

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

Tuesday April 18, 2023 at 11:30 AM

#### Location

**Meeting Location:** 177 Holston Drive, Lancaster, CA 93535

#### Or Join Using the Meeting Link:

[https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F\\_%23%2F%2Fmeetup-join%2F19%3Ameeting\\_NmRmNDIIZDAtZjZjMi00NTkyLWI4ZjktZWFKOTg4ZDQzMTE1%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=89faa3dd-44e8-446c-bd9a-d8c1b4c6aa2e&directDI=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true](https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F_%23%2F%2Fmeetup-join%2F19%3Ameeting_NmRmNDIIZDAtZjZjMi00NTkyLWI4ZjktZWFKOTg4ZDQzMTE1%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=89faa3dd-44e8-446c-bd9a-d8c1b4c6aa2e&directDI=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true)

#### Or Call in for audio only:

Conference Line (657) 207-0015 Code: 749 768 38#

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

#### 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, Claudette Beck, John Dortch, Michael Molloy

**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 Tuesday Apr 18, 2023 at 11:30 AM.

**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 Officer

Lindsay Reese, Area Superintendent

Jenna Unis, Principal

Lisa Samuels, State and Federal Programs Coordinator

Jeff Martineau, V.P. of Charter Relations

Bill Thompson, Legal Counsel

Guita Sharifi, CFO, LLAC

Michelle Lopez, Legal Counsel, LLAC

**E. Approve Agenda for the April 18, 2023, Regular Public Meeting of the Board of Directors**

Michael Molloy made a motion to approve Agenda for the April 18, 2023, Regular Public Meeting of the Board of Directors.

John Dortch seconded the motion.

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

**Roll Call**

Carol Stanford     Aye

Michael Molloy     Aye

**Roll Call**

Barbara Willibrand Abstain  
John Dortch Aye  
Claudette Beck Aye

**F. Approve Minutes of the February 28, 2023, Regular Public Meeting of the Board of Directors**

Claudette Beck made a motion to approve the minutes from Regular Board Meeting on 02-28-23.

Michael Molloy seconded the motion.

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

**Roll Call**

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

**II. Consent Agenda**

**A. Consent Agenda Items**

1. The Board will be asked to approve the revised Employee Handbook
2. The Board will be asked to approve the revised COVID-19 Plan for Virtual Instruction, an addendum to the school's Health and Safety Plan

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 items.

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**

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

- Enrollment: 581 students are currently enrolled with 52 student graduates year-to-date.
- There has been an increase in SPED students.
- State testing is in progress with a goal of meeting a 95% student participation rate.
- Local accountability metrics to monitor growth month-to-month include the following: average daily attendance, average credit completion, and average online activity completion.

Ms. Unis shared two student success stories and thanked the board for their support.

Lindsay Reese thanked Ms. Unis and then discussed the board metrics document and explained how it breaks down performance measurements into five areas: ADA, Enrollment, Overall Credit Completion, Core Credit Completion, and 1-year graduation cohort rate. Ms. Reese explained this data is for Learning Periods 1 through 8 and then explained each of the 5 performance measure areas.

Board President Stanford praised the school's growth and success.

##### **B. 2022–2023 Eligibility for Comprehensive Support and Improvement (CSI) School Assistance Under the Federal Every Student Succeeds Act**

Lindsay Reese greeted the board and explained the federal Every Student Succeeds Act (ESSA) requires the California Department of Education (CDE) to determine school eligibility for Comprehensive Support and Improvement (CSI). Last year, the California State School Board of Education was denied a waiver from the federal Department of Education to use the 1-year cohort graduation rate for its DASS schools as the primary measure for school improvement eligibility. The federal requirement is a 4–5-year cohort graduation rate, averaged over three years, that is below 68%, regardless of Title I funding status. With this change, the school is now eligible for CSI – Low Graduation Rate.

Ms. Reese then explained the CSI plan is currently under development and will be embedded into the 2023-2024 LCAP to be presented to the board at the June board meeting. The CSI plan will include evidence-based strategies to support students and will be developed with input from educational partners. The CSI plan will be based on a school-level needs assessment and identify resource inequities.

Board President Stanford thanked Ms. Reese for her report.

### **C. LCAP Goals and Metrics**

Jenna Unis greeted the board and directed them to the LCAP goals and metrics located in their board packet. Ms. Unis reviewed the yearlong process to develop and finalize the LCAP goals and metrics and the engagement of school staff, parents, students, and community partners to provide feedback on the LCAP.

Ms. Unis then reviewed the first two goals and discussed a few highlights and areas of improvement. Ms. Unis then introduced Lisa Samuels, who reviewed the remaining two goals with the board. Ms. Reese pointed out and praised the incredible increase in attendance.

Ms. Reese commented on and praised the high rate of students who feel connected in this virtual program.

Board President Stanford asked what has attributed to the increase in enrollment. Ms. Samuels discussed the various areas that have contributed to the increase.

### **D. School Survey Report**

Jenna Unis directed the board to the school survey report located in their board packet. Ms. Unis reported that as a requirement for the school's LCAP, the school conducted a survey and collected input and feedback from students, parents and staff. Ms. Unis explained the three survey sections and shared a few highlights.

- Student survey areas included: school climate, connectedness and engagement, social-emotional self-awareness, self-regulation, social awareness, relationship skills, decision making, future goals/college career, and civic engagement.
- Parent/guardian survey areas included: Safety & Connectedness, Time & Interaction, Communication & Engagement, Building Relationships, Building Relationships for Student Outcome, and Seeking Input for Decision Making.
- Staff survey areas included: School Climate, Culture & Vision/Mission, Academic Instruction, & Social Emotional Learning (SEL), Communication & Engagement, Leadership Perception, and Professional Development and Partnerships.

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

Board President Stanford commented on the increase in participants and thanked Ms. Unis.

## **E. Finance Update**

Guita Sharifi directed the board to the financial update report for the Hanmi Bank Rotating Line of Credit (RLOC) and LLAC promissory note updates as of March 31, 2023. Ms. Sharifi reviewed the Hanmi RLOC current interest rate of 8.50%, which represents an increase from the previous RLOC of 8.25%, the expiration date, the current RLOC withdrawal amount, and the RLOC covenants ratios. Ms. Sharifi then reviewed the LLAC promissory loan balance, cumulative borrowing, available balance, and current interest rate of 4%.

Board President Stanford thanked Ms. Sharifi for her update.

## **F. Legislative Update**

Bill Thompons provided updates to the board of directors on proposed legislation and the ongoing efforts of the LLAC External Affairs division.

Board President Stanford thanked Mr. Thompson for his update.

## **G. 2023-2024 Board Meeting Dates**

Board President Stanford directed the board to the draft 2023-2024 regular board meeting calendar located in their board packet and requested the board to remain flexible as meetings return to in person.

## **V. Action Items**

### **A. 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 2023-2024 School Year per California Code of Regulations §80026**

Lindsay Reese reminded the board of the purpose of the annual Declaration of Need (DON) forms, which ensure the school's eligibility to apply for emergency and/or limited assignment permits for teachers. Ms. Reese explained this 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. Reese then reviewed the estimated number of Emergency Permits such as Provisional Internship Permits (PIP), Short-Term Staff Permits (STSP), Emergency Cross-cultural, Language and Academic Development (CLAD) permits, and Variable Term Waivers that will be requested during the 2023-2024 school year. Ms. Reese further explained that these documents allow qualified individuals to be authorized to serve in their teaching assignment while they are working towards completing the credential requirements for the appropriate teaching credential for the educator's assignment.

Ms. Reese recommended the board approve the DON form for the school for the 2023-2024 school year.

Board President Stanford commented on the teaching shortage. Hearing no further questions or comments, Ms. Stanford requested a motion.

Claudette Beck 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 for the 2023-2024 School Year per California Code of Regulations §80026.

John Dortch seconded the motion.

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

**Roll Call**

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

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

**A. Observations and Comments**

Jeff Brown thanked the staff for their reports and commended the increase in enrollment. He commented on the test scores and the importance of bringing positive attention to the students achieving great things. Mr. Brown thanked Ms. Samuels for her presentation and Ms. Reese for her explanation of the board metrics.

Jeri Vincent acknowledged the increase in ADA and praised the staff for this success. She also commented on the improvement in core credit completion. Lastly, Ms. Vincent acknowledged the importance of students and staff feeling connected.

Board President Stanford applauded the increase in ADA and welcomed Ms. Samuels.

Board Secretary Beck thanked the staff for their great work and praised the retention rates.

Board Member Willibrand thanked the staff for the statistical information.

Lisa Samuels shared with the board the various services she provides the school, including working on State and Federal programs, being a liaison between the school and the district, and many other areas.

Lindsay Reese discussed with the board the efforts they are making to reach out to all communities and to connect with various partners.

**VII. Closed Session**

**A.**

**Adjourn open public Board meeting to go into closed session**

PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government Code section 54957(b)(1).) Title: Area Superintendent

Claudette Beck made a motion to adjourn open public Board meeting to go into closed session.

Michael Molloy seconded the motion.

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

**Roll Call**

Barbara Willibrand Abstain

Claudette Beck Aye

John Dortch Aye

Carol Stanford Aye

Michael Molloy 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**

Michael Molloy Aye

Carol Stanford Aye

John Dortch Aye

Claudette Beck Aye

Barbara Willibrand Abstain

**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 PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government Code section 54957(b)(1).) Title: Area Superintendent

**VIII. Closing Items**

**A. Next Regular Board Meeting Date: June 7, 2023, 9:30am**

**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



**Roll Call**

Barbara Willibrand Abstain

Claudette Beck Aye

Michael Molloy Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 12:44 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). Documents are also available for public inspection at the Meeting Location noted on this agenda.