

Vista Real Charter High School

Minutes

Operated by Vista Real Public Charter, Inc.

A California Non-Profit Public Benefit Corporation

Date and Time

Tuesday April 27, 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 Tuesday Apr 27, 2021 at 4:02 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 and Area Superintendent
Jeff Martineau, V.P. of Charter Relations
Sharie Strasburger, Principal
Jonathan Oates, Principal
Bill Thompson, Legal Counsel
Guita Sharifi, CFO, LLAC
Michelle Lopez, Legal Counsel, LLAC
Nicole Perkins, Senior Director of People Services, LLAC
Dr. Connie Petit, Senior Director Special Programs, LLAC
Heather Stuve, Director of Special Education, LLAC

E. Approve Agenda for the April 27, 2021, Regular Public Meeting of the Board of Directors

Victoria Hancock made a motion to approve the agenda for the April 27, 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
Ernie Villegas Aye
Marybeth Jacobsen Aye
Randell Lawrence Aye

F. Approve Minutes of the March 8, 2021, Regular Public Meeting of the Board of Directors

Ernie Villegas made a motion to approve the minutes from the Regular Public Meeting of the Board of Directors, Operated by Vista Real Public Charter, Inc. on 03-08-21.

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

G. Approve Minutes of the March 18, 2021, Special Public Meeting of the Board of Directors

Marybeth Jacobsen made a motion to approve the minutes from the Special Board Meeting Operated by Vista Real Public Charter, Inc. on 03-18-21.

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

II. Consent Agenda

A. Consent Agenda Items

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

Hearing none, Board President Lawrence asked for a motion to approve the consent agenda.

Victoria Hancock made a motion to approve the Consent Agenda Items.

Marybeth Jacobsen seconded the motion.

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

Roll Call

Ernie Villegas Aye

Randell Lawrence Aye

Victoria Hancock Aye

Marybeth Jacobsen 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 directed them to the school's data report for the 2020-2021 Learning Periods 1-9 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.

Ms. Manley discussed the school's reopening progress with staff slowly returning to in-person instruction the week of April 19 and COVID-19 testing occurring the week of April 12.

Ms. Manley informed the board that the annual Programmatic Audit presentation to the Ventura County Board of Education is on May 24, 2021.

Ms. Manley provided a progress update for the school's WASC self-study report for re-accreditation. Ms. Manley reminded the board of the upcoming visit with the WASC Committee members, which is scheduled for the week before Thanksgiving.

Ms. Manley informed the Board the Santa Paula learning center is almost complete and is expected to begin serving students on campus soon.

Ms. Manley then reviewed the school's upcoming graduation ceremonies and invitation details provided to each board member via email.
Board Member Villegas thanked Ms. Manley for her report.

B. Discussion on Insurance Coverage

Corrine Manley directed the board to the detailed Vista Real Charter High insurance summary located in their board package that was included per the board's request for discussion. Ms. Manley then introduced Nicole Perkins who reviewed the insurance coverages with the board.

Board Member Jacobsen thanked the staff and legal team for all of their hard work and attention to this issue.

Board President Lawrence thanked the staff as well for all of their follow-up and praised their hard work.

C. Finance Update

Ms. Sharifi directed the board to the Hanmi Bank Line of Credit summary document located in their board package. Ms. Sharifi then reviewed with the board the school's rotating line of credit (RLOC) amount, the current RLOC amount withdrawn, the RLOC covenant ratios and the overall purpose of the RLOC for the school.

Ms. Sharifi then informed the board the school will receive additional funding from the Expanded Learning Opportunity Grant, which is funded by the State of California. These funds must be allocated according to specific guidelines and will be included in the budget, which will be presented at the June board meeting. Additionally, Ms. Sharifi informed the board about 50% of the funds are expected to be received in May 2021 and the remaining 50% in August 2021. The school will then have until August 2022 to spend the full amount.

Board Member Jacobsen inquired about any restrictions on how the funds must be used. Ms. Sharifi informed the board there is some general language on how the funds need to be spent, and the funds will be used based on what is included in the LCAP. Ms. Manley added that they are in the process of working on a report to gather stakeholder input on where they believe this money should be spent and this will be provided to the board at the next board meeting. She added that that the funds do need to be spent on gaps created during this past year.

Board Member Villegas expressed his appreciation for the due diligence being done to acquire grant funding to help fill in the learning gaps for students.

D. LCAP Goals and Metrics

Corrine Manley directed the board to the LCAP Overview on Goals and Metrics and reminded the board that the Local Control and Accountability Plan (LCAP) was put on hold last year by the state legislature. The Learning Continuity Plan, which the board gave input on and voted for, took its place in order to create a plan that was designed to address the new learning context created by the pandemic. Currently the school's stakeholders, including staff, parents and students, are examining the school performance data and developing goals and actions that are based on addressing the 8 state priorities. The state priorities have required metrics that address three main areas: conditions of learning, pupil outcomes, and engagement. Schools are also asked to utilize local metrics that are specific to their programs. Ms. Manley asked the board for input on the proposed school LCAP and noted that stakeholder and board input will be

collected and used in the strategic planning process to refine the LCAP. Ms. Manley noted that one change we are proposing is to reduce the number of goals from five to four and add new metrics to help measure the success of our program.

Previous LCAP goals:

- Goal #1 Increase 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
- Goal #5 increase stakeholder involvement.

New proposed goals developed with staff and stakeholder input:

- Goal #1 Increase academic progress
- Goal #2: Students will gain skills for college and career readiness
- Goal #3: Increase student retention
- Goal #4: Increase stakeholder engagement

Changes:

- Goal #1 was shifted to increase academic progress. School staff feel student learning needs to be the focus every single year and wanted to more clearly define to capture all academic progress including increasing reading and math lexile levels, EL annual growth on ELPAC, graduation rates, and also increasing credit completion.
- Goal #3 was removed after consultation with staff and analyzing the data with students showing their proficiency this past year in computer applications and instruction. Staff determined this goal no longer needs to be a focus, but rather folded into the overall goal to increase student academic progress.
- Goal #5 has been changed from increase stakeholder involvement to increase stakeholder engagement. School staff prefer the word engagement and would like to show our stakeholders to not just show up but to be engaged in the success of the school.
- Goal #4 will remain the same. The school has made significant progress towards this goal through the additional programs such as CTE courses, dual enrollment courses, partnerships with local colleges and more A-G aligned and approved courses.

Ms. Manley expressed the school's excitement to focus on these goals to help the students and school succeed. Ms. Manley then asked the board for any input on the LCAP goals and metrics.

Board President Lawrence expressed his approval of the broadened definitions.

Board Member Jacobsen expressed her appreciation for the positive take added to the LCAP. She discussed and suggested doing more to prepare students for careers and to grow the CTE program.

E. CDE Notification of 2019–20 Annual Determination Pursuant to the Individuals with Disabilities Education Act and Selection for 2020–21 Special Education Monitoring Activities.

Corrine Manley introduced Heather Stuve, who informed the board the CDE is required to make an annual determination on the performance and compliance data of each local educational agency (LEA) through the Performance Indicator Review process. Each LEA receives a determination letter, however, given the disruption in education processes due to COVID, much of the data typically used

to select LEAs for monitoring activities is unavailable. Due to these circumstances, the CDE will not be making new selections for monitoring activities for the 2020-21 Monitoring Year. There is no change in the status and the school's SEP Team will continue to meet in order to implement each strategy/activity, observe and collect data during implementation, and review progress.

Board President Lawrence asked if this will pick back up next school year? Ms. Stuve confirmed this was just a continuation from last year since there was a lack of data during the COVID pandemic.

F. Area Superintendent Performance Review

Jeff Martineau greeted the board and directed them to the draft Area Superintendent Evaluation tool for their consideration during the 2021-2022 school year. Mr. Martineau explained the draft evaluation tool and rubric has been created in collaboration with the Area Superintendent and is comprised of four Focused Areas of Performance: 1) Governance and Board Relations, 2) Family and Community Relations, 3) Business and Finance, and 4) Instructional Leadership. Mr. Martineau noted these four areas are essential in driving school improvement and student achievement, setting charter priorities and goals, and developing a positive relationship between the Board and Area Superintendent. The Board was then asked to review the evaluation tool for their input and feedback.

Board Member Villegas expressed his approval and appreciation for the provided guidelines.

Board President Lawrence asked if this is the tool they will use to provide feedback. Mr. Martineau confirmed that this document is the tool on which they are seeking feedback from the board.

Board Member Jacobsen inquired about the process after approving the tool. Mr. Martineau informed the board of the steps following the approval of this tool.

Board President Lawrence asked if they will vote at some point on this tool. Mr. Martineau informed the board this item is expected to be on the August agenda. The approval will take place during the same school year as the evaluation. Board members can provide any comments prior to that time.

V. Action Items

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

Guita Sharifi directed the board to the summary of additions to the Charter School Accounting Manual included in the board packet. The recommended additions provide a Cash Reserve Plan of available reserves for three target categories: target for unassigned cash reserves, target for economic uncertainties, and target for specific purposes based the school's projects or plans to enhance student education.

Board Member Jacobsen inquired about the current status of the school's cash reserve. Ms. Sharifi informed the board that Vista Real currently has a healthy cash reserve but they will have a better understanding once the budget and LCAP is complete.

Board President Lawrence asked what the cash reserves would be used for. Ms. Sharifi informed the board that anything above the minimum can be spent at the board's approval, in conjunction with the Superintendent; this is why we are recommending the board adopt a minimum cash reserve amount.

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

Victoria Hancock 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 be asked to approve entering into a Memorandum of Understanding with the Ventura Unified School District to provide instruction to students.

Corrine Manley directed the board to the MOU with Ventura Unified School District located in their board package. Ms. Manley reminded the board that the school has established very successful partnerships with many of the districts in Ventura County to provide enrichment programming for students. At the request of the Board, school leadership took a deeper dive into the MOU and made revisions to the former MOU template. The Insurance and Indemnification language was updated, as well as some additional language regarding a "Hybrid Program" as a result of COVID-19. Furthermore, on April 12th, Ms. Manley and LLAC support staff met with Board Member Jacobsen to review the proposed changes. Based on advice from legal counsel, Greg Bordo, Board Member Jacobsen supported moving forward with the MOU as written here.

Approval of the Student Enrichment and Credit Recovery Program agreement will allow that program to be established as agreed between the District and Vista Real to provide opportunities for students. The District and Vista Real will 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 thanked Ms. Manley for all of her work on the MOU.

Board Member Jacobsen also expressed her appreciation for everyone's work on this matter.

Victoria Hancock made a motion to approve entering into a Memorandum of Understanding with the Ventura Unified School District to provide instruction to students.

Marybeth Jacobsen seconded the motion.

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

Roll Call

Randell Lawrence Aye

Ernie Villegas Aye

Marybeth Jacobsen Aye

Victoria Hancock Aye

C. The Board will be asked to approve entering into a Memorandum of Understanding with the Oxnard Union High School District to provide instruction to students.

Corrine Manley directed the board to the MOU agreement with Oxnard Union High School District and explained the approval of the Student Enrichment and Credit Recovery Program agreement will allow that program to be established as agreed between the District and Vista Real to provide instruction to students. The District and Vista Real will 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.
Marybeth Jacobsen made a motion to approve entering into a Memorandum of Understanding with the Oxnard Union High School District to provide instruction to students.

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

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

Corrine Manley directed the board to the MOU agreement with Simi Valley Unified School District and explained the approval of the Student Enrichment and Credit Recovery Program agreement will allow that program to be established as agreed between the District and Vista Real to provide instruction to students. The District and Vista Real will 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.

Ernie Villegas made a motion to approve entering into a Memorandum of Understanding with the Simi Valley Unified School District to provide instruction to students.

Victoria Hancock seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

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

A. Observations and Comments

Board President Lawrence thanked the staff for all they have done. He also thanked the board members for their detailed attention to each item.

Board Member Jacobsen thanked the staff for their hard work and a great meeting.

VII. Closing Items

A. Next Board Meeting Date: May 19, 2021, 3:30pm.

B. Adjourn Meeting

Marybeth Jacobsen made a motion to adjourn the meeting.
Victoria Hancock seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Marybeth Jacobsen Aye

Roll Call

Victoria Hancock Aye
Ernie Villegas 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 5:00 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.