

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 September 3, 2024 at 10:00 AM

#### Location

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

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

#### Microsoft Teams

[Join the meeting now](#)

Meeting ID: 217 777 498 207

Passcode: TyDMRv

#### Dial in by phone

[+1 657-207-0015,,696913130#](#)

Phone conference ID: 696 913 130#

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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, Claudette Beck, John Dortch, Victoria Hancock

**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 and accommodations.

Carol Stanford called a meeting of the board of directors of Mission Academy to order on Tuesday Sep 3, 2024 at 10:00 AM.

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

Board President Stanford read aloud the notices regarding meeting logistics and accommodations.

**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  
Jenna Unis, Principal  
Brandy Landrum, Assistant Principal  
Bill Thompson, Legal Counsel  
Guita Sharifi, CFO, LLAC

**E. Approve Agenda for the September 3, 2024, Regular Public Meeting of the Board of Directors**

John Dortch made a motion to approve Agenda for the September 3, 2024, Regular Public Meeting of the Board of Directors.

Victoria Hancock seconded the motion.

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

**Roll Call**

John Dortch            Aye

**Roll Call**

Barbara Willibrand Absent

Victoria Hancock Aye

Claudette Beck Aye

Carol Stanford Aye

Board Member Willibrand joined the meeting.

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

Claudette Beck made a motion to approve the minutes from Regular Board Meeting on 06-05-24.

Victoria Hancock seconded the motion.

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

**Roll Call**

Barbara Willibrand Aye

Carol Stanford Aye

John Dortch Aye

Claudette Beck Aye

Victoria Hancock Aye

**II. Consent Agenda**

**A. Consent Agenda Items**

Board President Stanford announced the following consent agenda items:

1. The revised Master Plan for Multilingual Learners.
2. The revised Suspension and Expulsion Policy and Procedure.
3. The new Title IX Policy Prohibiting Discrimination on the Basis of Sex.
4. The revised Harassment, Intimidation, Discrimination and Bullying Policy.
5. Repeal the Board Policy on Non-Discrimination (duplicative of the revised Harassment, Intimidation, Discrimination and Bullying Policy).
6. The disposal of discontinued/obsolete technology equipment.

President Stanford then asked if any member would like to discuss any of the agenda items for action separately. Hearing none, Ms. Stanford asked for a motion to approve the consent agenda items.

Victoria Hancock made a motion to approve the consent agenda items.

John Dortch seconded the motion.

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

**Roll Call**

Barbara Willibrand Aye

Claudette Beck Aye

John Dortch Aye

**Roll Call**

Carol Stanford Aye

Victoria Hancock 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. Finance Update and Financial Reporting for the 2024-2025 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 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.

Ms. Sharifi also provided the board with an update on the school's line of credit with LLAC.

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 her report.

**B. Principal Update**

Jenna Unis greeted the board and discussed the school's enrollment and graduation. She then provided a presentation on recent learning center events and opportunities, including parent advisory meetings and multilingual programs engagement.

Lindsay Reese then provided a brief update on the school's learning period 1 data, including Average Daily Attendance (ADA), enrollment, and overall credit completion. Board President Stanford thanked Ms. Unis and Ms. Reese for their presentations.

### **C. Technology Information Update**

Darin Bower informed the board that LLAC recently worked with third-party CIO firm, Fortium Partners, to conduct a comprehensive assessment of their technology services department. This assessment affirmed the effectiveness of their strategic initiatives and steadfast commitment to excellence and security in serving Mission Academy. Mr. Bower then provided the board with an overview of the current systems in place, how they were tested, and opportunities for improvement. Lastly, he reported to the board that LLAC's proactive cybersecurity measures have successfully protected the school from data breaches and ransomware attacks, including the recent CrowdStrike outage. Board President Stanford thanked Mr. Bower for his update.

Board Secretary Beck and Mr. Bower discussed the secondary service provider.

### **D. 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 2024 training will be presented by Young, Minney & Corr, LLP, and board members will have the option of attending a virtual session on Tuesday, October 1st at 5:00pm or Wednesday, October 2nd at 11:00am.

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 for the information.

### **E. 2024-25 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 dates and times.

## **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. She reviewed the recommended revision on page 60, which adds a 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.

Claudette Beck seconded the motion.

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

**Roll Call**

Claudette Beck Aye

Carol Stanford Aye

Barbara Willibrand Aye

John Dortch Aye

Victoria Hancock Aye

**B. The Board will be asked to approve the Unaudited Actuals for the 2023-2024 school year**

Guita Sharifi directed the board to the unaudited actuals report for the 2023-2024 school year. She 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) that was the base for funding in 2023-2024, and the estimated ADA projections for 2024-2025, which 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 1,541 for a total revenue of \$25.1M, which was \$90K higher than the previously projected revenue.

Ms. Sharifi reported that the school ended the year with total expenditures of \$22.8M, which was \$796K higher than prior projections. This increase was due to a combination of a small increase in certificated and classified salaries, as well as materials and training. These increases were offset by small decreases in equipment, insurance, and communications spending.

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

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

Victoria Hancock made a motion to approve the Unaudited Actuals for the 2023-2024 school year.

Claudette Beck 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 Aye

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

**A. Observations and Comments**

Jeff Brown thanked everyone for their reports and congratulated the school on its success.

Board President Stanford thanked Ms. Unis and the staff.

Board Secretary Beck praised the graduation numbers.

**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.

Victoria Hancock seconded the motion.

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

**Roll Call**

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

John Dortch Aye  
Carol Stanford Aye  
Victoria Hancock Aye

**Roll Call**

Claudette Beck Aye  
Barbara Willibrand 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: October 10, 2024, 10:00am**

**B. Adjourn Meeting**

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

**Roll Call**

Barbara Willibrand Aye  
Claudette Beck Aye  
Victoria Hancock Aye  
Carol Stanford 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 10:39 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.