

APPROVED

Mission Academy

Minutes

Regular Board Meeting

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

Date and Time

Tuesday April 19, 2022 at 1:15 PM

Location

Location:

https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F_%23%2FI%2Fmeetup-join%2F19%3Ameeting_NGUxOWVvOTktMTg2Ny00OWFiLWE1ZTgtOTJhMGY0YTUzN2Jl%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=b6687f02-db74-41fb-b193-12296d0812a2&directDI=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true

Or call in for Audio only:

Conference Line: (657) 207-0015 Code: 772 895 373#

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 Tuesday Apr 19, 2022 at 1:15 PM.

B. Roll Call and Establishment of Quorum

C. Pledge of Allegiance

Board Member Molloy led the pledge of allegiance.

D. Staff Introductions

Jeff Brown, CEO

Jeri Vincent, Corporate Secretary

Lindsay Reese, Area Superintendent

Jenna Unis, Principal

Jeff Martineau, V.P. of Charter Relations

Steven Oviedo, Jobs for American Graduates Specialist

Bill Thompson, Legal Counsel

Guita Sharifi, CFO, LLAC

Michelle Lopez, Legal Counsel, LLAC

Heather Stuve, Director of Special Education, 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.

John Dortch seconded the motion.

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

Roll Call

John Dortch Aye

Carol Stanford Aye

Michael Molloy Aye

Claudette Beck Aye

Barbara Willibrand Aye

F.

Approve Agenda for the April 19, 2022, Regular Public Meeting of the Board of Directors

Barbara Willibrand made a motion to approve Agenda for the April 19, 2022, Regular Public Meeting of the Board of Directors.

Claudette Beck seconded the motion.

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

Roll Call

Carol Stanford Aye

Barbara Willibrand Aye

John Dortch Aye

Claudette Beck Aye

Michael Molloy Aye

G. Approve Minutes of the March 1, 2022, Regular Public Meeting of the Board of Directors

John Dortch made a motion to approve the minutes from Regular Board Meeting on 03-01-22.

Michael Molloy seconded the motion.

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

Roll Call

John Dortch Aye

Michael Molloy Aye

Barbara Willibrand Aye

Claudette Beck Aye

Carol Stanford Aye

II. Consent Items

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

Carol Stanford Aye

John Dortch 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:

- 457 students are currently enrolled.
- Student demographics: 11.1% grades 6-8, 88.9% grades 9-12, 15.3% SPED, 10.3% ELs, and 12.6% are 19 years and older.
- 45 students have graduated since July 1, 2021.
- CAASPP testing is occurring remotely for ELA and Math, SBAC for 11th grade students, and CAST testing for 12th grade students.
- ELPAC testing is also occurring remotely for English Learner students and laptops are available for students who need them for testing.
- School staff is currently analyzing the 2020-21 LCAP for the development of the 2021-2024 LCAP goals with stakeholder feedback and performance data.
- Graduation is scheduled for Thursday, August 11, 2022.
- Student Engagement Events:
 - April – May: Dual Enrollment FAQs
 - April – May: San Diego Promise Info Night, a paid Community College information event
 - Ongoing: Financial Aid Info Sessions, Meditation, Yoga and H.O.P.E. (Helping Our Parenting Students Excel)
- Reminder: the school's WASC committee visit is scheduled for Spring 2023.

Ms. Unis thanked the board for their support.

Ms. Unis then introduced Steven Oviedo, who shared with the board about the JAG program and a student success story.

Board President Stanford thanked Mr. Oviedo for sharing a wonderful student success story.

Board Member Willibrand thanked Ms. Unis for her report.

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 of 4.00%, the September 3, 2022 expiration date, the current RLOC withdrawal amount of \$0 (zero dollars), and the RLOC covenants ratios as of March 31, 2022.

Board President Stanford thanked Ms. Sharifi for her update.

C.

CDE Notification of 2020-21 Annual Determination Pursuant to the Individuals with Disabilities Education Act and Selection for 2022 Special Education Monitoring Activities

Heather Stuve explained that the California Department of Education (CDE) is required to make an annual determination on the performance and compliance data of each local educational agency (LEA) through the Performance Indicator Review process. Ms. Stuve then explained the CDE has introduced the Compliance and Improvement Monitoring (CIM) Process to replace the previous monitoring activities such as the Special Education Plan. Ms. Stuve informed the board the school received a Compliance Only performance monitoring level for the 2022 school year.

Finally, Ms. Stuve discussed how the school will be monitoring and addressing these areas.

Board President Stanford thanked Ms. Stuve for her report.

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, and reviewed the following recommended revisions:

- Minor spacing and formatting corrections
- Three purchase order quotes for any purchases more than \$50,000 – an increase from the previous procedure of \$25,000
- ACH withdrawal procedures and controls
- Monthly check register review by a school official
- Any purchase order greater than \$25,000 requires two signatures, one of whom must be a Board Member, the second being the Area Superintendent or Corporate Officer

Ms. Sharifi then recommended the board approve the revised Charter School Accounting Manual.

Barbara Willibrand made a motion to approve the revised Charter School Accounting Manual.

Claudette Beck 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

B. The Board will be asked to approve the Declaration of Need (DON) forms as a prerequisite to the issuance of an emergency permit and/or limited assignment permit for teachers at the School for the 2022-2023 School Year per California Code of Regulations §80026

Lindsay Reese reminded the board of the purpose of the annual Declaration of Need (DON) forms, which ensure the school's eligibility to apply for emergency and/or limited

assignment permits for teachers. Ms. Reese explained this will allow qualified individuals to be authorized to serve in their teaching assignment while they are working towards completing the credential requirements for the educator's assignment. Ms. Reese then reviewed the areas of anticipated need for fully qualified educators, limited assignment permits, and efforts to recruit certificated personnel. Ms. Reese explained the school is anticipating two permits for the 2022-23 school year.

Ms. Reese recommended the board approve the DON form for the school for the 2022-2023 school year.

Michael Molloy made a motion to approve the Declaration of Need (DON) forms as a prerequisite to the issuance of an emergency permit and/or limited assignment permit for teachers at the School for the 2022-2023 School Year per California Code of Regulations §80026.

John Dortch seconded the motion.

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

Roll Call

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

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

A. Observations and Comments

Jeff Brown congratulated Ms. Reese and her staff. He is excited about reaching younger students and praised the JAG program for older students.

Jeri Vincent complimented Ms. Unis on her stable leadership. She expressed her gratitude towards Ms. Reese and her leadership style.

Board President Stanford thanked Ms. Unis and Mr. Oviedo.

Board Member Molloy thanked everyone for all they do for the school and for doing such a great job.

Board Secretary Beck thanked Mr. Oviedo for talking to the board about JAG and for sharing a success story. She thanked Ms. Reese and Ms. Unis.

Board Member Willibrand thanked the staff for all they do and for their reports.

VII. Closing Items

A. Next Regular Board Meeting Date: May 16, 2022, 10:30am

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

Claudette Beck	Aye
Michael Molloy	Aye

Roll Call

Carol Stanford Aye
John Dortch Aye
Barbara Willibrand Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 1:44 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.