

Vista Real Charter High School

Minutes

Operated by Vista Real Public Charter, Inc.

A California Non-Profit Public Benefit Corporation

Date and Time

Monday October 19, 2020 at 4:00 PM

Location

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

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. 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.

Directors Present

Ernie Villegas (remote), Marybeth Jacobsen (remote), Randell Lawrence (remote), Victoria Hancock (remote)

Directors Absent

None

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 Oct 19, 2020 @ 4:00 PM.

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

B. Roll Call and Establishment of Quorum

C. Pledge of Allegiance

Board Member Villegas led the pledge of allegiance.

D. Staff Introductions

Corrine Manley, CEO & Area Superintendent
Jeri Vincent, Corporate CFO/Secretary
Sharie Strasburger, Principal
Jonathan Oates, Principal
Jeff Martineau, V.P. of Charter Relations
Gregory Bordo, Legal Counsel
Bill Thompson, Legal Counsel
Guita Sharifi, CFO, LLAC
Michelle Lopez, Legal Counsel, LLAC
Tres Simi, V.P. of Facilities, LLAC

E. Approve Agenda for the October 19, 2020, Regular Public Meeting of the Board of Directors

Victoria Hancock made a motion to approve the agenda for the October 19, 2020, 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
Marybeth Jacobsen Aye
Victoria Hancock Aye
Ernie Villegas Aye

F. Approve Minutes of the September 16, 2020, Regular Public Meeting of the Board of Directors

Victoria Hancock made a motion to approve the minutes from the September 16, 2020, Regular Public Meeting of the Board of Directors Operated by Vista Real Charter High School, Inc. on 09-16-20.
Marybeth Jacobsen seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

II. PUBLIC COMMENT

A. Public Comment

Board President Lawrence read the following announcement for the 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.

III. School Reports and Information

A. Area Superintendent Update

At the request of the board members from the previous meeting, Corrine Manley presented the following information:

1. Board Recognition of Staff. Ms. Manley suggested that board members could provide positive written or video messages to staff. Board President Lawrence expressed his support for both ideas and recommended to start with a school wide message with individual staff recognition messages later in the school year. Board members and Ms. Manley further discussed the process of developing the messages and a timeline for distribution.
2. Student Engagement Data and the Impact of COVID-19 on Student Performance. Ms. Manley directed the board to the student data report she provided to board members last week and discussed the various factors impacting student engagement and credit completion. Ms. Manley then explained the school's process for addressing each area and increasing both credit completion and student engagement.

Board President Lawrence thanked Ms. Manley for the data and discussion.

B. Principal Update

Sharie Strasburger provided the following updates:

- Staff are conducting student home visits. There were 50 student home visits from the Oxnard learning center and 20 student home visits from the Simi Valley learning center. The school is also utilizing a "CareVan" for the home visits providing necessary supplies to students and their families.
- The school held a virtual meeting with staff, parents, and students to discuss the school's re-opening plans, the online parent portal, and services available to the students.
- The school held an awards ceremony event and received positive feedback from students and parents.
- Facility improvements are moving forward for the Ventura and Santa Paula learning centers.

C. Facilities Update

Corrine Manley introduced Tres Simi, who informed the board the building permit for the Santa Paula learning center has been approved but the team is waiting to receive the building permit documentation to begin construction. Mr. Simi also informed the board the school will begin the demolition work to help mitigate construction delays while waiting on the receipt of the building permit.

Board President Lawrence thanked Mr. Simi for the update and commented that delays in construction are difficult to avoid.

D. Finance Update

Jeri Vincent introduced Guita Sharifi to provide an update on recent financial activities.

Ms. Sharifi informed the board the state will be deferring approximately 39% of the school's principal apportionment beginning February 2021 through the remainder of the school year and the school will be requesting that the board approve a temporary increase in the line of

credit due to the cash payment deferral. Ms. Sharifi also informed the board the school is reviewing additional borrowing options to be presented at the next regular board meeting. Ms. Sharifi updated the board on the status of the school's first interim and independent annual audit reports, which will be presented during the next regular board meeting.

E. Current Vendor List

Jeri Vincent directed the board to the vendor list, which is a listing of all of the school's vendors with a brief description of services. Ms. Vincent asked the board to review the list of vendors and also informed the board this will be an annual informational report.

F. Update on Area Superintendent Evaluation Policy

Jeri Vincent directed the board to the draft Area Superintendent Evaluation Policy and Procedures for the board's review and input. Ms. Vincent recommended the board take action for approval during the next regular board meeting. The draft policy describes an annual evaluation process based on specified criteria to be based on the school's goals and success indicators agreed upon by the board, Corporate Officers and the Area Superintendent, and the development of a specific written instrument to be used in the final evaluation.

Board Member Villegas commented that he looks forward to establishing an evaluation policy for the Area Superintendent. Ms. Vincent agreed and thanked the board for their interest in developing the policy.

Board President Lawrence stated he looks forward to a positive evaluation process.

IV. Action Items

A. The Board will be asked to approve the Vista Real Comprehensive Support and Improvement (CSI) Plan

Corrine Manley directed the board to the Comprehensive Support and Improvement (CSI) plan included in the board packet, and explained that the school was identified for CSI due to the single year cohort graduation rate of 67.8% for a two-year average (2018 & 2019), which was slightly below the federal threshold of 68%. Ms. Manley noted Vista Real had actually shown an impressive 13.7% increase in its graduation rate from 2018 to 2019 as a result of the school's initiatives and programs to assist students in their graduation goals. Ms. Manley explained that the graduation rate indicator changed from a one-year to a two-year indicator after the CDE was audited by the U.S. Department of Education. Ms. Manley noted that the school met the original CDE policy under original one-year graduation rate indicator. The school has discussed the issue with the CDE, which acknowledged the unfortunate situation.

Ms. Manley discussed the impact of COVID-19 on the graduation rate at the end of last school year but noted that she anticipates the school to show a significant increase in the 2020-21 school year. Ms. Manley further discussed the school's process and the dedicated team supporting the seniors, including the school's PLC teams that meet regularly to review data and collaborate on ideas to support the seniors more effectively.

Board Member Villegas and Ms. Manley discussed the differences and comparison of the school's graduation rate compared to the traditional high school district graduation rates and other alternative schools. Board Member Villegas inquired about the time and resources that are required to improve the graduation rate and Ms. Manley informed the board many of these plans were in place prior to being identified for CSI, which attributed to the school's 13.7% increase.

Board Member Jacobsen recognized the school's dedication in taking the graduation rate seriously and asked that Ms. Manley include the senior graduation data in her quarterly school reports to the board. Board Member Jacobsen and Ms. Manley then discussed

federal Title I funds and reporting requirements should the school choose to accept Title I funds in the future.

Marybeth Jacobsen made a motion to approve the Vista Real Comprehensive Support and Improvement (CSI) Plan.

Victoria Hancock seconded the motion.

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

Roll Call

Randell Lawrence Aye

Ernie Villegas Aye

Marybeth Jacobsen Aye

Victoria Hancock Aye

B. The Board will be asked to approve a temporary line of credit limit increase due to the State apportionment deferral period starting in February 2021

Corrine Manley introduced Guita Sharifi to discuss the temporary line of credit limit increase. Ms. Sharifi explained that due to the state apportionment deferrals beginning February 2021, the school will need to temporarily increase its line of credit with Hanmi Bank to maintain minimum levels of cash during the deferral of apportionment payments and repayment by November 2021.

Board Member Jacobsen inquired about the interest rate of the line of credit and how the reserves will be utilized during the deferral period. Ms. Sharifi explained the reserves will be utilized first before borrowing funds but the school is anticipating the deferrals to extend for five months, which will exceed the school's reserve funds.

Board President Lawrence clarified with Ms. Sharifi that the line of credit is only being used if needed and will be promptly repaid.

Ernie Villegas made a motion to approve a temporary line of credit limit increase due to the State apportionment deferral period starting in February 2021.

Victoria Hancock seconded the motion.

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

Roll Call

Marybeth Jacobsen Aye

Victoria Hancock Aye

Ernie Villegas Aye

Randell Lawrence Aye

C. The Board will be asked to approve the revised Vista Real Charter High School Conflict of Interest Policy

Corrine Manley reported that the school's legal counsel regularly monitors corporate documents to make sure they are updated as necessary and conform with current legislation and good general practice. The Conflict of Interest Policy has been updated to ensure that its language is consistent with current requirements. Ms. Manley discussed with the board the actions that can constitute a conflict of interest, and disclosure requirements.

Bill Thompson further discussed examples of actual or potential conflicts of interest and the importance of quickly addressing any potential conflict of interest with the corporate officers or school legal counsel.

Victoria Hancock made a motion to approve the revised Vista Real Charter High School Conflict of Interest Policy.

Ernie Villegas seconded the motion.

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

Roll Call

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

D. The Board will be asked to approve the revised salary ranges for the Area Superintendent

Jeri Vincent informed the board that due to the expansion of the roles and responsibilities of the Area Superintendent, an updated compensation study was requested to be performed by outside legal counsel, Greg Bordo of Blank Rome LLP. Ms. Vincent introduced Mr. Bordo to present the study.

Mr. Bordo reviewed for the Board its obligations when considering compensation, the laws applicable to compensation for executives of non-profit entities, and other pertinent legal considerations. Mr. Bordo discussed the research and analysis performed in determining the prevailing ranges for public and charter school superintendent compensation in California, including by comparing factors such as district size (ADA), geographic location, and student demographics. Mr. Bordo then explained that the proposed new range for area superintendent salary is within the range of reasonableness based upon the market data obtained.

Board President Lawrence and Mr. Bordo engaged in a further discussion of the recommended salary ranges as compared to the market study.

Ernie Villegas made a motion to approve the revised salary ranges for the Area Superintendent.

Victoria Hancock seconded the motion.

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

Roll Call

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

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

A. Observations and Comments

Board Secretary Hancock thanked Ms. Manley for her dedication and support to staff and students.

Board Member Jacobsen complimented Ms. Manley on a wonderful job during these very trying times and for leading the school and maintaining staff moral. Ms. Manley thanked her phenomenal staff and commented that the school's successes are due to their tremendous efforts and dedication to the students.

Board Member Villegas recognized the school's Principals for their continued dedication and efforts in keeping staff and students supported and engaged.

Board President Lawrence thanked the school staff, legal counsel, and the board members for their time commitments and support to the school.

VI. 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

Ernie Villegas Aye

Victoria Hancock Aye

Marybeth Jacobsen Aye

Randell Lawrence Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 4:59 PM.

Respectfully Submitted,
Victoria Hancock

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.