

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 10, 2024 at 10:00 AM

Location

Meeting Location: 177 Holston Drive, Lancaster, CA 93535

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

Microsoft Teams

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Meeting ID: 227 877 484 070

Passcode: oYstan

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[+1 657-207-0015,,155494617#](#)

Phone conference ID: 155 494 617#

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, Victoria Hancock

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 10, 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 Hancock led the pledge of allegiance.

D. Staff Introductions

Jeff Brown, CEO

Shellie Hanes, Superintendent

Darin Bower, COO

Lindsay Reese, Area Superintendent

Jenna Unis, Principal

Bill Thompson, Legal Counsel

Guita Sharifi, CFO, LLAC

E. Approve Agenda for the December 10, 2024, Regular Public Meeting of the Board of Directors

John Dortch made a motion to approve Agenda for the December 10, 2024, Regular Public Meeting of the Board of Directors.

Victoria Hancock seconded the motion.

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

Roll Call

Victoria Hancock Aye

Carol Stanford Aye

Claudette Beck Aye

Roll Call

Barbara Willibrand Aye
John Dortch Aye

F. Approve Minutes of the September 3, 2024, Regular Public Meeting of the Board of Directors

Claudette Beck made a motion to approve the minutes from Regular Board Meeting on 09-03-24.

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 Aye
John Dortch Aye

II. Consent Agenda

A. Consent Agenda Items

Board President Stanford announced the following consent agenda items:

1. The revised School Safety Plan
2. The revised Suicide Prevention Policy
3. The revised Uniform Complaint Policy and Procedures

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.

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
Barbara Willibrand Aye
John Dortch Aye
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

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 8.25%, a decrease 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, including the current interest rate of 6% and the current balance on the line of credit.

Ms. Sharifi then reviewed the overall financial forecast and potential impacts on the 2025 state budget.

Board President Stanford thanked Ms. Sharifi for her update.

B. Area Superintendent Update

Lindsay Reese greeted the board and discussed the school's learning period 4 data, including Average Daily Attendance (ADA), enrollment, overall credit completion, core credit completion, and the one-year graduation cohort.

The board and staff discussed the school's growth and what attributed to the increase in enrollment.

The board engaged in a discussion about the needs of socioeconomically disadvantaged students and ensuring they have the proper equipment to participate in school. Ms. Reese informed the board that all students are issued a laptop and a hotspot upon enrollment, to maintain consistency throughout the program.

Board President Stanford thanked Ms. Reese for her update.

C. Principal Update

Jenna Unis greeted the board and discussed the school's enrollment growth and graduation. She then provided a presentation on recent learning center events and opportunities, including trauma resilient education training.

Board President Stanford thanked Ms. Unis for her presentation.

Board Member Willibrand praised the growth in enrollment.

D. 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 and includes a brief description of services. 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 or legal counsel for any questions.

Board President Stanford thanked Ms. Reese.

V. Action Items

A. The Board will be asked to approve the June 30, 2024, 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 2023-24 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 greeted the board and directed them to the Independent Auditor's Report letter located at the end of the report, showing the school received an unmodified report with no findings for the year ending June 30, 2024.

Mr. Hadley then reviewed each of the financial statements in detail and explained the purpose of each report, highlighting specific financial data.

Board President Stanford thanked Mr. Hadley. Hearing no additional questions or comments, Ms. Stanford asked for a motion.

Victoria Hancock made a motion to approve the June 30, 2024, Annual Audit Report for the school.

Barbara Willibrand seconded the motion.

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

Roll Call

Barbara Willibrand Aye

Roll Call

Carol Stanford Aye
John Dortch Aye
Claudette Beck Aye
Victoria Hancock Aye

B. The Board will be asked to approve the 2024-2025 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, 2024 through October 31, 2024. 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, highlighting the following areas:

- The school budgeted a P2 ADA of 1,610, and the school is currently projecting a funding P2 ADA of 1,564.
- The school is projecting total revenue of \$25.8M, which is \$798K lower than the school's original budget.
- LCFF projected revenue is \$23.6M, showing a decrease of \$769K compared to the school's original budget
- Federal revenue decreased from \$89K to \$77K.
- State revenue is \$2.1M, showing a marginal decrease of \$18K compared to the school's original budget. This decrease comes from a combination of factors, including a decrease in State Special Ed and an increase in lottery revenue.
- Other Revenue had a slight increase of \$48 from vendor refunds.
- The school is projecting total expenditures of \$25.4M, showing an increase of \$670K compared to the school's original budget. This includes a budget increase in teachers and administrative salaries, and an increase in budget for health benefits.

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

Board President Stanford thanked Ms. Sharifi. Hearing no additional questions or comments, Ms. Stanford asked for a motion.

Barbara Willibrand made a motion to approve the 2024-2025 First Interim Report.

John Dortch seconded the motion.

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

Roll Call

Claudette Beck Aye
Carol Stanford Aye
Victoria Hancock Aye

Roll Call

Barbara Willibrand Aye
John Dortch Aye

C. The Board will be asked to review and approve Wilkinson, Hadley & King & Co., LLP to prepare the school's 2023 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 ending June 30, 2024, 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 2023 tax returns.

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

John Dortch made a motion to approve Wilkinson, Hadley & King & Co., LLP to prepare the school's 2023 Form 990, Return of Organization Exempt from Income Tax.

Barbara Willibrand seconded the motion.

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

Roll Call

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

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

A. Observations and Comments

Jeff Brown thanked Ms. Reese for her presentation. He then praised Ms. Unis' report and congratulated the staff on the amount of students who recently graduated.

Board President Stanford commended the staff for all their hard work. She expressed her excitement for the growth of the school.

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

Lindsay Reese thanked the board for their continued support and guidance.

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

Claudette Beck 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

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

VIII. Closing Items

A. Next Regular Board Meeting Date: February 20, 2025, 11:30am

B. Adjourn Meeting

Victoria Hancock made a motion to adjourn the meeting.

Claudette Beck 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 10:52 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.