

APPROVED

Mission Academy

Minutes

Regular Board Meeting

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

Date and Time

Tuesday September 6, 2022 at 12:00 PM

Location

https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F_%23%2F%2Fmeetup-join%2F19%3Ameeting_NjJiN2UxMjEtOWE0NS00MzIzLWE5ZGYtMGY4OWJmMTAwYmYx%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=04f86c75-e42c-41af-a121-1892ef6eba62&directDI=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true

Or call in for Audio only:

Conference Line: (657) 207-0015 Code: 108 029 416#

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@missionacademyhs.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.

REMINDER

As required by state law (SB 126), this meeting will be audio recorded and posted on the charter school's website.

Directors Present

Barbara Willibrand (remote), Carol Stanford (remote), Claudette Beck (remote), John Dortch (remote), Michael Molloy (remote)

Directors Absent

None

I. Opening Items

A. Call the Meeting to Order

Board President Stanford read aloud the notices regarding meeting logistics, accommodations and audio recording.
Carol Stanford called a meeting of the board of directors of Mission Academy to order on Tuesday Sep 6, 2022 at 12:00 PM.

B. Roll Call and Establishment of Quorum

C. Pledge of Allegiance

Board Member Willibrand led the pledge of allegiance.

D. Staff Introductions

Jeff Brown, CEO
Jeri Vincent, Corporate Secretary
Lindsay Reese, Area Superintendent
Jenna Unis, Principal
Angie Vega, Academic Advisor
Joy Taylor, Director of Federal and State Programs
Jeff Martineau, V.P. of Charter Relations
Bill Thompson, Legal Counsel
Guita Sharifi, CFO, 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.

John Dortch made a motion to adopt Resolution Continuing Board of Directors' Authority to Hold Virtual or Teleconference Meetings Pursuant to Assembly Bill 361.
Barbara Willibrand seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Barbara Willibrand Aye
Carol Stanford Aye
Claudette Beck Aye
Michael Molloy Aye
John Dortch Aye

F. Approve Agenda for the September 6, 2022, Regular Public Meeting of the Board of Directors

Michael Molloy made a motion to approve Agenda for the September 6, 2022, Regular Public Meeting of the Board of Directors.
Barbara Willibrand seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

John Dortch Aye
Carol Stanford Aye
Michael Molloy Aye
Barbara Willibrand Aye
Claudette Beck Aye

G. Approve Minutes of the July 19, 2022, Regular Public Meeting of the Board of Directors

Claudette Beck made a motion to approve the minutes from Regular Board Meeting on 07-19-22.
Barbara Willibrand seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Michael Molloy Aye
Claudette Beck Aye
John Dortch Aye
Barbara Willibrand Aye
Carol Stanford Aye

H. Approve Minutes of the August 4, 2022, Regular Public Meeting of the Board of Directors

Claudette Beck made a motion to approve the minutes from Regular Board Meeting on 08-04-22.
John Dortch seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Michael Molloy Aye
Barbara Willibrand Aye
John Dortch Aye
Claudette Beck Aye
Carol Stanford Aye

II. Consent Items

A. Consent Agenda Items

Board President Stanford 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 Stanford asked for a motion to approve the consent agenda.

Michael Molloy made a motion to approve the consent agenda items.
John Dortch seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Claudette Beck Aye
John Dortch Aye
Carol Stanford Aye
Michael Molloy Aye

Roll Call

Barbara Willibrand Aye

III. Public Comment

A. Public Comment

Board President Stanford 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 Stanford 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. Principal Update

Jenna Unis provided a report on the following topics:

- Student utilization: Learning Period 1 – 84.1% and Learning Period 2 - 87.08%.
- Enrollment: 408 students are currently enrolled, including 59.1% 9-10th graders, 34.1% 11-12th graders. 13.5% of students are 19-24 years old.
- Counselors: Holding information nights by grade levels.
- Demographics: 49% of students are socio-economically disadvantaged, 16.2% are SPED students, and 9.1% are English Learner students.

Ms. Unis shared a quick graduation video with the board and informed the board they held a drive-through graduation as well as a virtual graduation.

Ms. Unis then introduced Angie Vega, who runs a program for students who are currently in a rehabilitation/recovery center. Ms. Vega shared a success story of a student who recently graduated despite the struggles she had been facing. She informed the board that the school had recently graduated 5 students who were in the recovery program.

Ms. Unis also shared a student success story about a student who recently graduated and enrolled in college.

Board President Stanford thanked Ms. Unis and Ms. Vega.

B. Current Vendor List

Lindsay Reese directed the board to the current vendor list located in their board packet. Ms. Reese explained to the board 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. Reese reminded the board this information is provided bi-annually, and she reviewed the list for accuracy. Ms. Reese then requested the board to review the list for any potential conflicts of interest and to reach out to Ms. Reese or legal counsel for any questions.

Board President Stanford thanked Ms. Reese for the updated list.

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

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

Ms. Sharifi 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, Ms. Sharifi informed the board the state's budget has been finalized and the school will be receiving additional funding. The additional revenue will be included in the next budget update to the board.

Board President Stanford thanked Ms. Sharifi for her report.

D. Annual Board Training Announcement

Lindsay Reese provided an update on the annual training for charter school board members and leaders on the Brown Act and conflict of interest laws. The upcoming annual Fall 2022 training will be presented by Young, Minney & Corr, LLP, and board members will have the option of attending a virtual session on Tuesday, September 27 at 5:00pm or Wednesday, September 28 at 11:00am. Topics to be covered include:

- Extensive Brown Act training (complies with chartering authority's requirement for annual training)
- Compliance with SB 126 (Education Code Section 47604.1)
- Conflict of interest laws: Political Reform Act, Corporations Code, Government Code Section 1090, and the appearance of impropriety
- Form 700 filing information and requirements

Board President Stanford thanked Ms. Reese for the information.

V. Action Items

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

Guita Sharifi 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.

Ms. Sharifi reported that the school had a funding P-2 ADA of 522 for a total revenue of \$7.8M dollars, which was \$37K higher than the projected revenue presented at the June 2022 board meeting.

Ms. Sharifi reported that the school ended the year with total expenditures of \$7.2M, which was \$97K higher than prior projections. This increase was due to a combination of an increase

in teachers, certificated support, and classified instructional salaries, and a small decrease in supplies, equipment, training, professional services, and communications spending.

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

Board President Stanford thanked Ms. Sharifi and asked for a motion.

Claudette Beck made a motion to approve the Unaudited Actuals for the 2021-2022 school year.

Barbara Willibrand seconded the motion.

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

Roll Call

Michael Molloy	Aye
Claudette Beck	Aye
Carol Stanford	Aye
John Dortch	Aye
Barbara Willibrand	Aye

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

A. Observations and Comments

Jeff Brown thanked Ms. Unis for her report and for sending it out in advance. He also thanked Ms. Unis for the graduation video. Mr. Brown praised Ms. Vega for going above and beyond, and thanked her for her report.

Jeri Vincent praised Ms. Unis for all of her hard work. She expressed her gratitude to Ms. Vega for all she is doing.

Board President Stanford thanked Ms. Unis for the flyer provided to the board.

Board Secretary Beck thanked Ms. Unis as well for her report and the video.

VII. Closed Session

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

1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov. Code section 54957(b) (1).) Title: Area Superintendent
2. CONFERENCE WITH LABOR NEGOTIATOR (Gov. Code section 54957.6) Agency designated representative: Bill Thompson, Unrepresented Employee: CEO

Michael Molloy made a motion to adjourn open public Board meeting to go into closed session.

Barbara Willibrand seconded the motion.

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

Roll Call

John Dortch	Aye
Barbara Willibrand	Aye
Claudette Beck	Aye
Michael Molloy	Aye
Carol Stanford	Aye

B.

Adjourn closed session and reconvene to open public Board meeting

John Dortch made a motion to adjourn closed session and reconvene to open public Board meeting.

Michael Molloy seconded the motion.

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

Roll Call

Claudette Beck	Aye
Michael Molloy	Aye
Barbara Willibrand	Aye
Carol Stanford	Aye
John Dortch	Aye

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

Board President Stanford stated no action was taken in closed session for the following:

1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov. Code section 54957(b) (1).) Title: Area Superintendent
2. CONFERENCE WITH LABOR NEGOTIATOR (Gov. Code section 54957.6) Agency designated representative: Bill Thompson, Unrepresented Employee: CEO

VIII. Closing Items

A. Next Regular Board Meeting Date: September 20, 2022, 10:30am

B. Adjourn Meeting

Claudette Beck made a motion to adjourn the meeting.

Michael Molloy seconded the motion.

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

Roll Call

John Dortch	Aye
Carol Stanford	Aye
Michael Molloy	Aye
Barbara Willibrand	Aye
Claudette Beck	Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 1:07 PM.

Respectfully Submitted,
Claudette Beck

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@missionacademyhs.org.