

APPROVED

Assurance Learning Academy

Minutes

Regular Board Meeting

Operated by Antelope Valley Learning Academy Inc, A California Non-Profit Public Benefit Corporation

Date and Time

Wednesday December 1, 2021 at 2:30 PM

Location

The Meeting can be viewed at:

https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F_%23%2F%2Fmeetup-join%2F19%3Ameeting_ZDdhMGQwMGUtMjFIZS00NWZhLTg3MTItZTY4NjVIOTU5ZGQ2%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=652be1f7-483b-41ee-898c-b03c45fce482&directDI=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true

Or call in for Audio only:

Conference Line: (657) 207-0015 Code: 956 350 131#

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@assurancelearning.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.

Directors Present

Claudette Beck (remote), Michael Molloy (remote), Michael R Adams (remote), Victoria Hancock (remote)

Directors Absent

None

I. Opening Items

A. Call the Meeting to Order

Board President Beck read aloud the notices regarding meeting logistics and accommodations.

Claudette Beck called a meeting of the board of directors of Assurance Learning Academy to order on Wednesday Dec 1, 2021 at 2:30 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
Michelle Berry, Area Superintendent
Taera Childers, Area Superintendent
Julie Parra, Area Superintendent
Victor Nardiello, Principal
Victor Contreras, Principal
Jeff Martineau, V.P. of Charter Relations
Rachel Taggart, Principal
Marcello Palacios, Principal
Sharon Smyth Principal
Bill Thompson, Legal Counsel
Guita Sharifi, CFO, LLAC
Heather Stuve, Director of Special Education, 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.

Victoria Hancock seconded the motion.

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

Roll Call

Victoria Hancock Aye
Michael R Adams Aye
Michael Molloy Aye
Claudette Beck Aye

F. Approve Agenda for the December 1, 2021, Regular Public Meeting of the Board of Directors

Victoria Hancock made a motion to approve Agenda for the December 1, 2021, Regular Public Meeting of the Board of Directors.

Michael R Adams seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Michael Molloy Aye
Michael R Adams Aye
Claudette Beck Aye
Victoria Hancock Aye

G. Approve Minutes of the October 11, 2021, Regular Public Meeting of the Board of Directors

Michael Molloy made a motion to approve the minutes from Regular Board Meeting on 10-11-21.

Victoria Hancock seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Michael Molloy Aye
Claudette Beck Aye
Michael R Adams Aye
Victoria Hancock Aye

H. Approve Minutes of the November 15, 2021, Regular Public Meeting of the Board of Directors

Michael R Adams made a motion to approve the minutes from Regular Board Meeting on 11-15-21.

Michael Molloy seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Victoria Hancock Aye
Michael R Adams Aye
Michael Molloy Aye
Claudette Beck Aye

II. Consent Agenda

A. Consent Agenda Items

Board President Beck 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 Beck asked for a motion to approve the consent agenda.

Victoria Hancock made a motion to approve the consent agenda items.

Michael Molloy seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Michael R Adams Aye
Victoria Hancock Aye
Claudette Beck Aye
Michael Molloy Aye

III. Public Comment

A. Public Comment

Board President Beck 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 Beck 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

Michelle Berry provided the board with a presentation on recent school activities and events, including the following topics:

- COVID safety state guidelines for all school employees
- October 28 H.O.P.E. program event
- 24 students participated in the November Rocky Mountain Pathway field trip
- School counselors held an Academic Guidance Seminar on dual enrollment on November 17, which was attended by 32 students
- Social Emotional Learning student activities and the school's Student Services Team
- Child Development CTE Pathway cohort led by Ms. Mendez, Child Development CTE Teacher
- Dr. Lu Dao, Director of Pre-Veterinary Science Program, Pierce College, spoke with students about the Vet Science pathway and secondary educational options
- The North Los Angeles school team attended the November 4 Greater San Fernando Valley Chamber of Commerce State of the Valley Luncheon
- Counselors from local high schools in the West San Fernando Valley attended a tour and presentation at the school's Canoga Park learning center
- Upcoming event – Winter Credit Recovery Opportunity. School leaders have partnered with local schools to support seniors in catching up in credits and staying on track for graduation

Board Member Hancock stated how wonderful it was for the students to be able to experience the ranch in Colorado.

B. WIOA Update

Michelle Berry updated the board on the recent virtual workforce development career planning activity provide by Goodwill. A current student also shared with other students his recent experience and success with this program.

Board President Beck thanked Ms. Berry for the update.

C. Principal Update

Rachel Taggart greeted the board and discussed the following topics:

- Grief-Sensitive Schools Initiative where students participated in a community healing activity by engaging in rituals and activities tied to Dia de los Muertos (Day of the Dead).

- The Canoga Park learning center held a counselors' breakfast and invited counselors from three neighboring high schools who toured the center and learned about the school's program. The breakfast was a success; staff have already received student referrals and look forward to a strong partnership.
- Staff presented Thanksgiving baskets to some students and their families.
- Upcoming Event: Annual Winter Wonderland event that will provide gifts to children of the school's parenting students.

Board President Beck thanked Ms. Taggert for her wonderful presentation.

D. 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 Beck thanked Ms. Sharifi.

E. Updated 2021-2022 Board Meeting Calendar

Board President Beck 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

Michelle Berry recommended the board approve the Educators Effectiveness Block Grant Plan as presented at the public hearing held during the November regular board meeting. Michael R Adams made a motion to approve the Educator Effectiveness Block Grant Plan. Victoria Hancock seconded the motion. The board **VOTED** to approve the motion.

Roll Call

Victoria Hancock Aye
Michael R Adams Aye
Michael Molloy Aye
Claudette Beck Aye

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

Michelle Berry directed the board to the amended Memorandum of Understanding (MOU) between Acton-Agua Dulce Unified School District and Assurance Learning Academy located in their board packets. Ms. Berry explained the MOU has been amended to reflect changes in the law and specify the District's oversight responsibilities and requirements for the school. Ms. Berry shared a few highlights from the MOU that included:

- Recognition of the school's automatic two-year charter term extension under Assembly Bill 130
- Term now expires on June 30, 2024
- Clarification on financial reporting and insurance coverage requirements
- And clarification on items that would require a material revision to the charter

Ms. Berry recommended the board approve the amended MOU between Acton-Agua Dulce Unified School District and Assurance Learning Academy.

Board President Beck thanked Ms. Berry for her report.
Michael Molloy made a motion to approve the amended Memorandum of Understanding between Acton-Agua Dulce Unified School District and Assurance Learning Academy.
Victoria Hancock seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Michael R Adams Aye
Claudette Beck Aye
Victoria Hancock Aye
Michael Molloy 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 3,578, and the school is currently projecting a funding P2 ADA of 3,379.
- The school is projecting total revenue of \$58.6M, \$1M lower than the school's original budget.
- Federal Revenue increased from \$957K to \$7M due to a portion of the Expanded Learning Opportunities Grant, originally budgeted under state revenue and the PPP loan forgiveness.
- Projected total expenditures of \$54M, a decrease of almost \$2.1M compared to original budget due to a combination of an increase in salaries and benefits in teacher and certificated instructional support and a decrease in classified administrative salaries and benefits.
- Projected purchases decreased 17%, from \$2.7M to \$2.2M with the main decrease in supplies and equipment and operating expenses decreased by 10%.

Finally, Ms. Sharifi reviewed the school's ending fund balance and restricted reserves.
Victoria Hancock made a motion to approve the 2021-22 First Interim Report.
Michael Molloy seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Michael R Adams Aye
Michael Molloy Aye
Claudette Beck Aye
Victoria Hancock 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 Michelle Berry who reviewed the school's financial reserve plan to support the long-term health and stability of the school. Ms. Berry 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. Berry then reviewed the multi-year plan and asked if the board had any questions, comments or feedback on the financial reserve plan. Board President Beck thanked Ms. Sharifi and Ms. Berry for the information. Michael R Adams made a motion to approve the revised Charter School Accounting Manual – Amended Financial Reserves Policy. Victoria Hancock seconded the motion. The board **VOTED** to approve the motion.

Roll Call

Claudette Beck Aye
Michael R Adams Aye
Victoria Hancock Aye
Michael Molloy Aye

VI. Closed Session

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

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (Gov. Code section 54956.9(d)(1).) Name of Case: OAH Case No. 2021100851

AND

PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE (Government Code section 54957(b).)

Michael Molloy made a motion to adjourn open public Board meeting to go into closed session.

Michael R Adams seconded the motion.

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

Roll Call

Michael R Adams Aye
Michael Molloy Aye
Victoria Hancock Aye
Claudette Beck Aye

B. Adjourn closed session and reconvene to open Board meeting

Michael R Adams made a motion to adjourn closed session and reconvene to open Board meeting.

Michael Molloy seconded the motion.

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

Roll Call

Claudette Beck Aye
Michael R Adams Aye
Michael Molloy Aye
Victoria Hancock Aye

C. Report of action taken or recommendations made in closed session, if any

Board President Beck reported out the board took action for closed session item CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (Gov. Code section 54956.9(d)(1).) Name of Case: OAH Case No. 2021100851. By a motion by Board Member

Hancock and a second by Board Member Adams, the board unanimously voted to approve the settlement.

Board President Beck stated no action was taken in closed session for the item PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE (Government Code section 54957(b).)

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

A. Observations and Comments

Jeff Brown thanked Ms. Berry and staff for attending the meeting. He praised the great number of community events.

Jeri Vincent thanked everyone for their time and commitment to their students.

Board President Beck praised Ms. Berry and the principals for their great presentations.

VIII. Closing Items

A. Next Board Meeting Date: January 19, 2022, 2:45pm

B. Adjourn Meeting

Michael R Adams made a motion to adjourn the meeting.

Michael Molloy seconded the motion.

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

Roll Call

Michael R Adams Aye

Claudette Beck Aye

Victoria Hancock 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 3:28 PM.

Respectfully Submitted,
Michael R Adams

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@assurancelearning.org.