

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 August 29, 2022 at 4:00 PM

Location

https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F_%23%2F%2Fmeetup-join%2F19%3Ameeting_Y2UzYjA5ZjAtOGNIYy00MDliLWI0OTYtMTBIMDk4ZjU2MWFk%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=38b2bb77-ee76-4df3-86f3-c7963cd47319&directDI=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true

Or call in for Audio only:

Conference Line: (657) 207-0015 Code: 167 913 975#

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 Secretary Hancock read aloud the notices regarding meeting logistics and accommodations.

Victoria Hancock called a meeting of the board of directors of Vista Real Charter High School to order on Monday Aug 29, 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
Cece Dullam, Principal
Jonathan Oates, Principal
Jeff Martineau, V.P. of Charter Relations
Bill Thompson, Legal Counsel
Claudio Wohl, SR VP of Finance, LLAC
Michelle Lopez, Legal Counsel, LLAC
Marlo Hartsuyker, Director of Charter School Support and Oversight, VCOE

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.

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

Gary Cushing seconded the motion.

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

Roll Call

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

F. Approve Agenda for the August 29, 2022, Regular Public Meeting of the Board of Directors

Ernie Villegas made a motion to approve Agenda for the August 29, 2022, 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
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Roll Call

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

G. Approve Minutes of the July 20, 2022, Regular Public Meeting of the Board of Directors

Victoria Hancock made a motion to approve the minutes from Regular Board Meeting on 07-20-22.

Gary Cushing 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

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.

Gary Cushing made a motion to approve the consent agenda items.

Ernie Villegas seconded the motion.

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

Roll Call

Gary Cushing Aye
Victoria Hancock Aye
Ernie Villegas Aye
Marybeth Jacobsen 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 members and provided the following update:

- Cece Dullam, Vista Real's new Principal, started this school year and will take over former Principal Strasburger's region. Ms. Dullam has been with the school since 2013 and has served in the role of teacher and assistant principal, prior to becoming Principal of Vista Real.
- The 2022-23 school year started July 1.
- The staff are celebrating a successful July and August program, and are in the process of wrapping up those programs.
- LabXchange Workshop: LabXchange is a global science classroom created at Harvard University with support from the Amgen Foundation. This digital tool provides a meaningful, high-quality path to science for students and teachers. Through a flexible approach and content, learners and educators can engage with individual content types including videos, assessments, and simulations and build them into customer learning journeys aligned to specific goals.
- The new Santa Paula learning center Ribbon Cutting was a success and attended by the VRCHS board members, community representatives, staff, students and their families.
- The school just completed two successful leadership training events: Speed of Trust, and the Charter School Development Center (CSDC) Leadership Intensive.
- Upcoming Open Houses: Ventura learning center on September 22, and Port Hueneme learning center on September 29.

Board President Lawrence thanked Ms. Manley for her report. He thanked the board members and those who attended the ribbon cutting.

B. Current Vendor List

Corrine Manley directed the board to the current vendor list located in their board packet. Ms. Manley explained this is a list of all vendors from July 1, 2021 through June 2022, includes a brief description of services, and includes vendors who provide varying services including professional development, technology, health care benefits, etc. Ms. Manley reminded the board this information is provided bi-annually, and she reviewed the list for accuracy. Ms. Manley then requested the board to review the list for any potential conflicts of interest and to reach out to Ms. Manley or legal counsel for any questions.

Board President Lawrence thanked Ms. Manley for the updated list.

C. Finance Update and Budget Overview for the 2022-2023 School Year

Claudio Wohl 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 6.0%, which represents an increase from the previous RLOC update provided to the board. Mr. Wohl then reviewed the expiration date, the current RLOC withdrawal amount, and the RLOC covenants ratios as of July 31, 2022.

Mr. Wohl then directed the board to the financial reporting calendar and discussed each of the required financial reports, their purpose, and the approval process with the board of directors at a board meeting prior to submission to the school's authorizer.

Finally, Mr. Wohl informed the board the state's budget has been finalized and the school will be receiving additional funding. She informed the board that the additional revenue will be included in the next budget update to the board.

Board Member Jacobsen asked if the increase in interest rate impacts the use of those funds. Mr. Wohl explained to the board that Vista Real has a healthy reserve and does not have any plans on using the funds at this time.

Board President Lawrence confirmed with Mr. Wohl that the school has never used the RLOC funds and thanked Mr. Wohl for his report.

D. Annual Board Training Announcement

Corrine Manley reminded the board of the Ventura County Office of Education's annual Brown Act and conflict of interest training to be held via Zoom on October 12, 2022, from 5:30-7:30pm and if any board members are unable to attend, an alternate annual training will be provided.

Board President Lawrence thanked Ms. Manley for the information.

V. Action Items

A. The Board will be asked to approve the Unaudited Actuals for the 2021-2022 school year

Claudio Wohl directed the board to the unaudited actuals report for the 2021-22 school year and explained that the report is the last financial report of the year and provides a summary of how the school performed financially for the year. The report includes a summary of the statement of revenue and expenditures, the net position of the school, information about the school's assets and liabilities, the Average Daily Attendance (ADA) that was the base for funding in 2021-22, and the estimated ADA projections for 2022-23 that were used as a baseline for developing the current school year budget.

Mr. Wohl reported that the school had a funding P-2 ADA of 2,144 for a total revenue of \$34.3M dollars, which was \$171K higher than the projected revenue presented at the June 2022 board meeting.

Mr. Wohl reported that the school ended the year with total expenditures of \$33.8M, which was \$162K higher than prior projections. This increase was due to an increase in facilities, professional services, and communications.

Mr. Wohl then discussed the school's excess revenue, balance sheet assets and liabilities, and the impact of the state's apportionment deferrals.

Board President Lawrence thanked Mr. Wohl for his report and asked for a motion.

Gary Cushing made a motion to approve the Unaudited Actuals for the 2021-2022 school year.

Victoria Hancock seconded the motion.

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

Roll Call

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

B.

The Board will be asked to approve the Memorandum of Understanding Regarding Dual Enrollment (Non AB 288) Between the Ventura County Community College District/Ventura College and Vista Real Charter High School, and adopt Board Resolution memorializing the same

Corrine Manley explained that the purpose of the Memorandum of Understanding with Ventura College is to offer or expand dual enrollment opportunities to the school's high school students with the goal of providing access to career education or preparation for transfer to college. The program also seeks to improve high school graduation rates, assist high school pupils to achieve college and career readiness, provide opportunities for students to participate in advanced studies while in high school, and obtain a career technical education credential or certificate. Ms. Manley recommended the board approve the Memorandum of Understanding and adopt the Board Resolution memorializing the same.

Board Secretary Hancock praised the program and Ms. Manley for all her hard work.

Board Member Villegas expressed how vital this program is for the community.

Board Member Jacobsen agreed that the dual enrollment option is invaluable. Ms. Jacobsen also expressed her concerns about the indemnification language in the MOU and suggested the board prepare a policy on how to handle the language written into such MOUs and other contracts. Bill Thompson informed the board that he has been working with outside counsel on this issue and agrees a basic policy concerning indemnification and various insurance coverage issues would be a good thing. Mr. Thompson then suggested this matter be brought up at the September meeting, allowing sufficient time for outside counsel to review and prepare any modified language.

Board President Lawrence thanked Ms. Jacobsen and Mr. Thompson for their input. He suggested the board vote to hold this item over until the September board meeting.

Marybeth Jacobsen made a motion to hold this item over until the next regularly scheduled board meeting.

Victoria Hancock seconded the motion.

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

Roll Call

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

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

A. Observations and Comments

Board President Lawrence thanked everyone for their support, and for getting everything ready for this meeting.

Board Member Jacobsen praised everyone for the opening ceremony of their new facility.

VII. Closed Session

A. Adjourn open public Board meeting to go into closed session

**PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov. Code section 54957(b)(1).) Title:
Area Superintendent**

Ernie Villegas made a motion to adjourn open public Board meeting to go into closed session.

Gary Cushing seconded the motion.

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

Roll Call

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

B. Adjourn closed session and reconvene to open public Board meeting

Gary Cushing made a motion to adjourn closed session and reconvene to open public Board meeting.

Victoria Hancock seconded the motion.

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

Roll Call

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

C. Report of action taken or recommendations made in closed session, if any

Board President Lawrence stated no action was taken in closed session for the PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov. Code section 54957(b)(1).) Title: Area Superintendent

VIII. Closing Items

A. Next Regular Board Meeting Date: September 21, 2022, 4:00pm

B. Adjourn Meeting

Ernie Villegas made a motion to adjourn the meeting.

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
Gary Cushing Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:35 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.