

Assurance Learning Academy

Minutes

Regular Board Meeting

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

Date and Time

Monday April 18, 2022 at 2:15 PM

Location

Location:

https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F_%23%2Fmeetup-join%2F19%3Ameeting_YThlYjkzOGYtMDBhNS00NjJhLTk1ZmEtMWU4MmZIZGQ5MzNk%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=1470f22d-e84d-4a89-9806-c81b569f22b5&directDI=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true

Or call in for Audio only:

Conference Line: (657) 207-0015 Code: 858 011 986#

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 Monday Apr 18, 2022 at 2:15 PM.

B. Roll Call and Establishment of Quorum

C. Pledge of Allegiance

Board Secretary Adams 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 Educational Services
Rachel Taggart, Principal
Sharon Smyth, Principal
Jeremy Johnson, Principal
Jamie Lambert, Assistant Principal
Jeff Martineau, V.P. of Charter Relations
Bill Thompson, Legal Counsel
Guita Sharifi, CFO, LLAC
Michelle Lopez, Legal Counsel, LLAC
Bob Morales, Chief External Affairs Officer, LLAC
Heather Stuve, Director of Special Education, 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 R Adams 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

F.

Approve Agenda for the April 18, 2022, Regular Public Meeting of the Board of Directors

Michael Molloy made a motion to approve Agenda for the April 18, 2022, Regular Public Meeting of the Board of Directors.

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

G. Approve Minutes of the March 4, 2022, Regular Public Meeting of the Board of Directors

Michael R Adams made a motion to approve the minutes from Regular Board Meeting on 03-04-22.

Victoria Hancock seconded the motion.

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

Roll Call

Claudette Beck Aye

Michael Molloy Aye

Victoria Hancock Aye

Michael R Adams Aye

H. Approve Minutes of the March 31, 2022, Regular Public Meeting of the Board of Directors

Michael Molloy made a motion to approve the minutes from Regular Board Meeting on 03-31-22.

Victoria Hancock seconded the motion.

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

Roll Call

Victoria Hancock Aye

Michael R Adams Absent

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.

Michael Molloy made a motion to approve the consent agenda items.

Victoria Hancock seconded the motion.

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

Roll Call

Claudette Beck Aye

Victoria Hancock Aye

Michael R Adams Aye

Roll Call

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 directions 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 comments.

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:

State Testing:

- State testing for 11th graders in English and Math, and science testing for all seniors, is currently in progress. The school currently has a testing completion rate of 51% for English, 49% for Math and 53% for Science students tested.

Learning Center Events:

- The school's Social Worker Intern at the San Fernando Valley Brand learning center launched a Vision Board Tuesday program where students focus on their creative side to visualize life goals.
- The Lancaster learning center is holding monthly senior events for seniors on track to graduate.
- 27 students from the San Fernando Valley region participated in a Pathways Washington D.C. trip where they toured historical sites, learned about the nation's history, and participated in leadership and team building activities.

Professional Development Updates:

- Administrators and regional support team members attended the CCSA conference in March and participated in professional development, networking events, and team building activities.

Community Events and Partner Updates:

- The school concluded its annual summer outreach activities for local area high schools to share the school's programs and offerings. The outreach was hosted

through a series of five virtual sessions and three on-campus counselor meetings.

- The school partnered with a local school to help support 58 of their senior students to recover credits and stay on track for graduation this school year.
- The school's partner, Pacific Clinics, is the largest community-based nonprofit provider of behavioral and mental health services in California. School counselors and social workers work together prior to a student referral and provide monthly check-ins.

Ms. Berry then asked the board for input or questions regarding the school updates.

Board President Beck thanked Ms. Berry for her report and complemented the vision board program.

B. WIOA Update

Victor Nardiello greeted the board and provided the following WIOA updates:

- On March 10, the school hosted a virtual college event with representatives from Woodbury University and National Career College who provided the students with an overview of their programs.
- Five students are participating in Mayor Garcetti's Student-2-Student Success Program with the school's WIOA partner El Proyecto Del Barrio, where students have the opportunity to get paid for tutoring their younger siblings at home.
- Mr. Nardiello then shared a success story from a student who was having challenges finding employment. The student participated and completed a Title I/Youth program through the school's WIOA partner, Goodwill of Southern California. The student is on track to graduate this school year and has successfully obtained employment.

Board President Beck congratulated the student on his employment. Board President Beck then asked how the students' work is tracked through the Student-2-Student Success Program. Mr. Nardiello informed the board that the students are required to complete a form stating the time they spent tutoring.

C. Principal Update

Jamie Lambert provided the following updates for the Downey learning center:

- The center has hired two new Education Specialists.
- Discussed the school's multi-tiered system of intervention for students and the Student Retention Specialist's role in supporting disengaged students.
- Staff participated in a two-part training session on the school's updated multi-tiered interventions for re-engaging and retaining currently enrolled students in alignment with AB 167.
- Dual enrollment with Rio Hondo College's College and Life Success Counseling 101 course.
- On March 19, the center's lead teacher and community liaison attended the Downey Street Fair hosted by the Downey Chamber of Commerce to share the school's program with local organizations.
- 17 students will be participating in the June graduation.
- 23 students are currently participating in AJCC WIOA workshops, one of the school's WIOA partners.
- The small group instruction Professional Skills class is currently being taught by the school's SELACO WIOA partner.

- As of April 1, 63% of English learner students have completed the four domains of the ELPAC test.

Board President Beck thanked Ms. Lambert for her great report.

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 of 4%, an increase from the prior RLOC update. Ms. Sharifi then reviewed the expiration date, the current RLOC withdrawal amount, and the RLOC covenants ratios as of March 31, 2022.

Board President Beck thanked Ms. Sharifi for her update.

E. CDE Notification of 2020-21 Annual Determination Pursuant to the Individuals with Disabilities Education Act and Selection for 2022 Special Education Monitoring Activities

Heather Stuve explained that the California Department of Education (CDE) is required to make an annual determination on the performance and compliance data of each local educational agency (LEA) through the Performance Indicator Review process. Ms. Stuve then explained the CDE has introduced the Compliance and Improvement Monitoring (CIM) Process to replace the previous monitoring activities such as the Special Education Plan. Ms. Stuve informed the board the school received a Compliance Only performance monitoring level for the 2022 school year.

Finally, Ms. Stuve discussed how the school will be monitoring and addressing these areas.

Board President Beck thanked Ms. Stuve for her update.

F. Area Superintendent Performance Review Timeline Update for the 2021-2022 School Year

Jeff Martineau directed the board to the summary page and board-approved 2021-2022 Area Superintendent Performance Evaluation Tool. Mr. Martineau reviewed with the board the performance review process and timeline, and reminded the board the Area Superintendents evaluation is scheduled to occur during the August 2022 regular board meeting during closed session. Mr. Martineau then directed the board to Ms. Berry, who discussed when the board will receive the Area Superintendent's school data and goals for the 2021-2022 school year in advance of the August 2022 regular board meeting. Ms. Childers also added how excited they are to share the updated data with the board.

Board President Beck thanked Mr. Martineau for his update.

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, and reviewed the following recommended revisions:

- Minor spacing and formatting corrections

- Three purchase order quotes for any purchases more than \$50,000 – an increase from the previous procedure of \$25,000
- ACH withdrawal procedures and controls
- Monthly check register review by a school official
- Any purchase order greater than \$25,000 requires two signatures, one of whom must be a Board Member, the second being the Area Superintendent or Corporate Officer

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

Board President Beck thanked Ms. Sharifi for her report.

Victoria Hancock 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

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

B. The Board will be asked to approve the Declaration of Need (DON) forms as a prerequisite to the issuance of an emergency permit and/or limited assignment permit for teachers at the School for the 2022-2023 School Year per California Code of Regulations §80026

Michelle Berry reminded the board of the purpose of the annual Declaration of Need (DON) forms, which ensure the school's eligibility to apply for emergency and/or limited assignment permits for teachers. Ms. Berry explained this will allow qualified individuals to be authorized to serve in their teaching assignment while they are working towards completing the credential requirements for the educator's assignment.

Ms. Berry recommended the board approve the DON form for the school for the 2022-2023 school year.

Victoria Hancock made a motion to approve the Declaration of Need (DON) forms as a prerequisite to the issuance of an emergency permit and/or limited assignment permit for teachers at the School for the 2022-2023 School Year per California Code of Regulations §80026.

Michael R Adams 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

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

A. Observations and Comments

Jeff Brown congratulated Ms. Berry for making state testing fun and praised the vision board program. He also expressed the importance of the staff attending the CCSA conference. Lastly, he welcomed the new hires.

Jeri Vincent agreed with Mr. Brown, and thanked everyone for their hard work.

Board President Beck thanked everyone for their great presentations.

VII. Closing Items

A. Next Board Meeting Date: May 16, 2022, 1:30pm

Board President Beck informed the board the next board meeting time has been changed to 2:00 p.m.

B. Adjourn Meeting

Victoria Hancock made a motion to adjourn the meeting.

Michael Molloy seconded the motion.

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

Roll Call

Victoria Hancock Aye

Claudette Beck Aye

Michael R Adams 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 2:56 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.