

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

Wednesday October 18, 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\\_N2UzMmQxNWItM2M0MC00MGVhLWlzMTYtNWUxMTM3MDNiNTE2%40thread.v2%2F0%3FcontentId%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=d9cc3803-93a2-4651-a66e-24c85950ed9a&directDI=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true](https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F_%23%2F%2Fmeetup-join%2F19%3Ameeting_N2UzMmQxNWItM2M0MC00MGVhLWlzMTYtNWUxMTM3MDNiNTE2%40thread.v2%2F0%3FcontentId%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=d9cc3803-93a2-4651-a66e-24c85950ed9a&directDI=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true)

#### Or Call in for audio only:

Conference Line (657) 207-0015 Code: 689 878 961#

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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.

Claudette Beck called a meeting of the board of directors of Assurance Learning Academy to order on Wednesday Oct 18, 2023 at 1:00 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.

**C. Pledge of Allegiance**

Board Member Dortch led the pledge of allegiance.

**D. Staff Introductions**

Jeff Brown, CEO

Jeri Vincent, Corporate Secretary

Darin Bower, COO

Shellie Hanes, Superintendent

Michelle Berry, Area Superintendent

Taera Childers, Area Superintendent

Julie Parra, Area Superintendent

Victor Nardiello, Regional Director of Educational Services

Jeremy Johnson, Principal

Jeff Martineau, V.P. of Charter Relations

Bill Thompson, Legal Counsel

Guita Sharifi, CFO, LLAC

Bob Morales, Chief External Affairs Officer, LLAC

Michelle Lopez, Legal Counsel, LLAC

**E. Approve Agenda for the October 18, 2023, Regular Public Meeting of the Board of Directors**

John Dortch made a motion to approve Agenda for the October 18, 2023, Regular Public Meeting of the Board of Directors.

Victoria Hancock seconded the motion.

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

**Roll Call**

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

**F. Approve Minutes of the August 31, 2023, Regular Public Meeting of the Board of Directors**

Michael R Adams made a motion to approve the minutes from Regular Board Meeting on 08-31-23.

John Dortch seconded the motion.

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

**Roll Call**

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

**II. Consent Agenda**

**A. Consent Agenda Items**

1. The Board will be asked to approve the disposal of discontinued/obsolete technology equipment.

Board President Beck announced the consent agenda item and asked if any member would like to discuss any of the agenda. Hearing none, Board President Beck asked for a motion to approve the consent agenda item.

Victoria Hancock made a motion to approve the consent agenda items.

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  
John Dortch Aye  
Claudette Beck 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. 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 his update.

##### **B. Area Superintendent Update**

Michelle Berry greeted the board and then discussed the ADA, Enrollment, Overall Credit Completion, Core Credit Completion, and 1-year graduation cohort rate. Ms. Berry explained this data is for Learning Periods 1-3 and then explained each of the five performance measure areas.

Ms. Berry then provided a presentation on the recent Women in Leadership program at the Harvard Graduate School of Education, the Greater San Fernando Valley Chamber of Commerce's annual State of the Valley event, Suicide Prevention Month, National Hispanic-Latino Heritage month, and the start of basketball season.

Taera Childers then greeted the board and shared an update on Back to School Night, Dog Therapy Workshop – a resource to help students deal with stress, process mental health concerns and boost academic engagement, the Senior Kick Off Luau event, a Suicide Awareness Workshop, and the Art Expression Workshop.

Finally, Julie Parra greeted the board and shared photos of the school's recent Aloha themed Back to School Night. She reported that student leadership is currently planning a Trunk or Treat event. Next, the school held a meeting with the school's tutors and paraprofessionals, who reviewed and discussed the school's Comprehensive Support and

Improvement and Multi-Tiered System of Support plan. Ms. Parra explained that the school undertook a comprehensive needs assessment with their educational partners to ensure decision-making by providing parent and student surveys during the school's Back to School Nights and PAC/ELAC meetings, asking specific questions about their needs, to obtain accurate and representative input from the families to guide the school's actions and steps.

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

#### **C. WIOA Update**

Victor Nardiello discussed the recent collaboration with WIOA partners and other community organizations to bring a diverse array of workforce development student activities, such as a virtual Certified Nursing Assistant webinar, a presentation from Savvy Beauty Academy, Career Bound representing several South Bay Boys & Girls Clubs workforce development services, WIOA partner Pacific Gateway's monthly workshops and opportunities in paid training and employment, and WIOA partner Goodwill's career center, certificated trainings, and support groups available to students.

Finally, Mr. Nardiello shared a success story from a WIOA student who balanced the demands of work and caregiving responsibilities at home and is now on track to graduate in Fall 2023 with goals to enroll in community college in 2024.

Board President Beck thanked Mr. Nardiello for his update.

#### **D. Principal Update**

Jeremy Johnson greeted the board and shared a presentation on the Panorama City and Van Nuys learning centers' recent developments and activities. He shared a video and photos of students' progress, achievements, and activities that are focused on the pursuit of academic excellence and personal growth for all students. Mr. Johnson also shared photos and video of a recent Pathways trip.

Board President Beck thanked Mr. Johnson for his presentation.

#### **E. Finance Update**

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%, unchanged 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 September 30, 2023.

Board President Beck thanked Ms. Sharifi for her update.

#### **F. Updated 2023-2024 Board Meeting Calendar**

Board President Beck directed the board to the revised 2023-2024 regular board meeting calendar located in their board packet and requested the board to review the meeting dates, times, and meeting locations.

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

### **A. Observations and Comments**

Jeff Brown congratulated the area superintendents and thanked them for their reports. He praised the many student activities the school provides. Mr. Brown then thanked the staff for their presentations and commented on the WIOA program.

Jeri Vincent expressed her appreciation for what everyone does to contribute to the school.

Shellie Hanes thanked Vanessa Mendoza for all her work preparing for the board meeting.

Board President Beck thanked everyone for their reports.

Jeff Brown asked where graduation will be held. Ms. Berry informed the board that graduation will be held at the College of the Canyons.

## **VI. 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. PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
(Government Code section 54957(b)(1).)  
Title: Superintendent

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

### **B. Adjourn closed session and reconvene to open public Board meeting**

John Dortch made a motion to adjourn closed session and reconvene to open public Board meeting.

Michael R Adams seconded the motion.

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

**Roll Call**

Claudette Beck Aye

Michael R Adams Aye

Michael Molloy Aye

Victoria Hancock Aye

John Dortch 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. PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
(Government Code section 54957(b)(1).)  
Title: Superintendent

**VII. Closing Items**

**A. Next Board Meeting Date: December 4, 2023, 1:00pm**

**B. Adjourn Meeting**

Victoria Hancock made a motion to adjourn the meeting.

Michael R Adams seconded the motion.

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

**Roll Call**

Victoria Hancock Aye

Michael R Adams Aye

John Dortch Aye

Claudette Beck 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 2:55 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](mailto:publiccomments@assurancelearning.org). Documents are also available for public inspection at the Meeting Location noted on this agenda.