

APPROVED

Mission Academy

Minutes

Regular Board Meeting

Operated by Alta Vista Public Charter, Inc., A California Non-Profit Public Benefit Corporation

Date and Time

Thursday March 6, 2025 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: 299 643 106 399

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Phone conference ID: 760 114 250#

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, 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 Thursday Mar 6, 2025 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

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 March 6, 2025, Regular Public Meeting of the Board of Directors

Victoria Hancock made a motion to approve Agenda for the March 6, 2025, Regular Public Meeting of the Board of Directors.

John Dortch seconded the motion.

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

Roll Call

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

Roll Call

Claudette Beck Aye

F. Approve Minutes of the December 10, 2024, Regular Public Meeting of the Board of Directors

Claudette Beck made a motion to approve the minutes from Regular Board Meeting on 12-10-24.

John Dortch seconded the motion.

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

Roll Call

Victoria Hancock Aye

John Dortch Aye

Claudette Beck Aye

Barbara Willibrand Absent

Carol Stanford Aye

II. Consent Agenda

A. Consent Agenda Items

Board President Stanford announced the following consent agenda items:

1. The Board will be asked to review and approve the School Accountability Report Card The E-Rate
2. The Board will be asked to approve the 2025-2026 School Calendar
3. The Board will be asked to approve the 2025-2026 Employee Handbook

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

Carol Stanford Aye

Claudette Beck Aye

Barbara Willibrand Absent

John Dortch 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 8.0%, which is lower than 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.

Mr. Sharifi then discussed the State's budget, potential federal budget cuts, and anticipated impacts on the school's 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 7 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.

C. Principal Update

Jenna Unis greeted the board and discussed the school's enrollment. She then shared a video of their recent graduation ceremony.

Board President Stanford thanked Ms. Unis for her update and the graduation video.

D. California Dashboard Report

Lindsay 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 then provided a detailed summary of the school's academic performance, as well as the graduation and suspension rates included in the Dashboard report.

Ms. Reese explained the graduation rate listed on the Dashboard compared to the school's internal one-year graduation cohort rate. Ms. Reese explained this percentage includes fourth-year graduates as well as fifth-year graduates.

Board President Stanford thanked Ms. Reese for her presentation. She commented on the increase in enrollment.

The board discussed the impact of new students and the progress of EL students. Board Member Willibrand joined the meeting.

V. Action Items

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

Bill Thompson informed the board the Conflict of Interest Policy has been revised to better align with state preferences. He shared key updates that were made to the policy.

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

Victoria Hancock made a motion to approve the amended Conflict of Interest Policy.

Claudette Beck seconded the motion.

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

Roll Call

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

B. The Board will be asked to approve the Second Interim Report and the Revised Budget for the 2024-2025 school year

Guita Sharifi directed the board to the Second Interim Report and revised budget for the 2024-2025 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, 2024 through January 31, 2025 actuals, and projected budget to June 2025 year-end. The report categories include the original budget, revised budget, actuals to date, projected year-end totals, projected year-end reserves, and ADA.

Ms. Sharifi then reviewed the ADA, expenditures, revenue, and projected reserves, and highlighted the following areas:

- The school budgeted a P2 ADA of 1,610, and the school is currently projecting a funding P2 ADA of 1,659.
- The school is projecting total revenue of \$27.3M, which is higher than the school's original budget.
- LCFF projected revenue is \$25.1M, an increase compared to the original budget.
- Federal Revenue shows a decrease of \$12K, from \$89K to \$77K.
- Other State revenue shows a small increase and is projected at \$2.1M.
- Other local revenue shows is projected at \$70K, coming from refunds.
- Projected total expenditures of \$26.8M, which is an increase of \$2M compared to the original budget.

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

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

John Dortch made a motion to approve the Second Interim Report and the Revised Budget for the 2024-2025 school year.

Claudette Beck seconded the motion.

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

Roll Call

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

C. 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 and recommended the board approve the changes to the Accounting Manual.

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

Claudette Beck made a motion to approve the revised Charter School Accounting Manual.

John Dortch seconded the motion.

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

Roll Call

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

Roll Call

Victoria Hancock Aye

D. The Board will be asked to approve using the auditing firm Wilkinson, Hadley & King & Co., LLP for the 2024-2025 audit

Guita Sharifi directed the board to the proposal presented by Wilkinson Hadley King & Co. to prepare the school's June 30, 2025 annual audit. Ms. Sharifi reminded the board that the Wilkinson Hadley King & Co. CPA firm is on the state's approved auditor list and is a very reputable company. She then reviewed their fee and recommended the board approve the engagement letter with Wilkinson Hadley King & Co.

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

Victoria Hancock made a motion to approve using the auditing firm Wilkinson, Hadley & King & Co., LLP for the 2024-2025 audit.

John Dortch 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

E. 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%. 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 explained that 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 reviewed the updated Committed Funds Plan for the amount of reserves in excess of the recommended 20% reserve amount.

Ms. Reese then recommended the board approve the Committed Funds Plan and asked the board to authorize the Area Superintendent to make and execute such decisions.

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

Claudette Beck made a motion to approve the revised Committed Funds Plan for the school.

Barbara Willibrand seconded the motion.

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

Roll Call

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

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

A. Observations and Comments

There were no additional comments.

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.

Barbara Willibrand seconded the motion.

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

Roll Call

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

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

Victoria Hancock made a motion to adjourn closed session and reconvene to open public Board meeting.

John Dortch seconded the motion.

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

Roll Call

Carol Stanford Aye
Victoria Hancock Aye
Claudette Beck Aye
John Dortch 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: April 22, 2025, 10:00am

B. Adjourn Meeting

Claudette Beck made a motion to adjourn the meeting.

Barbara Willibrand seconded the motion.

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

Roll Call

Victoria Hancock Aye

Barbara Willibrand Aye

Claudette Beck 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 10:57 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.

