been overwhelmingly positive and the school will continue to provide opportunities for staff and students to safely learn and participate in ongoing dialogue regarding racism.

Ms. Manley also informed the board of the Ventura County Office of Education's annual Charter Board Governance Workshop for governance training being held via ZOOM on October 14, 2020 from 5:30 pm-7:30 pm presented by Young, Minney & Corr. Ms. Manley will provide the board with the specific information and will coordinate their registration for this required annual training. If a member is unable to attend this training, the school will coordinate another training to accommodate the required annual training.

#### **B. Facilities Update**

Corrine Manley updated the board on the recent real property purchase, APN: 103-0-091-105, and introduced Tres Simi to provide additional updates on the new Santa Paula relocation facility. Mr. Simi updated the board on the final concessions received from the seller during escrow, the status of the remodel plan with the city and architect, and the anticipated operating date is still on target for early 2021.

Board President Lawrence requested Mr. Simi to provide all bids and a bid analysis for the board's review.

#### **C. Finance Update**

Jeri Vincent informed the board of the numerous changes at the state level impacting the school's budget, which will be presented in further detail under the unaudited financials item later on in the agenda.

#### **D. 2020-21 Board Meeting Dates and Times Notice**

Board President Lawrence reviewed the upcoming regular board meeting schedule and directed the board to the schedule located in their board package. Board President Lawrence called attention to the start time of 11:00 am for the September 16, 2020 regular board meeting.

### **VI. Action Items**

#### **A. The Board will be asked to approve the COVID-19 Plan for Resuming In-person Instruction for the 2020-2021 School Year, an addendum to the school's Health and Safety Plan.**

Corrine Manley presented the school's COVID-19 Plan for resuming in-person instruction for the 2020-2021 school year. Ms. Manley explained that the plan addresses how to resume in-person instruction to ensure the safety and well being of students and staff. The school uses current guidance from the CDC, CDPH and local public health agencies to determine whether to resume in-person instruction at school sites. This guidance addresses the wearing of face coverings, social distancing, increased hygiene practices, training and education of staff and families, screening, internal contact tracing and reporting procedures, and criteria for temporary or partial site closures.

Board Secretary Hancock inquired about the school's plans for handling parent visits at the learning center. Ms. Manley explained all parent visits will be arranged by appointment only and all visitors will follow the same entrance requirements, have access to personal protection equipment if needed, and the center will maintain a limited occupancy.

Board Member Jacobsen asked for confirmation that the plan takes into consideration the Ventura County guidelines as well as the guiding principles from state and local agencies as stated in the beginning of the plan. Ms. Manley confirmed that was correct.

Board Member Jacobsen inquired about the potential impact of the closing of a learning center for 24 hours due to an individual testing positive for COVID. Ms. Manley explained the operational and instructional flexibility of the program that allows each center to accommodate this protocol. Board Member Jacobsen clarified whether language that states

it is "essential" to wear a masks means that masks are "mandatory," and Ms. Manley confirmed this was correct.

Board Member Jacobsen inquired about the location of plexi-glass at the learning centers. Jon Oates explained that plexi-glass is installed at all front entrance desks, face-to-face interaction areas, counseling areas, conference rooms, and between teacher desks. Board Member Jacobsen expressed the monumental undertaking the school has performed to ensure staff and student safety and complimented Ms. Manley and her team on the details of the plan.

Board President Lawrence inquired about the process for determining whether a student would be considered exempt from the mask requirement. Ms. Manley stated this would require a doctor's approval and the school would try to serve the student in a remote setting. Ernie Villegas made a motion to approve the COVID-19 Plan for Resuming In-person Instruction for the 2020-2021 School Year, an addendum to the school's Health and Safety Plan.

Marybeth Jacobsen seconded the motion.  
The board **VOTED** to approve the motion.

**Roll Call**

Marybeth Jacobsen Aye  
Victoria Hancock Aye  
Ernie Villegas Aye  
Randell Lawrence Aye

**B. The Board will be asked to approve the policy on Comprehensive Sexual Health and HIV/AIDS Prevention Instruction.**

Corrine Manley discussed with the board the draft policy on Comprehensive Sexual Health and HIV/AIDS Prevention Instruction, which explains the state requirement for the school to provide comprehensive sexual health education for students in grades 7 through 12 in accordance with Assembly Bill 2601, the California Healthy Youth Act. Ms. Manley also explained to the Board that the school's authorizer, the Ventura County Office Education, has since requested the school develop a written policy to formalize the school's Comprehensive Sexual Health and HIV/AIDS Prevention Instruction.

Victoria Hancock made a motion to approve the policy on Comprehensive Sexual Health and HIV/AIDS Prevention Instruction.

Marybeth Jacobsen seconded the motion.  
The board **VOTED** to approve the motion.

**Roll Call**

Randell Lawrence Aye  
Marybeth Jacobsen Aye  
Victoria Hancock Aye  
Ernie Villegas Aye

**C. The Board will be asked to approve the Unaudited Actuals for the 2019-20 school year.**

Corrine Manley informed the board the unaudited actuals report is the last financial report of the year and provides a summary of how the school performed financially in year 2019-20. Ms. Manley then introduced Guita Sharifi and asked her to present the school's report.

Ms. Sharifi explained the school prepared the unaudited actuals report in a different format due to a glitch in the California Department Education's software. If the software is revised prior to the submission due date, the school will submit the report in the usual electronic format (SACS format). Ms. Sharifi reviewed the report with the board, which includes the overall revenue, expenditures and excess revenue, and the balance sheet information showing the school's year-end assets and liabilities. Ms. Sharifi informed the

board there have been continuous changes at the state level that have impacted the school's projected financials for 2020-21. Some of these changes affect the school's revenue and cash flow. Ms. Sharifi discussed the changes, including an ADA hold harmless clause imposed by the budget trailer bill, the LCFF base grant amount and COLA, increases in cash deferrals, and adjustments to the special education base rate.

Board President Lawrence asked Ms. Sharifi to clarify the updated budget received by the board prior to the board meeting. Ms. Sharifi reviewed the report in detail with the board members.

Board Member Jacobsen asked for an explanation of the capital expenditures listed in the report. Ms. Sharifi explained this includes the recent building acquisition and improvements. Victoria Hancock made a motion to approve the Unaudited Actuals for the 2019-20 school year.

Marybeth Jacobsen seconded the motion.  
The board **VOTED** to approve the motion.

**Roll Call**

Marybeth Jacobsen Aye  
Ernie Villegas Aye  
Randell Lawrence Aye  
Victoria Hancock Aye

**D. The Board will be asked to approve the revised Charter School Accounting Manual.**

Corrine Manley informed the board the charter school accounting manual has been updated, and then introduced Guita Sharifi to provide additional information.

Ms. Sharifi directed the board to the summary and redline changes recommended to the charter school accounting manual to address electronic approvals, add the use of facsimile signatures to the accounts payable and payroll processes, and revise the gifts of public funds section.

Board President Lawrence asked for further clarification on the gift of public funds, and Ms. Sharifi explained the purpose of the changes to this section of the manual.

Victoria Hancock made a motion to approve the revised Charter School Accounting Manual.  
Ernie Villegas seconded the motion.

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

**Roll Call**

Randell Lawrence Aye  
Marybeth Jacobsen Aye  
Victoria Hancock Aye  
Ernie Villegas Aye

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

Jeri Vincent explained that the Conflict of Interest Code has been updated to include the number of positions on Exhibit A, Designated Positions. Ms. Vincent recommended the board approve the amended Conflict of Interest Code.

Board President Lawrence clarified with Ms. Vincent details regarding the amendments, and then asked for a motion.

Ernie Villegas made a motion to approve the amended Conflict of Interest Code.

Marybeth Jacobsen seconded the motion.

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

**Roll Call**

Victoria Hancock Aye  
Ernie Villegas Aye  
Randell Lawrence Aye

Marybeth Jacobsen Aye

**F. The Board will be asked to accept the resignation of Dr. Caprice Young as Superintendent of the School and remove as an authorized bank account signer.**

Jeri Vincent informed the board of Dr. Caprice Young's resignation and thanked Dr. Young for her service. Ms. Vincent recommended the board accept the resignation of Dr. Young and remove her as an authorized bank account signer.

Marybeth Jacobsen made a motion to accept the resignation of Dr. Caprice Young as Superintendent of the School and remove as an authorized bank account signer.

Victoria Hancock seconded the motion.

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

**Roll Call**

Victoria Hancock Aye

Randell Lawrence Aye

Ernie Villegas Aye

Marybeth Jacobsen Aye

**VII. Additional Corporate Officers and Board Members' Observations and Comments.**

**A. Observations and Comments**

Board President Lawrence expressed his gratitude for the well-prepared reports and meeting.

Board Member Villegas expressed his gratitude for being apart of this organization especially during this challenging time and thanked the school leaders for their work to ensure the safety of staff and students.

Board Secretary Hancock complimented the excellent and concise plans and thanked Ms. Manley and her team.

Board Member Jacobsen also complimented the staff and their tremendous efforts and time in preparing the plans to ensure a safe environment for students and staff.

**VIII. Closing Items**

**A. Adjourn Meeting**

Victoria Hancock made a motion to adjourn the meeting.

Marybeth Jacobsen seconded the motion.

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

**Roll Call**

Victoria Hancock Aye

Marybeth Jacobsen Aye

Randell Lawrence Aye

Ernie Villegas Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:36 PM.

Respectfully Submitted,

Victoria Hancock

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**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.** To request documents provided to a majority of the governing board regarding an open session item on this agenda, please send an email request to [vmendoza@vrchs.org](mailto:vmendoza@vrchs.org).