

Mission Academy

Minutes

Regular Board Meeting

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

Date and Time

Tuesday August 24, 2021 at 1:30 PM

Location

Conference Line: (661) 249-6805 Code: 447502

MEETING LOGISTICS

On March 17, 2020, Governor Newsom issued Executive Order N-29-20 related to the COVID-19 pandemic. The Executive Order allows state bodies covered by the Brown Act to hold public meetings via teleconferencing. The public is encouraged to participate in the meeting telephonically by dialing the conference line listed above and may submit written comments for prior consideration to the board members. Comments can be submitted to publiccomments@missionacademyhs.org. Public comment on the day of the meeting can also be given 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 (remote), Claudette Beck (remote), John Dortch (remote), Michael Molloy (remote)

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 Tuesday Aug 24, 2021 at 1:30 PM.

B.

Roll Call and Establishment of Quorum

C. Pledge of Allegiance

Board Member Dortch led the pledge of allegiance.

D. Staff Introductions

Jeff Brown, CEO
Jeri Vincent, Corporate Secretary
Jenna Unis, Principal
Jeff Martineau, V.P. of Charter Relations
Bill Thompson, Legal Counsel
Pete Faragia, CEO, LLAC
Guita Sharifi, CFO, LLAC
Michelle Lopez, Legal Counsel, LLAC
Brian Hadley, Wilkinson, Hadley, King & Co., LLP

E. Approve Agenda for the August 24, 2021, Regular Public Meeting of the Board of Directors

Michael Molloy made a motion to approve Agenda for the August 24, 2021, Regular Public Meeting of the Board of Directors.

John Dortch seconded the motion.

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

Roll Call

Barbara Willibrand Aye
Claudette Beck Aye
Michael Molloy Aye
John Dortch Aye
Carol Stanford Aye

F. Approve Minutes of the June 14, 2021, Regular Public Meeting of the Board of Directors

Claudette Beck made a motion to approve the minutes from Operated by Alta Vista Public Charter, Inc. on 06-14-21.

Barbara Willibrand seconded the motion.

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

Roll Call

John Dortch Aye
Claudette Beck Aye
Carol Stanford Aye
Barbara Willibrand Aye
Michael Molloy Aye

G. Approve Minutes of the July 26, 2021, Regular Public Meeting of the Board of Directors

Michael Molloy made a motion to approve the minutes from Regular Board Meeting Operated by Alta Vista Public Charter, Inc. on 07-26-21.

Barbara Willibrand seconded the motion.

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

Roll Call

Claudette Beck Aye

Roll Call

John Dortch	Aye
Barbara Willibrand	Aye
Carol Stanford	Aye
Michael Molloy	Aye

II. 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. If you would like to participate in public comment, you must have signed in before the commencement of the meeting. Also, our teleconference line is open to members of the public who wish to participate in public comment. The time allotted per presentation will not exceed three (3) minutes, except in the case where a member of the public utilizes a translator, in which case the time allotted will not exceed six (6) minutes. The total time allotted for public comments will not exceed eighteen (18) minutes per agenda item, or ten (10) minutes for non-agenda items. 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.

III. School Reports and Information

A. Principal Update

Jenna Unis provided a report on the following topics:

- 376 students are currently enrolled
- 99% of all master agreement addendums have been received
- 85% of students were engaged during the first two Learning Periods
- Four students have graduated so far this school year
- The school held two counseling workshops, a social hour meet and greet, and a personality strengths workshop for students. The school also participated in a community outreach event to provide school program information to the public.
- The school has partnered with Care Solace, a program that provides resources for students, staff and families to quickly connect to mental health and substance abuse treatment providers in their community
- The school has hired a JAG Specialist, EL Specialist, EL Paraprofessional and a Special Education Paraprofessional
- Ms. Unis shared a student success story

Board President Stanford thanked Ms. Unis for sharing the student success story.

Board Secretary Beck thanked Ms. Unis for sharing and praised the student on their success.

B.

Annual Lifelong Learning Administration Corporation (LLAC) Services Report

Pete Faragia, CEO of Lifelong Learning Administration Corporation (LLAC), presented the 2020-2021 Annual Report to the Board of Directors. The presentation described the services provided to the school by LLAC during the 2020-2021 school year. Mr. Faragia reviewed the services and accomplishments of each division within LLAC including the Educational Products and Services Division, Facilities and Safety Department, Technology Services Department, External Affairs Department, Charter Affairs Department, People Services Division, and the Finance Division.

Board President Stanford thanked Mr. Faragia for his report.

Board Secretary Beck thanked everyone in the finance department for keeping everything up to date.

C. Finance Update and Budget Overview for School Year 2021-2022

Guita Sharifi informed the board that LLAC has reduced the promissory note rate from 4% to 3.25% for the 2021-2022 school year. Ms. Sharifi reminded the board that Hanmi Bank's revolving line of credit is being offered at a variable 3.75% rate, based on the federal prime rate. Ms. Sharifi explained that as a good steward of the schools, LLAC is offering the reduced rates, which are fixed and not variable, as a better option than utilizing the Hanmi Bank revolving line of credit, assuming LLAC has the cash flow available to lend to the school during the school year.

Ms. Sharifi then directed the board to the financial reporting calendar and discussed each of the required financial reports, their purpose, the internal review and approval process with the Area Superintendents, 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.

D. Annual Board Training Announcement

Jenna Unis provided an update on the annual training for charter school board members and leaders on the Brown Act and conflict of interest laws. The upcoming annual Fall 2021 training is expected to be presented by Young, Minney & Corr, LLP, with several date and time options. Topics to be covered include:

- Extensive Brown Act training (complies with chartering authority's requirement for annual training)
- Compliance with SB 126 (Education Code Section 47604.1)
- Conflict of interest laws: Political Reform Act, Corporations Code, Government Code Section 1090, and the appearance of impropriety
- Form 700 filing information and requirements

IV. Public Hearing

A. Open Public Hearing

Barbara Willibrand made a motion to open the public hearing.

Michael Molloy seconded the motion.

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

Roll Call

Claudette Beck Aye
Barbara Willibrand Aye
John Dortch Aye
Carol Stanford Aye
Michael Molloy Aye

Board President Stanford announced the public hearing opened at 2:02 p.m.

B. The Board will hold a public hearing to solicit the recommendations and comments of members of the public regarding the Revised Budget Overview for Parents for the 2021-2022 school year

Jenna Unis explained the recent board-approved Budget Overview for Parents for the 2021-2022 school year requires updates to the narrative and expenditures sections as follows:

*Additional narrative added to the Budgeted Expenditures in the LCAP table in the BOP section (paragraph 2): Added to serve our at-promise and highly mobile population, expenditures are budgeted for, but not limited to, teacher and staff salaries and benefits, student interventions, curriculum development, professional development, materials, hardware and software. Not included in the LCAP are the following: audit fees and legal expenses

Jenna Unis then requested recommendations and comments from members of the public and the board.

C. Close Public Hearing

Hearing no comments from the public, Board President Stanford asked for a motion to close the public hearing.

Michael Molloy 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
Michael Molloy Aye
John Dortch Aye
Carol Stanford Aye
Barbara Willibrand Aye

The public hearing closed at 2:07 p.m.

V. Action Items

A. The Board will be asked to review and approve the Revised Budget Overview for Parents for the 2021-2022 school year

Jenna Unis recommended the board approve the revised Budget Overview for Parents for the 2021-2022 school year that was shared during the Public Hearing. John Dortch made a motion to approve the Revised Budget Overview for Parents for the 2021-2022 school year.

Barbara Willibrand seconded the motion.

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

Roll Call

John Dortch Aye
 Claudette Beck Aye
 Barbara Willibrand Aye
 Carol Stanford Aye
 Michael Molloy Aye

B. The Board will be asked to approve the Unaudited Actuals for the 2020-21 school year

Guita Sharifi directed the board to the unaudited actuals report for the 2020-21 school year and explained 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) that was the base for funding in 2020-21, and the estimated ADA projections for 2021-22 that were used as base for developing the current school year budget.

Ms. Sharifi reported that the school had a funding P-2 ADA of 519 for a total revenue of \$6.5M dollars, which was \$256K higher than the projected revenue presented at the June 2021 board meeting. This noticeable difference is primarily due to the recognition of \$228K of revenue from the Expanded Opportunity Grant that was originally planned to be recorded in the next fiscal year. These restricted funds were not spent in 2020-21, however, the California Department of Education guidelines require that the school records the revenue in 2020-21.

Ms. Sharifi reported that the school ended the year with total expenditures of \$6M, which was \$51K higher than prior projections. This small increase comes from a combination of an increase in certificated salaries and communications, and small decrease of spending in equipment and insurance, however most spending areas remained consistent with prior projections.

Ms. Sharifi then discussed the school's excess revenue, balance sheet assets and liabilities, and the impact of the state's apportionment deferrals. Lastly, Ms. Sharifi announced the school has received loan forgiveness for the PPP loan amount. Barbara Willibrand made a motion to approve the Unaudited Actuals for the 2020-21 school year.

Michael Molloy seconded the motion.

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

Roll Call

John Dortch Aye
 Claudette Beck Aye
 Barbara Willibrand Aye
 Michael Molloy Aye
 Carol Stanford Aye

C. The Board will be asked to approve the Revised June 30, 2020, Annual Audit Report for the school

Brian Hadley of Wilkinson Hadley King and Co., LLP directed the board to the revised June 30, 2020, Annual Audit Report. Mr. Hadley explained that the revisions include an addition to the Independent Auditor's Report letter located in the beginning of the report, and edits to the related party narrative within the notes section of the Financial Statements. Lastly, Mr. Hadley reported that the auditor's opinion is unmodified.

Michael Molloy made a motion to approve the Revised June 30, 2020, Annual Audit Report for the school.

Barbara Willibrand seconded the motion.

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

Roll Call

Claudette Beck Aye
John Dortch Aye
Carol Stanford Aye
Barbara Willibrand Aye
Michael Molloy Aye

D. The Board will be asked to approve the Revised Charter School Accounting Manual

Guita Sharifi directed the board to the summary of additions recommended to the Charter School Accounting Manual, included in the board packet. The first recommended addition details the school's procedures for accepting and recording donations. The second addition details the contract approval process, which includes the initial assessment, administrative review, and approval by the appropriate signatories.

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

John Dortch Aye
Barbara Willibrand Aye
Carol Stanford Aye
Michael Molloy Aye
Claudette Beck Aye

E. The Board will be asked to approve an increase to the Hanmi Bank Line of Credit for the 2021-2022 School Year

Ms. Unis informed the board that no action is needed for this item. Board President Beck asked for a motion to approve that no action be taken.

John Dortch made a motion to approve no action taken on Agenda Item 5E.

Claudette Beck seconded the motion.

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

Roll Call

Barbara Willibrand Aye
John Dortch Aye
Michael Molloy Aye
Carol Stanford Aye
Claudette Beck Aye

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

A. Observations and Comments

Mr. Brown thanked Ms. Unis for all of her important work. He commented on the support and involvement of LLAC. He thanked Mr. Faragia for his report.

Ms. Vincent agreed with Mr. Brown and expressed her appreciation for Ms. Unis, her staff, and the board.

VII. Closing Items

A. Next Regular Board Meeting Date: October 12, 2021, 1:15pm

B. Adjourn Meeting

Barbara Willibrand made a motion to adjourn the meeting.

Claudette Beck seconded the motion.

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

Roll Call

John Dortch Aye

Barbara Willibrand Aye

Carol Stanford Aye

Claudette Beck Aye

Michael Molloy Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 2:27 PM.

Respectfully Submitted,
Claudette Beck

Accommodations. 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.