

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 March 5, 2026 at 10:00 AM

#### Location

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

#### Microsoft Teams

[Join the meeting now](#)

Meeting ID: 248 578 773 505 8

Passcode: eC9Xn25T

#### Dial in by phone

[+1 657-207-0015,,529022847#](#)

Phone conference ID: 529 022 847#

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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**

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Carol Stanford, Claudette Beck, James Lott, 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 Thursday Mar 5, 2026 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
- Jeri Vincent, Corporate Secretary
- Shellie Hanes, Superintendent
- Darin Bower, COO
- Lindsay Reese, Area Superintendent
- Tim Cart, State and Federal Programs Coordinator
- Bill Thompson, Legal Counsel
- Guita Sharifi, CFO, LLAC

**E. Approve Agenda for the March 5, 2026, Regular Public Meeting of the Board of Directors**

John Dortch made a motion to approve Agenda for the March 5, 2026, Regular Public Meeting of the Board of Directors.

Claudette Beck seconded the motion.

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

**Roll Call**

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

**F. Approve Minutes of the December 11, 2025, Regular Public Meeting of the Board of Directors**

Victoria Hancock made a motion to approve the minutes from Regular Board Meeting on 12-11-25.

Claudette Beck seconded the motion.

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

**Roll Call**

John Dortch Aye

Carol Stanford Aye

Claudette Beck Aye

Victoria Hancock Aye

**G. The Board will be asked to acknowledge the resignation from esteemed board member Barbara Willibrand from the Board of Directors of Alta Vista Public Charter, Inc. effective December 15, 2025**

Claudette Beck made a motion to acknowledge the resignation from esteemed board member Barbara Willibrand from the Board of Directors of Alta Vista Public Charter, Inc. effective December 15, 2025.

John Dortch seconded the motion.

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

**Roll Call**

Carol Stanford Aye

John Dortch Aye

Claudette Beck Aye

Victoria Hancock Aye

**H. The Board will be asked to confirm its acknowledgment that James Lott has been appointed as a member of the Board of Directors by Educational Advancement Corporation, the sole member of Alta Vista Public Charter, Inc., for the term March 5, 2026 through June 30, 2026**

John Dortch made a motion to confirm its acknowledgment that James Lott has been appointed as a member of the Board of Directors by Educational Advancement Corporation, the sole member of Alta Vista Public Charter, Inc., for the term March 5, 2026 through June 30, 2026.

Claudette Beck seconded the motion.

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

**Roll Call**

John Dortch Aye

Claudette Beck Aye

Victoria Hancock Aye

Carol Stanford Aye

## II. Consent Agenda

### A. Consent Agenda Items

Board President Stanford announced the following consent agenda items:

1. The 2026-2027 School Calendar
2. The School Accountability Report Card
3. The Student AI Use, Ethics, and Security Policy
4. 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.

Victoria Hancock made a motion to approve the consent agenda items.

Claudette Beck seconded the motion.

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

#### Roll Call

John Dortch	Aye
Victoria Hancock	Aye
Carol Stanford	Aye
Claudette Beck	Aye
James Lott	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 7.5%, 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.

Lastly, Ms. Sharifi provided the board with an update on the governor's 26/27 budget and any potential impact 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 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 report.

## **C. California Dashboard Report**

Tim Cart explained that the California School Dashboard is one part of California's comprehensive accountability system for schools, districts, and county offices of education that reports performance, highlighting achievements, programs, and areas for improvement. 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).

Mr. Cart then then provided a detailed summary of the school's academic performance included in the Dashboard report.

Board President Stanford thanked Mr. Cart for his presentation.

The board and staff praised the math scores.

## **D. Graduation Date**

Board President Stanford directed the board to the graduation invitation in their board packet and announced the upcoming graduation date, time, and location.

## **V. Action Items**

### **A. The Board will be asked to approve the Second Interim Report and the Revised Budget for the 2025-2026 school year**

Guita Sharifi directed the board to the Second Interim Report and revised budget for the 2025-2026 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, 2025 through January 31, 2026 actuals, and projected budget to June 2026 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 1,659, and the school is currently projecting a funding P2 ADA of 2,027.
- The school is projecting total revenue of \$35.1M, which is higher than the school's original budget.
- LCFF projected revenue is \$31.8M, showing an increase compared to the original budget.
- Federal Revenue is \$100K, coming from Federal Special Education and remains at the same level as the original budget.
- Other State revenue shows an increase from \$2.3M to \$3.2M, coming from a combination of factors, including an increase in State special ed and State mental health funding, an increase in the Arts and Music funding, the addition of the Learning Recovery Block Grant funding, as well as the Student Support and Professional Development Discretionary Block Grant funding.
- Other local revenue shows a projection of \$28K, coming primarily from refunds and vendor credits.
- Projected total expenditures of \$33.3M, which is an increase of \$6.2M compared to the original budget. This increase comes from an increase in spending on salaries and benefits, and an increase in purchases and operating expenses.

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

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

James Lott made a motion to approve the Second Interim Report and the Revised Budget for the 2025-2026 school year.

Victoria Hancock seconded the motion.

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

**Roll Call**

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

**B. The Board will be asked to approve using the auditing firm Wilkinson, Hadley & King & Co., LLP for the 2025-2026 audit**

Guita Sharifi directed the board to the proposal presented by Wilkinson Hadley King & Co. to prepare the school's June 30, 2026 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. Hearing no further questions or comments, Ms. Stanford asked for a motion.

John Dortch made a motion to approve using the auditing firm Wilkinson, Hadley & King & Co., LLP for the 2025-2026 audit.

Victoria Hancock seconded the motion.

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

**Roll Call**

Victoria Hancock Aye

Claudette Beck Aye

John Dortch Aye

Carol Stanford Aye

James Lott Aye

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

**A. Observations and Comments**

Jeff Brown thanked Ms. Reese and Mr. Cart for their presentations. He welcomed Mr. Lott to the board.

Jeri Vincent agreed with Mr. Brown's comments. She also thanked Mr. Lott for joining the board and commended Ms. Willibrand for her service. She then discussed the dashboard improvements.

Board President Stanford welcomed Mr. Lott to the board and expressed her appreciation for Ms. Willibrand's service on the board. She commented on the dashboard and thanked the staff for their reports.

Board Secretary Beck thanked Ms. Reese and her team for doing a great job.

Bill Thompson reminded the board members to complete their Form 700s.

**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.

James Lott seconded the motion.

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

**Roll Call**

James Lott        Aye  
John Dortch       Aye  
Victoria Hancock Aye  
Carol Stanford    Aye  
Claudette Beck    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.

John Dortch seconded the motion.

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

**Roll Call**

James Lott        Aye  
John Dortch       Aye  
Carol Stanford    Aye  
Claudette Beck    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: April 27, 2026, 10:00am**

**B. Adjourn Meeting**

Claudette Beck made a motion to adjourn the meeting.

James Lott seconded the motion.

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

**Roll Call**

James Lott        Aye

**Roll Call**

Victoria Hancock 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 11:15 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.