

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 April 22, 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

[Join the meeting now](#)

Meeting ID: 210 980 728 527

Passcode: nc38M9k8

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[+1 657-207-0015,,816785611#](#)

Phone conference ID: 816 785 611#

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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, accommodations and audio recording.

Carol Stanford called a meeting of the board of directors of Mission Academy to order on Tuesday Apr 22, 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 Secretary Beck led the pledge of allegiance.

### **D. Staff Introductions**

Jeff Brown, CEO

Jeri Vincent, Corporate Secretary

Darin Bower, COO

Lindsay Reese, Area Superintendent

Jenna Unis, Principal

Bill Thompson, Legal Counsel

Claudio Wohl, Sr. VP of Finance, LLAC

Memry Molina, Director of Special Education

### **E. Approve Agenda for the April 22, 2025, Regular Public Meeting of the Board of Directors**

John Dortch made a motion to approve Agenda for the April 22, 2025, 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

Barbara Willibrand   Aye

**Roll Call**

Carol Stanford Aye  
Claudette Beck Aye  
Victoria Hancock Aye

**F. Approve Minutes of the February 20, 2025, Regular Public Meeting of the Board of Directors**

Victoria Hancock made a motion to approve the minutes from Regular Board Meeting on 02-20-25.

John Dortch seconded the motion.

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

**Roll Call**

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

**G. Approve Minutes of the March 6, 2025, Regular Public Meeting of the Board of Directors**

Barbara Willibrand made a motion to approve the minutes from Regular Board Meeting on 03-06-25.

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

**II. Consent Agenda**

**A. Consent Agenda Items**

Board President Stanford announced the following consent agenda items:

1. The Board will be asked to approve the 2025-26 Parent-Student Handbook
2. The Board will be asked to approve the revised Suspension and Expulsion Policy and Procedure
3. The Board will be asked to approve the revised Title IX Policy Prohibiting Discrimination on the Basis of Sex

4. The Board will be asked to approve the revised Harassment, Intimidation, Discrimination and Bullying Policy
5. The Board will be asked to approve the revised Service Animal Policy

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.

Victoria Hancock seconded the motion.

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

#### **Roll Call**

Claudette Beck	Aye
Carol Stanford	Aye
Barbara Willibrand	Aye
Victoria Hancock	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. Finance Update**

Claudio Wohl 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%.

Mr. Wohl then 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.

Board President Stanford thanked Mr. Wohl for his update.

## **B. Area Superintendent Update**

Lindsay Reese greeted the board and discussed the school's learning period 9 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 and commented on the increase in enrollment.

## **C. Principal Update**

Jenna Unis greeted the board and informed them the school has over 1,000 students enrolled. She discussed the increase in enrollment in the junior high program, making up about 20% of the total enrollment. Ms. Unis then informed the board there are 123 graduates this year and will be holding a ceremony on May 22nd. Lastly, she discussed upcoming state testing.

Board President Stanford thanked Ms. Unis and praised the increase in enrollment in the junior high program.

## **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 steps involved in developing and finalizing the LCAP goals and metrics, including the engagement of school staff, parents, students, and community partners.

Ms. Unis then reviewed the school's four LCAP goals and discussed the following areas:

- Goal 1: Increase Academic Progress: reclassification, ELPI, reading and math Lexile growth.
- Goal 2: Students will gain skills for College and Career-Readiness: enrollment in CTE courses, state and academic standards implemented.
- Goal 3: Increase Student Retention: synchronous instruction, success rate.
- Goal 4: Increase Educational Partner Engagement: enrollment, community events, PAC and ELAC participation, survey participation.

Ms. Unis thanked the board and asked if there were any questions or comments.

Board President Stanford thanked Ms. Unis for her presentation.

## **E. School Survey Report**

Jenna Unis directed the board to the school survey report located in their board packet. Ms. Unis then discussed the three different sections of the survey and highlighted the results.

- Student Survey - 592 (64%) students participated. Survey results reviewed included school climate, connectedness and engagement, and social-emotional self-awareness.
- Parent/Guardian Survey - 71% of parents participated. Survey results reviewed included safety & connectedness, time & interaction, and feeling informed.
- Staff Survey - 126 (99%) staff members participated. Survey results reviewed included School Climate, feeling supported, and professional development.

Ms. Unis explained the survey data is used when developing the LCAP for the next school year. She then asked the board if they had any questions or comments.

Board President Stanford thanked Ms. Unis for her presentation and shared her appreciation for the honest results. She encouraged Ms. Unis to continue to work on increasing student participation.

Mr. Brown commented on staff participation in the survey.

#### **F. CDE Notification of 2023-2024 Annual Determination Pursuant to the Individuals with Disabilities Education Act and Selection for 2024-2025 Special Education Monitoring Activities**

Memry Molina greeted the board and directed them to the letter located in their board packet. She 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. She explained to the board that small LEAs participate in Cyclical Monitoring activities to gather data around the implementation of IDEA and the provision of a free and appropriate education (FAPE) in the least restrictive environment (LRE).

Ms. Molina then informed the board the monitoring level assigned to the school for 2025 is: Needs Assistance, Compliance Only. She further informed the board that staff will participate in a series of webinars and workshops hosted by the CDE and the school's SELPA and designed to support the development and implementation of the CIM process. Board President Stanford thanked Ms. Molina for her report.

#### **G. Current Vendor List**

Lindsay Reese directed the board to the current vendor list located in their board packet. She reminded the board this information is provided bi-annually and includes information about all vendors used between July 1, 2024 and December 31, 2024. Ms. Reese then requested the board to review the list for any potential conflicts of interest and to reach out to her or legal counsel with any questions or concerns. Board President Stanford thanked Ms. Reese.

#### **H. 2025-2026 Board Meeting Dates**

Board President Stanford directed the board to the draft 2025-2026 regular board meeting calendar located in their board packet and requested the board to review the meeting dates and times.

## **V. Public Hearing**

### **A. Open Public Hearing**

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

John Dortch made a motion to open the public hearing.

Claudette Beck seconded the motion.

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

#### **Roll Call**

Carol Stanford Aye

Claudette Beck Aye

Barbara Willibrand Absent

Victoria Hancock Aye

John Dortch Aye

Board President Stanford announced the public hearing opened at 10:27 a.m.

### **B. The Board will hold a public hearing to solicit the recommendations and comments of members of the public regarding the revised Personalized Learning Policy**

Lindsay Reese directed the board to the redlined copy of the revised Personalized Learning Policy in their board packet. She informed the board that student master agreements are now referred to as the "Independent Study Agreement", and the Personalized Learning Policy has been updated throughout to reflect this change.

Ms. Reese then asked for questions or comments from members of the public and board members.

### **C. Close Public Hearing**

Board President Stanford thanked Ms. Reese for her report. Hearing no further questions or comments, Ms. Stanford requested a motion.

Victoria Hancock made a motion to close the public hearing.

Claudette Beck seconded the motion.

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

#### **Roll Call**

Claudette Beck Aye

Victoria Hancock Aye

Carol Stanford Aye

Barbara Willibrand Absent

John Dortch Aye

Board President Stanford announced the public hearing closed at 10:29 a.m.

## VI. Action Items

### A. The Board will be asked to approve the revised Personalized Learning Policy

Lindsay Reese recommended the board approve the revised Personalized Learning Policy that was shared during the Public Hearing.

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

John Dortch made a motion to approve the revised Personalized Learning Policy.

Victoria Hancock seconded the motion.

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

#### Roll Call

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

### B. The Board will be asked to approve the revised Charter School Accounting Manual

Claudio Wohl directed the board to the summary page overview of the recommended changes to the Charter School Accounting Manual included in the board packet. He informed the board the only changes made were grammatical and no policy changes were made.

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

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

### C. 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 2025-2026 School Year per California Code of Regulations §80026

Lindsay Reese reminded the board the annual Declaration of Need (DON) forms 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 areas of



anticipated need for fully qualified educators, limited assignment permits, and efforts to recruit certificated personnel.

Ms. Reese then recommended the board approve the DON form for the school for the 2025-2026 school year.

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

Victoria Hancock 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.

John Dortch seconded the motion.

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

**Roll Call**

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

**D. The Board will be asked to approve the Charter School's renewal application and re-certification for Dashboard Alternative School Status**

Lindsay Reese directed the board to the letter enclosed in their board packet and explained that as a Dashboard Alternative Schools Status (DASS) program, the school must re-certify its DASS status every three years. To be eligible for DASS, charter schools must have an unduplicated count of at least 70 percent of their total enrollment comprised of high-risk students, obtain approval from the Charter School Board certifying the school meets the DASS criteria, and send notification to the authorizing governing board. Ms. Reese then explained the school has met the threshold for qualifying for DASS recertification with an unduplicated student population of 73.3%. Ms. Reese recommended the board approve the school's renewal application and re-certification for Dashboard Alternative School Status. The board and staff engaged in a discussion about the importance of using the DASS metrics, particularly with charter renewals and working with the school's authorizer.

Board President Stanford commented on the increase in enrollment. She then thanked Ms. Reese. Hearing no additional questions or comments, Ms. Reese asked for a motion.

Claudette Beck made a motion to approve the Charter School's renewal application and re-certification for Dashboard Alternative School Status.

Barbara Willibrand seconded the motion.

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

**Roll Call**

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

**Roll Call**

Claudette Beck      Aye

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

**A. Observations and Comments**

Jeff Brown commented on the growth of the school. He thanked the staff for their continued efforts.

Jeri Vincent thanked Ms. Reese for her DASS explanation. She praised Ms. Unis for the increase in student credit completion and testing scores.

Board President Stanford thanked Ms. Unis.

**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.

Victoria Hancock seconded the motion.

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

**Roll Call**

Victoria Hancock      Aye

John Dortch              Aye

Claudette Beck        Aye

Carol Stanford        Aye

Barbara Willibrand    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.

Victoria Hancock seconded the motion.

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

**Roll Call**

Barbara Willibrand    Aye

Carol Stanford        Aye

Victoria Hancock      Aye

John Dortch            Aye

Claudette Beck        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: June 6, 2025, 9:30am**

**B. Adjourn Meeting**

John Dortch made a motion to adjourn the 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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 10:53 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.

