

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

Tuesday April 25, 2023 at 1:30 PM

#### Location

**Meeting Location:** 177 Holston Drive, Lancaster, CA 93535

#### Or Join Using the Meeting Link:

[https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F\\_%23%2F%2Fmeetup-join%2F19%3Ameeting\\_ZDU0MWNIOWEtMTMxMC00OGVmLWE3ZTEtM2FmNTY5NDMwYWNh%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=78d392bc-92e5-4549-a1e6-50e232c45c73&directDI=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true](https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F_%23%2F%2Fmeetup-join%2F19%3Ameeting_ZDU0MWNIOWEtMTMxMC00OGVmLWE3ZTEtM2FmNTY5NDMwYWNh%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=78d392bc-92e5-4549-a1e6-50e232c45c73&directDI=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true)

#### Or Call in for audio only:

Conference Line (657) 207-0015 Code: 758 893 169#

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#### MEETING LOGISTICS

The public is encouraged to participate in the meeting in person, or by dialing the conference line or 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 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, Michael Molloy, Michael R Adams, Victoria Hancock

**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 Apr 25, 2023 at 1:30 PM.

**B. Record Attendance and Guests**

Board President Beck introduced Vanessa Mendoza, who performed a roll call of the learning center locations that joined the meeting via a two-way teleconference line.

Ms. Mendoza informed the board that the learning center located at 9022 Laurel Canyon Road, Sun Valley, CA 91352, is currently closed due to repairs and the public has been alerted to attend the board meeting at one of the alternate meeting locations or join the meeting via teleconference.

**C. Pledge of Allegiance**

Board Member Molloy led the pledge of allegiance.

**D. Staff Introductions**

Jeff Brown, CEO

Jeri Vincent, Corporate Officer

Michelle Berry, Area Superintendent

Taera Childers, Area Superintendent

Julie Parra, Area Superintendent

Rachel Taggert, Principal

Sharon Lee, Federal and State Program Coordinator

Boa Nguyen, Federal and State Program Coordinator

Jeff Martineau, V.P. of Charter Relations

Liliana Childs, Principal

Sharon Smyth, Principal

Victor Nardiello, Regional Director of Educational Services

Bill Thompson, Legal Counsel

Guita Sharifi, CFO, LLAC

Skip Hansen, President, LLAC

Michelle Lopez, Legal Counsel, LLAC

Heather Stuve, Director of Special Education, LLAC

**E. Approve Agenda for the April 25, 2023, Regular Public Meeting of the Board of Directors**

Michael R Adams made a motion to approve Agenda for the April 25, 2023, Regular Public Meeting of the Board of Directors.

Michael Molloy 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

**F. Approve Minutes of the March 1, 2023, Regular Public Meeting of the Board of Directors**

Victoria Hancock made a motion to approve the minutes from Regular Board Meeting on 03-01-23.

Michael Molloy seconded the motion.

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

**Roll Call**

Michael Molloy Aye

Claudette Beck Aye

Victoria Hancock Aye

Michael R Adams Aye

**II. Consent Agenda**

**A. Consent Agenda Items**

1. The Board will be asked to approve the revised Employee Handbook
2. The Board will be asked to approve the revised COVID-19 Plan for Resuming In-Person Instruction, an addendum to the school's Health and Safety Plan

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 items.

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

Michael Molloy Aye

**Roll Call**

Michael R Adams Aye

Victoria Hancock 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. The time allotted per presentation will not exceed three (3) minutes, unless 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 greeted the board and provided a presentation on the board metrics document and explained how it breaks down performance measures into five areas: ADA, Enrollment, Overall Credit Completion, Core Credit Completion, and 1-year graduation cohort rate. Ms. Berry stated this data is for Learning Periods 1 through 8 and explained each of the 5 performance measure areas. Ms. Berry then reported that school staff are currently conducting annual state testing and focusing on achieving a minimum of 95% student testing completion. Ms. Berry highlighted a few recent school events, including the Expressive Art Group held on March 30, senior student celebration at the Pacoima center, the March 2 PAC and ELAC meeting at the Van Nuys center, a fentanyl awareness workshop, and the Southern California Medical Clinic for students and family members. Next, Ms. Berry updated the board on the school's spring CTE cohorts and the dual enrollment term that ended on March 17.

Taera Childers greeted the board and presented on the Lancaster learning center student gaming club's first tournament, and a festival hosted by NASA with representatives from the military, local government, law enforcement, and other local businesses. Ms. Childers discussed the current 11th and 12th grade student CAASPP/CAST testing and recent senior student events.

Julie Parra provided a presentation on the South Bay and Los Angeles learning centers. She then introduced a parent from the Rolling Hills learning center who shared her positive experiences with the school and staff and how this has helped their students. Ms. Parra thanked the parents and then updated the board on the region's parent engagement activities, PAC and ELAC meetings discussing the LCAP, Title 1 goals, and feedback for the WASC self-study report. Ms. Parra then discussed recent activities, including the College and Career Fair, a Come and Get Connected Resource Fair, a prom giveaway hosted by Positive Results Center, and a student field trip to the Museum of Tolerance.

Ms. Parra then highlighted a few professional development events, including:

- English teachers and Special Education teachers: the California Association for Bilingual Education Conference, Newcomers in Your School training by the San Bernardino County Superintendent of Schools, and the Council for Exceptional Children Conference.
- Teachers: Association for Supervision and Curriculum Design Conference.
- Community Liaison, Principal and State and Federal Programs Coordinator: California Charter Schools Association Conference in Sacramento.

Next, Ms. Parra discussed the senior student cohorts and support provided by the school's counselors, and spring dual enrollment. Lastly, Ms. Parra highlighted a student's acceptance to CSU Fresno.

Board President Beck thanked the parent for sharing with the board. Ms. Beck commented on the many activities happening within the school.

## **B. WIOA Update**

Victor Nardiello shared an update for the South Bay, Los Angeles, and San Fernando regions' WIOA program and their partnership with Pacific Gateway Aerospace Career Day, LA Harbor City College culinary program, and UNITE-LA on its Step into Tech: A Pathway Forward Trainee Program. Mr. Nardiello then updated the board on the February 27 quarterly meeting with WIOA partner, Goodwill to discuss and collaborate on readiness curriculum, enrollment coordination, case management, and partner space.

Board President Beck thanked Mr. Nardiello for his update.

## **C. Principal Update**

Rachel Taggart greeted the board and provided a presentation on the following topics for the San Fernando region:

- Current student enrollment and anticipated student growth for next school year.
- School events:
  - February 25: Cash4College Workshop
  - February 28: Pierce Community College tour
  - March 2: quarterly PAC/ELAC meeting

- March 16: student in the Globe/NASA program attended a field trip to JPL/NASA
- March 23: field trip to the Secret Garden at Ahmanson Theatre
- March 28: ten-day student field trip to Rocky Mountain Pathways Ranch
- April 14: student CPR training
- April 20: mobile vision clinic for students and their families

Ms. Taggart then shared a video featuring a student from the San Fernando learning center who shared his experience at Assurance Learning Academy. Lastly, Ms. Taggart shared information about a NASA program students are participating in.

Board President Beck thanked Ms. Taggart for her update.

#### **D. 2022–2023 Eligibility for Comprehensive Support and Improvement (CSI) School Assistance Under the Federal Every Student Succeeds Act**

Michelle Berry greeted the board and explained the federal Every Student Succeeds Act (ESSA) requires the California Department of Education (CDE) to determine school eligibility for Comprehensive Support and Improvement (CSI). Last year the California State School Board of Education was denied a waiver from the federal Department of Education to use the 1-year cohort graduation rate for its DASS schools as the primary measure for school improvement eligibility. The federal requirement is a 4–5-year cohort graduation rate, averaged over three years, that is below 68%, regardless of Title I funding status. With this change, the school is now eligible for CSI – Low Graduation Rate.

Ms. Berry then explained the CSI plan is currently under development and will be embedded into the 2023-2024 LCAP to be presented to the board at the June board meeting. The CSI plan will include evidence-based strategies to support students and will be developed with input from educational partners. The CSI plan will be based on a school-level needs assessment and identify resource inequities.

Board President Beck thanked Ms. Berry for her presentation.

#### **E. LCAP Goals and Metrics**

Sharon Lee greeted the board and directed them to the LCAP goals and metrics located in their board packet. Ms. Lee reviewed the yearlong process to develop and finalize the LCAP goals and metrics and the engagement of school staff, parents, students, and community partners to provide feedback on the LCAP.

Ms. Lee then reviewed each of the school's five goals and discussed a few highlights and areas of improvement for each of the following goals:

- Goal 1: Increase Academic Progress - Focus Goal
- Goal 2: Students will gain Skills for College and Career Readiness - Broad Goal
- Goal 3: Increase Student Retention Rate - Maintenance Goal
- Goal 4: Increase Educational Partner Engagement - Maintenance Goal

- Goal 5: Increase Resiliency - Broad Goal

Ms. Lee concluded her report and asked the board if they had any questions.

Board President Beck thanked Ms. Lee for her report.

## **F. School Survey Report**

Michelle Berry directed the board to the school survey report located in their board packet.

Ms. Berry reported that as a requirement for the school's LCAP, the school conducted a survey and collected input and feedback from students, parents and staff. Ms. Berry explained the three survey sections and shared a few highlights.

- Student survey areas included: school climate, connectedness and engagement, social-emotional self-awareness, self-regulation, social awareness, relationship skills, decision making, future goals/college career, and civic engagement.
- Parent/guardian survey areas included: Safety & Connectedness, Time & Interaction, Communication & Engagement, Building Relationships, Building Relationships for Student Outcome, and Seeking Input for Decision Making.
- Staff survey areas included: School Climate, Culture & Vision/Mission, Academic Instruction, & Social Emotional Learning (SEL), Communication & Engagement, Leadership Perception, and Professional Development and Partnerships.

Ms. Berry then explained the survey data is used when developing the LCAP for the next school year. Ms. Berry informed the board that the school's leaders held a parent and student forum to address the data from the survey and obtain additional context and clarity beyond the numbers. Ms. Berry reported that the forum was a success and shared some of the parent and student feedback. Finally, Ms. Berry asked the board if they had any questions.

Board President Beck asked how many parents participated in the survey. Ms. Vincent informed the board that 699 parents participated. Ms. Berry discussed various ways they can increase parental involvement. Jeff Brown thanked Ms. Berry and the staff for utilizing the results of the survey in a positive way.

## **G. Finance Update**

Guita Sharifi directed the board to the financial update report for the Hanmi Bank Rotating Line of Credit (RLOC) and LLAC promissory note updates as of March 31, 2023. Ms. Sharifi reviewed the Hanmi RLOC current interest rate of 8.50%, which represents an increase from the previous RLOC of 8.25%, the expiration date, the current RLOC withdrawal amount, and the RLOC covenants ratios. Ms. Sharifi then reviewed the LLAC promissory loan balance, cumulative borrowing, available balance, and current interest rate of 4%.

Board President Beck thanked Ms. Sharifi for her update.

## **H. Legislative Update**

Skip Hansen provided updates to the board of directors on proposed legislation and the ongoing efforts of the LLAC External Affairs division.

Jeri Vincent inquired for additional information regarding the moratorium. Mr. Hansen discussed the moratorium and extension of renewals. Mr. Hansen also discussed the increased need for remote learning and other options available to students. Lastly, he commented on the great support of the school's authorizer.

Board President Beck thanked Mr. Hansen for his update.

#### **I. 2023-2024 Board Meeting Dates**

Board President Beck directed the board to the draft 2023-2024 regular board meeting calendar located in their board packet.

### **V. Action Items**

#### **A. 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 2023-2024 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 then reviewed the estimated number of Emergency Permits such as Provisional Internship Permits (PIP), Short-Term Staff Permits (STSP), Emergency Cross-cultural, Language and Academic Development (CLAD) permits, and Variable Term Waivers that will be requested during the 2023-2024 school year. Ms. Berry further explained that these documents allow qualified individuals to be authorized to serve in their teaching assignment while they are working towards completing the credential requirements for the appropriate teaching credential for the educator's assignment.

Ms. Berry recommended the board approve the DON form for the school for the 2023-2024 school year.

Hearing no additional comments or questions, Board President Beck requested a motion. Michael R Adams 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 2023-2024 School Year per California Code of Regulations §80026.

Michael Molloy seconded the motion.

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

#### **Roll Call**

Michael R Adams Aye



**Roll Call**

Claudette Beck Aye  
Victoria Hancock Aye  
Michael Molloy Aye

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

**A. Observations and Comments**

Jeff Brown thanked Ms. Childers, Ms. Berry, Ms. Taggart, and Ms. Parra. He discussed the importance of the various social programs available to the students. Lastly, he expressed his appreciation for everyone involved.

Jeri Vincent commented on the great work of the students and thanked the staff for their continued support.

**VII. Closed Session**

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

1. CONFIDENTIAL STUDENT EXPULSION CASE # ALA 2023-02

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  
(Government Code section 54957(b)(1).) Title: Area Superintendent

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**

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 Molloy 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

**Roll Call**

Michael Molloy Aye  
Claudette Beck Aye  
Victoria Hancock Aye

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

Board President Beck reported the board took action on closed session item Confidential Student Expulsion Case # ALA 2023-02: with a motion by Board Secretary Adams and a second by Board Member Hancock, the board unanimously voted to follow the recommendation for expulsion in the Confidential Student Expulsion Case #ALA 2023-02.

Board President Beck stated no action was taken in closed session for the CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION (Government Code section 54956.9(d) (1).), Name of Case: Ripors vs. Assurance DFEH Case 202112-1553262 and the PUBLIC EMPLOYEE PERFORMANCE EVALUATION, (Government Code section 54957(b)(1).) Title: Area Superintendent.

**VIII. Closing Items**

**A. Next Board Meeting Date: June 9, 2023, 12:00pm**

**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**

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 3:11 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). Documents are also available for public inspection at the Meeting Location noted on this agenda.