

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**

Wednesday June 5, 2024 at 9:00 AM

#### **Location**

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

**Satellite Locations:** 7101 Big Oak Lane, Nolensville, Tennessee 37135

#### **Microsoft Teams meeting**

**Join on your computer, mobile app or room device**

[Click here to join the meeting](#)

Meeting ID: 292 903 867 383

Passcode: Tw9tFo

#### **Or call in (audio only)**

+1 657-207-0015,,772249609#

Phone Conference ID: 772 249 609#

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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, John Dortch, Victoria Hancock

## Directors Absent

Claudette Beck

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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 Wednesday Jun 5, 2024 at 9:00 AM.

### B. The Board will be asked to confirm its acknowledgement that esteemed board member Mike Molloy has resigned from the Board of Directors effective May 28, 2024, and that Victoria Hancock has been appointed as a member of the Board of Directors by Educational Advancement Corporation, the sole member of Alta Vista Public Charter, Inc., for the term May 28, 2024 through June 30, 2024

Board President Stanford welcomed Victoria Hancock and thanked Mike Molloy for his service.

John Dortch made a motion to confirm its acknowledgement that esteemed board member Mike Molloy has resigned from the Board of Directors effective May 28, 2024, and that Victoria Hancock has been appointed as a member of the Board of Directors by Educational Advancement Corporation, the sole member of Alta Vista Public Charter, Inc., for the term May 28, 2024 through June 30, 2024.

Barbara Willibrand seconded the motion.

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

#### Roll Call

Carol Stanford	Aye
Claudette Beck	Absent
Victoria Hancock	Aye
John Dortch	Aye
Barbara Willibrand	Aye

### C. Roll Call and Establishment of Quorum

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

### D. Pledge of Allegiance

Board Member Dortch led the pledge of allegiance.

**E. Staff Introductions**

Jeff Brown, CEO  
Jeri Vincent, Corporate Secretary  
Shellie Hanes, Superintendent  
Lindsay Reese, Area Superintendent  
Jenna Unis, Principal  
Lisa Samuals, Learning Center Coordinator  
Bill Thompson, Legal Counsel  
Guita Sharifi, CFO, LLAC

**F. Approve Agenda for the June 5, 2024, Regular Public Meeting of the Board of Directors**

Victoria Hancock made a motion to approve Agenda for the June 5, 2024, Regular Public Meeting of the Board of Directors.

John Dortch seconded the motion.

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

**Roll Call**

Barbara Willibrand	Aye
Claudette Beck	Absent
John Dortch	Aye
Carol Stanford	Aye
Victoria Hancock	Aye

**G. Approve Minutes of the April 16, 2024, Regular Public Meeting of the Board of Directors**

John Dortch made a motion to approve the minutes from Regular Board Meeting on 04-16-24.

Barbara Willibrand seconded the motion.

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

**Roll Call**

John Dortch	Aye
Barbara Willibrand	Aye
Victoria Hancock	Aye
Carol Stanford	Aye
Claudette Beck	Absent

**II. Consent Agenda**

**A. Consent Agenda Items**

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 following consent agenda items:

1. Uniform Complaints Report for the 2023-2024 school year: 0 Complaints Received
2. Repeal the Area Superintendent Evaluation Policy and Procedures effective July 1, 2023

Barbara Willibrand made a motion to approve the consent agenda items.

Victoria Hancock seconded the motion.

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

**Roll Call**

Carol Stanford	Aye
John Dortch	Aye
Victoria Hancock	Aye
Claudette Beck	Absent
Barbara Willibrand	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. Area Superintendent Update**

Lindsay Reese greeted the board and welcomed Victoria Hancock. She then discussed the school's learning period 10 data including Average Daily Attendance (ADA), enrollment, overall credit completion, core credit completion, and the one-year graduation cohort.

Board President Stanford thanked Ms. Reese for her update.

**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%, 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 April 30, 2024.

Ms. Sharifi then provided the board with an update on the loan funds available to the school through LLAC, if needed.

Finally, Ms. Sharifi updated the board on the Governor's May revision, which has been reflected in the 2024-2025 Budget. Ms. Sharifi will continue to monitor and update the board as needed.

Board President Stanford Ms. Sharifi for her update.

## **C. Report on Mathematics Placement Results**

Lindsay Reese explained that the California Mathematics Placement Act of 2015 required the board to adopt "a fair, objective, and transparent mathematics placement policy." The policy addresses students entering ninth grade and includes several required elements to ensure equity in student achievement, including multiple objective academic achievement measures, at least one placement checkpoint within the first month of the school year, annual examination of pupil placement to ensure students are not held back in a disproportionate manner, providing an annual report to the governing board, offer a clear and timely recourse for each pupil and their parent/legal guardian who questions their placement, and posting the policy on the school's website.

For the 2023-2024 school year, the math placement for 9th graders fell into three categories:

- 30.3% of 9th-grade math students placed in Geometry or Algebra II (above grade level course)
- 69.7% of 9th-grade math students placed in Algebra 1 (grade level course)
- 0% of 9th-grade math students placed in remedial math courses

Ms. Reese discussed the ways the school emphasized course planning and that all 9th grade students who took math progressed in their courses, and none were held back. Lastly, Ms. Reese informed the board the school staff will continue to evaluate this data and report to the board next year pursuant to the Board's policy.

Board President Stanford thanked Ms. Reese.

## **D. LCFF Local Indicators Report**

Lindsay Reese informed the board that all schools in California must measure and report on key local indicators, which are based on five of the LCFF state priorities. The school uses the California Department of Education's self-reflection tool to determine if the performance standard was met or not met. Ms. Reese then reviewed the following indicators met by the school:

- **Priority 1** – Focuses on ensuring that all students are assigned to appropriately credentialed teachers, that all students have access to their own instructional materials, and attend safe, clean and functional school facilities. The school had 0 misassignments and 0 teacher vacancies.
- **Priority 2** – Ensuring progress is made in implementing state academic standards. The school has improved the development of their curriculum framework in mathematics courses, CTE courses, health and visual and performing arts courses, and history courses. The school met this priority.
- **Priority 3** – Parent Engagement: The school engages its educational partners during the quarterly PAC and ELAC meetings, annual surveys, and parent-teacher conferences where feedback is gathered, local data is shared, and input is requested. The school also provided regular communication in the form of L4L Connect Posts, phone calls, emails, text messages, Data and Design and home visits. The school will increase the communication for next school to increase the educational partners engagement. The school met this priority.
- **Priority 6** – School Climate: The state mandates the school survey students about their sense of safety and connectedness. The survey confirmed the students feel safe and connected to the school. The school met this priority.
- **Priority 7** – Measures the school's progress in ensuring that all students have access to a broad course of study. School data confirms students have to access to standards-aligned core and elective curriculum and all students who are English Learners, low income, foster youth and special education have access to all of the courses required for a broad course of study as defined in state law. The school met this priority.

Ms. Reese then asked the board for any comments on the LCFF Local Indicators Report.

Board President Stanford thanked Ms. Reese.

**E. Annual IRS Form 990, Return of Organization Exempt from Income Tax and the California return for 2022, as filed**

Guita Sharifi informed the board that the corporation's annual 990 federal tax return and the California return for 2022, which was provided to each board member, was filed prior to the due date.

Board President Stanford thanked Ms. Sharifi.

**F. 2024-2025 Board 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. Public Hearing

### A. Open Public Hearing

Board President Stanford requested a motion to open the public hearing.

Victoria Hancock made a motion to open the public hearing.

John Dortch seconded the motion.

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

#### Roll Call

Claudette Beck	Absent
John Dortch	Aye
Carol Stanford	Aye
Victoria Hancock	Aye
Barbara Willibrand	Aye

Board President Stanford announced the public hearing opened at 9:22 a.m.

### B. The Board will hold a public hearing to solicit the recommendations and comments of members of the public regarding the 2024-2025 Budget Overview for Parents, 2023-2024 Local Control and Accountability Plan (LCAP) Annual Update, and the LCAP with Comprehensive Support and Improvement Plan for the 2024-2025 school year

Jenna Unis reviewed the Budget Overview for Parents. She informed the board the Budget Overview for Parents includes information on the Local Control Funding Formula revenues, Supplemental and Concentration grants and state funds. The Budget Overview for Parents demonstrates to the public and parents that the school directed its funds in 2023-2024 towards increasing or improving service in meeting the needs of the school community, while also directing funding for its high needs students such as low income students, English learners, foster youth and homeless students.

Ms. Unis then reviewed the projected revenue chart, which explains the projected revenue for the school by each fund source: LCFF funds with both supplemental and concentration grants, and local, state and federal funds. Ms. Unis discussed the estimated budgeted expenditures for the school and the corresponding actions and services in the LCAP.

Next, Ms. Unis reviewed the school's proposed four LCAP goals and actions for the 2024-2025 school year.

- Goal 1 – Increase Academic Progress.
- Goal 2 – Students Will Gain Skills for College and Career Readiness.

- Goal 3 – Increase Student Retention.
- Goal 4 – Increase Educational Partner Engagement.

Ms. Unis explained that the school reflected on their progress and community partner input on the school's 2023-2024 LCAP goals when developing the 2024-2025 LCAP. She reviewed the current and new action items included in the plan.

Ms. Unis then requested input from the board and public on the school's BOP and LCAP plan for the 2024-2025 school year.

### C. Close Public Hearing

Hearing no comments from the public, Board President Stanford asked for a motion to close the public hearing.

John Dortch made a motion to close the public hearing.

Barbara Willibrand seconded the motion.

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

#### Roll Call

Carol Stanford	Aye
Barbara Willibrand	Aye
Victoria Hancock	Aye
Claudette Beck	Absent
John Dortch	Aye

Board President Stanford announced that the public hearing closed at 9:33 a.m.

## VI. Action Items

- A. The Board will be asked to confirm its acknowledgement that Carol Stanford, Claudette Beck, John Dortch, Barbara Willibrand and Victoria Hancock have been reappointed as members of the Board of Directors by Educational Advancement Corporation, the sole member of Alta Vista Public Charter, Inc., for the term July 1, 2024 through June 30, 2025**

Bill Thompson reported to the board that the Board of Directors of Educational Advancement Corporation (EAC), the sole member of Alta Vista Public Charter, Inc., has acted to reappoint Carol Stanford, Claudette Beck, John Dortch, Barbara Willibrand, and Victoria Hancock as members of the Mission Academy Board of Directors for the term of July 1, 2024 through June 30, 2025. Mr. Thompson then recommended the board vote to confirm its acknowledgment of EAC's action to reappoint the board members.

Barbara Willibrand made a motion to confirm its acknowledgement that Carol Stanford, Claudette Beck, John Dortch, Barbara Willibrand and Victoria Hancock have been reappointed as members of the Board of Directors by Educational Advancement



Corporation, the sole member of Alta Vista Public Charter, Inc., for the term July 1, 2024 through June 30, 2025.

Victoria Hancock seconded the motion.

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

**Roll Call**

Claudette Beck Absent

Victoria Hancock Aye

Carol Stanford Aye

Barbara Willibrand Aye

John Dortch Aye

**B. The Board will be asked to approve the Propostion 28: Arts and Music in Schools Funding Annual Report for fiscal year 2023-24**

Lindsay Reese informed the board that as a condition of receipt of the Arts and Music in Schools (AMS) funds, the school annually submits a report for board approval on the following items: details of the type of arts education programs funded by the program; the number of full-time equivalent teachers, classified personnel, and teaching aides; the number of pupils served; and, the number of school sites providing arts education programs with those funds.

Ms. Reese then provided the board with a summary of the AMS annual report included in the board packet and recommended the board approve the annual report for the 2023-24 school year.

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

John Dortch made a motion to approve the Propostion 28: Arts and Music in Schools Funding Annual Report for fiscal year 2023-24.

Barbara Willibrand seconded the motion.

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

**Roll Call**

John Dortch Aye

Carol Stanford Aye

Claudette Beck Absent

Barbara Willibrand Aye

Victoria Hancock Aye

**C. The Board will be asked to reauthorize the Corporate Officers and Senior Administration to make all reasonable and necessary business arrangements, and enter into all reasonable and necessary transactions, including but not limited to, contracts with vendors, employees, consultants and others**

Board President Stanford requested a motion to reauthorize the Corporate Officers and Senior Administration to make all reasonable and necessary business arrangements, and

enter into all reasonable and necessary transactions, including but not limited to, contracts with vendors, employees, consultants and others.

Victoria Hancock made a motion to reauthorize the Corporate Officers and Senior Administration to make all reasonable and necessary business arrangements, and enter into all reasonable and necessary transactions, including but not limited to, contracts with vendors, employees, consultants and others.

John Dortch seconded the motion.

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

**Roll Call**

Carol Stanford	Aye
Victoria Hancock	Aye
John Dortch	Aye
Barbara Willibrand	Aye
Claudette Beck	Absent

**D. The Board will be asked to reauthorize the Corporate Officers to award discretionary incentives to employees at various sundry times**

Lindsay Reese discussed with the board the need to annually re-authorize the officers of the corporation the ability to award discretionary incentives to employees at various sundry times. She informed the board the incentives are discretionary and determined based on the current budgetary and financial needs of the school.

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

Barbara Willibrand made a motion to reauthorize the Corporate Officers to award discretionary incentives to employees at various sundry times.

John Dortch seconded the motion.

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

**Roll Call**

Victoria Hancock	Aye
Carol Stanford	Aye
Barbara Willibrand	Aye
John Dortch	Aye
Claudette Beck	Absent

**E. 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 Periodic Certification Sample to the Payroll Accounting Section. Ms. Sharifi then recommended the board approve the recommended changes to the Accounting Manual.

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

John Dortch made a motion to approve the revised Charter School Accounting Manual.

Barbara Willibrand seconded the motion.

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

**Roll Call**

Carol Stanford	Aye
Claudette Beck	Absent
John Dortch	Aye
Barbara Willibrand	Aye
Victoria Hancock	Aye

**F. The Board will be asked to approve the Local Control Funding Formula (LCFF) for school year 2024-2025, which drives the primary source of funding for the charter school**

Guita Sharifi explained that LCFF funding is the primary source of the school's revenue and determines the funding for charter schools, which has two primary components: a base rate component that applies to all schools that depends exclusively on Average Daily Attendance (ADA) by grade span, and a supplemental and concentration component that depends on the percentage of the school's English Learners, foster youth, and low income students. The LCFF calculation is the largest source of the school's unrestricted revenue and is essential to budget and LCAP development. Ms. Sharifi reviewed the total LCFF revenue estimated to be received for the 2024-2025 school year, including the total supplemental and concentration funding. Ms. Sharifi then recommended the board approve the LCFF for school year 2024-2025.

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

Victoria Hancock made a motion to approve the Local Control Funding Formula (LCFF) for school year 2024-2025, which drives the primary source of funding for the charter school.

John Dortch seconded the motion.

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

**Roll Call**

Barbara Willibrand	Aye
John Dortch	Aye
Victoria Hancock	Aye
Claudette Beck	Absent
Carol Stanford	Aye

**G. The Board will be asked to approve the Education Protection Account (EPA) spending determinations**

Guita Sharifi explained that the Education Protection Account (EPA) is a component of the LCFF funding that must be used only for instruction and be posted on the school's website every year. Ms. Sharifi discussed the total estimated EPA revenue to be received by the school for the 2024-2025 school year. Ms. Sharifi then recommended the board approve the EPA spending determinations.

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

Barbara Willibrand made a motion to approve the Education Protection Account (EPA) spending determinations.

Victoria Hancock seconded the motion.

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

**Roll Call**

Barbara Willibrand Aye

Victoria Hancock Aye

Carol Stanford Aye

Claudette Beck Absent

John Dortch Aye

**H. The Board will be asked to approve the Budget for the 2024-2025 fiscal year**

Guita Sharifi informed the board the school's budget is based on funding information from the Governor's May Revision to the state budget and will be adjusted in the future if there are changes to the budget when it is signed in June or in subsequent revisions during the summer.

Ms. Sharifi explained the funding projections for next fiscal year, including a COLA increase of 1.07% to the LCFF funding rate and various other state funding sources compared to the prior year. Ms. Sharifi further explained the May Revision includes several actions to mitigate the effects of lower Proposition 98 spending on schools. The primary actions are: (1) reserve withdrawals, (2) cost shifts, and (3) repurposing of unspent/unused funds.

Ms. Sharifi then discussed the school's projected ADA of 1,610 for school year 2024-2025, which is an increase compared to the 2023-2024 school year.

Next, Ms. Sharifi reviewed the projected revenue for the school and explained the revenue amounts from LCFF sources, federal funds, and other state revenue, including lottery funds. She noted the school is not projecting local revenue.

Ms. Sharifi then reviewed the school's expenditures and discussed the increase of salaries, benefits, and purchasing, as compared to the 2023-2024 school year. Ms. Sharifi also reviewed the operating expenses, which shows a slight increase from the prior year. This increase is due to higher budget for facilities and professional services spending.

Lastly, Ms. Sharifi informed the board the school is projecting a positive net position and ratio of reserves to expenditures. She then recommended the board approve the school budget for the 2024-2025 fiscal year.

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

John Dortch made a motion to approve the Budget for the 2024-2025 fiscal year.

Victoria Hancock seconded the motion.

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

**Roll Call**

Barbara Willibrand	Aye
John Dortch	Aye
Victoria Hancock	Aye
Claudette Beck	Absent
Carol Stanford	Aye

**I. The Board will be asked to approve the 2024-2025 Budget Overview for Parents, 2023-2024 Local Control and Accountability Plan (LCAP) Annual Update, and the LCAP with Comprehensive Support and Improvement Plan for the 2024-2025 school year**

Lindsay Reese invited questions and suggestions from the board on the 2024-2025 Budget Overview for Parents, 2023-2024 Local Control and Accountability Plan (LCAP) Annual Update, and the LCAP with Comprehensive Support and Improvement Plan for the 2024-2025 school year.

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

John Dortch made a motion to approve the 2024-2025 Budget Overview for Parents, 2023-2024 Local Control and Accountability Plan (LCAP) Annual Update, and the LCAP with Comprehensive Support and Improvement Plan for the 2024-2025 school year.

Barbara Willibrand seconded the motion.

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

**Roll Call**

Claudette Beck	Absent
Carol Stanford	Aye
John Dortch	Aye
Victoria Hancock	Aye
Barbara Willibrand	Aye

**J. The Board will be asked to approve the revised Expanded Learning Opportunities Grant (ELO-G) Plan for the school**

Lindsay Reese informed the board the Expanded Learning Opportunity Grant (ELO-G) was adopted in Spring 2021, with an expenditure date of June 2024. This initiative addresses

learning loss and provided additional educational opportunities due to the COVID-19 pandemic. This fund supplemented extended learning programs, targeting support for the most affected students, mental health services, social-emotional learning, professional development for educators, and increase family engagement. The LEA must update the ELO grant plan to include actual expenditures no later than December 1, 2024. Updated ELO grant plans must be adopted by the local governing board at a public meeting and be submitted to the County Office of Education, the CDE, or chartering authority within 5 days of adoption. LEAs are strongly encouraged to post the plan on the same page as their LCAP.

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

Victoria Hancock made a motion to approve the revised Expanded Learning Opportunities Grant (ELO-G) Plan for the school.

Barbara Willibrand seconded the motion.

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

**Roll Call**

Victoria Hancock	Aye
Carol Stanford	Aye
Barbara Willibrand	Aye
Claudette Beck	Absent
John Dortch	Aye

**K. The Board will be asked to approve the Consolidated Application process and submission for all reports required for the 2024-2025 school year**

Lindsay Reese explained the Consolidated Application (ConApp) is used by the California Department of Education to distribute categorical funds from various federal programs to local educational agencies (LEA). Annually, LEAs must submit the Spring release of the ConApp which, among other things, provides assurances that the LEA will comply with the legal requirements of each program. Ms. Reese recommended the board approve the ConApp process and submission for all reports for the 2024-2025 school year.

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

Barbara Willibrand made a motion to approve the Consolidated Application process and submission for all reports required for the 2024-2025 school year.

Victoria Hancock seconded the motion.

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

**Roll Call**

John Dortch	Aye
Barbara Willibrand	Aye
Claudette Beck	Absent
Victoria Hancock	Aye

**Roll Call**

Carol Stanford     Aye

**L. The Board will be asked to renew a Revolving Line of Credit (RLOC) from Hanmi Bank for the 2024-2025 school year, as needed, to maintain adequate cash flow pursuant to the RLOC provisions**

Guita Sharifi reminded the board of the current Hanmi Bank agreement that provides a line of credit at a lower interest rate compared to other financing mechanisms to support the school's finances only when necessary to maintain adequate cash flow. Ms. Sharifi then explained the school has the opportunity to renew the Revolving Line of Credit (RLOC) with Hanmi Bank for the 2024-2025 school year in the amount of \$1M with the current interest rate of 9.00%. Ms. Sharifi reminded the board the interest rate is calculated at the greater of: (1) the prime rate plus 0.50%, or (2) 3.75%. Currently the higher of the two options is the prime rate of 8.5% plus 0.5%, setting the rate at 9%. Ms. Sharifi then recommended the board approve the Hanmi Bank RLOC.

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

John Dortch made a motion to renew a Revolving Line of Credit (RLOC) from Hanmi Bank for the 2024-2025 school year, as needed, to maintain adequate cash flow pursuant to the RLOC provisions.

Barbara Willibrand seconded the motion.

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

**Roll Call**

Barbara Willibrand   Aye

Carol Stanford     Aye

John Dortch        Aye

Victoria Hancock   Aye

Claudette Beck     Absent

**M. The Board will be asked to approve obtaining a loan from Lifelong Learning Administration Corporation (LLAC) during the 2024-2025 fiscal year, as needed to maintain adequate cash flow, pursuant to promissory note provisions with applicable interest**

Guita Sharifi explained to the board that Lifelong Learning Administration Corp. (LLAC), the school's vendor for administrative and educational services, offers a short-term borrowing option to support the school when necessary for a maximum limit of \$1.5M, at an interest rate of 6%, and the note includes the lender's option to adjust the rate once during the fiscal year based on market rate changes. Ms. Sharifi explained the amount is a maximum and the school may utilize it entirely, or not at all. Ms. Sharifi further emphasized this is an alternative financing option for the school to meet short-term cash flow needs only if needed for the 2024-2025 school year. Ms. Sharifi then recommended the board approve the LLAC promissory note.

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

Victoria Hancock made a motion to approve obtaining a loan from Lifelong Learning Administration Corporation (LLAC) during the 2024-2025 fiscal year, as needed to maintain adequate cash flow, pursuant to promissory note provisions with applicable interest.

John Dortch seconded the motion.

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

**Roll Call**

Barbara Willibrand	Aye
Claudette Beck	Absent
Victoria Hancock	Aye
John Dortch	Aye
Carol Stanford	Aye

**N. The Board will be asked to approve the signers for all bank accounts**

Board President Stanford recommended the board reconfirm Jeff Brown, Jeri Vincent, Shellie Hanes, and Jeff Martineau as the school's authorized bank account signers.

Barbara Willibrand made a motion to approve the signers for all bank accounts.

Victoria Hancock seconded the motion.

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

**Roll Call**

Barbara Willibrand	Aye
Claudette Beck	Absent
Carol Stanford	Aye
Victoria Hancock	Aye
John Dortch	Aye

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

**A. Recognition of Service**

Board President Stanford thanked Mr. Molloy for his service and his dedication to the students.

Jeff Brown thanked Mr. Molloy for all the effort he has put into the school.

Skip Hansen thanked Mr. Molloy and shared memories of when they first met. Mr. Hansen expressed his appreciation for Mr. Molloy's dedication to the students.

Jeri Vincent echoed the shared sentiments. She acknowledged Mr. Molloy's service to the school, the community, and the country.



Bill Thompson expressed his appreciation for his friendship with Mr. Molloy and the good example Mr. Molloy has set.

Board Member Willibrand shared her appreciation for Mr. Molloy's service and dedication.

Board Member Dortch commented on the pleasure it has been to get to know Mr. Molloy.

## **B. Observations and Comments**

Jeff Brown thanked the board for their continued effort and service.

Skip Hansen reflected on the history of the school and the amount of lives being changed every day because of the board's service.

## **VIII. 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.

Barbara Willibrand seconded the motion.

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

#### **Roll Call**

Victoria Hancock	Aye
Carol Stanford	Aye
Barbara Willibrand	Aye
Claudette Beck	Absent
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.

Victoria Hancock seconded the motion.

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

#### **Roll Call**

Carol Stanford	Aye
Barbara Willibrand	Aye
Victoria Hancock	Aye
Claudette Beck	Absent
John Dortch	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

**IX. Closing Items**

**A. Next Regular Board Meeting Date: September 3, 2024, 10:00am**

**B. Adjourn Meeting**

Victoria Hancock made a motion to adjourn the meeting.

Barbara Willibrand seconded the motion.

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

**Roll Call**

John Dortch        Aye

Victoria Hancock   Aye

Carol Stanford     Aye

Claudette Beck     Absent

Barbara Willibrand Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 10:27 AM.

Respectfully Submitted,

Carol Stanford

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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.

