

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 October 12, 2021 at 1:15 PM

Location

Conference Line: (661) 463-5403 Code: 223 795#

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 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 Dorch (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 Oct 12, 2021 at 1:15 PM.

B. Roll Call and Establishment of Quorum

C. Pledge of Allegiance

Board Member Willibrand 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
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

Board President Stanford 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. Board President Stanford 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 October 12, 2021, Regular Public Meeting of the Board of Directors

Claudette Beck made a motion to approve Agenda for the October 12, 2021, Regular Public Meeting of the Board of Directors.

Barbara Willibrand seconded the motion.

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

Roll Call

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

G. Approve Minutes of the August 24, 2021, Regular Public Meeting of the Board of Directors

Barbara Willibrand made a motion to approve the minutes from Regular Board Meeting on 08-24-21.

Claudette Beck seconded the motion.

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

Roll Call

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

John Dortch seconded the motion.

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

Roll Call

Carol Stanford Aye
Michael Molloy Aye
John Dortch Aye
Barbara Willibrand Aye
Claudette Beck 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 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. Area Superintendent Update

Lindsay Reese greeted the board and expressed her appreciation to be joining the Mission Academy team as the Area Superintendent. Ms. Reese commended Principal Jenna Unis' dynamic and resourceful leadership and praised Ms. Unis for developing a team-oriented culture that puts students first, values transparent communication, and an open minded environment for growth. Ms. Reese noted she is excited to be working closely with Ms. Unis and the entire team. Ms. Reese then discussed her background as a school leader and her immediate goals for the school, including understanding how she can best support the mission and vision of Mission Academy and the carry out the wishes of the governing board.

Ms. Reese discussed Governor Newsom's new student vaccine mandate and explained that since Mission Academy does not provide in-person instruction, Mission Academy students will be exempt from this vaccine requirement. As for how this will impact staff, Ms. Reese is awaiting further information from CDPH and CalOSHA.

Lastly, Ms. Reese discussed Assembly Bill 167 that was recently signed into law on September 23, 2021, requiring schools to offer synchronous instruction to students in grades 4-12. AB 167 provides additional clarification to Assembly Bill 130. Ms. Reese informed the board the school was already following most of the new mandates and is currently clarifying and updating procedures and documentation to be in full compliance.

B. Principal Update

Jenna Unis greeted the board and provided an updated student enrollment count and current utilization rate. Ms. Unis also reviewed recent school events including virtual meet and greets, virtual field trips, live-stream Haunt-o-Ween and a social impact monthly webinar. Ms. Unis shared an inspiring story of a current student and the positive impact of the program on the students. Ms. Unis then explained the positive post-alert message and how this program helps students to build confidence and reinforce their efforts in school. Finally, Ms. Unis discussed the October student achievement and perseverance awards.

Board President Stanford thanked Ms. Unis for sharing personal student success stories.

C. Finance Update

Guita Sharifi directed the board to the Hanmi Bank Rotating Line of Credit (RLOC) financial update 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 discussed the status of the June 30, 2021 annual audit report and the extended due date of January 31, 2022, and the board will be provided a presentation of the audit report during the January 2022 regular board meeting.

Board President Stanford thanked Ms. Sharifi for her report.

D. School Year 2020-2021 Vendor List

Lindsay Reese directed the board to the 2020-2021 school year vendor list located in their board package. Ms. Reese explained this is a list of all vendors for the 2020-2021 school year and includes a brief description of services for the board's review. Ms. Reese further explained she has reviewed the vendor list for accuracy and this list includes vendors who provide varying services including professional development, technology, health care benefits, etc.

Board President Stanford thanked Ms. Reese for the information.

E. 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. Jeff Martineau then updated the board of the additional regular board meeting has been scheduled for November 9 at 10:45am.

Board President Stanford thanked Mr. Martineau for the updated information.

V. Action Items

A. The Board will be asked to approve the revised Charter School Accounting Manual

Guita Sharifi directed the board to the recommended revisions to the Charter School Accounting Manual, included in the board packet. The recommended revisions remove the statement "in absence of an Area Superintendent" under signing authority to now align with the school leadership structure that includes Lindsay Reese as the new Area Superintendent of the school.

Claudette Beck made a motion to approve the revised Charter School Accounting Manual.

Michael Molloy seconded the motion.

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

Roll Call

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

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

Guita Sharifi explained that due to the state apportionment payment schedule for growing schools' Average Daily Attendance, the school will need to increase its line of credit with Hanmi Bank to maintain minimum levels of cash during the apportionment payment schedule for the entire 2021-2022 school year. Ms. Sharifi then discussed the increased borrowing limit to be obtained by the school.

John Dorch made a motion to approve an increase to the Hanmi Bank Line of Credit for the 2021-2022 School Year.

Barbara Willibrand seconded the motion.

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

Roll Call

Claudette Beck Aye

John Dorch Aye

Carol Stanford Aye

Barbara Willibrand Aye

Michael Molloy Aye

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

A. Observations and Comments

Jeff Brown congratulated Ms. Reese and her staff. He expressed his appreciation to the staff for sharing student success stories.

Jeri Vincent agreed with Mr. Brown and shared how grateful she is for her partnership with Ms. Reese and Ms. Unis.

Board President Stanford praised staff for their enrollment increase and is excited to see what is to come in the future.

VII. Closing Items

A. Next Regular Board Meeting Date: December 3, 2021, 12:00pm

Board President Stanford reminded the board there is a list in their packets of all the board meetings through June 2022.

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

Carol Stanford Aye

Barbara Willibrand Aye

Michael Molloy Aye

John Dorch Aye

Claudette Beck 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.