

APPROVED

Mission Academy

Minutes

Regular Board Meeting

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

Date and Time

Friday December 3, 2021 at 12:00 PM

Location

The Meeting can be viewed at:

https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F_%23%2F%2Fmeetup-join%2F19%3Ameeting_ZWEyYWU5OWEtNzBhYy00ZmRILWJINzltYzMyYWQ0MjdkODc5%40thread.v2%2F0%3Fcontext%3D%257b%2522Tid%2522%253a%2522c33f6d28-3425-42a7-8827-d21f10bb2e83%2522%252c%2522Oid%2522%253a%25224e4cd601-0d23-44be-8261-73cdf2e9f610%2522%257d%26anon%3Dtrue&type=meetup-join&deeplinkId=8db11ada-da9b-4c70-89ef-69554c009fb3&directDI=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true

Or call in for Audio only:

Conference Line: (657) 207-0015 Code: 827 459 085#

MEETING LOGISTICS

This meeting is held in compliance with Assembly Bill 361, which allows flexibility in Brown Act teleconferencing procedures as addressed by the Board under Agenda Item I.E. The public is encouraged to participate in the meeting telephonically by dialing the conference line or by 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 telephonically 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 Friday Dec 3, 2021 at 12:00 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
Guita Sharifi, CFO, LLAC
Michelle Lopez, Legal Counsel, LLAC

E. Adopt Resolution Continuing Board of Directors' Authority to Hold Virtual or Teleconference Meetings Pursuant to Assembly Bill 361

Jeff Martineau discussed Assembly Bill 361, signed by Governor Newsom on September 16, 2021, and explained that the law exempts the board from certain provisions of the Brown Act related to teleconference meetings during states of emergency, as long as the Board makes required findings as detailed in the law. Under AB 361, boards that would like to continue to meet remotely must determine by majority vote whether as a result of the state of emergency, meeting in person would present imminent risks to the health or safety of attendees. Mr. Martineau directed the board members to the resolution located in their packet and recommended the board approve the Resolution Continuing Board of Directors' Authority to Hold Virtual or Teleconference Meetings Pursuant to Assembly Bill 361. Michael Molloy made a motion to adopt Resolution Continuing Board of Directors' Authority to Hold Virtual or Teleconference Meetings Pursuant to Assembly Bill 361. Barbara Willibrand seconded the motion. The board **VOTED** to approve the motion.

Roll Call

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

F. Approve Agenda for the December 3, 2021, Regular Public Meeting of the Board of Directors

John Dortch made a motion to approve Agenda for the December 3, 2021, 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
Claudette Beck Aye
Barbara Willibrand Aye
Carol Stanford Aye
Michael Molloy Aye

G. Approve Minutes of the October 12, 2021, Regular Public Meeting of the Board of Directors

Michael Molloy made a motion to approve the minutes from Regular Board Meeting on 10-12-21.

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

H. Approve Minutes of the November 9, 2021, Regular Public Meeting of the Board of Directors

Barbara Willibrand made a motion to approve the minutes from Regular Board Meeting on 11-09-21.

Claudette Beck seconded the motion.

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

Roll Call

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

II. Consent Agenda

A. Consent Agenda Items

Board President Stanford announced the consent agenda items and asked if any member would like to discuss any of the agenda items for action separately. Hearing none, Board President Stanford asked for a motion to approve the consent agenda.

Michael Molloy made a motion to approve the consent agenda items.

Barbara Willibrand seconded the motion.

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

Roll Call

Michael Molloy Aye
Barbara Willibrand Aye
Claudette Beck Aye
John Dortch Aye
Carol Stanford 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, by dialing the teleconference line or by clicking the weblink listed on the posted agenda. 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. 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. Principal Update

Jenna Unis provided a report on the following topics:

- 422 students are currently enrolled.
- 89% of students were engaged during Learning Period 5.
- Increase in special education students.
- 10 student graduates so far for the 2021-2022 school year.
- November Events: resume building, college dual enrollment options, a-g classes, gratitude and giving thanks digital collage, and a virtual field trip.
- Discussed the school's recurring events including: H.O.P.E, program parenting circles, social impact monthly webinar, grief groups, rad grads senior group and other ongoing events.
- Ms. Unis then shared updates on two recent student graduates.

Board President Stanford thanked Ms. Unis for her report and for sharing the student success stories.

B. Finance Update

Guita Sharifi directed the board to the Hanmi Bank Rotating Line of Credit (RLOC) financial update included in the board packet and reviewed the school's credit amount including the current interest rate expiration date, the current RLOC withdrawal amount, and the RLOC covenants ratios. Ms. Sharifi then reminded the board that the June 30, 2021 audit report will be presented during the January 2022 regular board meeting.

Board President Stanford thanked Ms. Sharifi for her report.

C. Conflict of Interest Code Update

Jeff Martineau directed the board to the redlined Conflict of Interest (COI) Code included in the board packet and explained that all Form 700 filers received a written notice of the upcoming COI code changes with the comment period for filers ending on December 5, 2021. Mr. Martineau explained the redlined COI Code includes proposed updates from the Fair Political Practices Commission (FPPC). At the January regular board meeting, the board will be asked to approve the FPPC process to continue with the COI Code as written, as the COI Code will not be fully approved until 30 days after the FPPC signs the COI Codes following their comment period ending on December 13, 2021. Mr. Martineau then asked if the board had any questions or comments.

D.

Updated 2021-2022 Board Meeting Calendar

Board President Stanford directed the board to the updated 2021-2022 regular board meeting calendar for the remainder of the school year and reviewed the additional regular board meetings scheduled for February and May 2022.

V. Action Items

A. The Board will be asked to approve the Educator Effectiveness Block Grant Plan

Jenna Unis reminded the board of the details of the Educators Effectiveness Block Grant Plan and recommended the board approve the Plan as presented at the public hearing held during the November regular board meeting.

John Dortch made a motion to approve the Educator Effectiveness Block Grant Plan.

Michael Molloy 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

B. The Board will be asked to approve the Memorandum of Understanding between Acton-Agua Dulce Unified School District and Mission Academy

Jenna Unis directed the board to the new Memorandum of Understanding (MOU) between Acton-Agua Dulce Unified School District and Mission Academy located in their board packets. Ms. Unis explained the MOU reflects changes in the law and specify the District's oversight responsibilities and requirements for the school. Ms. Unis shared a few highlights from the new MOU that included:

- Recognition of the school's automatic two-year charter term extension under Assembly Bill 130
- Term now expires on June 30, 2025
- Clarification on financial reporting and insurance coverage requirements
- And clarification on items that would require a material revision to the charter

Ms. Unis recommended the board approve the MOU between Acton-Agua Dulce Unified School District and Mission Academy.

Claudette Beck made a motion to approve the Memorandum of Understanding between Acton-Agua Dulce Unified School District and Mission Academy.

Barbara Willibrand seconded the motion.

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

Roll Call

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

C. The Board will be asked to approve the 2021-22 First Interim Report

Guita Sharifi 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, 2021 through October 31, 2021. The report is

comprised of a financial section that includes the original budget that was developed in May, 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. Ms. Sharifi reviewed each section of the first interim report in detail including the LCFF base grant amount, special education base rate, Title I funding and grants funds. Ms. Sharifi highlighted the following areas:

- The school budgeted a P2 ADA of 786, and the school is currently projecting a funding P2 ADA of 509.
- The school is projecting total revenue of \$7.3M, \$3.4M lower than the school's original budget.
- LCFF revenue decreased by \$3.1M compared to the original budget primarily due to the decrease in the original projected P2 ADA.
- Federal Revenue increased from \$97K to \$752K due to a portion of the Expanded Learning Opportunities Grant originally budgeted under state revenue and the PPP loan forgiveness.
- Projected total expenditures of \$6.7M, a decrease of \$3.1M compared to original budget due to a combination of a small increase in classified instructional salaries and a decrease in teachers, student support, instructional support and administrative salaries.
- Projected purchases decreased 35%, from \$1M to \$670K with the main decrease in supplies and equipment and operating expenses decreased by 42%.

Finally, Ms. Sharifi reviewed the school's ending fund balance and restricted reserves. Board President Stanford thanked Ms. Sharifi for her report and praised the strong reserves. Claudette Beck made a motion to approve the 2021-22 First Interim Report. Barbara Willibrand seconded the motion. The board **VOTED** to approve the motion.

Roll Call

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

D. The Board will be asked to approve the revised Charter School Accounting Manual – Amended Financial Reserves Policy, and hear a presentation on the Financial Reserves Plan

Guita Sharifi directed the board to the summary and redline changes to the Charter School Accounting Manual included in the board packet. The recommended revisions reflect updates to the travel reimbursement daily per diem amounts and updates to the reserve fund and committed fund planning sections.

Ms. Sharifi then introduced Jenna Unis, who reviewed the school's financial reserve plan to support the long-term health and stability of the school. Ms. Unis explained the reserves are needed to manage cash flow and to help protect the charter school from unforeseen revenue shortfalls, unexpected costs, and economic uncertainties. Financial reserves also help the charter school save for large purchases and reduce the cost of borrowing money. Ms. Unis then reviewed the multi-year plan and asked if the board had any questions, comments or feedback on the financial reserve plan. Board President Stanford thanked Ms. Unis for her report. John Dortch made a motion to approve the revised Charter School Accounting Manual – Amended Financial Reserves Policy. Barbara Willibrand seconded the motion. The board **VOTED** to approve the motion.

Roll Call

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

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

A. Observations and Comments

Jeri Vincent thanked the board for their support. She thanked Ms. Unis for her report and all she does. She also thanked staff for all of their preparation for today's meeting.

Board Secretary Beck thanked Ms. Sharifi and Ms. Unis for all they have been doing.

Jeff Brown expressed his appreciation for all the effort being put forward by all the staff.

Board President Stanford thanked everyone for all of their help with the technology and expressed her appreciation for being able to hold the meeting with video.

VII. Closing Items

A. Next Regular Board Meeting Date: January 21, 2022, 11:15am

B. Adjourn Meeting

Michael Molloy made a motion to adjourn the meeting.

Barbara Willibrand seconded the motion.

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

Roll Call

Barbara Willibrand Aye
Claudette Beck Aye
John Dortch Aye
Carol Stanford 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 12:35 PM.

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.