

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

Thursday August 31, 2023 at 1:00 PM

#### Location

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

**Satellite Location:** 4032 West Avenue L-6, Quartz Hill, CA 93536

#### Or Join Using the Meeting Link:

[https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F\\_%23%2F%2Fmeetup-join%2F19%3Ameeting\\_ZTQwOTg4NzYtNmYyOS00OGJmLWI5MmUtMGQ1MmY2YmQyMmZm%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=c542b80d-672b-472c-9da4-a900338696f9&directDI=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true](https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F_%23%2F%2Fmeetup-join%2F19%3Ameeting_ZTQwOTg4NzYtNmYyOS00OGJmLWI5MmUtMGQ1MmY2YmQyMmZm%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=c542b80d-672b-472c-9da4-a900338696f9&directDI=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true)

#### Or Call in for audio only:

Conference Line (657) 207-0015 Code: 289 033 9#

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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, John Dortch, Michael Molloy (remote), 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.

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.

Claudette Beck called a meeting of the board of directors of Assurance Learning Academy to order on Thursday Aug 31, 2023 at 1:15 PM.

### **B. Record Attendance and Guests**

### **C. Pledge of Allegiance**

Board Secretary Adams led the pledge of allegiance.

### **D. Staff Introductions**

Jeff Brown, CEO

Jeri Vincent, Corporate Secretary

Shellie Hanes, Superintendent

Michelle Berry, Area Superintendent

Julie Parra, Area Superintendent

Rachel Taggert, Principal

Victor Nardiello, Regional Director of Educational Services

Jeff Martineau, V.P. of Charter Relations

Sharon Lee, Federal and State Program Coordinator

Sharon Smyth, Principal

Jeremy Johnson, Principal

Liliana Childs, Principal

Bill Thompson, Legal Counsel

Bob Morales, Chief External Affairs Officer, LLAC

Guita Sharifi, CFO, LLAC

Michelle Lopez, Legal Counsel, LLAC

### **E. Approve Agenda for the August 31, 2023, Regular Public Meeting of the Board of Directors**

Victoria Hancock made a motion to approve Agenda for the August 31, 2023, Regular Public Meeting of the Board of Directors.

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  
John Dortch Aye

**F. Approve Minutes of the June 9, 2023, Regular Public Meeting of the Board of Directors**

John Dortch made a motion to approve the minutes from Regular Board Meeting on 06-09-23.

Michael R Adams seconded the motion.  
The board **VOTED** to approve the motion.

**Roll Call**

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

**II. Consent Agenda**

**A. Consent Agenda Items**

1. The Board will be asked to approve the revised Suspension and Expulsion Policy and Procedure
2. The Board will be asked to approve the revised English Learner Master 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 R Adams made a motion to approve the consent agenda items.

John Dortch seconded the motion.  
The board **VOTED** to approve the motion.

**Roll Call**

Michael Molloy Aye  
Michael R Adams Aye  
John Dortch Aye  
Claudette Beck 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 presented recent student engagement events, the student leadership group, a recent student field trip, and Learning Period 1 enrollment, credit completion and utilization. Ms. Berry also shared a video of a student who shared his experience with the school, including a Pathways trip to Italy. Lastly, Ms. Berry discussed the successful summer session.

Ms. Berry then shared the following update on behalf of Taera Childers. She updated the board on the Lancaster learning center's career training opportunities for students in nursing, teaching, and security, and stress and anxiety workshops for students.

Finally, Julie Parra greeted the board and shared photos of the school's recent graduation ceremony, professional learning communities, and cognitive coaching for staff. She also reported the school held a successful back-to-school night at the Long Beach and Rolling Hills learning centers. The Long Beach learning center hosted a visit by Sr. Saro, a member of council-6th District, and WIOA partner LA South AJCC, who presented an information session on their programs and services to students at the Lincoln learning center.

Board President Beck thanked Ms. Berry and Ms. Parra for their updates.

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

Victor Nardiello discussed the recent WIOA partner quarterly meeting focusing on curriculum collaboration and the integration of career exploration activities into the appropriate subject areas and other courses such as personal finance, tools-4-success, and life management. Mr. Nardiello then provided an update on WIOA partner Goodwill.

Board President Beck thanked Mr. Nardiello for his update.

### **C. Principal Update**

Rachel Taggart, Principal of the San Fernando, Glenoaks, Sun Valley and Canoga Park learning centers, greeted the board. Ms. Taggart updated the board on teacher Zulema Gonzalez's invitation to attend the Globe/NASA International Space Station Research and Development Conference, and staff members who attended the 2023 California MTSS Professional Learning Institute conference. Two students qualified to attend the California Symposium representing the West Coast for a 5-day experience where they connected with students from various cultures, collected research and connected with scientists from all over the world. Finally, Ms. Taggart shared a video message from a student who expressed her experience and opportunities since attending the school.

Board President Beck thanked Ms. Taggart for her update.

### **D. 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, 2022 through June 2023, 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.

### **E. Finance Update and Budget Overview for the 2023-2024 School Year**

Guita Sharifi directed the board to the Hanmi Bank Revolving Line of Credit (RLOC) financial update included in the board packet and reviewed the school's credit amount including the current interest rate of 9.0%, 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, 2023.

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.

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 2023 training will be presented by Young, Minney & Corr, LLP, and board members will have the option of attending a virtual session on Tuesday, September 19 at 11:00am or Wednesday, September 20 at 5:00pm. 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.

#### **G. Legislative Update**

Bob Morales provided updates to the board of directors on the current status of the legislature and the ongoing efforts of the LLAC External Affairs division.

Board President Beck thanked Mr. Morales for the 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 recommended revision on page 60 adding Financial Abuse Hotline information.

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

Board President Beck thanked Ms. Sharifi and requested a motion.

Michael R Adams 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**

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

##### **B. The Board will be asked to approve the Unaudited Actuals for the 2022-2023 school year**

Guita Sharifi directed the board to the unaudited actuals report for the 2022-2023 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 2022-2023, and the estimated ADA projections for 2023-2024 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 3,344 for a total revenue of \$66.2M dollars, which was \$2.9M higher than the projected revenue presented at the June 2023 board meeting.

Ms. Sharifi reported that the school ended the year with total expenditures of \$62.2M, which was \$2.6M higher than prior projections. This increase was due to a combination of higher spending on salaries and benefits due to an increase in teacher, certificated support and classified instructional salaries, an increase in purchase of instructional supplies, an increase in training, and facilities and a small decrease in professional service and communications spending.

Ms. Sharifi then discussed the school's excess revenue, and balance sheet assets and liabilities and the change in reporting outstanding assets and amortization on the asset side and as lease payables in the liability section due to a new reporting regulation.

Board President Beck thanked Ms. Sharifi and requested a motion.

Victoria Hancock made a motion to approve the Unaudited Actuals for the 2022-2023 school year.

John Dortch seconded the motion.

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

**Roll Call**

Michael Molloy Aye

Michael R Adams Aye

John Dortch Aye

Victoria Hancock Aye

Claudette Beck Aye

**C. The Board will be asked to approve the Charter Material Revision Petition and approve the Resolution Approving Submission of the Assurance Learning Academy Material Revision Petition**

Michelle Berry requested the board's approval of the charter material revision, which includes legal and program updates and the main change being the relocation of the Glenoaks learning center location to the new address, 13774 Foothill Blvd., Sylmar, CA 91342, and to relocate the existing Sun Valley learning center location to the new address of 8343 Laurel Canyon Blvd, Sun Valley, CA 91351. Ms. Berry then explained the reason for the relocation of the two learning centers and requested the board's approval of the material revision petition and resolution for the submission of the charter material revision petition to the Acton-Agua Dulce Unified School District Governing Board.

Board President Beck thanked Ms. Berry and requested a motion.

Michael R Adams made a motion to approve the Charter Material Revision Petition and approve the Resolution Approving Submission of the Assurance Learning Academy Material Revision Petition.

John Dortch seconded the motion.

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

**Roll Call**

Victoria Hancock Aye

John Dortch Aye

Michael R Adams Aye

Claudette Beck Aye

Michael Molloy Aye

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

**A. Observations and Comments**

Jeff Brown thanked the staff and the board for supporting the Pathways trips and he discussed the positive impact these trips have on the students.

Jeri Vincent shared her excitement about what the students learn while traveling. She thanked the staff for exposing students to new experiences.

Shellie Hanes commented on the student video and the powerful comments made by the student. Ms. Hanes shared her experience attending these trips with students and the impact they have.

**VII. Closed Session**

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

1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government Code section 54957(b)(1).) Title: Area Superintendent
2. CONFERENCE WITH LABOR NEGOTIATOR (Gov. Code section 54957.6), Agency designated representative: Steve Churchwell or Jenni Krengel, Unrepresented Employee: Superintendent
3. CONFERENCE WITH LABOR NEGOTIATOR (Gov. Code section 54957.6), Agency designated representative: Steve Churchwell or Jenni Krengel, Unrepresented Employee: Chief Operating Officer

Michael R Adams 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**

Michael R Adams Aye



**Roll Call**

Michael Molloy Aye  
Claudette Beck Aye  
John Dortch Aye  
Victoria Hancock 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.

John Dortch seconded the motion.

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

**Roll Call**

Claudette Beck Aye  
Victoria Hancock Aye  
John Dortch Aye  
Michael R Adams 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:

1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government Code section 54957(b)(1).) Title: Area Superintendent
2. CONFERENCE WITH LABOR NEGOTIATOR (Gov. Code section 54957.6), Agency designated representative: Steve Churchwell or Jenni Krengel, Unrepresented Employee: Superintendent
3. CONFERENCE WITH LABOR NEGOTIATOR (Gov. Code section 54957.6), Agency designated representative: Steve Churchwell or Jenni Krengel, Unrepresented Employee: Chief Operating Officer

**VIII. Action Items**

**A. The Board will be asked to approve the position of Chief Operating Officer**

Board President Beck asked the board if they had any comments or discussion, hearing none, she requested a motion to approve the Chief Operating Officer position.

Victoria Hancock made a motion to approve the position of Chief Operating Officer.

Michael R Adams seconded the motion.

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

**Roll Call**

Michael R Adams Aye  
Victoria Hancock Aye  
John Dortch Aye

**Roll Call**

Michael Molloy Aye  
Claudette Beck Aye

**B. The Board will be asked to review and approve the Amended Common Paymaster Agreement**

Board President Beck requested a motion.

Michael R Adams made a motion to approve the Amended Common Paymaster Agreement.

John Dortch seconded the motion.

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

**Roll Call**

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

**C. The Board will be asked to review and approve compensation for the Superintendent**

Board President Beck reported the summary recommendation of legal counsel for the salary and benefits package for Shellie Hanes, Superintendent, commencing July 1, 2023, and requested a motion to approve the recommended amount of \$43,857.31 per year.

Victoria Hancock made a motion to approve compensation for the Superintendent.

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  
John Dortch Aye

**D. The Board will be asked to review and approve compensation for the Chief Operating Officer**

Board President Beck reported the summary recommendation of legal counsel for the salary and benefits package for Darin Bower, Chief Operating Officer and requested a motion to approve the recommended amount of \$45,135.06 per year.

Michael R Adams made a motion to approve compensation for the Chief Operating Officer.

Victoria Hancock seconded the motion.

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

**Roll Call**

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

**IX. Closing Items**

**A. Next Board Meeting Date: October 16, 2023, 1:00pm**

**B. Adjourn Meeting**

John Dortch made a motion to adjourn the meeting.

Victoria Hancock 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  
John Dortch Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 2:31 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.