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
Thursday December 11, 2025 at 10:00 AM

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

Microsoft Teams
Join the meeting now
Meeting ID: 264 475 804 047 7
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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. 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

Carol Stanford, Claudette Beck, John Dortch, Victoria Hancock

Directors Absent
Barbara Willibrand

I. Opening Items

A. Call the Meeting to Order

Board President Stanford read aloud the notices regarding meeting logistics, accommodations and audio recording.
Claudette Beck called a meeting of the board of directors of Mission Academy to order on Thursday Dec 11, 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

Jeff Brown, CEO
Darin Bower, COO
Lindsay Reese, Area Superintendent
Jenna Unis, Principal
Tim Cart, State and Federal Programs Coordinator
Bill Thompson, Legal Counsel
Claudio Wohl, Sr. VP of Finance, LLAC

E. Approve Agenda for the December 11, 2025, Regular Public Meeting of the Board of Directors

Victoria Hancock made a motion to approve Agenda for the December 11, 2025, Regular Public Meeting of the Board of Directors.
John Dortch seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

F. Approve Minutes of the September 8, 2025, Regular Public Meeting of the Board of Directors

Claudette Beck made a motion to approve the minutes from Regular Board Meeting on 09-08-25.
John Dortch seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Barbara Willibrand	Absent
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 Board Policies on Protections for Students relating to Immigration and Citizenship Status
2. The revised School Safety Plan
3. The Policy on Referral Protocols for Addressing Student Behavioral Health Concerns

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
John Dortch	Aye
Barbara Willibrand	Absent
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

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 7.5%, which is lower than the previous RLOC update provided to the board. Mr. Wohl then reviewed the expiration date, the current RLOC withdrawal amount, and the RLOC covenants ratios.

Mr. Wohl 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.
Board President Stanford thanked Mr. Wohl for his update.

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.
Board President Stanford thanked Ms. Reese

C. Mid-Year 2025-26 LCAP Monitoring Report with Learning Recovery Emergency Block Grant Action Update

Tim Cart greeted the board and directed them to the 2025-2026 Mid-Year Local Control Accountability Plan ("LCAP") report located in the board packet. Mr. Cart reviewed the budget overview and discussed the Learning Recovery Emergency Block Grant.

Next, Mr. Cart reviewed the data and information for the following goals. He reviewed the successes in each area, as well as areas needing improvement.

- Goal #1 Increase Academic Progress: English learner, reading, and math have all met the 3-year goal. He reviewed the action item covering the Learning Recovery Block Grant.
- Goal #2 Students Will Gain Skills for College and Career Readiness: ELA testing has reached the 3-year goal. Science is on track.
- Goal #3 Increase Student Retention: Retention rate, non-completer rate, and suspension rate are all still in progress. The attendance rate, success rate, expulsion rate, and school facilities targets have all been met. The budget for all areas in this goal has been fully implemented.
- Goal #4 Increase Educational Partners' Engagement: Target met for educational partner participation, as well as PAC, and ELAC participation. Parent, student, and staff survey participation have all been met.

Board President Stanford commented on the positive progress the school has made. She thanked Mr. Cart for his presentation.

D. 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 January 1, 2025, and June 30, 2025. 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.

V. Action Items

A. The Board will be asked to approve the June 30, 2025, Annual Audit Report for the school

Claudio Wohl directed the board to the annual audit report and introduced Aubrey Mann, Partner, CPA at Wilkinson, Hadley, King & Co., to review the 2024-25 fiscal year audit report in detail with the board.

Ms. Mann greeted the board and reviewed each of the financial statements in detail and explained the purpose of each report, highlighting specific financial data.

Ms. Mann then directed the board 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, 2025.
Board President Stanford thanked Ms. Mann. Hearing no further questions or comments, Ms. Stanford asked for a motion.
Victoria Hancock made a motion to approve the June 30, 2025, Annual Audit Report for the school.
Claudette Beck seconded the motion.

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

Roll Call

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

B. 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 over the recommended maximum 20%. Ms. Reese explained that 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 then 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. Lastly, Ms. Reese reviewed the updated Committed Funds Plan and asked the board if they had any comments or questions.
Board President Stanford thanked Ms. Reese. Hearing no further questions or comments, Ms. Stanford asked for a motion.
John Dortch made a motion to approve the revised Committed Funds Plan for the school.
Claudette Beck seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

C. The Board will be asked to approve the 2025-2026 First Interim Report

Claudio Wohl 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, 2025, through October 31, 2025. 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. Mr. Wohl 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 1,659, and the school is currently projecting a funding P2 ADA of 2,010.
- The school is projecting total revenue of $34.9M, which is $6.5M higher than the school's original budget.
- LCFF projected revenue is $31.5M.
- Federal projected revenue is $100K coming from Federal Special Education funding.
- State Revenue increased from $2.2M to $3.2M, due to a combination of an increase in Arts and Music funding, the addition of the Learning Recovery Block Grant, and the Student Support and Professional Development Discretionary Block Grant.
- Other Revenue is projected at $28K, and includes refunds and credits.
- Projected total expenditures of $33.2M, showing a spending increase of $6.2M compared to the original budget.

Finally, Mr. Wohl reviewed the school's ending fund balance and restricted reserves. He then asked the board for their input and questions.
Board President Stanford thanked Mr. Wohl. Hearing no further questions or comments, Ms. Stanford asked for a motion.
Victoria Hancock made a motion to approve the 2025-2026 First Interim Report.
Claudette Beck seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

D. The Board will be asked to review and approve Wilkinson, Hadley & King & Co., LLP to prepare the school's 2024 Form 990, Return of Organization Exempt from Income Tax and any other related tax forms

Claudio Wohl directed the board to the engagement letter from Wilkinson, Hadley, King & Co. to prepare the fiscal year ending June 30, 2025, 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. Mr. Wohl 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. Mr. Wohl then reviewed the tax preparation fee and recommended the board approve Wilkinson, Hadley, King & Co. LLP to prepare the school's 2024 tax returns.
Board President Stanford thanked Mr. Wohl. Hearing no further questions or comments, Ms. Stanford asked for a motion.

John Dortch made a motion to approve Wilkinson, Hadley & King & Co., LLP to prepare the school's 2024 Form 990, Return of Organization Exempt from Income Tax and any other related tax forms.
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

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

A. Observations and Comments

Jeff Brown thanked Ms. Reese and Ms. Unis. He welcomed Mr. Cart and thanked him for his presentation. He shared his excitement for the new year.

Board President Stanford discussed the school's improvement reflected in multiple areas on the Dashboard. She thanked Ms. Reese and Ms. Unis. She welcomed Mr. Cart.

Board Secretary Beck praised the great work of Ms. Reese and Ms. Unis.

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.
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

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

Victoria Hancock	Aye
Carol Stanford	Aye
Barbara Willibrand	Absent
Claudette Beck	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: March 5, 2026, 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

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 10:49 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.