

APPROVED

# Mission Academy

## Minutes

### Regular Board Meeting

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

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#### **Date and Time**

Wednesday October 26, 2022 at 2:00 PM

#### **Location**

[https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F\\_%23%2Fmeetup-join%2F19%3Ameeting\\_NDI2YTdiZjAtODU4NS00ZjhhLTg1YjYtZTI3NjRlZDZjZmQy%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=c337b6dc-0cc0-49c9-bfe5-54f95079b104&directDI=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true](https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F_%23%2Fmeetup-join%2F19%3Ameeting_NDI2YTdiZjAtODU4NS00ZjhhLTg1YjYtZTI3NjRlZDZjZmQy%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=c337b6dc-0cc0-49c9-bfe5-54f95079b104&directDI=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true)

#### **Or call in for Audio only:**

Conference Line: (657) 207-0015 Code: 445 164 60#

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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@missionacademyhs.org](mailto: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.

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#### **Directors Present**

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

#### **Directors Absent**

None

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## 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 Wednesday Oct 26, 2022 at 2:00 PM.

### B. Roll Call and Establishment of Quorum

### C. Pledge of Allegiance

Board Member Dortch led the pledge of allegiance.

### D. Staff Introductions

Jeff Brown, CEO

Lindsay Reese, Area Superintendent

Joy Taylor, Director of Federal and State Programs

Jeff Martineau, V.P. of Charter Relations

Bill Thompson, Legal Counsel

Guita Sharifi, CFO, 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.

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

Claudette Beck Aye

John Dortch Aye

Barbara Willibrand Aye

Carol Stanford Aye

Michael Molloy Aye

### F. Approve Agenda for the October 26, 2022, Regular Public Meeting of the Board of Directors

Barbara Willibrand made a motion to approve Agenda for the October 26, 2022, Regular Public Meeting of the Board of Directors.

Claudette Beck seconded the motion.  
The board **VOTED** to approve the motion.

**Roll Call**

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

**G. Approve Minutes of the September 6, 2022, Regular Public Meeting of the Board of Directors**

Barbara Willibrand made a motion to approve the minutes from Regular Board Meeting on 09-06-22.  
Claudette Beck seconded the motion.  
The board **VOTED** to approve the motion.

**Roll Call**

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

**H. Approve Minutes of the September 27, 2022, Regular Public Meeting of the Board of Directors**

Michael Molloy made a motion to approve the minutes from Regular Board Meeting on 09-27-22.  
John Dortch seconded the motion.  
The board **VOTED** to approve the motion.

**Roll Call**

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

**II. 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.

### **III. School Reports and Information**

#### **A. Principal Update**

Lindsay Reese provided a report on the following topics:

- Student Utilization: Learning Period 1 – 84.1%; Learning Period 2 – 87.08%; Learning Period 3 – 90.52%.
- WASC Committee Visit Preparation: The school team has been reflecting and revising best practices and rolling out “Team Values” to align with the school’s student learning outcomes.
- Ms. Reese shared the success story of a recent student and how positive, supportive, and consistent engagement by school staff makes all the difference in the student’s ability to remain engaged and motivated to obtain their diploma.
  
- Upcoming Events:
  - Suicide Awareness and Leadership Conference
  - Student FAFSA Workshop on October 14th
  - Student A-G 4-Year College Info Session on October 21st
  - WIOA Team Training and Work Permit Authorizer Training in November
  - Team PLC Training on January 4th-5th
  - WASC Accreditation Visit on February 27th-March 1st

Board President Stanford thanked Ms. Reese for her presentation.

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

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

Board President Stanford thanked Ms. Sharifi for her update.

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

Board President Stanford 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**

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:

- 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.

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

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

Barbara Willibrand made a motion to approve the Revised Charter School Accounting Manual.

Claudette Beck seconded the motion.

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

**Roll Call**

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

Board President Stanford thanked Mr. Martineau and expressed her appreciation for being a part of the process.

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

John Dortch seconded the motion.

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

**Roll Call**

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

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

**A. Observations and Comments**

Jeff Brown thanked Ms. Reese for providing the principal's report. He praised the increase in enrollment and the hard work the staff has put into preparing for their WASC visit. Additionally, he expressed his appreciation for the staff and their

dedication to the students. Mr. Brown thanked Ms. Sharifi for her continued support and clear reports. Lastly, he thanked Mr. Martineau for his outstanding work on the evaluation tool.

Board President Stanford thanked everyone for their presentations and continued hard work.

Board Member Molloy agreed with Mr. Brown and Ms. Stanford's comments.

## **VI. 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: Steve Churchwell or Jenni Kregel, Unrepresented Employee: CEO

Barbara Willibrand made a motion to adjourn open public Board meeting to go into closed session.

Claudette Beck seconded the motion.

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

#### **Roll Call**

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

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

Michael Molloy made a motion to adjourn closed session and reconvene to open public Board meeting.

Claudette Beck seconded the motion.

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

#### **Roll Call**

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

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: Steve Churchwell or Jenni Kregel, Unrepresented Employee: CEO

## **VII. Action Item**

### **A.**

**The Board will be asked to review and approve compensation for the Chief Executive Officer**

Board President Stanford reported the summary recommendation of legal counsel for the salary and benefits package for Jeff Brown, commencing November 1, 2022, and requested a motion to approve the recommended amount of \$13,824.00 per year.

Claudette Beck made a motion to approve compensation for the Chief Executive Officer.

John Dortch seconded the motion.

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

**Roll Call**

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

**VIII. Closing Items**

**A. Next Regular Board Meeting Date: November 16, 2022, 12:30pm**

**B. Adjourn Meeting**

Barbara Willibrand made a motion to adjourn the meeting.

Michael Molloy seconded the motion.

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

**Roll Call**

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 2:39 PM.

Respectfully Submitted,  
Claudette Beck

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**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](mailto:publiccomments@missionacademyhs.org).