

APPROVED

# Assurance Learning Academy

## Minutes

### Regular Board Meeting

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

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#### Date and Time

Friday March 4, 2022 at 12:30 PM

#### Location

#### Location

[https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F\\_%23%2F%2Fmeetup-join%2F19%3Ameeting\\_ZWRhZWQ4MmUtNWU5ZS00YmU3LWJjNGItMGM0NjE2NjgyNDA3%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=da25d569-be05-472f-961c-40cb0ddb8b29&directDI=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true](https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F_%23%2F%2Fmeetup-join%2F19%3Ameeting_ZWRhZWQ4MmUtNWU5ZS00YmU3LWJjNGItMGM0NjE2NjgyNDA3%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=da25d569-be05-472f-961c-40cb0ddb8b29&directDI=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true)

#### Or call in for Audio only:

Conference Line: (657) 207-0015 Code: 916 862 954#

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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@assurancelearning.org](mailto: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.

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#### Directors Present

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

#### Directors Absent

None

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#### 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 Friday Mar 4, 2022 at 12:30 PM.

**B. Roll Call and Establishment of Quorum**

**C. Pledge of Allegiance**

Board Member Hancock 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, Regional Director of Education  
Jeff Martineau, V.P. of Charter Relations  
Marcello Palacios, Federal and State Program Coordinator  
Sharon Smyth, Principal  
Shanel Burnias, Learning Center Coordinator  
Jeremy Johnson, 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**

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.

Victoria Hancock 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**

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

**F. Approve Agenda for the March 4, 2022, Regular Public Meeting of the Board of Directors**

Michael R Adams made a motion to approve Agenda for the March 4, 2022, Regular Public Meeting of the Board of Directors.

Victoria Hancock seconded the motion.

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

**Roll Call**

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

**G. Approve Minutes of the January 19, 2022, Regular Public Meeting of the Board of Directors**

Michael Molloy made a motion to approve the minutes from Regular Board Meeting on 01-19-22.

Michael R Adams seconded the motion.

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

**Roll Call**

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

**H. Approve Minutes of the February 7, 2022, Regular Public Meeting of the Board of Directors**

Victoria Hancock made a motion to approve the minutes from Regular Board Meeting on 02-07-22.

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

**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.

Michael R Adams made a motion to approve the consent agenda items.

Victoria Hancock seconded the motion.

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

**Roll Call**

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

- The school will honor social workers during National School Social Workers Week. Ms. Berry provided an example of the impact social workers have on students.
- 176 students from the San Fernando Valley learning centers attended a Health Fair, where students were able to complete the state's required Physical Fitness Testing and access community partner services.
- Recent PAC/ELAC meetings were held at the learning centers to collaborate, discuss and share progress on the school's LCAP goals and the SARC report.
- North LA region's basketball season has begun.
- 43 students walked during the Feb 16 winter graduation and the next graduation ceremony will be on May 25.
- 30 staff members of the North LA region have started the Educator Foundation Training, a comprehensive professional learning opportunity to familiarize staff with the essential knowledge they need to successfully support students.
- In March, the South LA region will hold a K-12 Leadership Summit hosted by Solution Tree.
- Ms. Berry shared some of the successes of the dual enrollment and CTE programs.

Board President Beck asked how the parental turn-out was at the PAC/ELAC meeting. Ms. Berry informed the board this was their best turn-out so far. Ms. Beck also congratulated Ms. Berry on the 43 graduating students.

##### **B. WIOA Update**

Michelle Berry highlighted a recent WIOA student activity from the Wilmington learning center where students participated in the Business Leadership Management Training Program and earned their Customer Service Certification through the school's partnership with Harbor Youth Source and Pacific Gateway.

Board President Beck thanked Ms. Berry for the update on WIOA.

##### **C. Principal Update**

Shanel Burnias provided a presentation on the following topics:

- Students are returning to learning centers for in-person instruction and support. Students are participating in field trips, career technical education, workforce development activities, student engagements, and parent engagement events.
- AV Dreams partnership provides professional and casual clothing options for students.
- Valley Oasis partnership hosted a Healthy Relationship activity for students.
- Discussed workforce development activities, student participation and partnership with JVS, JAG and other local community partners.
- Recent food drive and parent engagement drive-thru events.
- Student success stories for those working with the Jobs 4 California Graduates partnership program.
- Student engagement activities, including bingo, movie day, dress-up days, gratitude grams, and the winter break celebration.
- Shared several staff who have demonstrated the school's positive culture.
- Upcoming Pathways trip is scheduled for March 14-18.
- Dual-enrollment success.
- Spring Graduation is coming up.

Ms. Burnias then introduced Janelle Skinner, who shared information on the Veterinary Science Pathway, which consists of a-g Animal Biology, a-g Elective Vet Pet, and Vet Science. Ms. Skinner then introduced a student who had recently completed three CTE Pathways. This student discussed how this program has helped him reach his goal to graduate, and he shared his experiences and appreciation for all the opportunities the school offers.

Board President Beck thanked Ms. Burnias and Ms. Skinner for their reports. Ms. Beck congratulated the student on his success.

#### **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 as of January 31, 2022.

Board President Beck thanked Ms. Sharifi for her report.

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

Michelle Berry directed the board to the current vendor list located in their board packet. Ms. Berry explained this is a list of all vendors through December 2021, includes a brief description of services, and includes vendors who provide varying services including professional development, technology, health care benefits, etc. Ms. Berry reminded the board this information is provided bi-annually and she reviewed the list for accuracy. Ms. Berry then requested the board to review the list for any potential conflict of interest and to reach out to Ms. Berry or legal counsel for any questions.

Board President Beck thanked Ms. Berry for the updated list.

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

Board President Beck read aloud the 2022-2023 regular board meeting schedule and directed the board to review the schedule located in their board package.

### **V. Action Items**

#### **A.**

**The Board will be asked to approve the A-G Completion Improvement Grant Plan**

Michelle Berry reminded the board of the A-G Completion Improvement Grant Plan presented during the January 2022 regular board meeting and then discussed the school's specific plan, which incorporated feedback and input received from stakeholders. Ms. Berry discussed the pending funding amount from the California Department of Education and then recommended the board approve the A-G Completion Improvement Grant Plan.

Michael R Adams made a motion to approve the A-G Completion Improvement Grant Plan.

Michael Molloy 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. The Board will be asked to approve the Second Interim Report and the Revised Budget for the 2021-2022 school year**

Guita Sharifi directed the board to the Second Interim Report and revised budget for the 2021-22 school year and explained that the purpose of the report is to provide a financial overview of the school with January 2022 actuals and projected June 2022 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 then reviewed in detail the school's projected ADA, federal, state, local and other revenue categories, salaries and benefits expenditures, and operating expenditures compared to the original board approved budget and first interim report.

Finally, Ms. Sharifi discussed the school's current reserve compared to the projected year-end reserve and explained the restricted amounts.

Board President Beck thanked Ms. Sharifi for her report.

Victoria Hancock made a motion to approve the Second Interim Report and the Revised Budget for the 2021-2022 school year.

Michael Molloy seconded the motion.

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

**Roll Call**

Claudette Beck Aye

Victoria Hancock Aye

Michael R Adams Aye

Michael Molloy Aye

**C. The Board will be asked to approve using the auditing firm Wilkinson Hadley King & Co. LLP for the 2021-22 school audit**

Guita Sharifi directed the board to the proposal presented by Wilkinson Hadley King & Co. to prepare the school's June 30, 2022 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 2020 Form 990 Federal Return of Organization Exempt from Income Tax. Ms. Sharifi recommended the board approve the engagement letter with Wilkinson Hadley King & Co.

Michael R Adams made a motion to approve using the auditing firm Wilkinson Hadley King & Co. LLP for the 2021-22 school audit.

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

**Roll Call**

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

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

Guita Sharifi directed the board to the summary page of the changes to the Charter School Accounting Manual included in the board packet. She noted that the recommended revisions were limited to grammatical and formatting corrections made throughout the manual, with no content changes made.

Michael Molloy made a motion to approve the revised Charter School Accounting Manual.  
Victoria Hancock seconded the motion.  
The board **VOTED** to approve the motion.

**Roll Call**

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

**VI. Closed Session**

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

CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION (Government Code § 54956.9(d)(1).) Name of Case: William Rice vs. Unified Protective Services, Inc., et al., Los Angeles Superior Court Case Number: 20STCV25615

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

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

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

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

**Roll Call**

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

**C.**

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

Board President Beck stated no action was taken in closed session for the CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION (Government Code § 54956.9(d)(1).)

Name of Case: William Rice vs. Unified Protective Services, Inc., et al., Los Angeles Superior Court Case Number: 20STCV25615.

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

**A. Observations and Comments**

Jeff Brown congratulated Ms. Berry and the staff. He thanked the staff for attending today's meeting and praised the student for his success. Mr. Brown also recognized the social workers at the school.

Jeri Vincent thanked Ms. Berry and the other area superintendents for their creativity and continued support. She praised Ms. Burnias for her hard work.

Board President Beck thanked everyone for their wonderful presentations.

**VIII. Closing Items**

**A. Next Board Meeting Date: April 18, 2022, 2:15pm**

**B. Adjourn Meeting**

Michael Molloy made a motion to adjourn the meeting.

Victoria Hancock seconded the motion.

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

**Roll Call**

Victoria Hancock Aye

Michael R Adams Aye

Claudette Beck 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 1:19 PM.

Respectfully Submitted,  
Michael R Adams

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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@assurancelearning.org](mailto:publiccomments@assurancelearning.org).