

Vista Real Charter High School

Minutes

Operated by Vista Real Public Charter, Inc.

A California Non-Profit Public Benefit Corporation

Date and Time

Monday March 8, 2021 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

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

Randell Lawrence called a meeting of the board of directors of Vista Real Charter High School to order on Monday Mar 8, 2021 at 4:01 PM.

B. Roll Call and Establishment of Quorum

C. Pledge of Allegiance

Board Member Jacobsen led the pledge of allegiance.

D. Staff Introductions

Corrine Manley, CEO & Area Superintendent

Jonathan Oates, Principal

Sharie Strasburger, Principal

Jeff Martineau, V.P. of Charter Relations

Bill Thompson, Legal Counsel

Guita Sharifi, CFO, LLAC

Tres Simi, V.P. of Facilities, LLAC

Michelle Lopez, Legal Counsel, LLAC

Michelle Simi, Director of Business Services, LLAC

E. Approve Agenda for the March 8, 2021, Regular Public Meeting of the Board of Directors

Victoria Hancock made a motion to approve the agenda for the March 8, 2021, regular public meeting of the Board of Directors.

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

F. Approve Minutes of the December 7, 2020, Regular Public Meeting of the Board of Directors

Ernie Villegas made a motion to approve the minutes from the December 7, 2020 regular public meeting of the Board of Directors Operated by Vista Real Public Charter, Inc. on 12-07-20.

Victoria Hancock seconded the motion.

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

Roll Call

Marybeth Jacobsen Aye

Ernie Villegas Aye

Victoria Hancock Aye

Randell Lawrence Aye

II. Consent Agenda

A. Consent Agenda Items

Board President Lawrence announced the consent agenda items and asked if any board member would like to discuss any of the agenda items for action separately.

Board Member Jacobsen requested Consent Agenda Item Number 3, the disposal of non-working and/or obsolete technology equipment, be pulled for discussion.

Board President Lawrence asked if anyone would like to discuss any other items on the consent agenda. Hearing none, Board President Lawrence asked for a motion to approve Consent Agenda Items 1, 2, 4, 5, 6, and 7.

Victoria Hancock made a motion to approve Consent Agenda Items 1, 2, 4, 5, 6, and 7.

Ernie Villegas seconded the motion.

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

Roll Call

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

Board Member Jacobsen stated it is not always easy to find places to dispose of equipment and asked where the equipment will be disposed of while being mindful of all the rules and regulations. Michelle Simi informed the board that they hire a company that is licensed by the State as an e-waste recycler and pay for the equipment to be disposed of properly. Ms. Simi further assured the board that all hard drives are properly destroyed prior to being recycled.

Board President Lawrence asked if anyone had any further questions or concerns regarding Consent Agenda Item 3. Hearing none, Board President Lawrence asked for a motion to approve the disposal of non-working and/or obsolete technology equipment.

Marybeth Jacobsen made a motion to approve Consent Agenda Item 3 - the disposal of non-working and/or obsolete technology equipment.

Victoria Hancock seconded the motion.

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

Roll Call

Marybeth Jacobsen Aye
Randell Lawrence Aye
Ernie Villegas Aye
Victoria Hancock 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. School Reports and Information

A. Area Superintendent Update

Corrine Manley welcomed the board and reviewed the recent school activities with the board. Ms. Manley explained Ventura County is moving toward an improved infection rate and more people are getting vaccinated, so the school is preparing to possibly reopen the learning centers for limited appointments the week of April

12. The school has plans in place that follow both CDC and VCPH guidelines and will transition slowly with teachers on-site 2x/week and hopefully transition to a fulltime program by the end of summer.

Ms. Manley explained the Ventura County Office of Education (VCOE) has been incredibly proactive in ensuring county educators all have the opportunity to be vaccinated by the end of March. VCOE is scheduling specific schools for vaccines at the VCOE vaccine center. Some Vista Real staff have been vaccinated and the school is confident that whoever wants to be vaccinated will have the opportunity to be fully vaccinated, meaning both doses, by next month.

Ms. Manley informed the board that the school is in the process of completing its WASC self-study. Ms. Manley reminded the board WASC is the Western Association for Schools and Colleges and is the organization that accredits schools throughout California. There is a six-year accreditation cycle, and the school is up for re-accreditation in the 2021-2022 school year. Ms. Manley then explained the WASC self-study process is a very thorough written report and requires a visit from a WASC committee. The WASC visit is scheduled for the week of November 15-17, 2021, with a meet and greet the afternoon of November 14. During the WASC committee three-day visit, the committee will speak to staff, students, parents, and board members. Ms. Manley asked the board to note the committee visit and will provide a more detailed schedule prior to the visit.

Ms. Manley then directed the board to the school's data report for the 2020-2021 Learning Periods 1-8, and reviewed with the board the student credit completion average, student engagement average, average daily attendance, core versus elective credits, current data compared to last school year prior to the pandemic, and 2020-21 senior cohort data.

Board Member Jacobsen commented on the phenomenal job Ms. Manley is doing and thanked her and her staff for all of their hard work.

B. Principal Update

Jonathan Oates greeted the board and presented the following school updates:

- Upcoming Graduation Dates by Learning Centers: June 10: Ventura, Simi Valley and Camarillo; June 11: Santa Paula and Oxnard; and June 24: Port Hueneme
- State and testing plan update
- NCAA approval in Simi; Camarillo is coming soon
- Community mask and PPE equipment distribution
- National Random Acts of Kindness Day
- Relocation to the new Santa Paula learning center this month
- Santa Paula Rotary Club
 - Board Member Ernie Villegas arranged a meeting for us. They learned a lot about us and two developments came from this meeting: Interact Club being set up at our Santa Paula center and they will choose one Santa Paula student to provide a \$1,000 scholarship.
- Learning centers limited re-opening and school reopening guidelines
- Saturday and Sunset School in Oxnard March 6 through May 27
- Dual enrollment updated with Oxnard College, Ventura College and West Hills. 20 students currently dual enrolled at Oxnard College.
- First HiSET test occurring in March. We are a HiSET provider to Vista Real students.

- The school is developing a promotional video specific to Vista Real to discuss the process and practices the school will follow to meet the safety guidelines for serving students onsite and remotely.

Board Member Villegas thanked everyone for their help with the Rotary Club meeting and suggested each learning center reach out to the local Rotary Clubs in their area to arrange similar meetings. Mr. Villegas is also pleased to hear there will be a video specific to Vista Real and all of the great things being done.

C. Facilities Update

Corrine Manley introduced Tres Simi, who informed the board that the Santa Paula facility has completed the exterior paint and interior electrical and paint. They are now waiting on installation of blinds and furniture delivery to meet the March 2021 opening date.

Board Member Villegas is looking forward to seeing the center open up and he thanked Mr. Simi for all of his hard work.

Board Secretary Hancock expressed her excitement for the new center.

D. Finance Update

Guita Sharifi informed the board that a detailed presentation of the school's Annual Audit Report and Second Interim Report will be provided later during the board meeting. Ms. Sharifi informed the board the loan forgiveness application for the Paycheck Protection Program has recently been released and the school is in process of reviewing the application, required documentation, and submission due dates. Ms. Sharifi will continue to provide the board with updates on the application process.

E. Current Vendor List

Corrine Manley directed the board to the current vendor list located in their board package and explained the list includes a description of the services provided to the school, which include facilities, professional development, technology, health care benefits, etc. Ms. Manley informed the board the current vendor list will be provided to the board as an informational item twice a year for their review.

F. 2021-2022 Board Meeting Dates

Board President Lawrence directed the board to the schedule located in their package and then reviewed the upcoming regular board meeting dates and start times for the 2021-2022 school year.

There was a brief discussion confirming the school board meetings for the remainder of the 2020-2021 school year.

V. Action Items

A. The Board will be asked to approve the June 30, 2020, Annual Audit Report for the school.

Corrine Manley directed the board to the annual audit report and explained financial audits are required annually and must be submitted to the school's authorizer Ventura County Office of Education, State Controller's Office, and the California Department of Education. The audit report is required to be submitted by December 15th each year; however for the 2019-20 fiscal year, the deadline was extended to March 31, 2021. Wilkinson, Hadley, King & Co. performed the audit for the 2019-20 fiscal year and reviewed the school's documents, financial statements, policies, and procedures. Ms. Manley introduced Kevin Sproul,

Accountant at Wilkinson, Hadley, King & Co., to review the audit report in detail with the board.

Mr. Sproul directed the board to the Independent Auditor's Report letter located in the beginning of the report and explained 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, 2020.

Mr. Sproul informed the board the audit report was delayed due to the late release of the audit guidelines and checklist from the State Controller's Office. Board Member Villegas thanked Mr. Sproul for his summary.

Board Member Jacobsen also praised Mr. Sproul for his report. She inquired about insurance on the school's cash. Mr. Sproul explained the options available to charter schools to secure their cash and reduce any risks.

Victoria Hancock made a motion to approve the June 30, 2020, Annual Audit Report for the school.

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

B. The Board will be asked to approve the Second Interim Report and the Revised Budget for the 2020-2021 school year.

Guita Sharifi directed the board to the Second Interim Report and revised budget for the 2020-21 school year and explained the purpose of the report is provide a financial overview of the school with January 2021 actuals and projected June 2021 year-end. The report categories include the prior board approved budget, actuals YTD, and projected totals. Ms. Sharifi discussed the ADA Hold Harmless for 2019-20 and 2020-21, expenditures and revenue, the ending fund balance stated on the Second Interim Report, and noticeable changes and differences from the original budget.

Ms. Sharifi directed the board to the school's Net Position section on the report and discussed the healthy reserves of the school allow the increase of spending in instructional services to students and still maintain a healthy net position to support operations during times of economic uncertainty and cash deferrals from the state, or to support future investment in growth or capital assets if needed.

Ms. Sharifi informed the board that the school does not expect a material change to the revised budget through the year end, but the finance team and Corrine Manley continue to monitor the school's funding, instructional spending, and cash flow on a monthly basis.

Ernie Villegas made a motion to approve the Second Interim Report and the Revised Budget for the 2020-2021 school year.

Victoria Hancock seconded the motion.

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

Roll Call

Ernie Villegas Aye

Marybeth Jacobsen Aye

Randell Lawrence Aye

Roll Call

Victoria Hancock Aye

C. The Board will be asked to approve using the auditing firm Wilkinson, Hadley & King for the 2021 audit.

Guita Sharifi directed the board to the proposal presented by Wilkinson, Hadley, King & Co. to prepare the school's June 30, 2021 annual audit. Ms. Sharifi reminded the board that the Wilkinson, Hadley, King & Co. CPA firm is on the State's approved auditor list and is currently preparing the 2019 Form 990 Federal Return of Organization Exempt from Income Tax.

Ms. Sharifi recommended the board approve the engagement letter with Wilkinson, Hadley, King & Co.

Board President Lawrence confirmed that they school has used Wilkinson, Hadley, King & Co. and stated they should continue to use them.

Victoria Hancock made a motion to approve using the auditing firm Wilkinson, Hadley & King for the 2021 audit.

Ernie Villegas seconded the motion.

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

Roll Call

Marybeth Jacobsen Aye

Randell Lawrence Aye

Victoria Hancock Aye

Ernie Villegas Aye

D. The Board will be asked to 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 2021-2022 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 vendors as the school's preferred service providers for the 2021-2022 E-Rate funding year.

Board President Lawrence commented that he reviewed the bids and did not have any additional questions.

Victoria Hancock made a motion to approve the E-Rate vendor selections.

Marybeth Jacobsen seconded the motion.

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

Roll Call

Marybeth Jacobsen Aye

Victoria Hancock Aye

Randell Lawrence Aye

Ernie Villegas Aye

E. The Board will be asked to approve the Charter Hardship Waiver Policy for students who are over-age, credit deficient and at risk for not graduating due to circumstances related to

COVID-19. The Charter Hardship Waiver Policy will be applied to eligible seniors graduating in the 2020-2021 school year.

Ms. Manley directed the board to the Charter Hardship Waiver Policy in their board package. Ms. Manley explained that as the effects of the pandemic continue, staff have noticed many senior students who continue to face unimaginable challenges especially in the areas of housing, financial security, and added family responsibilities. Ms. Manley requested the board to consider approving allowing students who are 40 credits deficient or less, at least 18 years of age, and who

have been significantly impacted by COVID-19 to apply for the waiver through June 30, 2021.

Ms. Manley reviewed the Charter Hardship Waiver form with the board and discussed the school's 230 credit requirement to graduate versus the State's minimum 130 credit requirement.

Ms. Manley then explained the school is requesting the ability to reduce the 230 requirement on a case-by-case basis only for those students who are 18 years of age and older and have been directly impacted by COVID-19. Ms. Manley further explained this policy will be initiated by counselors and administrators when they have identified a true need for a student. This Waiver will only be for students who are within 40 credits of graduating and students would still be graduating well over the state's minimum requirements with students graduating with 190 credits or more. Ms. Manley informed the board the school would focus on waiving the elective credits and Ms. Manley provided an example on how the school would use the Waiver for an eligible student in need.

Ms. Manley then recommended the board approve the Charter Hardship Waiver Policy for students graduating in the 2020-2021 school year. Board President Lawrence expressed his concern for students and their need to obtain their education before graduating. Ms. Manley reassured the Board that this would be just a handful of students, approved on a case-by-case basis.

Board Member Villegas asked how many students would benefit from the waiver. Ms. Strasburger said it would be less than five students and Mr. Oats confirmed the same for his learning centers.

Board Member Villegas asked if any core-requirements would be waived. Ms. Manley explained the legality of what courses can be waived and which cannot be, and assured the Board it would be only electives that would be waived.

Board Member Jacobsen asked if there is an issue to be concerned about if the policy is not made widely known to the students and their families. Ms. Manley, the Board and legal counsel engaged in a discussion on how best to handle this concern.

Board Member Villegas suggested the Board approve the policy with the addition of a one-page outline of what can be waived and a brief description of the Waiver criteria. Ms. Manley noted that a majority of this information is on the form already but they can put something together. Board President Lawrence suggested they need to revise the form to state only electives will be waived. Ms. Manley agreed to revise the form.

Board President Lawrence asked for a motion to approve this policy with the caveat that the form will be updated to clarify the discussed language regarding elective credits.

Marybeth Jacobsen made a motion to approve the Charter Hardship Waiver Policy, as amended.

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

F. The Board will be asked to approve entering into a Memorandum of Understanding with the Conejo Valley Unified School District to provide instruction to students.

Corrine Manley informed the board that Vista Real and Conejo Valley Unified School District have established a very successful program serving district students. Approval of the 2021 Student Enrichment and Credit Recovery Program agreement will allow that program to continue as agreed between the District and Vista Real to provide opportunities for students. The District and Vista Real work cooperatively to ensure that the classes offered through the Program meet District and state academic credit requirements, and that all eligible students who enroll and participate in the Program meet state requirements for charter school attendance accounting purposes.

Board President Lawrence asked if this is the same agreement they have had with other districts. Ms. Manley confirmed that it is.

Board Member Jacobsen asked how many students would be served in this program. Ms. Manley informed the Board the program is projecting approximately two thousand students.

Board Member Jacobsen expressed her concern regarding the indemnification portion of the agreement and suggested the school district be added as an additional insured on the school's insurance policy. Bill Thompson discussed the willful misconduct language with the Board. Board Member Jacobsen suggested this item be negotiated with the school district. There was further discussion regarding the amount of insurance covering students. Ms. Manley informed the board that this is our standard MOU. Mr. Thompson suggested the board take the time to look further into this issue, what options are available, and to reserve this issue for a future meeting.

Board President Lawrence recommended this item be held over until a future meeting after additional research and discussion has been completed. Marybeth Jacobsen made a motion to table the approval of entering into a Memorandum of Understanding with the Conejo Valley Unified School District. Ernie Villegas seconded the motion. The board **VOTED** to approve the motion.

Roll Call

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

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

A. Observations and Comments

Board President Lawrence thanked everyone for being very professional and thanked the board members for all of their good questions.

Board Secretary Hancock thanked staff for being very thorough and all of their efforts.

Board Member Villegas shared an observation regarding changes in the local school districts.

Board Member Jacobsen also thanked staff for their work on the agenda and their organization.

VII. Closing Items

A. Adjourn Meeting

Victoria Hancock made a motion to adjourn the meeting.

Ernie Villegas seconded the motion.

The board **VOTED** 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 5:43 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.