

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 December 5, 2023 at 10:00 AM

Location

Meeting Location: 177 Holston Drive, Lancaster, CA 93535

Satellite Locations: 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_NTbkOTYwNDAtOTgwZi00OGNjLWI3YzMtMGlyYjA4ZDViYWU5%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=8ed017dd-6943-4d56-be9b-4b887528e741&directDI=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true

Or Call in for audio only:

Conference Line (657) 207-0015 Code: 494 302 524#

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 Tuesday Dec 5, 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

Jeff Brown, CEO

Jeri Vincent, Corporate Secretary

Shellie Hanes, Superintendent

Darin Bower, COO

Lindsay Reese, Area Superintendent

Bill Thompson, Legal Counsel

Guita Sharifi, CFO, LLAC

Michelle Lopez, Legal Counsel, LLAC

E. Approve Agenda for the December 5, 2023, Regular Public Meeting of the Board of Directors

John Dortch made a motion to approve Agenda for the December 5, 2023, Regular Public Meeting of the Board of Directors.

Barbara Willibrand seconded the motion.

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

Roll Call

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

F. Approve Minutes of the October 24, 2023, Regular Public Meeting of the Board of Directors

Michael Molloy made a motion to approve the minutes from Regular Board Meeting on 10-24-23.

Barbara Willibrand seconded the motion.

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

Roll Call

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

II. Consent Agenda

A. Consent Agenda Items

1. Revised School Safety Plan.
2. Revised COVID-19 Plan for Virtual Instruction, an addendum to the school's Health and Safety Plan.
3. Updated Sequoia Administrative Resources agreement.
4. Updated Scholastic Educational Resources agreement.

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

John Dortch Aye
Claudette Beck Aye
Barbara Willibrand Aye
Carol Stanford 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

Lindsay Reese provided a report on behalf of Jenna Unis who is attending a Cognitive Coaching Training. Ms. Reese presented a report on the school's current enrollment and student demographics. She then shared a few highlights from recent school events, the November PAC meeting, and a student success story.

Board President Stanford thanked Ms. Reese for her update.

B. Area Superintendent Update

Lindsay Reese greeted the board and then discussed the school's ADA and Enrollment. Ms. Reese explained to the board the data is still not reflecting accurately on the report but that she expects this issue to be resolved in January. She then shared the internal tracking numbers for the school's Overall Credit Completion and Core Credit Completion.

Board President Stanford thanked Ms. Reese for her update.

C. Finance Update

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 is unchanged 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 September 30, 2023.

Finally, Ms. Sharifi informed the board the school does not anticipate any state budget cuts for this school year and will continue to monitor and update the board as needed.

Board President Stanford thanked Ms. Sharifi for her update.

V. Action Items

A. The Board will be asked to approve the June 30, 2023, Annual Audit Report for the school

Guita Sharifi directed the board to the annual audit report and explained that financial audits are required annually and must be submitted to the school's authorizer, State Controller's Office, and the California Department of Education by December 15th each year. Wilkinson, Hadley, King & Co. performed the audit for the 2021-22 fiscal year and reviewed the school's documents, financial statements, policies, and procedures. Ms. Sharifi then introduced Brian Hadley, Partner, CPA at Wilkinson, Hadley, King & Co., to review the audit report in detail with the board.

Mr. Hadley directed the board to the Executive Summary and explained this section was prepared by the school. Mr. Hadley then directed the board to Independent Auditor's Report letter located in the beginning of the report and explained the school had an unmodified financial opinion, which is positive, and no adjustments or reclassifications were needed. Mr. Hadley next reviewed each of the financial statements and explained the purpose of each report, and highlighted specific financial data.

Mr. Hadley then reviewed the last three pages of the report showing the school received an unmodified report with no findings for year end June 30, 2023 and no findings in the prior year audit.

Board President Stanford thanked Mr. Hadley for his presentation and asked for a motion.

Michael Molloy made a motion to approve the June 30, 2023, Annual Audit Report for the school.

John Dortch seconded the motion.

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

Roll Call

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

B. The Board will be asked to approve the 2023-2024 First Interim Report

Guita Sharifi directed the board to the first interim report and explained the report is the first financial report of the fiscal year and shows the financial condition of the school after the first four months of operations, from July 1, 2023 through October 31, 2023. The report is comprised of a financial section that includes the original budget approved by the board in June, actuals to date, projected totals for this year based on this year's actual operations, projected school reserves at year end, and the school's projected P2 ADA for the year.

Ms. Sharifi reviewed each section of the first interim report in detail including the LCFF base grant amount, special education base rate, Title I funding, and grant funds. Ms. Sharifi highlighted the following areas:

- The school budgeted a P2 ADA of 1,102, and the school is currently projecting a funding P2 ADA of 1,392.
- The school is projecting total revenue of \$22.1M, which is \$4.5M higher than the school's original budget.
- LCFF projected revenue increased by \$4.1M.
- Federal revenue increased slightly from \$48K to \$50K.
- State Revenue increased from \$1.3M to \$1.8M due to a combination of the Proposition 28 Arts and Music School program, and a decrease in Special Education and Lottery revenue.
- Projected total expenditures of \$19.8M, which is an increase of \$4.4M compared to the original budget due to a combination of an increase in most categories including teachers, and certificated and classified instructional, support and administrative salaries and a decrease in instructional supplies and equipment spending. Operating expenses increased in training, utilities, insurance, communications and professional services.

Finally, Ms. Sharifi reviewed the school's ending fund balance and restricted reserves and asked the board for input and questions.

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

John Dortch made a motion to approve the 2023-2024 First Interim Report.

Claudette Beck seconded the motion.

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

Roll Call

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

C. The Board will be asked to review and approve Wilkinson, Hadley & King & Co., LLP to prepare the school's 2022 Form 990, Return of Organization Exempt from Income Tax

Guita Sharifi directed the board to the engagement letter from Wilkinson, Hadley, King & Co. to prepare the fiscal year ended June 30, 2023 federal return of Organization Exempt from Income Tax Form 990, related federal statements and schedules, and the California Exempt Organization Annual Information Return Form 199 with related statements and schedules. Ms. Sharifi reminded the board the firm is listed on the California Department of Education website as an approved auditor and all information from the school's annual audit report can be downloaded into the 990 form, which reduces human errors and expedites

the process. Ms. Sharifi then reviewed the tax preparation fee and recommended the board approve Wilkinson, Hadley, King & Co. LLP to prepare the school's 2022 tax returns. Board President Stanford thanked Ms. Sharifi and commented on the reasonable fee. Hearing no additional comments or questions, President Stanford requested a motion. Michael Molloy made a motion to approve Wilkinson, Hadley & King & Co., LLP to prepare the school's 2022 Form 990, Return of Organization Exempt from Income Tax. Barbara Willibrand seconded the motion. The board **VOTED** to approve the motion.

Roll Call

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

D. The Board will be asked to approve the Proposition 28 – Arts and Music in Schools Plan

Lindsay Reese directed the board to the Arts and Music School Plan located in their board packet. Ms. Reese explained on November 8, 2022, California voters approved Proposition 28: The Arts and Music in Schools Funding Guarantee and Accountability Act and the school's allocation of \$66,664. Ms. Reese explained the expenditure timeline for school years 2023-2024 through 2025-2026. She then stated the school is focused on providing Arts Education Program for instruction in dance, media arts, music, theatre, visual arts and more.

Ms. Reese informed the board that as a school with an enrollment of 500 or more pupils, the school must also ensure that at least 80 percent of funds to be expended will be used to employ certificated or classified employees to provide arts education program instruction and that the remaining funds will be used for training, supplies and materials, and arts educational partnership programs.

Ms. Reese then asked the board for any feedback or questions and recommended the board approved the Arts and Music in Schools.

Board President Stanford thanked Ms. Reese and asked for specific plans the school has for the Art and Music program. Ms. Reese discussed the obstacles a virtual school faces and informed the board they are looking into a videography course and an art class that can be taught online.

John Dortch made a motion to approve the Proposition 28 – Arts and Music in Schools Plan.

Claudette Beck seconded the motion.

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

Roll Call

Michael Molloy	Aye
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Roll Call

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

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

A. Observations and Comments

Jeff Brown thanked Ms. Reese for her report and commented on the increase in enrollment. Mr. Brown also thanked Mr. Hadley for his presentation.

Jeri Vincent thanked Mr. Brown for his statements and Mr. Hadley for his presentation. Ms. Vincent commented on Ms. Reese and Ms. Unis' leadership and growth.

Board President Stanford commented on the enrollment.

Board Secretary Beck praised Ms. Reese and Ms. Unis for their hard work.

Board Member Dortch thanked the staff for sharing the student success stories.

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: Superintendent

John Dortch 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

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

Claudette Beck seconded the motion.

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

Roll Call

Carol Stanford Aye
John Dortch Aye
Barbara Willibrand 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: Superintendent

VIII. Closing Items

A. Next Regular Board Meeting Date: February 21, 2024, 10:00am followed by March 5, 2024, 10:00am

B. Adjourn Meeting

Claudette Beck made a motion to adjourn the meeting.
John Dortch seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

John Dortch Aye
Michael Molloy Aye
Barbara Willibrand Aye
Carol Stanford 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 10:52 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.