

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

Monday August 29, 2022 at 12:00 PM

#### Location

[https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F\\_%23%2F%2Fmeetup-join%2F19%3Ameeting\\_OTViYTg2NzMtMzYwZC00ZGNILTkWOTEtMmExMDI3YTYyYTkx%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=b4f8e031-98de-4e8e-9f62-f1f4d4226998&directDI=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true](https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F_%23%2F%2Fmeetup-join%2F19%3Ameeting_OTViYTg2NzMtMzYwZC00ZGNILTkWOTEtMmExMDI3YTYyYTkx%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=b4f8e031-98de-4e8e-9f62-f1f4d4226998&directDI=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true)

#### Or call in for Audio only:

Conference Line: (657) 207-0015 Code: 676 744 616#

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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 Secretary Adams read aloud the notices regarding meeting logistics and accommodations.

Michael R Adams called a meeting of the board of directors of Assurance Learning Academy to order on Monday Aug 29, 2022 at 12:00 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, Regional Director of Educational Services  
Rachel Taggert, Principal  
Sharon Smyth, Principal  
Jeremy Johnson, Principal  
Adam Ramirez, Principal  
Boa Nguyen, State and Federal Programs  
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

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

**F. Approve Agenda for the August 29, 2022, Regular Public Meeting of the Board of Directors**

Victoria Hancock made a motion to approve Agenda for the August 29, 2022, Regular Public Meeting of the Board of Directors.

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 Absent

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

Michael Molloy made a motion to approve the minutes from Regular Board Meeting on 07-19-22.

Victoria Hancock seconded the motion.

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

**Roll Call**

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

**II. Consent Agenda**

**A. Consent Agenda Items**

Board Secretary Adams 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**

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

**III. Public Comment**

**A. Public Comment**

Board Secretary Adams 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 Secretary Adams 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 greeted the board and, along with Taera Childers and Julie Parra, provided a presentation on the following topics:

Events Presented by Michelle Berry:

- July 28 Welcome Back Movie Night in the San Fernando region.
- July 6 Back to School event at the Lancaster learning center.
- Road to College event at the Downey learning center.
- Social Workers from the San Fernando Brand learning center held an event focused on stress and the importance of positive self-talk.
- June 30 annual end of the school year barbeque in the North Los Angeles Region.

Graduation presented by Taera Childers:

- Congratulations to the Lancaster learning center for graduating 100% of their senior cohort!

Grants presented by Taera Childers:

- The Panorama learning center is utilizing the Social Emotional Learning in Action Grant to promote school-wide expectations and positive behavior practices.

Professional Development presented by Taera Childers:

- Prior to the start of this school year, the Lancaster center hosted a professional development event for staff to obtain their WIOA certifications, complete their training in Student Study Teams, and participate in Socratic seminars, team building and a park day.
- The school's regional social worker attended the National Community Schools and Family Engagement Conference.
- The school's social workers, student retention support staff, and counselors attended the California MTSS Professional Learning Institute, focusing on supporting the adults in the education system and the needs of the whole child.

Dual Enrollment/CTE Program presented by Taera Childers:

- The Lancaster learning center is launching a cohort in Culinary Pathway, and Information and Communications Technology.
- The North Los Angeles Region has a new Child Development cohort and students will complete a CTE pathway and two dual enrollment college courses.
- The North Los Angeles region will also start a new cohort for the Culinary Pathway that culminates in the Barista Academy with the school's partner El Nido; students will interview with Starbucks at the end of the pathway.
- Additional pathways are available in Kinesiology and Web Design.
- The South Los Angeles region has 32 students enrolled in the fall dual enrollment programs with Long Beach City College and Rio Hondo College. The courses available include Introduction to Administrative Justice, College and Life Success, and Introduction to Computers and Their Uses. They have partnerships with Long Beach City College and Rio Hondo College.

- The North Los Angeles dual enrollment courses include English Composition with Arizona State University and Career Exploration and College Success with West Hills College.

Community Events presented by Julie Parra:

- On July 26th, the Lancaster learning center attended a Service Field Trip to Will Rogers Beach to help clean it up.
- The South Los Angeles team participated in multiple pride events, including the Long Beach Pride festival, which is the third largest Pride festival and parade in California.
- In South LA, the school participated in the Harbor Hills Apartments Back to School Event to share information with the community about our Rolling Hills Center.
- At the Pacoima learning center, school partner Champions in Service is working with the Case Manager and the school's Community Liaison to launch an Indoor Gardening Center.
- Staff from the Lancaster learning center were invited by Assemblyman Tom Lackey to participate in the Stuff A Bus School Supply Drive.
- The San Fernando Brand learning center partnered with a local gym to bring a Zumba class to our parents.

Finally, Ms. Parra updated the board on the school's completion of the 2022 summer credit recovery opportunity supporting students from over 75 neighboring schools.

Board Secretary Adams thanked Ms. Berry, Ms. Childers, and Ms. Parra for their reports.

## **B. WIOA Update**

Victor Nardiello updated the board on the Lancaster learning center's Workforce Development Activities (WDA) calendared for the school year and the progress made on student tours and field trips. Mr. Nardiello discussed the first WDA of the school year that provided students with a nursing program presentation from Priscilla Schindler of Antelope Valley College. The school is also working with their WIOA partner Goodwill to enroll students into the program. Mr. Nardiello expressed his appreciation for the collaboration with Goodwill and the commitment to serve the adult students in the surrounding communities.

Board Secretary Adams thanked Mr. Nardiello for his report.

## **C. Principal Update**

Jeremy Johnson greeted the board and provided updates on the school's Panorama City and Van Nuys learning centers. Mr. Johnson informed the board the school has moved into the new Van Nuys learning center and an additional classroom space to accommodate a science lab, an ELD classroom, a classroom to accommodate the pregnant and parenting students who need to bring their children on campus, and an additional classroom for small group instruction, state testing, school club meetings, and other needed uses. Mr. Johnson then updated the board on the Panorama City learning refresh, including paint, carpet and redesign of the open floor space and lobby to add a small conference room to accommodate IEP meetings and parent conferences. Mr. Johnson discussed recent student events and celebrations, the Panorama City learning center's SEL in Action grant and the new Gratitude Get Togethers to celebrate and show appreciation for hard working staff.

Mr. Johnson then shared a student success story and invited the board to attend the upcoming Grand Opening and Back to School Night at the Van Nuys learning center on August 30 from 4:00-7:00pm.

Board President Beck rejoined the board meeting.

Board President Beck thanked Mr. Johnson for his report and for sharing a student's success story.

#### **D. 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 from July 1, 2021 through June 2022, 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 conflicts 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.

#### **E. Finance Update and Budget Overview for the 2022-2023 School Year**

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 6.0%, which represents an increase from the previous RLOC update provided to the board. Ms. Sharifi then reviewed the expiration date, the current RLOC withdrawal amount, and the RLOC covenants ratios as of July 31, 2022.

Ms. Sharifi then directed the board to the financial reporting calendar and discussed each of the required financial reports, their purpose, and the approval process with the board of directors at a board meeting prior to submission to the school's authorizer.

Finally, Ms. Sharifi informed the board the state's budget has been finalized and the school will be receiving additional funding and the additional revenue will be included in the next budget update to the board.

Board President Beck thanked Ms. Sharifi for her update.

#### **F. Annual Board Training Announcement**

Michelle Berry provided an update on the annual training for charter school board members and leaders on the Brown Act and conflict of interest laws. The upcoming annual Fall 2022 training will be presented by Young, Minney & Corr, LLP, and board members will have the option of attending a virtual session on Tuesday, September 27 at 5:00pm or Wednesday, September 28 at 11:00am. Topics to be covered include:

- Extensive Brown Act training (complies with chartering authority's requirement for annual training)
- Compliance with SB 126 (Education Code Section 47604.1)
- Conflict of interest laws: Political Reform Act, Corporations Code, Government Code Section 1090, and the appearance of impropriety
- Form 700 filing information and requirements

Board President Beck thanked Ms. Berry for the information.

### **V. Action Items**

- A. The Board will be asked to approve entering into a Memorandum of Understanding with the County of Los Angeles for School-Sponsored Recreation, and adopt Board Resolution memorializing the same**

Michelle Berry explained the purpose of the Memorandum of Understanding (MOU) with Los Angeles County for school-sponsored recreation activities is for the benefit of students attending the school. Ms. Berry explained the school will utilize the park facilities for their upcoming sports season.

Board President Beck thanked Ms. Berry and asked for a motion.

Michael R Adams made a motion to approve entering into a Memorandum of Understanding with the County of Los Angeles for School-Sponsored Recreation, and adopt Board Resolution memorializing the same.

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

**B. The Board will be asked to approve the Unaudited Actuals for the 2021-2022 school year**

Guita Sharifi directed the board to the unaudited actuals report for the 2021-22 school year and explained that the report is the last financial report of the year and provides a summary of how the school performed financially for the year. The report includes a summary of the statement of revenue and expenditures, the net position of the school, information about the school's assets and liabilities, the Average Daily Attendance (ADA) that was the base for funding in 2021-22, and the estimated ADA projections for 2022-23 that were used as a baseline for developing the current school year budget.

Ms. Sharifi reported that the school had a funding P-2 ADA of 3,277 for a total revenue of \$58.4M dollars, which was \$615K higher than the projected revenue presented at the June 2022 board meeting.

Ms. Sharifi reported that the school ended the year with total expenditures of \$54.5M, which was \$467K higher than prior projections. This increase was due to a combination of an increase teachers, certificated administrators, school supplies, and insurance, and a small decrease in classified instructional and support salaries, training, rent, professional services, and communications.

Ms. Sharifi then discussed the school's excess revenue, balance sheet assets and liabilities, and the impact of the state's apportionment deferrals.

Board President Beck thanked Ms. Sharifi and asked for a motion.

Victoria Hancock made a motion to approve the Unaudited Actuals for the 2021-2022 school year.

Michael R Adams 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. Additional Corporate Officers and Board Members' Observations and Comments**

**A.**

### Observations and Comments

Jeff Brown thanked the superintendents for their unified report. He praised Mr. Nardiello for his work with the WIOA program. Lastly, he shared that he is excited about the opening of the Van Nuys center.

Board Member Beck thanked Mr. Adams for starting the meeting while she dealt with technical issues.

## VII. Closed Session

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

1. 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
2. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION (Government Code section 54956.9(d)(1).) Name of Case: Ripors vs. Assurance DFEH Case 202112-1553262
3. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov. Code section 54957(b)(1).) Title: Area Superintendent
4. CONFERENCE WITH LABOR NEGOTIATOR (Gov. Code section 54957.6) Agency designated representative: Bill Thompson, Unrepresented Employee: CEO

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

Victoria Hancock 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

### 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.

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

### 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 following:

1. 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



2. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION (Government Code section 54956.9(d)(1).) Name of Case: Ripors vs. Assurance DFEH Case 202112-1553262
3. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov. Code section 54957(b)(1).) Title: Area Superintendent
4. CONFERENCE WITH LABOR NEGOTIATOR (Gov. Code section 54957.6) Agency designated representative: Bill Thompson, Unrepresented Employee: CEO

## VIII. Closing Items

### A. Next Board Meeting Date: September 20, 2022, 1:30pm

### B. Adjourn Meeting

Michael R Adams made a motion to adjourn the meeting.  
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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 2:18 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).