

APPROVED

# Mission Academy

## Minutes

### Regular Board Meeting

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

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#### Date and Time

Tuesday February 28, 2023 at 9:00 AM

#### Location

#### Meeting Link

[https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F\\_%23%2F%2Fmeetup-join%2F19%3Ameeting\\_MTk0MzgwYTctOTNIYi00OWNhLWJkZDMtNjg1NGQ2Mjk1ODRk%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=0b4b869c-4a30-4764-92d3-44b80ae7ccb8&directDI=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true](https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F_%23%2F%2Fmeetup-join%2F19%3Ameeting_MTk0MzgwYTctOTNIYi00OWNhLWJkZDMtNjg1NGQ2Mjk1ODRk%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=0b4b869c-4a30-4764-92d3-44b80ae7ccb8&directDI=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true)

#### Or Call in for audio only:

Conference Line (657) 207-0015 Code: 342 974 035#

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#### 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](mailto: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.

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#### Directors Present

Barbara Willibrand (remote), Carol Stanford (remote), Claudette Beck (remote), John Dortch (remote), Michael Molloy (remote)

#### Directors Absent

None

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## 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 Feb 28, 2023 at 9:00 AM.

### 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  
Lindsay Reese, Area Superintendent  
Jenna Unis, Principal  
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

Bill Thompson 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. Thompson 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

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

### F. Approve Agenda for the February 28, 2023, Regular Public Meeting of the Board of Directors

Barbara Willibrand made a motion to approve Agenda for the February 28, 2023, Regular Public Meeting of the Board of Directors.

Michael Molloy seconded the motion.

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

**Roll Call**

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

**G. Approve Minutes of the February 3, 2023, Regular Public Meeting of the Board of Directors**

Barbara Willibrand made a motion to approve the minutes from Regular Board Meeting on 02-03-23.

Claudette Beck seconded the motion.

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

**Roll Call**

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

**II. Consent Agenda**

**A. Consent Agenda Items**

1. The Board will be asked to approve the 2023-2024 Parent Student Handbook
2. The Board will be asked to approve the 2023-2024 School Calendar

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.

John Dortch made a motion to approve the consent agenda items.

Barbara Willibrand seconded the motion.

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

**Roll Call**

Carol Stanford Aye  
Claudette Beck Aye  
John Dortch Aye  
Barbara Willibrand Aye  
Michael Molloy 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 thanked the board, staff, and LLAC for their support throughout the WASC process. Ms. Unis then provided a report on the following topics:

- Enrollment: 487 students are currently enrolled with 37 student graduates year to date. The student enrollment is comprised of 10.6% 6-8th graders, 53.8% 9-10th graders, and 35.5% 11-12th graders. 17.1% of students are 19-24 years old.
- Demographics: 78.2% of students are socio-economically disadvantaged, 18% are SPED students, and 11.1% are English Learner students.
- Student utilization has remained steady at 84.91% for Learning Period 6 and 84.07% for Learning Period 7.
- Curriculum management system update: the school conducted a parent and student survey, interviewed four vendors, and then staff created a decision matrix with weighted categories of importance. Upon completion of this due diligence, the school is excited to announce they will be moving to Strongmind, which offers an SEL library with modules that can be incorporated into daily learning.
- During the recent Parent Advisory Committee meeting, school leaders reviewed the virtual program expectations, grant funding, upcoming WASC visit, counseling updates, dual enrollment information, and presented awards to students who exemplified student values.
- Recent and Upcoming Events:
  - February 27-March 1: WASC Committee Visit
  - March: Third Quarter PAC and ELAC meetings, G.R.I.T. student awards
  - March: Math, English and Science State Testing for 6th-8th graders and 10th-12th graders
  - May: Physical Education State Testing for 7th and 9th graders
  - May: Disney Grad Nite
  - June 2: Los Angeles and Orange County graduation
  - June 6: San Diego Graduation

Finally, Ms. Unis shared a NCAA student success story who has been accepted into UCLA.

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

##### **B. Legislative Update**

Bill Thompson directed the board to the legislative update summary for the 2022-23 school year located in their board packet. Mr. Thompson informed the board LLAC monitors all proposed and approved legislation for the school and works closely with the school leaders on legislative changes. Mr. Thompson then introduced Michelle Lopez, who reviewed several noteworthy and applicable laws including AB 748, AB 185, AB 58, AB 452, SB 906, AB 2158, AB 2449 and SB 1100. Ms. Lopez recommended the board review the legislative summary and to reach out with any questions.

Mr. Thompson then provided the board with an update of the ongoing efforts of the LLAC External Affairs division.

Board President Stanford thanked Ms. Lopez and Mr. Thompson for their updates.

### **C. Finance Update**

Guita Sharifi directed the board to the financial update report for the Hanmi Bank Rotating Line of Credit (RLOC) and LLAC promissory note updates as of January 31, 2023. Ms. Sharifi reviewed the Hanmi RLOC current interest rate of 8.25%, which represents an increase from the previous RLOC of 7.5%, the expiration date, the current RLOC withdrawal amount, and the RLOC covenants ratios. Ms. Sharifi then reviewed the LLAC promissory loan balance, cumulative borrowing, available balance, and current interest rate of 4%.

Board President Stanford thanked Ms. Sharifi for her update.

### **D. California Dashboard Report**

Lindsay Reese greeted the board and directed them to the California Dashboard Report located in their board packet. Ms. Reese explained the Dashboard report provides performance information on multiple indicators for schools to identify strengths, weaknesses, and areas in need of improvement.

State indicators are based on data collected consistently across the state from LEAs through the California Longitudinal Pupil Achievement Data System (CALPADS) and testing vendors. The state indicators are:

- Academic Performance Indicators (reported separately for English language arts/literacy [ELA] and mathematics assessments)
- English Learner Progress
- Chronic Absenteeism
- Graduation Rate
- Suspension Rate
- College/Career

Ms. Reese informed the board this is the first Dashboard released since the pandemic and then reviewed the status levels for the school. Ms. Reese discussed the graduation rate listed on the Dashboard for school year 2021-22 compared to the school's internal one-year graduation cohort rate. Ms. Reese explained this percentage includes fourth-year graduates from the Class of 2022 as well as fifth-year graduates from the Class of 2021. On July 27, 2022, the US Department of Education (ED) declined California's waiver request that would allow for the continued use of modified methods for calculating the Academic and Graduation Rate indicators. As a result of this waiver denial, the 2022 Dashboard will be the first Dashboard without any modified methods applied to state indicators and all Dashboard Alternative School Status (DASS) schools will be treated the same as all other schools on the Dashboard. Previously, DASS schools were able to measure their graduation rate using a one-year cohort rather than a 4-year cohort. Ms. Reese stated the school's internal one-year cohort rate is 96.4%.

Board President Stanford commented on the waiver denial and the impact it has on the school.

Board Secretary Beck also commented on the negative impact this will have visually on the school.

### **E. Current Vendor List**

Lindsay Reese directed the board to the current vendor list located in their board packet. Ms. Reese explained this is a list of all vendors from July 1, 2022 through December 31, 2022, includes a brief description of services, and includes vendors who

provide varying services including professional development, technology, health care benefits, etc. Ms. Reese reminded the board this information is provided bi-annually, and she reviewed the list for accuracy. Ms. Reese then requested the board to review the list for any potential conflicts of interest and to reach out to Ms. Reese or legal counsel for any questions.

Board President Stanford thanked Ms. Reese for the updated list.

#### **F. 2022-2023 Board Meeting Dates**

Board President Stanford directed the board to the updated 2022-2023 regular board meeting calendar located in their board packet and requested the board to review the meeting dates. Ms. Stanford expressed her appreciation for the advanced notice.

### **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. Ms. Sharifi explained the changes include updates to that table of contents, grammatical and spelling corrections, and the following recommended revisions:

- Page 99: Board Member Travel Reimbursement Policy added.
- Page 106: Coronavirus Pandemic addition removed as the pandemic ended March 16. Verbiage adjusted to reflect remote work rather than during a pandemic. Addition of ACH procedure details.
- Pages 106-107: Check signing authority is now always given to three individuals, rather than “at least three individuals.” Additional basic grammar and verbiage corrections.
- Page 115: Pandemic regulations removed from Check Signing processes and replaced with remote work regulations.

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

Board President Stanford expressed her gratitude for the revised check signing process. Ms. Stanford then requested a motion.

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

#### **B. The Board will be asked to approve the Second Interim Report and the Revised Budget for the 2022-2023 school year**

Guita Sharifi directed the board to the Second Interim Report and revised budget for the 2022-23 school year and explained that the purpose of the report is to provide a financial overview of the school after the first 7 months of operations, from July 1, 2022 through January 31, 2023 actuals, and projected budget to June 2023 year-end. The report categories include the original budget, revised budget, actuals to date, projected year-end totals, projected year-end reserves, and Average Daily Attendance (ADA). Ms.

Sharifi reviewed the ADA, expenditures, revenue, and projected reserves, and highlighted the following areas:

- The school originally budgeted a P2 ADA of 800, and the school is currently projecting a funding P2 ADA of 1,079.
- The school's revenue projections adjustments are primarily from changes in projected ADA and a reduction of approximately 33% in the Arts and Music Block Grant.
- LCFF, federal revenue, other state revenue, and other local revenue projections.
- Projected total expenditures of \$15M, which is an increase of \$5.7M compared to the original budget due to an increase in most spending categories due to the implementation of services related to the one-time restricted grants and an expansion of existing instructional spending due to the increase in projected ADA.

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

Board President Stanford commented on the increase in ADA and thanked Ms. Sharifi for her report. Ms. Stanford then requested a motion.

Michael Molloy made a motion to approve the Second Interim Report and the Revised Budget for the 2022-2023 school year.

Barbara Willibrand seconded the motion.

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

**Roll Call**

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

**C. The Board will be asked to approve using the auditing firm Wilkinson, Hadley & King & Co., LLP for the 2022-2023 audit**

Guita Sharifi directed the board to the proposal presented by Wilkinson Hadley King & Co. to prepare the school's June 30, 2023 annual audit. Ms. Sharifi reminded the board that the Wilkinson Hadley King & Co. CPA firm is on the state's approved auditor list and is currently preparing the 2021 Form 990 Federal Return of Organization Exempt from Income Tax. Ms. Sharifi recommended the board approve the engagement letter with Wilkinson Hadley King & Co.

Board President Stanford thanked Ms. Sharifi and requested a motion.

John Dortch made a motion to approve using the auditing firm Wilkinson, Hadley & King & Co., LLP for the 2022-2023 audit.

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

**D. The Board will be asked to approve the Board Resolution Approving Board Stipends, increasing the board member stipend from \$450 to \$500 for each board member in attendance at a board meeting**

Bill Thompson directed the board to the board resolution approving an increase in board stipends from \$450 per board meeting to \$500 per board meeting for each board member

in attendance. Mr. Thompson explained the reasonable \$50 increase takes into consideration the additional board member responsibilities, time requirements, additional participation required at school events, and the overall cost of living increase. Mr. Thompson recommended the board approve the Board Resolution Approving Board Stipends.

Board President Stanford thanked Mr. Thompson and requested a motion.

Michael Molloy made a motion to approve the Board Resolution Approving Board Stipends, increasing the board member stipend from \$450 to \$500 for each board member in attendance at a board meeting.

Barbara Willibrand 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

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

**A. Observations and Comments**

Jeff Brown thanked the presenters. Mr. Brown congratulated Ms. Unis on the increase in enrollment and the recent graduation. Mr. Brown congratulated the student on his success. Lastly, he thanked Mr. Thompson, Ms. Lopez, and Ms. Reese for their reports.

Jeri Vincent agreed with Mr. Brown's comments. Ms. Vincent also praised Ms. Unis and Ms. Reese for the success and growth of the program. Ms. Vincent praised the student for receiving a full scholarship to UCLA. She additionally thanked Mr. Thompson and Ms. Lopez for their participation. Lastly, Ms. Vincent thanked the Charter Affairs Team for all of their hard work over the past 3 years and their continued work transitioning back to in-person meetings.

Board President Stanford praised Ms. Unis and Ms. Reese for an amazing job throughout the WASC process. Ms. Stanford thanked Ms. Sharifi for her reports and praised the student for his success. Ms. Stanford thanked Ms. Lopez for her participation.

Board member Willibrand thanked everyone for the positive work within this organization.

Board Member Molloy agreed with everyone's comments.

**VII. Closed Session**

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

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

Title: Area Superintendent

Barbara Willibrand made a motion to adjourn open public Board meeting to go into closed session.

Michael Molloy seconded the motion.

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

**Roll Call**

Claudette Beck Aye



**Roll Call**

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

**B. Adjourn closed session and reconvene to open public Board meeting**

Michael Molloy 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**

Michael Molloy Aye  
John Dortch Aye  
Carol Stanford Aye  
Barbara Willibrand Aye  
Claudette Beck 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 PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov. Code section 54957(b)(1).) Title: Area Superintendent

**VIII. Closing Items**

**A. Next Regular Board Meeting Date: April 25, 2023, 1:30pm**

**B. Adjourn Meeting**

Claudette Beck made a motion to adjourn the meeting.

Barbara Willibrand seconded the motion.

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

**Roll Call**

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 10:11 AM.

Respectfully Submitted,  
Claudette Beck

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**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](mailto:publiccomments@missionacademyhs.org).