

Vista Real Charter High School

Minutes

Regular Board Meeting

Operated by Vista Real Public Charter, Inc., A California Non-Profit
Public Benefit Corporation

Date and Time

Monday April 25, 2022 at 4:00 PM

Location

Location:

https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F_%23%2F1%2Fmeetup-join%2F19%3Ameeting_ZjNhYWE3YjltMmZjZi00ZDZjLWJmMTQtNmEwNWUwNmYzY2Jl%40thread.v2%2F0%3Fcontext%3D%257b%2522Tid%2522%253a%2522c33f6d28-3425-42a7-8827-d21f10bb2e83%2522%252c%2522Oid%2522%253a%25224e4cd601-0d23-44be-8261-73cdf2e9f610%2522%257d%26anon%3Dtrue&type=meetup-join&deeplinkId=50b396f0-3849-48ff-bc46-c62e7720dc66&directDI=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true

Or call in for Audio only:

Conference Line: (657) 207-0015 Code: 322 919 788#

MEETING LOGISTICS

This meeting is held in compliance with Assembly Bill 361, which allows flexibility in Brown Act teleconferencing procedures as addressed by the Board under Agenda Item I.E. The public is encouraged to participate in the meeting telephonically by dialing the conference line or by clicking the weblink listed on the posted agenda. The public may submit written comments to the Board by emailing publiccomments@vrchs.org. The public may also provide comments telephonically 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), Gary Cushing (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 Apr 25, 2022 at 4:00 PM.

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 and Area Superintendent
Jeri Vincent, Corporate Secretary
Jonathan Oates, Principal
Jeff Martineau, V.P. of Charter Relations
Bill Thompson, Legal Counsel
Guita Sharifi, CFO, LLAC
Michelle Lopez, Legal Counsel, LLAC
Heather Stuve, Director of Special Education, LLAC

E. Adopt Resolution Continuing Board of Directors' Authority to Hold Virtual or Teleconference Meetings Pursuant to Assembly Bill 361

Jeff Martineau discussed Assembly Bill 361, signed by Governor Newsom on September 16, 2021, and explained that the law exempts the board from certain provisions of the Brown Act related to teleconference meetings during states of emergency, as long as the Board makes required findings as detailed in the law. Under AB 361, boards that would like to continue to meet remotely must determine by majority vote whether, as a result of the state of emergency, meeting in person would present imminent risks to the health or safety of attendees. Mr. Martineau directed the board members to the resolution located in their packet and recommended the board approve the Resolution Continuing Board of Directors' Authority to Hold Virtual or Teleconference Meetings Pursuant to Assembly Bill 361.

Gary Cushing made a motion to adopt Resolution Continuing Board of Directors' Authority to Hold Virtual or Teleconference Meetings Pursuant to Assembly Bill 361.

Marybeth Jacobsen seconded the motion.

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

Roll Call

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

F. Approve Agenda for the April 25, 2022, Regular Public Meeting of the Board of Directors

Victoria Hancock made a motion to approve Agenda for the April 25, 2022, Regular Public Meeting of the Board of Directors.

Gary Cushing seconded the motion.

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

Roll Call

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

G. Approve Minutes of the March 2, 2022, Regular Public Meeting of the Board of Directors

Victoria Hancock made a motion to approve the minutes from Regular Board Meeting on 03-02-22.

Gary Cushing seconded the motion.

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

Roll Call

Victoria Hancock Aye
Randell Lawrence Aye
Marybeth Jacobsen Aye
Ernie Villegas Aye
Gary Cushing 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.

Ernie Villegas made a motion to approve the consent agenda items.

Victoria Hancock seconded the motion.

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

Roll Call

Victoria Hancock Aye
Ernie Villegas Aye
Marybeth Jacobsen Aye
Gary Cushing Aye
Randell Lawrence 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, by dialing the teleconference line or by clicking the weblink listed on the posted agenda. 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. 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 greeted the board and provided updates on the following topics:

- State testing is underway: CAASPP for 11th graders in English and Math, Science testing for all seniors, and ELPAC testing for EL students.
- March 31 – Community Resource Fair at Port Hueneme
- April 30 – Oxnard Re-Engagement Event, 9:00 am-1:00pm
- May 19 – Camarillo Open House, 4:00-6:00pm
- May 24 – Annual Planning Event for School Leaders
- Graduation will be held on Thursday, June 9 at Ventura College at 4:00pm.

Board Member Villegas inquired about the status of an open house for the Santa Paula center. Mr. Oats informed the board they are still in the process of planning an open house and will update the board once they have a date set.

B. Finance Update

Guita Sharifi directed the board to the Hanmi Bank Rotating Line of Credit (RLOC) financial update included in the board packet and reviewed the school's credit amount, including the current interest rate of 4%, an increase from the prior RLOC update. Ms. Sharifi then reviewed the expiration date, the current RLOC withdrawal amount, and the RLOC covenants ratios as of March 31, 2022.

Board President Lawrence asked if there is any balance owed. Ms. Sharifi informed the board the school has not drawn against the line of credit.

Board Member Cushings inquired about the need for board approval. Ms. Sharifi informed the board there is no need for approval at this time.

C. CDE Notification of 2020-21 Annual Determination Pursuant to the Individuals with Disabilities Education Act and Selection for 2022 Special Education Monitoring Activities

Heather Stuve explained that the California Department of Education (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. Ms. Stuve then explained the CDE has introduced the Compliance and Improvement Monitoring (CIM) Process to replace the previous monitoring activities such as the Special Education Plan. Ms. Stuve informed the board the school received a Compliance Only performance monitoring level for the 2022 school year.

Finally, Ms. Stuve discussed how the school will be monitoring and addressing these areas.

Board President Lawrence thanked Ms. Stuve for her report.

D. Area Superintendent Performance Review Timeline Update for the 2021-2022 School Year

Jeff Martineau directed the board to the summary page and board-approved 2021-2022 Area Superintendent Performance Evaluation Tool. Mr. Martineau reviewed with the board the performance review process and timeline, and reminded the board the Area Superintendent evaluation is scheduled to occur during the August 2022 regular board meeting during closed session. Mr. Martineau then directed the board to Ms. Manley, who expressed her excitement to go through this process and discuss results with the board.

Board President Lawrence thanked Mr. Martineau and Ms. Manley for the information.

V. Action Items

A. 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.

Board Member Jacobson inquired about the expense of the facilities, teachers, and so on associated with this MOU. Ms. Manley informed the board this is a very good relationship for everyone involved. She explained the process of the program with Oxnard Union High School and how teachers are paid. Board Member Jacobson also discussed the insurance and liability limits for future negotiations. Ms. Manley noted Ms. Jacobson's request.

Board Member Villegas asked about changes in enrollment before and after COVID. Ms. Manley informed the board she will have to check and will get back to the board.

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

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

Roll Call

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

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

Guita Sharifi directed the board to the summary page overview of the recommended changes to the Charter School Accounting Manual included in the board packet, and reviewed the following recommended revisions:

- Minor spacing and formatting corrections, including the minor formatting error noted during the March 2nd meeting, as noted on page 80 of the manual.

- Three purchase order quotes for any purchases more than \$50,000 – an increase from the previous procedure of \$25,000
- ACH withdrawal procedures and controls
- Monthly check register review by a school official
- Any purchase order greater than \$25,000 requires two signatures, one of whom must be a Board Member, the second being the Area Superintendent or Corporate Officer

Ms. Sharifi then directed the board to the revised full charter school accounting manual and reviewed page 80 as discussed during the March board meeting.

Finally, Ms. Sharifi recommended the board approve the revised Charter School Accounting Manual.

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

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

C. The Board will be asked to approve the Declaration of Need (DON) forms as a prerequisite to the issuance of an emergency permit and/or limited assignment permit for teachers at the School for the 2022-2023 School Year per California Code of Regulations §80026

Corrine Manley reminded the board of the purpose of the annual Declaration of Need (DON) forms, which ensure the school's eligibility to apply for emergency and/or limited assignment permits for teachers. Ms. Manley explained this will allow qualified individuals to be authorized to serve in their teaching assignment while they are working towards completing the credential requirements for the educator's assignment. Ms. Manley then reviewed the areas of anticipated need for fully qualified educators, limited assignment permits, and efforts to recruit certificated personnel.

Ms. Manley recommended the board approve the DON form for the school for the 2022-2023 school year.

Gary Cushing made a motion to approve the Declaration of Need (DON) forms as a prerequisite to the issuance of an emergency permit and/or limited assignment permit for teachers at the School for the 2022-2023 School Year per California Code of Regulations §80026.

Marybeth Jacobsen seconded the motion.

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

Roll Call

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

D.

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 directed the board to the MOU agreement with Conejo 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.

Marybeth Jacobsen made a motion to approve entering into a Memorandum of Understanding with the Conejo Valley Unified School District to provide instruction to students.

Ernie Villegas seconded the motion.

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

Roll Call

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

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

A. Observations and Comments

Board President Lawrence thanked Ms. Manley and everyone for their reports.

VII. Closing Items

A. Next Regular Board Meeting Date: May 18, 2022, 5:00pm

B. Adjourn Meeting

Gary Cushing made a motion to adjourn the meeting.

Victoria Hancock seconded the motion.

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

Roll Call

Marybeth Jacobsen	Aye
Gary Cushing	Aye
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 4:42 PM.

Respectfully Submitted,
Victoria Hancock

Accommodations. All meetings of the Board of Directors are held in compliance with the Americans with Disabilities Act of 1990. 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 publiccomments@vrchs.org.