

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 April 27, 2026 at 10:00 AM

Location

Meeting Location: 177 Holston Drive, Lancaster, CA 93535

Microsoft Teams

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Phone conference ID: 269 387 789#

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, James Lott, 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 Monday Apr 27, 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

Damaris Owens, Principal

Jenna Unis, Principal

Tim Cart, State and Federal Programs Coordinator

Memry Molina, Director of Special Education

Bill Thompson, Legal Counsel

Guita Sharifi, CFO, LLAC

E. Approve Agenda for the April 27, 2026, Regular Public Meeting of the Board of Directors

Victoria Hancock made a motion to approve Agenda for the April 27, 2026, Regular Public Meeting of the Board of Directors.

James Lott seconded the motion.

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

Roll Call

Carol Stanford Aye

Claudette Beck Aye

Roll Call

Victoria Hancock Aye
John Dortch Aye
James Lott Aye

F. Approve Minutes of the March 5, 2026, Regular Public Meeting of the Board of Directors

John Dortch made a motion to approve the minutes from Regular Board Meeting on 03-05-26.

Claudette Beck seconded the motion.

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

Roll Call

Claudette Beck Aye
Carol Stanford Aye
Victoria Hancock Aye
James Lott 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 2026-2027 Employee Handbook
2. The Board will be asked to approve the 2026-2027 Parent-Student 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.

James Lott seconded the motion.

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

Roll Call

Carol Stanford Aye
Claudette Beck Aye
Victoria Hancock Aye
John Dortch 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 7.25%, 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.

Board President Stanford thanked Ms. Sharifi for her update.

B. Area Superintendent Update

Lindsay Reese greeted the board and discussed the school's enrollment, overall credit completion, core credit completion, and the one-year graduation cohort rate.

Board President Stanford thanked Ms. Reese for her presentation.

C. Principal Update

Damaris Owens greeted the board and provided a presentation on recent learning center events and opportunities, including enrollment, graduation, CAASPP testing, and NWEA growth assessments.

Board President Stanford thanked Ms. Owens for her report.

D. Local Control and Accountability Plan Goals and Metrics

Tim Cart greeted the board and directed them to the LCAP goals and metrics located in their board packet. Mr. Cart reviewed the steps involved in developing and finalizing the LCAP goals and metrics, including the engagement of school staff, parents, students, and community partners.

Mr. Cart then reviewed the school's LCAP goals, shared a few highlights, and discussed areas needing improvement.

- Goal 1: Increase Academic Progress: This is a focus goal for increasing academic progress for all students, especially English language learners, low-income, and foster youth.
- Goal 2: Students will gain skills for College and Career-Readiness: This is a broad goal for helping students gain skills for college and career-readiness.
- Goal 3: Increase Student Retention: This is a maintenance goal designed to continue addressing student disengagement and supporting students' decisions to re-enroll or graduate through this program.
- Goal 4: Increase Educational Partner Engagement: This is a maintenance goal designed to encourage parental participation in meaningful ways to promote positive school outcomes.

Mr. Cart thanked the board and asked if there were any questions or comments. Board President Stanford thanked Mr. Cart.

E. School Survey Report

Tim Cart directed the board to the school survey report located in their board packet. Mr. Cart then discussed the three different sections of the survey and highlighted the results.

- Student Survey – 691 students participated. Survey results reviewed included school safety, and college and career preparation.
- Parent/Guardian Survey — 256 parents participated. Survey results reviewed included school environment, staff interaction, communication and engagement.
- Staff Survey — 160 staff members participated. Survey results reviewed included school climate and culture, communication and engagement.

Mr. Cart explained the survey data is used when developing the LCAP for the next school year. He then asked the board if they had any questions or comments. Board President Stanford and Mr. Cart discussed the survey questions. Board President Stanford thanked Mr. Cart for his presentation.

F. CDE Notification of 2024-2025 Annual Determination Pursuant to the Individuals with Disabilities Education Act and Selection for 2025-2026 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.

Ms. Molina then informed the board that the monitoring level assigned to the school for 2026 is: Needs Assistance, Compliance Only. Staff will continue to participate in webinars and workshops designed to support the development and implementation of the CIM process. Board President Stanford thanked Ms. Molina for her update.

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, 2025 and December 31, 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.

H. 2026-2027 Draft Board Meeting Dates

Board President Stanford directed the board to the draft 2026-2027 regular board meeting calendar located in their board packet and requested the board to review the meeting dates and times.

V. Action Items

A. 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 proposed changes, which included adjustments to the signature approval process and purchase order process. She then recommended the board approve the revised 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

Victoria Hancock Aye

Carol Stanford Aye

Claudette Beck Aye

James Lott Aye

John Dortch Aye

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

A. Observations and Comments

Jeff Brown thanked the staff for their clear and accurate reports. He commented on the school survey and the importance of students, parents, and staff feeling safe at school. He thanked the board for their continued support.

Jeri Vincent applauded the 100% IEP compliance.

Board President Stanford discussed the great team work between the staff. She thanked everyone for their presentations.

VII. Closed Session

A. Adjourn open public Board meeting to go into closed session

1. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION
(Government Code section 54956.9(d)(2).): (1 matter)

2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
(Government Code section 54957(b)(1).)

Title: Superintendent

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

Victoria Hancock	Aye
James Lott	Aye
Claudette Beck	Aye
John Dortch	Aye
Carol Stanford	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. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION
(Government Code section 54956.9(d)(2).): (1 matter)

2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
(Government Code section 54957(b)(1).)
Title: Superintendent

VIII. Closing Items

A. Next Regular Board Meeting Date: June 5, 2026, 10:00am

B. Adjourn Meeting

Victoria Hancock made a motion to adjourn the meeting.

James Lott seconded the motion.

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

Roll Call

John Dortch Aye

Claudette Beck Aye

Carol Stanford Aye

Victoria Hancock Aye

James Lott Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 10:39 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.

