

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 April 16, 2024 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

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 254 680 842 831

Passcode: BWcnqk

Or call in (audio only)

[+1 657-207-0015,,73628438#](#)

Phone Conference ID: 736 284 38#

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 Apr 16, 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

Lisa Samuels, Learning Center Coordinator

Jeff Martineau, V.P. of Charter Relations

Bill Thompson, Legal Counsel

Guita Sharifi, CFO, LLAC

E. Approve Agenda for the April 16, 2024, Regular Public Meeting of the Board of Directors

John Dortch made a motion to approve Agenda for the April 16, 2024, Regular Public Meeting of the Board of Directors.

Claudette Beck seconded the motion.

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

Roll Call

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

F. Approve Minutes of the February 21, 2024, Regular Public Meeting of the Board of Directors

Michael Molloy made a motion to approve the minutes from Regular Board Meeting on 02-21-24.

Barbara Willibrand seconded the motion.

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

Roll Call

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

G. Approve Minutes of the March 5, 2024, Regular Public Meeting of the Board of Directors

Barbara Willibrand made a motion to approve the minutes from Regular Board Meeting on 03-05-24.

Claudette Beck 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

II. Consent Agenda

A. Consent Agenda Items

Board President Stanford announced the following consent agenda items:

1. The revised Uniform Complaint Policy and Procedures
2. The revised Academic Integrity and Plagiarism Policy, an update to the school's 2024-2025 Parent-Student Handbook

Board President Stanford then 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 |
| Michael Molloy | Aye |
| Barbara Willibrand | Aye |
| 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. Principal Update

Jenna Unis presented a report on the school's current enrollment, and then shared a few highlights from recent school events, including Spring graduation, state testing, internal audit, authorizer visits, and upcoming LCAP revisions.

Lindsay Reese then greeted the board and discussed the school's learning period 8 data, including student demographics, enrollment, credit completion, and the current graduation rate.

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

B. 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 February 29, 2024.

Ms. Sharifi then provided an update on the school's line of credit with LLAC, including the status of any amounts borrowed.

Ms. Sharifi discussed the state budget and deferral plans for the 2024-2025 school year. She informed the board she will provide the board with additional details during the June board meeting, after the Governor's May revision is released.

Board President Stanford thanked Ms. Sharifi for her update.

C. Legislative Update

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

Board President Stanford thanked Mr. Thompson for his update. She commented on the impact of the La Lucha film. Jeff Brown discussed how the idea of the film came about.

D. Local Control and Accountability Plan 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 each of the school's four goals and discussed a few highlights and areas of improvement.

- Goal 1: Increase academic progress – focus goal.
- Goal 2: Students will gain skills for college and career readiness – broad goal.
- Goal 3: Increase student retention rate – maintenance goal.
- Goal 4: Increase educational partner engagement – maintenance goal.

Ms. Unis concluded her report and asked the board if they had any input or questions.

Board President Stanford thanked Ms. Unis for her presentation.

E. School Survey Report

Lisa Samuels directed the board to the school survey report located in their board packet.

Ms. Samuels 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. Samuels asked the board if they had any questions.

Board President Stanford thanked Ms. Samuels for her presentation and expressed her appreciation for the increase in participants.

F. CDE Notification of 2022-2023 Annual Determination Pursuant to the Individuals with Disabilities Education Act and Selection for 2023-2024 Special Education Monitoring Activities

Lindsay Reese directed the board to the letter located in their board packet and explained that in support of the implementation of IDEA, the California Department of Education (CDE) sends each school an annual determination letter indicating the school's status related to special education compliance.

Ms. Reese explained for monitoring purposes, all small LEAs participate in Cyclical Monitoring activities to gather data around the implementation of the IDEA and the provision of a free and appropriate education (FAPE) in the least restrictive environment (LRE). Ms. Reese reported that the school received a determination of Cycle C 2026, Needs Assistance for the 2024 year and no action is needed for this school year. Ms. Reese then discussed how the school will, at the local level, continue to monitor compliance and performance for students with disabilities.

Finally, Ms. Reese asked the board if they had any input or questions.

Board President Stanford thanked Ms. Reese for her report.

G. 2024-2025 Draft Meeting Dates

Board President Stanford directed the board to the draft 2024-2025 regular board meeting calendar located in their board packet and requested the board to review the meeting dates, times, and meeting locations.

V. Action Items

A. The Board will be asked to approve the amended Conflict of Interest Code

Jeff Martineau directed the board to the amended Conflict of Interest (COI) Code, which includes the new position of Chief Operating Officer, as presented during the previous regular board meeting. Mr. Martineau then recommended the board approve the amended COI Code.

Board President Stanford thanked Mr. Martineau and asked for a motion.

Michael Molloy made a motion to approve the amended Conflict of Interest Code.

John Dortch seconded the motion.

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

Roll Call

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

B. 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 2024-2025 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 the DON 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 2024-2025 school year.

Ms. Reese recommended the board approve the DON form for the school for the 2024-2025 school year.

Board President Stanford thanked Ms. Reese and asked for 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 2024-2025 School Year per California Code of Regulations §80026.

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 |

Roll Call

Carol Stanford Aye

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

A. Observations and Comments

Jeff Brown shared his appreciation for the reports and his excitement for the overall improvement in enrollment and scores.

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

Board President Stanford praised the continued improvement of the school.

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

2. CONFERENCE WITH LABOR NEGOTIATOR

(Government Code section 54957.6)

Agency designated representative: Steve Churchwell or Jenni Krengel

Unrepresented Employee: Area Superintendent

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

Barbara Willibrand Aye

Carol Stanford Aye

Claudette Beck Aye

Michael Molloy Aye

John Dortch Aye

B. Adjourn closed session and reconvene to open public Board meeting

Claudette Beck 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

John Dortch Aye

Barbara Willibrand Aye

Roll Call

Michael Molloy Aye
Claudette Beck 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

2. CONFERENCE WITH LABOR NEGOTIATOR

(Government Code section 54957.6)

Agency designated representative: Steve Churchwell or Jenni Krenzel

Unrepresented Employee: Area Superintendent

VIII. Action Item

A. The Board will be asked to review and approve the salary range for Area Superintendent compensation

Following the board's opportunity to hear a presentation from Steve Churchwell, Bill Thompson recommended the area superintendent base salary range be increased to \$170,000-\$198,750.

Board President Stanford thanked Mr. Thompson and asked for a motion to approve the area superintendent compensation range based upon the analysis memo prepared and presented by the Buchalter Law Firm.

John Dortch made a motion to approve the salary range for Area Superintendent compensation.

Barbara Willibrand seconded the motion.

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

Roll Call

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

IX. Closing Items

A. Next Regular Board Meeting Date: May 31, 2024, 9:30am

B.

Adjourn Meeting

Carol Stanford made a motion to adjourn the meeting.

Barbara Willibrand seconded the motion.

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

Roll Call

Carol Stanford Aye

Claudette Beck Aye

Barbara Willibrand Aye

Michael Molloy 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 10:48 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.