

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 9, 2022 at 11:30 AM

Location

Meeting Link

https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F_%23%2Fmeetup-join%2F19%3Ameeting_MGNjYWRiODYtNmNmNS00Mjg3LTkzM2EtMzRmM2Y1ZjQ3Njli%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=8237f115-24c7-4cde-92fa-84d79d5bf272&directDI=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true

Or call in for Audio only:

Conference Line: (657) 207-0015 Code: 466 697 621#

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 9, 2022 at 11:30 AM.

B. Roll Call and Establishment of Quorum

C. Pledge of Allegiance

Board Secretary Beck led the pledge of allegiance.

D. Staff Introductions

Jeff Brown, CEO

Jeri Vincent, Corporate Secretary

Lindsay Reese, Area Superintendent

Jenna Unis, Principal

Wendy Uribe, School Psychologist

Jeff Martineau, V.P. of Charter Relations

Bill Thompson, Legal Counsel

Claudio Wohl, VP of Finance, 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.

Claudette Beck made a motion to adopt Resolution Continuing Board of Directors' Authority to Hold Virtual or Teleconference Meetings Pursuant to Assembly Bill 361.

Michael Molloy seconded the motion.

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

Roll Call

Claudette Beck Aye

John Dortch Aye

Carol Stanford Aye

Michael Molloy Aye

Barbara Willibrand Aye

F. Approve Agenda for the December 9, 2022, Regular Public Meeting of the Board of Directors

John Dortch made a motion to approve Agenda for the December 9, 2022, Regular Public Meeting of the Board of Directors.

Claudette Beck seconded the motion.

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

Roll Call

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

G. Approve Minutes of the October 26, 2022, Regular Public Meeting of the Board of Directors

Michael Molloy made a motion to approve the minutes from Regular Board Meeting on 10-26-22.

Claudette Beck 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

H. Approve Minutes of the November 16, 2022, Regular Public Meeting of the Board of Directors

Claudette Beck made a motion to approve the minutes from Regular Board Meeting on 11-16-22.

Michael Molloy seconded the motion.

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

Roll Call

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

II. Consent Items

A. Consent Agenda Items

1. The Board will be asked to approve the revised School Safety Plan
2. The Board will be asked to approve the revised COVID-19 Plan for Virtual Instruction, an addendum to the school's Health and Safety Plan

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 items.

Claudette Beck made a motion to approve the consent agenda items.

John Dortch seconded the motion.

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

Roll Call

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

- Enrollment: 435 students are currently enrolled with 16 student graduates year to date.
- Winter Graduation Ceremony is scheduled for January 19th at the Kroc Center at 5:00pm. A virtual graduation will also be held in February.
- School leaders recently attended a two-day professional development workshop on Essential Skills for Transformational School and District Leaders.
- Student utilization has remained steady at 90% for Learning Periods 4 and 5, and students are meeting expectations.

Ms. Unis then introduced Wendy Uribe, school psychologist. Ms. Uribe shared with the board that her role within the school includes individual counseling, consultations, and IEP evaluations. Ms. Uribe shared three success stories of three of her students.

Ms. Unis thanked Ms. Uribe for sharing with the board today and discussed the importance of the work they all do and the support they provide students.

Board President Stanford thanked Ms. Uribe and Ms. Unis for their reports and expressed her appreciation for all they do.

Board Secretary Beck thanked Ms. Uribe for sharing with the board.

B. Finance Update

Claudio Wohl directed the board to the financial update report for the Hanmi Bank Rotating Line of Credit (RLOC) and LLAC promissory note updates as of October 31, 2022. Mr. Wohl reviewed the Hanmi RLOC current interest rate of 7.5%, which represents an increase from the previous RLOC of 6.75%, the expiration date, the current RLOC withdrawal amount, and the RLOC covenants ratios. Mr. Wohl then reviewed the LLAC promissory loan balance, cumulative borrowing, available balance, and current interest rate of 4%.

Board President Stanford thanked Mr. Wohl for his update.

C. Annual Lifelong Learning Administration Corporation (LLAC) Services Report

Board President Stanford informed the board that due to an unforeseen event this item will be moved to the January 6, 2023 board meeting.

V. Public Hearing

A. Open Public Hearing

Claudette Beck made a motion to open the public hearing.
Barbara Willibrand seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

B. The Board will hold a public hearing to solicit the recommendations and comments of members of the public regarding the revised Personalized Learning Policy

Board President Stanford announced the public hearing opened at 11:58 a.m.

Lindsay Reese directed the board to the redlined copy of the revised Personalized Learning Policy in their board packet and informed the board the revised policy reflects changes required by Assembly Bill 740, which was signed by the Governor on September 18 and goes into effect January 1, 2023. Ms. Reese directed the board to section 2.7 of the policy concerning Involuntary Removal Procedures, which has been revised to extend parental rights and notification requirements affecting homeless, foster or Indian children or youth to that student's educational rights holder, social worker, or tribal or county social worker, as applicable, during any involuntary removal process. Ms. Reese then explained the school has already begun working with the counseling support team to implement these new procedures and requirements in preparation for the January 1 due date. Lastly, Ms. Reese asked for questions or comments from members of the public and board members.

Board President Stanford thanked Ms. Reese for her presentation and asked if there were any members of the public on the line that wished to comment or if any written comments were submitted by the public. Mr. Martineau informed the board that no written requests or comments were received.

C. Close Public Hearing

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

Claudette Beck made a motion to close the public hearing.

Michael Molloy seconded the motion.

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

Roll Call

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

The public hearing was closed at 12:00 p.m.

VI. Action Items

A. The Board will be asked to approve the June 30, 2022, Annual Audit Report for the school

Claudio Wohl introduced Brian Hadley, Partner, CPA at Wilkinson, Hadley, King & Co., to review the audit report in detail with the board. Wilkinson, Hadley, King & Co. performed the audit for the 2021-22 fiscal year and reviewed the school's documents, financial statements, policies, and procedures.

Mr. Hadley directed the board to the Executive Summary and explained this section was prepared by the school. Mr. Hadley then directed the board to the Independent Auditor's Report letter located at the beginning of the report and explained the school had an unmodified financial opinion, which is positive, and no adjustments or reclassifications were needed. Mr. Hadley next reviewed each of the financial statements and explained the purpose of each report and highlighted specific financial data.

Mr. Hadley then reviewed the last three pages of the report showing the school received an unmodified report with no findings for the year ending June 30, 2022, and no findings in the prior year audit.

Board President Stanford thanked Mr. Hadley for his report and asked if there were any board members who had any questions or comments. Hearing no further comments, Ms. Stanford requested a motion to approve the Annual Audit Report.

Michael Molloy made a motion to approve the June 30, 2022, Annual Audit Report for the school.

Claudette Beck seconded the motion.

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

Roll Call

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

B. The Board will be asked to review and approve the revised Personalized Learning Policy

Lindsay Reese recommended the board approve the revised Personalized Learning Policy that was shared during the Public Hearing.

Board President Stanford thanked Ms. Reese. Hearing no further comments, Ms. Stanford requested a motion to approve the revised Personalized Learning Policy.

John Dortch made a motion to approve the revised Personalized Learning Policy. Michael Molloy seconded the motion. The board **VOTED** to approve the motion.

Roll Call

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

C. The Board will be asked to discuss and approve the Arts, Music, and Instructional Materials Discretionary Block Grant Plan

Lindsay Reese directed the board to the Arts, Music, and Instructional Materials Discretionary Block Grant Plan located in their packet and explained that this is one-time funding for the school years 2022-23 through 2025-26. Funds may be used for professional development, acquiring instructional materials, improving school climate, including training on de-escalation and restorative justice strategies, developing diverse book collections with culturally relevant texts, operational costs, and COVID-19 costs. Ms. Reese reviewed the plan's eligible uses and the awarded funding amount, and asked the board if they had any questions.

Lindsay Reese informed the board that the Arts, Music, and Instructional Materials Discretionary Block Grant is one-time funding from the state through the 2025–26 school year. Funds may be used for professional development, acquiring instructional materials, improving the school climate, including training on de-escalation and restorative justice strategies, developing diverse book collections with culturally relevant texts, operational costs, and COVID-19 costs.

The school is receiving \$348,338 and as noted in the plan, the requirements for utilizing the funds are incredibly broad. The school's current considerations include creating or expanding arts, music and instructional programs, professional development, instructional materials, developing diverse book collections, operational costs, and COVID-19 costs. Ms. Reese explained the school is assessing the school's needs for the best use of this one-time funding.

Board President Stanford thanked Ms. Reese for her report and asked if there were any board members who had any questions or comments. Hearing no further comments, Ms. Stanford requested a motion to approve the Arts, Music, and Instructional Materials Discretionary Block Grant Plan.

Claudette Beck made a motion to approve the Arts, Music, and Instructional Materials Discretionary Block Grant Plan.

Barbara Willibrand seconded the motion. The board **VOTED** to approve the motion.

Roll Call

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

D.

The Board will be asked to approve the 2022-2023 First Interim Report

Claudio Wohl 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, 2022 through October 31, 2022. The report is comprised of a financial section that includes the original budget approved by the board in June, 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. Mr. Wohl 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. Mr. Wohl highlighted the following areas:

- The school budgeted a P2 ADA of 800, and the school is currently projecting a funding P2 ADA of 1,187.
- The school is projecting total revenue of \$18.2M, which is \$7.4M higher than the school's original budget.
- LCFF projected revenue increased by \$5.6M primarily due to an increase in projected ADA and a COLA increase.
- Other State Revenue increased from \$854K to \$2.6M due to the Arts and Music Block Grant and the Learning Recovery Emergency Block Grant.
- Projected total expenditures of \$16.2M, which is an increase of \$6.7M compared to the original budget due to the implementation of services related to the new one-time restricted grants and an expansion of existing instructional spending due to the increase of available funding.

Finally, Mr. Wohl reviewed the school's ending fund balance and restricted reserves, and asked the board for input and questions.

Board President Stanford thanked Mr. Wohl for his report and asked if there were any board members who had any questions or comments. Hearing no further comments, Ms. Stanford requested a motion to approve the First Interim Report.

Claudette Beck made a motion to approve the 2022-2023 First Interim Report.

Barbara Willibrand seconded the motion.

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

Roll Call

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

E. The Board will be asked to approve the revised Financial Reserves Plan

Lindsay Reese directed the board to the revised Reserve Plan to support the long-term health and stability of the school. Ms. Reese 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. Reese 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. Reese for her report and asked if there were any board members who had any questions or comments. Hearing no further comments, Ms. Stanford requested a motion to approve the revised Financial Reserves Plan.

John Dortch made a motion to approve the revised Financial Reserves Plan.
Claudette Beck 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

F. The Board will be asked to review and approve Wilkinson, Hadley & King & Co., LLP to prepare the school's 2021 Form 990, Return of Organization Exempt from Income Tax

Claudio Wohl directed the board to the engagement letter from Wilkinson, Hadley, King & Co. to prepare the fiscal year ended June 30, 2022 federal return of Organization Exempt from Income Tax Form 990, related federal statements and schedules, and the California Exempt Organization Annual Information Return Form 199 with related statements and schedules. Mr. Wohl reminded the board the firm is listed on the California Department of Education website as an approved auditor and all information from the school's annual audit report can be downloaded into the 990 form, which reduces human errors and expedites the process. Mr. Wohl then reviewed the tax preparation fee and recommended the board approve Wilkinson, Hadley, King & Co. LLP to prepare the school's 2021 tax returns.

Board President Stanford thanked Mr. Wohl for his report and asked if there were any board members who had any questions or comments. Hearing no further comments, Ms. Stanford requested a motion to approve Wilkinson, Hadley & King & Co., LLP to prepare the school's 2021 Form 990, Return of Organization Exempt from Income Tax.

Michael Molloy made a motion to approve Wilkinson, Hadley & King & Co., LLP to prepare the school's 2021 Form 990, Return of Organization Exempt from Income Tax.

Barbara Willibrand seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

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

A. Observations and Comments

Jeff Brown thanked Ms. Reese for her presentation. Mr. Brown shared his excitement about the upcoming in-person graduation and the professional development programs. Mr. Brown praised Ms. Uribe for all of her hard work. He commented on the recent loss of a student and the importance of reaching students. Lastly, Mr. Brown thanked Mr. Wohl for his reports.

Jeri Vincent commended Ms. Reese and Ms. Unis on the improvement and success of this program. Ms. Vincent thanked the board for their oversight and support.

Board President Stanford is so pleased to see so much growth in this school. Ms. Stanford expressed her gratitude to Ms. Uribe and for the good work she is doing.

Board Secretary Beck thanked Ms. Reese and Ms. Unis.

Board Member Willibrand thanked Ms. Reese and Ms. Unis for their presentations.

VIII. Closing Items

A. Next Regular Board Meeting Date: January 6, 2023, 10:30am

B. Adjourn Meeting

Claudette Beck made a motion to adjourn the meeting.

John Dortch seconded the motion.

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

Roll Call

Michael Molloy Aye

Claudette Beck Aye

Carol Stanford Aye

Barbara Willibrand 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 12:34 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.