

APPROVED

Mission Academy

Minutes

Regular Board Meeting

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

Date and Time

Friday September 1, 2023 at 10:00 AM

Location

Meeting Location: 177 Holston Drive, Lancaster, CA 93535

Satellite Location: 7101 Big Oak Lane, Nolensville, Tennessee 37135
4032 West Avenue L-6, Lancaster, CA 93536

Or Join Using the Meeting Link:

https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F_%23%2FI%2Fmeetup-join%2F19%3Ameeting_M2MxYzVhYjgtOGYxNC00NDc5LWFjMTgtOTdmMGUzNjZjYTI0%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=255bb40f-0930-462e-885b-fa4008c4e7bb&directDI=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true

Or Call in for audio only:

Conference Line (657) 207-0015 Code: 653 584 309#

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. 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.

Directors Present

Barbara Willibrand (remote), Carol Stanford, Claudette Beck, John Dortch, 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 Friday Sep 1, 2023 at 10:00 AM.

B. Roll Call and Establishment of Quorum

C. Pledge of Allegiance

Board Member Dortch led the pledge of allegiance.

D. Staff Introductions

Jeri Vincent, Corporate Secretary

Shellie Hanes, Superintendent

Lindsay Reese, Area Superintendent

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 September 1, 2023, Regular Public Meeting of the Board of Directors

John Dortch made a motion to approve Agenda for the September 1, 2023, Regular Public Meeting of the Board of Directors.

Claudette Beck seconded the motion.

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

Roll Call

Carol Stanford Aye

Roll Call

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

F. Approve Minutes of the June 7, 2023, Regular Public Meeting of the Board of Directors

Michael Molloy made a motion to approve the minutes from Regular Board Meeting on 06-07-23.

John Dortch seconded the motion.

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

Roll Call

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

II. Consent Agenda

A. Consent Agenda Items

1. The Board will be asked to approve the revised Suspension and Expulsion Policy and Procedure
2. The Board will be asked to approve the revised English Learner Master 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.

Claudette Beck seconded the motion.

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

Roll Call

Claudette Beck Aye
Barbara Willibrand Aye
Michael Molloy 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. 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

Lindsay Reese provided a report on the school's enrollment, student demographics, upcoming virtual graduation, dual enrollment, student orientations, and college application and financial aid workshops. Ms. Reese discussed the school's new curriculum provided by StrongMind through Canvas LMS and shared a student success story shared by a member of the school's Parent Advisory Committee.

Board President Stanford thanked Ms. Reese for her update.

B. Area Superintendent Update

Lindsay Reese greeted the board and then discussed the school's Learning Period 1 ADA, enrollment and 1-year graduation cohort rate.. Ms. Reese then explained the school is currently programming their data analysis to accurately reflect the overall credit completion and core credit completion rate and will provide an update to the board at the next regular board meeting.

Board President Stanford thanked Ms. Reese for her update and asked to see a demonstration of the school's software at the next board meeting.

C. 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 from July 1, 2022 through June 2023, 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 and asked the board to review the list.

D. Finance Update and Budget Overview for the 2023-2024 School Year

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 9.0%, 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, 2023.

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.

Board President Stanford thanked Ms. Sharifi for the update.

E. 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 2023 training will be presented by Young, Minney & Corr, LLP, and board members will have the option of attending a virtual session on Tuesday, September 19 at 11:00am or Wednesday, September 20 at 5:00pm. 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.

F. Legislative Update

Bill Thompson provided updates to the board of directors on the current status of the legislature and the ongoing efforts of the LLAC External Affairs division.

Board President Stanford thanked Mr. Thompson for his update.

Board Secretary Beck commented on the La Lucha video and the importance of understanding their students' experiences.

V. 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 recommended revision on page 60 adding Financial Abuse Hotline information.

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

Board President Stanford thanked Ms. Sharifi and requested a motion.

Michael Molloy 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

Claudette Beck Aye

Carol Stanford Aye

John Dortch Aye

Michael Molloy Aye

Barbara Willibrand Aye

B. The Board will be asked to approve the Unaudited Actuals for the 2022-2023 school year

Guita Sharifi directed the board to the unaudited actuals report for the 2022-2023 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), which was the base funding in 2022-2023, and the estimated ADA projections for 2023-2024 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 1,107 for a total revenue of \$17.4M dollars, which was \$410K higher than the projected revenue presented at the June 2023 board meeting.

Ms. Sharifi reported that the school ended the year with total expenditures of \$15.3M, which was \$156K higher than prior projections. This increase was due to a combination of higher spending on teachers, certificated support and classified instructional salaries, a decrease in classified support and administrative salaries, purchase of equipment and instructional supplies, and an increase in training and professional service spending.

Ms. Sharifi then discussed the school's excess revenue, and balance sheet assets and liabilities and the change in reporting due to a new reporting regulation.

Board President Stanford thanked Ms. Sharifi and requested a motion.

John Dortch made a motion to approve the Unaudited Actuals for the 2022-2023 school year.

Claudette Beck seconded the motion.

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

Roll Call

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

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

A. Observations and Comments

Jeri Vincent commented on the phenomenal work of Ms. Reese and Ms. Unis and expressed her appreciation for their ability to work with a variety of students. Ms. Vincent praised the school for the increase in enrollment. Lastly, she thanked Ms. Reese for her report on the credit completion.

Board President Stanford discussed the summer session and the connection they have with the local schools. Ms. Reese informed the board they have a successful track rate for summer sessions. Shellie Hanes discussed the logistics behind the summer sessions and praised all the staff for their support.

Board Secretary Beck commented on the strong team work between Ms. Reese and Ms. Unis.

VII. 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: Area Superintendent
2. CONFERENCE WITH LABOR NEGOTIATOR (Gov. Code section 54957.6), Agency designated representative: Steve Churchwell or Jenni Krengel, Unrepresented Employee: Superintendent
3. CONFERENCE WITH LABOR NEGOTIATOR (Gov. Code section 54957.6), Agency designated representative: Steve Churchwell or Jenni Krengel, Unrepresented Employee: Chief Operating Officer

John Dortch 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

Michael Molloy Aye
Claudette Beck Aye
Barbara Willibrand Absent

Roll Call

John Dortch 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.

Barbara Willibrand seconded the motion.

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

Roll Call

Barbara Willibrand Aye
Carol Stanford Aye
John Dortch Aye
Claudette Beck Aye
Michael Molloy 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, (Government 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 Krengel, Unrepresented Employee: Superintendent
3. CONFERENCE WITH LABOR NEGOTIATOR (Gov. Code section 54957.6), Agency designated representative: Steve Churchwell or Jenni Krengel, Unrepresented Employee: Chief Operating Officer

VIII. Action Items

A. The Board will be asked to approve the position of Chief Operating Officer

Board President Stanford asked the board if they had any comments or discussion, hearing none, she requested a motion to approve the Chief Operating Officer position.

Claudette Beck made a motion to approve the position of Chief Operating Officer.

John Dortch seconded the motion.

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

Roll Call

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

B. The Board will be asked to review and approve the Amended Common Paymaster Agreement

Bill Thompson reviewed the revisions to the Amended Common Paymaster Agreement, specifically the addition of the Chief Operating Officer position. Mr. Thompson asked the board if they had any questions.

Hearing none, Mr. Thompson asked the board to approve the Amended Common Paymaster Agreement.

John Dortch made a motion to approve the Amended Common Paymaster Agreement.

Barbara Willibrand seconded the motion.

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

Roll Call

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

C. The Board will be asked to review and approve compensation for the Superintendent

Board President Stanford reported the summary recommendation of legal counsel for the salary and benefits package for Shellie Hanes, Superintendent, commencing July 1, 2023, and requested a motion to approve the recommended amount of \$14,757.48 per year.

Michael Molloy made a motion to approve compensation for the Superintendent.

Barbara Willibrand seconded the motion.

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

Roll Call

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

D. The Board will be asked to review and approve compensation for the Chief Operating Officer

Board President Stanford reported the summary recommendation of legal counsel for the salary and benefits package for Darin Bower, Chief Operating Officer and requested a motion to approve the recommended amount of \$15,187.43 per year.

John Dortch made a motion to approve compensation for the Chief Operating Officer.

Claudette Beck seconded the motion.

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

Roll Call

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

IX. Closing Items

A. Next Regular Board Meeting Date: October 24, 2023 10:00am

B. Adjourn Meeting

John Dortch made a motion to adjourn the meeting.

Michael Molloy seconded the motion.

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

Roll Call

Barbara Willibrand Aye
Claudette Beck Aye
John Dortch Aye
Carol Stanford 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 11:15 AM.

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. Documents are also available for public inspection at the Meeting Location noted on this agenda.