

# Vista Real Charter High School

## Minutes

### Regular Board Meeting

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

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#### Date and Time

Monday October 17, 2022 at 4:00 PM

#### Location

[https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F\\_%23%2F%2Fmeetup-join%2F19%3Ameeting\\_NzQ1ZTU3OGltMWFjZS00OWNiLWlzZmUtM2M4MmUxZTUwMDNj%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=7def8fde-afc5-4a15-bad3-cce9f987893e&directDI=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true](https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F_%23%2F%2Fmeetup-join%2F19%3Ameeting_NzQ1ZTU3OGltMWFjZS00OWNiLWlzZmUtM2M4MmUxZTUwMDNj%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=7def8fde-afc5-4a15-bad3-cce9f987893e&directDI=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true)

#### Or call in for Audio only:

Conference Line: (657) 207-0015 Code: 739 972 315#

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#### 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](mailto: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.

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#### Directors Present

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

#### Directors Absent

None

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### 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 Oct 17, 2022 at 4:00 PM.

**B. Roll Call and Establishment of Quorum**

**C. Pledge of Allegiance**

Board Member Cushing led the pledge of allegiance.

**D. Staff Introductions**

Corrine Manley, CEO and Area Superintendent  
Cece Dullam, Principal  
Jonathan Oates, Principal  
Jeff Martineau, V.P. of Charter Relations  
Bill Thompson, Legal Counsel  
Claudio Wohl, VP of Finance, LLAC  
Michelle Lopez, Legal Counsel, 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. Victoria Hancock 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

**F. Approve Agenda for the October 17, 2022, Regular Public Meeting of the Board of Directors**

Ernie Villegas made a motion to approve Agenda for the October 17, 2022, Regular Public Meeting of the Board of Directors. Marybeth Jacobsen seconded the motion. The board **VOTED** to approve the motion.

**Roll Call**

Randell Lawrence	Aye
Ernie Villegas	Aye

**Roll Call**

Gary Cushing Aye  
Victoria Hancock Aye  
Marybeth Jacobsen Aye

**G. Approve Minutes of the August 29, 2022, Regular Public Meeting of the Board of Directors**

Victoria Hancock made a motion to approve the minutes from Regular Board Meeting on 08-29-22.

Gary Cushing seconded the motion.

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

**Roll Call**

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

**H. Approve Minutes of the September 21, 2022, Regular Public Meeting of the Board of Directors**

Marybeth Jacobsen made a motion to approve the minutes from Regular Board Meeting on 09-21-22.

Ernie Villegas seconded the motion.

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

**Roll Call**

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

**II. 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.

**III. School Reports and Information**

**A. Area Superintendent Update**

Corrine Manley greeted the board and provided updates on the following topics:

- Upcoming SoCal College Tour Field Trip
- Young Voters Series
- Athletics – Cross Country, Volleyball
- Successful Ventura Open House
- Community Outreach Events
- Upcoming November PAC & ELAC Meetings
- Learning Center Refreshes
- Professional Development – Safety, Cognitive Coaching

Board President Lawrence thanked Ms. Manley for her report.

Board Member Jacobsen asked if the athletics are taking place on one campus. Ms. Manley informed the board that athletics are available for all students and are held off campus. She informed the board that the school provides transportation for students who need it.

## **B. Finance Update**

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 6.75%, which represents an increase from the previous RLOC 6.0% rate update provided to the board. Mr. Wohl then reviewed the expiration date, the current RLOC withdrawal amount, and the RLOC covenants ratios as of September 30, 2022.

Mr. Wohl then informed the board the school will be receiving two one-time funding sources from the State. He discussed the amounts and funding dates for each and informed the board these amounts will be reflected in the first interim report.

Board President Lawrence asked if the grants had been applied for and were already approved. Mr. Wohl informed the board the grants come from the state, are available to all schools and they did not need to apply for them.

## **C. Updated 2022-2023 Board Meeting Calendar**

Board President Lawrence directed the board to the updated 2022-2023 regular board meeting calendar located in their board packet and requested the board to review the dates and times.

## **IV. Action Items**

### **A. The Board will be asked to approve the Revised Charter School Accounting Manual**

Claudio Wohl 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:

- Adjustment to the total expenditure cash on hand reserve fund percentage to 20% rather than 17%.
- Revision to cash receipts process to limit cash payments, as well as adding requirement of triplicate receipt book, and bank deposits to be made at minimum on a monthly basis.
- Addition of ACH procedure details.

- Adjustment to wire transfer section to reflect ACH payments to reflect the proper verbiage; wire transfers are not completed; petty cash section removed.

Mr. Wohl then recommended the board approve the revised Charter School Accounting Manual.

Board Member Jacobsen asked about the removal of petty cash and what will replace it. Mr. Wohl informed the board that cash is not sent to the schools and cash is not kept on site. He informed the board that the school credit card could be used if necessary or the staff member could submit a receipt for reimbursement should something need to be purchased for the school.

Victoria Hancock made a motion to approve the Revised Charter School Accounting Manual.

Gary Cushing seconded the motion.

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

**Roll Call**

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

**B. The Board will be asked to approve the Area Superintendent Evaluation Tool for the 2022-2023 school year**

Jeff Martineau directed the board to the Area Superintendent Evaluation Tool for the 2022-2023 school year located in their board packet. Mr. Martineau explained this is the same tool as presented to the board during the regular June board meeting and recommended the board approve the Area Superintendent Evaluation Tool for the 2022-2023 school year.

Marybeth Jacobsen made a motion to approve the Area Superintendent Evaluation Tool for the 2022-2023 school year.

Gary Cushing seconded the motion.

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

**Roll Call**

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

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

**A. Observations and Comments**

Board President Lawrence thanked the staff for their diligence and hard work. He is pleased to see the many activities being offered to students.

Board Member Villegas thanked the staff for looking at the school's policies and procedures and finding ways to enhance the school.

Board Member Cushing praised Ms. Manley and her staff for the increase in ADA.

**VI. 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

Victoria Hancock 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**

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

Ernie Villegas seconded the motion.

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

**Roll Call**

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

**VII. Closing Items**

**A. Next Regular Board Meeting Date: November 7, 2022, 4:00pm**

**B. Adjourn Meeting**

Victoria Hancock made a motion to adjourn the meeting.

Gary Cushing seconded the motion.

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

**Roll Call**

Victoria Hancock    Aye  
Gary Cushing        Aye  
Ernie Villegas       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 4:51 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](mailto:publiccomments@vrchs.org).