

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 March 5, 2024 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\\_ZDg4YzcyMTMtZWJlYy00OTYzLWE1NzktMDQxYTkyYzc1ZDk3%40thread.v2%2F0%3Fcontext%3D%257b%2522%252c%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=14b25e9a-fe24-4033-8074-bca0527fa1f2&directDI=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true](https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F_%23%2FI%2Fmeetup-join%2F19%3Ameeting_ZDg4YzcyMTMtZWJlYy00OTYzLWE1NzktMDQxYTkyYzc1ZDk3%40thread.v2%2F0%3Fcontext%3D%257b%2522%252c%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=14b25e9a-fe24-4033-8074-bca0527fa1f2&directDI=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true)

#### Or Call in for audio only:

Conference Line (657) 207-0015 Code: 197 149 632#

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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

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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 (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 Tuesday Mar 5, 2024 at 10:00 AM.

**B. Roll Call and Establishment of Quorum**

Board President Stanford performed a board member roll call and a quorum was established.

**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

Lindsay Reese, Area Superintendent

Jenna Unis, Principal

Jeff Martineau, V.P. of Charter Relations

Bill Thompson, Legal Counsel

Guita Sharifi, CFO, LLAC

Bob Morales, Chief External Affairs Officer, LLAC

Michelle Lopez, Legal Counsel, LLAC

**E. Approve Agenda for the March 5, 2024, Regular Public Meeting of the Board of Directors**

John Dortch made a motion to approve Agenda for the March 5, 2024, 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

John Dortch Aye

Michael Molloy Aye

Claudette Beck Aye

Barbara Willibrand Aye

**F. Approve Minutes of the December 5, 2023, Regular Public Meeting of the Board of Directors**

Barbara Willibrand made a motion to approve the minutes from Regular Board Meeting on 12-05-23.

Claudette Beck 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 Aye

**II. Consent Agenda**

**A. Consent Agenda Items**

1. The School Accountability Report Card
2. The 2024-2025 Parent Student Handbook
3. The 2024-2025 School Calendar
4. The revised Employee Handbook
5. The disposal of discontinued/obsolete technology equipment

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.

Barbara Willibrand seconded the motion.

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

**Roll Call**

Barbara Willibrand Aye

Claudette Beck Aye

Michael Molloy Aye

**Roll Call**

Carol Stanford     Aye  
John Dortch        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. Legislative Update**

On behalf of Bob Morales, Mr. Thompson provided the board with an update of the ongoing efforts of the LLAC External Affairs division.

Mr. Thompson then introduced Michelle Lopez, who reviewed several noteworthy and applicable laws, including the education budget trailer bill, and changes to the school safety plan and parent-student handbook. Ms. Lopez recommended the board review the legislative summary and to reach out with any questions.

Board President Stanford thanked Mr. Thompson and Ms. Lopez for their updates.

**B. Principal Update**

Jenna Unis presented a report on the school's current enrollment and student demographics. She then shared a few highlights from recent school events, including graduation, ELPAC testing and dual enrollment. Ms. Unis then shared a student success story with the board.

Lindsay Reese then provided an update on the school's learning period 7 data, including Average Daily Attendance (ADA), enrollment, overall credit completion, core credit completion, and the one-year graduation cohort.

Ms. Reese introduced Demaris Owens, the administrator for the online program. Ms. Owens greeted the board.

Board President Stanford thanked Ms. Unis and Ms. Reese for their updates.

### **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%, 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 January 31, 2024.

Finally, Ms. Sharifi informed the board they are continuing to monitor the state budget and will update the board as needed.

Board President Stanford thanked Ms. Sharifi for her update.

### **D. California Dashboard Report**

Lindsay Reese greeted the board and reminded the board the school is currently certified as a Dashboard Alternative Schools Status (DASS) school and provided an accountability update for the school. Ms. Reese explained the California School Dashboard is one part of California's comprehensive accountability system for schools, districts, and county offices of education that reports performance and progress in six state indicators and seven local indicators. Each area reflects the priorities of California's Local Control Funding Formula (LCFF) and the metrics required by the federal Every Student Succeeds Act (ESSA).

Ms. Reese informed the board this is the first Dashboard released since the pandemic and then reviewed the status levels for the school. Ms. Reese discussed the graduation rate listed on the Dashboard for the school year 2022-23 compared to the school's internal one-year graduation cohort rate. Ms. Reese stated the school's internal one-year cohort rate is 91.67%.

Board President Stanford thanked Ms. Reese for her update.

Jeff Brown commented on state testing and the rate of participation. Ms. Reese discussed the challenges of testing during the pandemic and the progress being made as the school returns to regular testing schedules.

Board Secretary Beck asked how English learners are doing online. Ms. Unis informed the board the EL teacher and paraprofessional both work one-on-one with students, and they are seeing good progress.

### **E. 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 from July 1, 2023 through December 31, 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, Mr. Martineau, or legal counsel for any questions. Board President Stanford thanked Ms. Reese.

#### **F. Conflict of Interest Code Status**

Jeff Martineau informed the board that FPPC Form 804 was completed and submitted for the new position of COO. He informed the board that the Conflict of Interest Code will be amended to reflect the COO position during the biennial review, beginning in June 2024, and will be presented to the board for their approval at a future meeting.

Board President Stanford thanked Mr. Martineau for his update and for his help with her Form 700.

### **V. Action Items**

#### **A. The Board will be asked to approve the Second Interim Report and the Revised Budget for the 2023-2024 school year**

Claudio Wohl directed the board to the Second Interim Report and revised budget for the 2023-2024 school year and explained that the purpose of the report is to provide a financial overview of the school after the first 7 months of operations, from July 1, 2023, through January 31, 2024 actuals, and projected budget to June 2024 year-end. The report categories include the original budget, revised budget, actuals to date, projected year-end totals, projected year-end reserves, and ADA. Mr. Wohl reviewed the ADA, expenditures, revenue, and projected reserves, and highlighted the following areas:

- The school budgeted a P2 ADA of 1,102, and the school is currently projecting a funding P2 ADA of 1,540.
- The school is projecting total revenue of \$24.5M, which is \$6.9M higher than the school's original budget.
- LCFF projected revenue increased by \$6.3M, primarily due to an increase in projected ADA.
- Projected total expenditures of \$21.7M, which is an increase of \$6.2M compared to the original budget, due to the implementation of services primarily related to the increase in projected ADA.
- Federal revenue shows a projection of \$49k, with a slight increase from the original budget. This revenue source is not affected by the increase in projected ADA as the funding of federal SPED is based on the prior year's ADA.
- Other State Revenue increased from \$1.3M to \$1.9M due to the Arts and Music Block Grant, Special Education, and Lottery, and an increase in projected ADA.

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

Board President Stanford thanked Mr. Wohl for his report. Hearing no additional comments or questions, Board President Stanford asked for a motion.

Claudette Beck made a motion to approve the Second Interim Report and the Revised Budget for the 2023-2024 school year.

John Dortch seconded the motion.

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

**Roll Call**

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

**B. The Board will be asked to approve using the auditing firm Wilkinson, Hadley & King & Co., LLP for the 2023-2024 audit**

Claudio Wohl directed the board to the proposal presented by Wilkinson Hadley King & Co. to prepare the school's June 30, 2024, annual audit. Mr. Wohl reminded the board that the Wilkinson Hadley King & Co. CPA firm is on the state's approved auditor list and is currently preparing the 2022 Form 990 Federal Return of Organization Exempt from Income Tax. Mr. Wohl recommended the board approve the engagement letter with Wilkinson Hadley King & Co.

Board President Stanford thanked Mr. Wohl for his report. Hearing no additional comments or questions, Board President Stanford asked for a motion.

Michael Molloy made a motion to approve using the auditing firm Wilkinson, Hadley & King & Co., LLP for the 2023-2024 audit.

Barbara Willibrand 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 approve the revised Committed Funds Plan for the school**

Lindsay Reese directed the board to the Committed Funds Plan located in their packet and discussed the school's current reserve amount in excess of the recommended maximum 20% reserve amount. Ms. Reese explained the establishment and funding of financial reserves is important to the long-term health and stability of the school, the ability to manage cash flow, and protect the school from unforeseen revenue shortfalls, unexpected costs, and economic uncertainties. Financial reserves also help a charter school save for large purchases and reduce the cost of borrowing money. Ms. Reese then explained that in order

to demonstrate that we are good stewards of public funds, the Committed Funds Plan has been updated to reflect the school's current needs for projects, programs, and/or resources that directly benefit the students. Ms. Reese then reviewed the updated Committed Funds Plan for the amount of reserves in excess of the recommended 20% reserve amount. Ms. Reese recommended the board approve the Committed Funds Plan and for emergency or urgent spending needs, and asked the board to authorize the Area Superintendent to make and execute such decisions.

Board President Stanford thanked Ms. Reese for her report. She shared her experience as a teacher during budget deficits and commented on the importance of having financial reserves.

Board Secretary Beck asked if having funds over the 20% raises any concerns. Ms. Reese assured the board the school is encourage to have additional funds during times of state budget deficits.

Hearing no additional comments or questions, Board President Stanford asked for a motion. John Dortch made a motion to approve the revised Committed Funds Plan for the school. Claudette Beck 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

**D. The Board will be asked to approve the Board Resolution Authorizing Application for Grants**

Claudio Wohl directed the board to the grant resolution located in their board packet and explained the purpose is to authorize Lifelong Learning Administration Corporation ("LLAC") to apply for Grants, upon the request of the CEO of the Corporation or designee, on behalf of the School; and confirming that LLAC shall administer and manage all reporting requirements associated with any such Grants on behalf of the School. Mr. Wohl further explained that no individual Grant shall exceed \$1,500,000.00 and the annual total of combined Grants shall not to exceed \$10,000,000.00 in any fiscal year without prior Board approval. Mr. Wohl recommended the board approve the Board Resolution Authorizing Application for Grants.

Board President Stanford thanked Mr. Wohl for his report. Hearing no additional comments or questions, Board President Stanford asked for a motion.

Claudette Beck made a motion to approve the Board Resolution Authorizing Application for Grants.

Barbara Willibrand seconded the motion.

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



**Roll Call**

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

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

**A. Observations and Comments**

Jeff Brown thanked Ms. Reese and Ms. Unis for their reports.

Board Secretary Beck expressed her appreciation for Ms. Reese and Ms. Unis.

Board Member Willibrand thanked the staff for their thorough reports.

**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

Michael Molloy made a motion to adjourn open public Board meeting to go into closed session.

John Dortch seconded the motion.

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

**Roll Call**

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

**Roll Call**

Michael Molloy    Aye  
John Dortch        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  
(Government Code section 54957(b)(1).)  
Title: Superintendent

**VIII. Closing Items**

**A. Next Regular Board Meeting Date: April 16, 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**

Carol Stanford    Aye  
Michael Molloy    Aye  
Barbara Willibrand Absent  
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 11:00 AM.

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.