

# 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

Tuesday October 11, 2022 at 2:30 PM

#### Location

[https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F\\_%23%2F%2Fmeetup-join%2F19%3Ameeting\\_OWRiODc5ZDMtNWNjNi00N2NhLTk4ZmEtMDg1NzhmYTA0Y2Fk%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=699c0b13-7297-4971-b8cf-132b5d89309e&directDI=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true](https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F_%23%2F%2Fmeetup-join%2F19%3Ameeting_OWRiODc5ZDMtNWNjNi00N2NhLTk4ZmEtMDg1NzhmYTA0Y2Fk%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=699c0b13-7297-4971-b8cf-132b5d89309e&directDI=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true)

#### Or call in for Audio only:

Conference Line: (657) 207-0015 Code: 795 899 823#

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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 Tuesday Oct 11, 2022 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  
Michelle Berry, Area Superintendent  
Taera Childers, Area Superintendent  
Julie Parra, Area Superintendent  
Victor Nardiello, Regional Director of Educational Services  
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**

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 R Adams 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**

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

**F. Approve Agenda for the October 11, 2022, Regular Public Meeting of the Board of Directors**

Michael Molloy made a motion to approve Agenda for the October 11, 2022, 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

**Roll Call**

Victoria Hancock Aye  
Claudette Beck Aye  
Michael R Adams Aye

**G. Approve Minutes of the August 29, 2022, Regular Public Meeting of the Board of Directors**

Victoria Hancock made a motion to approve the minutes from Regular Board Meeting on 08-29-22.

Michael Molloy seconded the motion.

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

**Roll Call**

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

**H. Approve Minutes of the September 20, 2022, Regular Public Meeting of the Board of Directors**

Michael Molloy made a motion to approve the minutes from Regular Board Meeting on 09-20-22.

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

**II. 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.

**III. 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:

Updates Presented by Michelle Berry:

- Learning Period (LP) 3: 4.25% increase in student attendance and an 8.44% increase in credit completion compared to the 2021-22 school year LP3. Enrollment has increased as well.
- On August 25, the north Los Angeles region held Parent Advisory Committee and English Learner Advisory Committee meetings.
- On August 30, the Van Nuys learning center held a Grand Opening and Back to School Night celebration and shared a video of the event.
- Panorama City's learning center Welcome Back / Spirit Week.
- Panorama City's learning center Student Retention Support Team's student credit incentive activity.
- Counselor and Social Workers monthly seminar.
- On August 25, Brand, Canoga Park, Sun Valley and Glenoaks learning centers held a Back to School night.

Updates Presented by Taera Childers:

- On August 31, the Lancaster learning center held a Back to School night.
- On September 22, the Lancaster center held a H.O.P.E. event for parenting students and their children.

Updates Presented by Julie Parra:

- Long Beach learning center launched a Student Council team.
- South Los Angeles learning center held a grade level-specific student orientation.
- Downey learning center held a Back to School night.
- School participated in the second annual Long Beach Youth Festival hosted by the Office of Youth Development from the school's partner, Pacific Gateway.
- Blood Drive hosted by the American Red Cross, staff, and students at the Rolling Hills learning center.

Dual Enrollment / CTE Program Highlights Presented by Taera Childers:

- On September 26, the Lancaster learning center's culinary program conducted a food tour through Los Angeles.
- On September 21, the Lancaster learning center's Culinary 1 class students presented their final project.
- San Fernando learning center's World Cuisine virtual class.

Board President Beck thanked Ms. Berry, Ms. Childers, and Ms. Parra for their reports.

Board Member Hancock expressed her appreciation for the new presentation format.

**B. WIOA Update**

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

- WIOA partner, SEALCO, with our Community Liaison, Lexie La Scala, hosted a resume writing workshop for students at our Downey location. Students had the opportunity to listen to a presentation about how to prepare a professional resume that reflects their skills, knowledge, and education and then write their own resume using the skills they learned.

- The Village Family Services is a non-profit organization that provides a variety of supports for youth currently experiencing or at risk of experiencing homelessness. Their drop-in center, located in North Hollywood, provides meals, showers, hygiene kits, clothing, laundromat services, Metro Tap cards, and food vouchers for youth. They also provide supportive services such as case management, help with housing, healthcare, and employment, and education.
- On August 25th and September 15th, the San Fernando Valley region and WIOA partner Goodwill worked together to provide opportunities and support to students.
- On September 23rd, WIOA partner Goodwill presented to students on opportunities for paid Work Experience and how to qualify. 38 students have indicated their interest in participating in paid work experience.

Board President Beck thanked Mr. Nardiello for his presentation.

### **C. 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 6.75%, which represents an increase from the previous RLOC 6.0% rate update provided to the board. Ms. Sharifi then reviewed the expiration date, the current RLOC withdrawal amount, and the RLOC covenants ratios as of September 30, 2022.

Ms. Sharifi informed the board the school will be receiving two one-time funding sources from the State. She discussed the amounts and funding dates for each and informed the board these amounts will be reflected in the first interim report.

Board President Beck thanked Ms. Sharifi for her report.

### **D. Updated 2022-2023 Board Meeting Calendar**

Board President Beck directed the board to the updated 2022-2023 regular board meeting calendar located in their board packet and requested the board to review the dates and times.

## **IV. 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:

- Adjustment to the total expenditure cash on hand reserve fund percentage to 20% rather than 17%.
- Revision to cash receipts process to limit cash payments, as well as adding requirement of triplicate receipt book, and bank deposits to be made at minimum on a monthly basis.
- Addition of ACH procedure details.
- Adjustment to wire transfer section to reflect ACH payments to reflect the proper verbiage; wire transfers are not completed; petty cash section removed.

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

Board President Beck thanked Ms. Sharifi for her report.

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**

Victoria Hancock Aye

Michael R Adams Aye

Michael Molloy Aye

Claudette Beck Aye

**B. The Board will be asked to approve the Area Superintendent Evaluation Tool for the 2022-2023 school year**

Jeff Martineau directed the board to the Area Superintendent Evaluation Tool for the 2022-2023 school year located in their board packet. Mr. Martineau explained this is the same tool as presented to the board during the regular June board meeting and recommended the board approve the Area Superintendent Evaluation Tool for the 2022-2023 school year.

Board President Beck thanked Mr. Martineau for his report.

Michael R Adams made a motion to approve the Area Superintendent Evaluation Tool for the 2022-2023 school year.

Michael Molloy 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

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

**A. Observations and Comments**

Jeff Brown thanked Ms. Berry for her report, particularly the PAC and ELAC meeting updates. He encouraged the board to visit the Van Nuys location. Mr. Brown praised Ms. Childers for the H.O.P.E. program and the culinary arts program. He also thanked Ms. Parra for her report and thanked her for holding a successful back-to-school night. Lastly, he thanked Mr. Nardiello for his program and expressed the importance of WIOA.

Board President Beck agreed with Mr. Brown's comments and praised Mr. Nardiello for the resume building program.

**VI. 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: Steve Churchwell or Jenni Krengel,  
Unrepresented Employee: CEO

Victoria Hancock made a motion to adjourn open public Board meeting to go into closed session.

Michael Molloy 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. 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**

Michael R Adams Aye

Victoria Hancock Aye

Michael Molloy Aye

Claudette Beck 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: Steve Churchwell or Jenni Krengel,  
Unrepresented Employee: CEO

**VII. Closing Items**

**A. Next Board Meeting Date: November 8, 2022, 1:30pm**

Board President Beck reminded the board that an additional meeting has been scheduled for October 17, 2022 at 10:20 a.m.

## **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  
Claudette Beck Aye  
Michael R Adams Absent  
Michael Molloy Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 4:05 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).