

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 March 1, 2022 at 1:00 PM

Location

Location

https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F_%23%2F%2Fmeetup-join%2F19%3Ameeting_NzI0YTlwM2MtYzhjYS00NzljLTlhZjYtZTc5Njg5NWlwZjEy%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=aee31e1d-ac1e-4a91-8059-2d98bdc8d7eb&directDI=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true

Or call in for Audio only:

Conference Line: (657) 207-0015 Code: 482 045 273#

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 Mar 1, 2022 at 1:00 PM.

B. Roll Call and Establishment of Quorum

C. Pledge of Allegiance

Board Secretary Beck led the pledge of allegiance.

D. Staff Introductions

Jeff Brown, CEO
Jeri Vincent, Corporate Secretary
Lindsay Reese, Area Superintendent
Jenna Unis, Principal
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.

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

F. Approve Agenda for the March 1, 2022, Regular Public Meeting of the Board of Directors

Michael Molloy made a motion to approve Agenda for the March 1, 2022, Regular Public Meeting of the Board of Directors.

John Dortch seconded the motion.

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

Roll Call

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

G. Approve Minutes of the January 21, 2022, Regular Public Meeting of the Board of Directors

Barbara Willibrand made a motion to approve the minutes from Regular Board Meeting on 01-21-22.

Michael Molloy seconded the motion.

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

Roll Call

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

H. Approve Minutes of the February 7, 2022, Regular Public Meeting of the Board of Directors

Barbara Willibrand made a motion to approve the minutes from Regular Board Meeting on 02-07-22.

Claudette Beck seconded the motion.

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

Roll Call

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

John Dortch made a motion to approve the consent agenda items.

Michael Molloy seconded the motion.

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

Roll Call

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

School Updates

- 444 students are currently enrolled. This is a growth of 25.9% since the beginning of the school year.
- Student demographics: 11% grades 6-8, 14% SPED, 11% ELs, and 74% are 16 years and older. 52% of students are Hispanic, Latino or Mexican American, 23% white, and 15% Black or African American.
- The school has a high student mobility rate and 2% of the population identify themselves as gender X and transgender.
- Trauma Resilient Educational Communities (TREC) Accreditation is underway for Spring 2022 with the school already completing two years of educational training. The school is also a member of the San Diego Trauma-Informed Guide Team as well as a member of several community collaboratives promoting TREC.
- The school's WASC committee visit is scheduled for February 27 through March 1, 2023.

Ms. Unis then shared a special education student success story and several student comments about the positive support received from their teachers.

Board President Stanford thanked Ms. Unis for her report and for sharing successful student stories.

Board Member Willibrand thanked Ms. Unis for her report as well.

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 expiration date, the current RLOC withdrawal amount, and the RLOC covenants ratios as of January 31, 2022.

Board President Stanford thanked Ms. Sharifi for her update and commented on the health of the school.

C.

Current Vendor List

Lindsay Reese directed the board to the current vendor list located in their board packet. Ms. Reese explained this is a list of all vendors through December 2021, 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 conflict 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.

D. 2022-2023 Board Meeting Dates

Board President Stanford read aloud the 2022-2023 regular board meeting schedule and directed the board to review the schedule located in their board package.

V. Action Items

A. The Board will be asked to approve the A-G Completion Improvement Grant Plan

Lindsay Reese reminded the board of the A-G Completion Improvement Grant Plan presented during the January 2022 regular board meeting. Ms. Reese explained the A-G Improvement Grant Program consists of three separate grants and the school qualifies for two of three grants; the a-g access grant and the a-g learning loss mitigation grant. Ms. Reese discussed the pending funding amount from the California Department of Education and then recommended the board approve the A-G Completion Improvement Grant Plan.

Board Member Willibrand asked how many AP exams are provided each year. Ms. Reese informed the board they do not give many because they do not have a lot of interest at this time; however, they do provide fee waivers for students who qualify.

Barbara Willibrand made a motion to approve the A-G Completion Improvement Grant Plan. Claudette Beck seconded the motion.

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

Roll Call

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

B. The Board will be asked to approve the Second Interim Report and the Revised Budget for the 2021-2022 school year

Guita Sharifi directed the board to the Second Interim Report and revised budget for the 2021-22 school year and explained that the purpose of the report is to provide a financial overview of the school with January 2022 actuals and projected June 2022 year-end. The report categories include the original budget, revised budget, actuals to date, projected year-end totals, projected year-end reserves, and Average Daily Attendance (ADA).

Ms. Sharifi then reviewed in detail the school's projected ADA, federal, state, local and other revenue categories, salaries and benefits expenditures, and operating expenditures compared to the original board approved budget and first interim report.

Finally, Ms. Sharifi discussed the school's current reserve compared to the projected year-end reserve and explained the restricted amounts.

Board President Stanford expressed her excitement about the financial health of the school.

Michael Molloy made a motion to approve the Second Interim Report and the Revised Budget for the 2021-2022 school year.

John Dortch 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

C. The Board will be asked to approve using the auditing firm Wilkinson Hadley King & Co. LLP for the 2021-22 school audit

Guita Sharifi directed the board to the proposal presented by Wilkinson Hadley King & Co. to prepare the school's June 30, 2022 annual audit. Ms. Sharifi reminded the board that the Wilkinson Hadley King & Co. CPA firm is on the state's approved auditor list and is currently preparing the 2020 Form 990 Federal Return of Organization Exempt from Income Tax. Ms. Sharifi recommended the board approve the engagement letter with Wilkinson Hadley King & Co.

Barbara Willibrand made a motion to approve using the auditing firm Wilkinson Hadley King & Co. LLP for the 2021-22 school audit.

Claudette Beck seconded the motion.

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

Roll Call

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

D. The Board will be asked to approve the revised Charter School Accounting Manual

Guita Sharifi directed the board to the summary page of the changes to the Charter School Accounting Manual included in the board packet. She noted that the recommended revisions were limited to grammatical and formatting corrections throughout the manual, with no content changes made.

Michael Molloy made a motion to approve the revised Charter School Accounting Manual.

John Dortch seconded the motion.

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

Roll Call

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

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

A. Observations and Comments

Jeff Brown thanked the board for their continued dedication. He also thanked Ms. Unis for her hard work and commitment. He praised the diverse population of the school.

Jeri Vincent acknowledged the marked improvement under the guidance of Ms. Unis, and she praised Ms. Reese for her oversight and collaboration with Ms. Unis. Lastly, she expressed her appreciation for the board's continued support.

Board President Stanford thanked everyone for their hard work and for sharing such positive student stories.

VII. Closing Items

A. Next Regular Board Meeting Date: April 19, 2022, 1:15pm

B. Adjourn Meeting

Claudette Beck made a motion to adjourn the meeting.

Barbara Willibrand 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 1:32 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.