

APPROVED

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

Wednesday April 23, 2025 at 3:00 PM

Location

Meeting Location: 106 North 8th Street, Santa Paula, CA 93060

Satellite Location: 177 Holston Drive, Lancaster, CA 93535

Microsoft Teams

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Meeting ID: 210 440 325 755

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MEETING LOGISTICS

The public is encouraged to participate in the meeting in person, or by dialing the conference line or 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 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, Gary Cushing, Marybeth Jacobsen, Randell Lawrence, Victoria Hancock

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 Wednesday Apr 23, 2025 at 3:00 PM.

B. Roll Call and Establishment of Quorum

Board President Lawrence performed a board member roll call, and a quorum was established.

Board President Lawrence then introduced Jillian Rojas, who performed a roll call of the learning center locations that joined the meeting via a two-way teleconference line.

C. Pledge of Allegiance

Board Member Jacobsen led the pledge of allegiance.

D. Staff Introductions

Corrine Manley, CEO and Area Superintendent

Shellie Hanes, Superintendent

Darin Bower, COO

Jon Oats, Principal

Cece Dullam, Principal

Bill Thompson, Legal Counsel

Guita Sharifi, CFO, LLAC

Memry Molina, Director of Special Education

Josephine Nguyen, Federal and State Programs Coordinator

E. Approve Agenda for the April 23, 2025, Regular Public Meeting of the Board of Directors

Ernie Villegas made a motion to approve Agenda for the April 23, 2025, Regular Public Meeting of the Board of Directors.

Gary Cushing seconded the motion.

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

Roll Call

Victoria Hancock Aye

Roll Call

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

F. Approve Minutes of the February 19, 2025, Regular Public Meeting of the Board of Directors

Victoria Hancock made a motion to approve the minutes from Regular Board Meeting on 02-19-25.

Marybeth Jacobsen 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

G. Approve Minutes of the March 3, 2025, Regular Public Meeting of the Board of Directors

Gary Cushing made a motion to approve the minutes from Regular Board Meeting on 03-03-25.

Ernie Villegas seconded the motion.

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

Roll Call

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

II. Consent Agenda

A. Consent Agenda Items

Board President Lawrence announced the following consent agenda items:

1. The Board will be asked to approve the 2025-26 Parent-Student Handbook
2. The Board will be asked to approve the revised Suspension and Expulsion Policy and Procedure
3. The Board will be asked to approve the revised Title IX Policy Prohibiting Discrimination on the Basis of Sex

4. The Board will be asked to approve the revised Harassment, Intimidation, Discrimination and Bullying Policy
5. The Board will be asked to approve the revised Service Animal Policy

President Lawrence then asked if any member would like to discuss any of the agenda items for action separately.

Board Member Cushing commented on a possible discrepancy between the Title IX Policy and the Harassment, Intimidation, Discrimination and Bullying Policy. Michelle Lopez informed the board that she would look into the matter further and will provide the board with an update at a later date.

Hearing no further questions or comments, Board President Lawrence asked for a motion. 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
Gary Cushing	Aye
Marybeth Jacobsen	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. The time allotted per presentation will not exceed three (3) minutes, unless 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. Finance Update

Guita Sharifi directed the board to the Hanmi Bank Revolving Line of Credit (RLOC) financial update included in the board packet and reviewed the school's credit amount including the current interest rate of 8.0%.

Ms. Sharifi also provided the board with an update on the school's line of credit with LLAC, including the current interest rate of 6% and the current balance.

Ms. Sharifi informed the board she will provide an update on the State's budget at the next board meeting after the Governor's May revisions have been submitted.

Board President Lawrence thanked Ms. Sharifi.

B. Area Superintendent Update

Corrine Manley greeted the board and discussed the school's learning period 9 data, including Average Daily Attendance (ADA), enrollment, and overall credit completion.

Ms. Manley then provided the board with an update on the California Healthy Youth Act, known as "CHYA." She updated the board on the implementation and effectiveness of the program, as required by Vista Real's board policy on Comprehensive Sexual Health and HIV/AIDS Prevention Instruction – adopted by the board on August 25, 2020. She informed the board that last year two state bills were passed that amended CHYA. The first bill, AB 2053, requires CHYA education to include information about resources available to students related to adolescent relationship abuse and intimate partner violence, including the national hotline and local domestic violence hotlines. The second bill, AB 2229, adds a requirement that schools teach the topic of menstrual health as part of its CHYA curriculum. Ms. Manley informed the board that the school's CHYA curriculum and courses align with the new requirements in addition to the rest of the state content standards and curriculum frameworks.

Board President Lawrence thanked Ms. Manley.

C. Facilities Update

Tres Simi provided the board with an update on the Victoria Avenue property, including the status of permits, building and safety, and bids. He then updated the board on the Oxnard project, including a necessary change in architects.

The board and staff discussed the need for changing architects and getting the Oxnard project back on track. Mr. Simi informed the board the anticipated completion deadline is April 26, 2026.

Board President Lawrence thanked Mr. Simi for his update.

D. Insurance and Risk Review Update

Bill Thompson provided the board with an update on the review of the school's insurance policies and expressed his appreciation for everyone's involvement.

Board Member Jacobson commented on the important updates made to the policies.
Board President Lawrence thanked Mr. Thompson and Ms. Jacobsen.

E. Local Control and Accountability Plan Goals and Metrics

Josephine Nguyen greeted the board and directed them to the LCAP goals and metrics located in their board packet. Ms. Nguyen reviewed the steps involved in developing and finalizing the LCAP goals and metrics, including the engagement of school staff, parents, students, and community partners.

Ms. Nguyen then reviewed the school's four LCAP goals and discussed the following areas:

- Goal 1: Increase Academic Progress: reclassification, reading and math scores, credit completion, and DASS 1-year graduation rate.
- Goal 2: Students will gain skills for College and Career-Readiness: enrollment in CTE courses, professional skills, as well as A-G and CTE pathways.
- Goal 3: Increase Student Retention: retention rate, success rate, facilities, and non-completer rate.
- Goal 4: Increase Educational Partner Engagement: community events, PAC and ELAC participation, survey participation.

Ms. Nguyen thanked the board and asked if there were any questions or comments.
Board President Lawrence thanked Ms. Nguyen for her presentation.

F. School Survey Report

Josephine Nguyen directed the board to the school survey report located in their board packet. Ms. Nguyen then discussed the three different sections of the survey and highlighted the results.

- Student Survey - 859 (over 200 more from last year) Survey results reviewed included school safety and motivation, student well-being, and increase in academic expectations.
- Parent/Guardian Survey - 125 (71% increase from last year) parents participated. Survey results reviewed included Safety & Connectedness, Time & Interaction, Communication & Engagement, Building Relationships, Building Relationships for Student Outcome, and Seeking Input for Decision Making.
- Staff Survey - 142 staff members participated. Survey results reviewed included School Climate, Culture & Vision/Mission, Academic Instruction, & Social Emotional Learning (SEL), Communication & Engagement, Leadership Perception, and Professional Development and Partnerships.

Ms. Nguyen explained the survey data is used when developing the LCAP for the next school year. She then asked the board if they had any questions or comments.

The board and staff engaged in a discussion about the survey results and students' post-graduation plans.

Board President Lawrence asked about the overall enrollment. Ms. Manley informed the board they are declining in enrollment, as is the entire county as a result of many people moving out of the area. She discussed ways in which the school is actively out in the community trying to reach students in the area. The board discussed layoffs from the district schools and county offices because of the lower enrollment.

Board Members and staff engaged in a discussion about the staff survey results.

G. CDE Notification of 2023-2024 Annual Determination Pursuant to the Individuals with Disabilities Education Act and Selection for 2024-2025 Special Education Monitoring Activities

Memry Molina greeted the board and directed them to the letter located in their board packet. She explained that in support of the implementation of IDEA, the California Department of Education (CDE) sends each school an annual determination letter indicating the school's status related to special education compliance. She explained to the board that small LEAs participate in Cyclical Monitoring activities to gather data around the implementation of IDEA and the provision of a free and appropriate education (FAPE) in the least restrictive environment (LRE).

Ms. Molina then informed the board the monitoring level assigned to the school for 2025 is: Targeted Level 3, Needs Assistance She further informed the board that staff will participate in a series of webinars and workshops hosted by the CDE and the school's SELPA and designed to support the development and implementation of the CIM process.

Board President Lawrence thanked Ms. Molina.

H. Current Vendor List

Corrine Manley directed the board to the current vendor list located in their board packet. She reminded the board this information is provided bi-annually and includes information about all vendors used between July 1, 2024, and December 31, 2024. Ms. Manley then requested the board to review the list for any potential conflicts of interest and to reach out to her or legal counsel with any questions or concerns.

Board President Lawrence thanked Ms. Manley.

I. 2025-2026 Board Meeting Dates

Board President Lawrence directed the board to the draft 2025-2026 regular board meeting calendar located in their board packet and requested the board to review the meeting dates and times.

V. Public Hearing

A.

Open Public Hearing

Board President Lawrence requested a motion to open the public hearing.

Gary Cushing made a motion to open the public hearing.

Marybeth Jacobsen seconded the motion.

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

Roll Call

Ernie Villegas Aye

Randell Lawrence Aye

Gary Cushing Aye

Marybeth Jacobsen Aye

Victoria Hancock Aye

Board President Lawrence announced the public hearing opened at 3:44 p.m.

B. The Board will hold a public hearing to solicit the recommendations and comments of members of the public regarding the revised Personalized Learning Policy

Corrine Manley directed the board to the redlined copy of the revised Personalized Learning Policy in their board packet. She informed the board that student master agreements are now referred to as the “Independent Study Agreement”, and the Personalized Learning Policy has been updated throughout to reflect this change.

Ms. Manley then asked for questions or comments from members of the public and board members.

C. Close Public Hearing

Board President Lawrence thanked Ms. Manley for her report. Hearing no further questions or comments, Mr. Lawrence requested a motion.

Victoria Hancock made a motion to close the public hearing.

Ernie Villegas seconded the motion.

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

Roll Call

Ernie Villegas Aye

Gary Cushing Aye

Randell Lawrence Aye

Victoria Hancock Aye

Marybeth Jacobsen Aye

Board President Lawrence announced the public hearing closed at 3:46 p.m.

VI. Action Items

A. The Board will be asked to approve the revised Personalized Learning Policy

Corrine Manley recommended the board approve the revised Personalized Learning Policy that was shared during the Public Hearing.

Board President Lawrence thanked Ms. Manley. Hearing no further comments or questions from the board, Mr. Lawrence asked for a motion.

Gary Cushing made a motion to approve the revised Personalized Learning Policy.

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

Gary Cushing 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. She informed the board the only changes made were grammatical and no policy changes were made.

Board President Lawrence thanked Ms. Sharifi. Hearing no further comments or questions from the board, Mr. Lawrence asked for a motion.

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

Marybeth Jacobsen Aye

Randell Lawrence Aye

Ernie Villegas Aye

Victoria Hancock Aye

Gary Cushing 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 2025-2026 School Year per California Code of Regulations §80026

Corrine Manley reminded the board the annual Declaration of Need (DON) forms ensure the school's eligibility to apply for emergency and/or limited assignment permits for teachers. Ms. Manley explained the DON 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 then recommended the board approve the DON form for the school for the 2024-2025 school year.

The board and staff engaged in a discussion about utilizing interns for certain positions.

Board President Lawrence thanked Ms. Manley. Hearing no further comments or questions from the board, Mr. Lawrence asked for a motion.

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.

Ernie Villegas 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

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 with Conejo Valley Unified School District located in their board package. Ms. Manley reminded the board that the school has established a very successful partnership with Conejo Valley Unified School District to provide enrichment courses for students. Ms. Manley then explained that Conejo Valley Unified School District and Vista Real will work cooperatively to ensure that the classes meet the District and state academic credit requirements, and that all eligible students who enroll and participate meet state requirements for charter school attendance accounting purposes. Ms. Manley then recommended the board approve the MOU.

Board President Lawrence thanked Ms. Manley. Hearing no further comments or questions from the board, Mr. Lawrence asked for a motion.

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.

Victoria Hancock 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

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

A. Observations and Comments

Board President Lawrence thanked everyone for their professionalism and the quality of reports being presented.

Board Member Cushing shared that he is pleased to see the Ventura and Oxnard projects moving forward.

VIII. Closed Session

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

1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

(Government Code section 54957(b)(1).)

Title: Superintendent

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

Marybeth Jacobsen seconded the motion.

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

Roll Call

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

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

Victoria Hancock 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

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

1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

(Government Code section 54957(b)(1).)

Title: Superintendent

IX. Closing Items

A. Next Regular Board Meeting Date: May 27, 2025, 3:00pm followed by May 28, 2025, 3:00pm

B. Adjourn Meeting

Gary Cushing made a motion to adjourn the meeting.

Marybeth Jacobsen seconded the motion.

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

Roll Call

Randell Lawrence Aye

Marybeth Jacobsen Aye

Gary Cushing Aye

Victoria Hancock Aye

Ernie Villegas Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 4:08 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. Documents are also available for public inspection at the Meeting Location noted on this agenda.