

APPROVED

Mission Academy

Minutes

Regular Board Meeting

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

Date and Time

Monday September 8, 2025 at 10:00 AM

Location

Meeting Location: 177 Holston Drive, Lancaster, CA 93535

Satellite Location: 7101 Big Oak Lane, Nolensville, Tennessee 37135
24316 Mornington Drive, Valencia, CA 91355

Microsoft Teams

[Join the meeting now](#)

Meeting ID: 259 372 296 652 8

Passcode: hC6Sn7Zz

Dial in by phone

[+1 657-207-0015,,947458186#](#)

Phone conference ID: 947 458 186#

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 (remote), Victoria Hancock

Directors Absent

None

Guests Present

Melissa Albrent

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 Monday Sep 8, 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
Shellie Hanes, Superintendent
Darin Bower, COO
Lindsay Reese, Area Superintendent
Jenna Unis, Principal
Damaris Owens, Principal
Bill Thompson, Legal Counsel
Guita Sharifi, CFO, LLAC

E. Approve Agenda for the September 8, 2025, Regular Public Meeting of the Board of Directors

Claudette Beck made a motion to approve Agenda for the September 8, 2025, Regular Public Meeting of the Board of Directors.

Victoria Hancock seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

F. Approve Minutes of the June 6, 2025, Regular Public Meeting of the Board of Directors

John Dortch made a motion to approve the minutes from Regular Board Meeting on 06-06-25.

Victoria Hancock seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

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 Master Plan for Multilingual Learners.

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.

Claudette Beck 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
Barbara Willibrand Absent
John Dortch Aye
Claudette Beck 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 2025-2026 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 8.0%, which is the same rate as 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.

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. Area Superintendent Update

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

Jeri Vincent commented on and praised the graduation rate.

Board President Stanford thanked Ms. Reese for her update.

C.

Principal Update

Jenna Unis introduced the new principal, Dr. Damaris Owens.

Dr. Owens reviewed the school's demographics, highlighting credit completion and community engagement.

Dr. Owens then shared a video of recent graduates reflecting on their journeys and the impact the school had on their lives.

Board President Stanford welcomed Dr. Owens and thanked her for her presentation.

D. Annual Board Training Announcement

Lindsay Reese provided an update on the annual training for charter school board members and leaders, which will be provided by Young, Minney & Corr. Board members will have the option of attending a virtual session on Tuesday, September 23, from 6:00pm-8:00pm covering the following topics: Brown Act, SB 126, conflict of interest including the Political Reform Act, Corporations Code, Government Code Section 1090, and the appearance of impropriety, Form 700 filing information and requirements, laws relating to personal financial gain by public servants, and laws relating to the use of public funds, gifts, and claiming perquisites of offices.

Board President Stanford thanked Ms. Reese for the information.

V. Action Items

A. The Board will be asked to approve the Charter Renewal Petition and approve the Resolution Approving Submission of the Mission Academy Renewal Petition

Lindsay Reese greeted the board and explained the school is submitting a petition for renewal for a five-year term to begin July 1, 2026, to the Acton-Agua Dulce Unified School District. Ms. Reese then directed the board to the charter renewal petition located in their board package and provided a presentation covering the renewal process, renewal criteria requirements, Dashboard Alternative School Status, the school's history and success, the school's projected three-year budget, and the renewal petition timeline.

Board President Stanford thanked Ms. Reese. She summarized the terms and timeline of the renewal and commented on the positive relationship the school has with their authorizer.

Hearing no further questions or comments, President Stanford asked for a motion.

John Dortch made a motion to approve the Charter Renewal Petition and approve the Resolution Approving Submission of the Mission Academy Renewal Petition.

Victoria Hancock seconded the motion.

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

Roll Call

Claudette Beck Aye

Barbara Willibrand Absent

Roll Call

Carol Stanford Aye
Victoria Hancock Aye
John Dortch Aye

B. The Board will be asked to approve the Unaudited Actuals for the 2024-2025 school year

Guita Sharifi directed the board to the unaudited actuals report for the 2024-2025 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), which was the basis for funding in 2024-2025, and the estimated ADA projections for 2025-2026, 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 1,659 for a total revenue of \$27.3M, which was \$23K higher than the previously projected revenue.

Ms. Sharifi reported that the school ended the year with total expenditures of \$27M, which was \$207K higher than prior projections. This increase was due to an increase in professional services, training, and communications.

Ms. Sharifi then discussed the school's year-end assets and liabilities and reported the school's end net position.

Board President Stanford thanked Ms. Sharifi. She commented on the health of the school. Hearing no further questions or comments, President Stanford asked for a motion.

Claudette Beck made a motion to approve the Unaudited Actuals for the 2024-2025 school year.

Victoria Hancock seconded the motion.

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

Roll Call

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

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

A. Observations and Comments

Jeff Brown expressed his appreciation for Ms. Reese. He welcomed Dr. Owens and thanked her for sharing the video of recent graduates.

Jeri Vincent congratulated the staff and praised Dr. Owens for her resilience. She then thanked Ms. Unis for her continued support.

Board President Stanford commented on one of the student stories from the graduation video and the importance of this program.

Board Secretary Beck congratulated Dr. Owens and welcomed her to the school.

Board Member Dortch thanked everyone for their reports.

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

Victoria Hancock made a motion to adjourn open public Board meeting to go into closed session.

Claudette Beck seconded the motion.

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

Roll Call

Claudette Beck Aye

Barbara Willibrand Absent

Victoria Hancock Aye

John Dortch Aye

Carol Stanford Aye

Board Member Willibrand joined the meeting.

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

Carol Stanford Aye

Claudette Beck Aye

Barbara Willibrand Aye

John Dortch Aye

Victoria Hancock 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: December 11, 2025, 10:00am

B. Adjourn Meeting

Claudette Beck made a motion to adjourn the meeting.

Victoria Hancock seconded the motion.

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

Roll Call

Barbara Willibrand Aye

Carol Stanford Aye

Claudette Beck Aye

John Dortch Aye

Victoria Hancock Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 10:42 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.