

Assurance Learning Academy

Minutes

Regular Board Meeting

Operated by Antelope Valley Learning Academy Inc, A California Non-Profit Public Benefit Corporation

Date and Time

Monday December 4, 2023 at 1:15 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_MTNiODM5NWQtYjZiO0MDMzLTg0YWltZDYyM2Q0ZDViYzU3%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=5c730b27-441a-4b00-a555-7eca29738edc&directDI=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true

Or Call in for audio only:

Conference Line (657) 207-0015 Code: 983 757 856#

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. 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.

Directors Present

Claudette Beck, John Dortch, Michael Molloy (remote), Michael R Adams, Victoria Hancock

Directors Absent

None

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 Monday Dec 4, 2023 at 1:15 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 Hancock led the pledge of allegiance.

D. Staff Introductions

Jeff Brown, CEO

Jeri Vincent, Corporate Secretary

Shellie Hanes, Superintendent

Darin Bower, COO

Taera Childers, Area Superintendent

Liliana Childs, Principal

Sharon Lee, State and Federal Programs Director

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. Approve Agenda for the December 4, 2023, Regular Public Meeting of the Board of Directors

Victoria Hancock made a motion to approve Agenda for the December 4, 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 Molloy Aye
Victoria Hancock Aye
Michael R Adams Aye
John Dortch Aye

F. Approve Minutes of the October 18, 2023, Regular Public Meeting of the Board of Directors

John Dortch made a motion to approve the minutes from Regular Board Meeting on 10-18-23.

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
John Dortch Aye

II. Consent Agenda

A. Consent Agenda Items

1. Revised School Safety Plan.
2. Revised COVID-19 Plan for Resuming In-Person Instruction, an addendum to the school's Health and Safety Plan.
3. E-Rate vendor selections.
4. Updated Sequoia Administrative Resources agreement.
5. Updated Scholastic Educational Resources agreement.

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.

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

Michael Molloy seconded the motion.

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

Roll Call

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

Taera Childers greeted the board and discussed the ADA, Enrollment, Overall Credit Completion, Core Credit Completion, and 1-year graduation cohort rate for Learning Periods 1-4.

Liliana Childs then shared a presentation on the schools recent second quarterly PAC/ELAC meeting, student college tour to the UCSB campus, the Come Get Connected Resource Fair where over 100 students learned about post-secondary options, the CTE culinary program, and flag football, upcoming basketball, and soccer starting in the Spring. She then shared photos of the various programs the school's social workers are providing to students, including workshop topics on social-emotional learning focused on adult responsibilities, coping skills, and healthy relationships to provide students a platform to learn, share, and connect.

Board President Beck thanked Ms. Childers and Ms. Childs for their reports.

B. WIOA Update

Victor Nardiello discussed the recent collaboration with WIOA partners, Goodwill and Pacific Gateway. He also discussed the tuition free CNA training and certification program in partnership with Pacific Gateway and Nurses Development Center, which provides an 8-week long, 5-day a week online course, followed by in-person clinicals and scheduling of the state test. Additionally, once all program components are complete, Pacific Gateway will work with Lead the Way, a local employer to place students. Mr. Nardiello shared with the board that Goodwill provided a presentation at the Rolling Hills learning center on the

programs and services available to students, including the Fundamentals of Fatherhood Program Career Coach, career center/job assistance, food services, homelessness support, and more.

Board President Beck thanked Mr. Nardiello for his report.

C. Principal Update

Taera Childers reminded the board this report was incorporated into the Area Superintendent update.

Board President Beck thanked Ms. Childers.

D. Facilities Update

Shellie Hanes greeted the board and provide the following facilities update:

- During the August 31, 2023, regular board meeting the board approved the submission of the material revision petition to the Acton-Agua Dulce USD governing board to permanently relocate two of the current learning centers to accommodate student growth. However, prior to the school submitting to the authorizing governing board the school was informed the intended locations were no longer available. The school decided to continue looking for a permanent locations and include the requests during the upcoming charter renewal.
- On October 10, 2023, the school received a notice from our co-location partner El Proyecto requesting the school vacate the Glen Oaks and Sun Valley co-locations within 90 days. Since this time the school leaders have been diligently working with the LLAC facilities team to find temporary locations. Ms. Hanes discussed the status of temporary locations and alternative options for students and staff if needed.
- The school has been in communication with the Nesha Pattison, Director of Charter Services, Acton-Agua Dulce USD to determine if a material revision is required for temporary locations. The Assurance Learning Academy board has tentatively scheduled a regular board meeting in January should the authorizer require a material revision for the temporary locations.
- As of this morning, Ms. Hanes asked El Proyecto for an additional six months to allow time to relocate students.

Board President Beck thanked Ms. Hanes for her update.

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%, which is 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.

Finally, Ms. Sharifi informed the board the school does not anticipate any state budget cuts for this school year and will continue to monitor and update the board as needed. Board President Beck Ms. Sharifi for her update.

F. Title 1 Program Evaluation for SY 2022-2023

Sharon Lee greeted the board and explained that the Title I Schoolwide Program supports the school's Literacy Program for students who struggle with academic performance and who need additional intervention programs. It also offers support personnel to effectively address any learning gaps. Ms. Lee then directed the board to the report located in their packet and reviewed student participation rates in NWEA Reading, discussed the recommended intervention programs, such as prioritizing credit completion, early identification for students during the onboarding process, and increased EL and RFEP student monitoring and intervention support.

Next, Ms. Lee discussed parent participation in the PAC and ELAC meetings, including survey responses for SY 2022-23. Ms. Lee explained for SY 2023-24, the school will continue offering varying meeting times to accommodate parent schedules, extended meeting times to thoroughly discuss all information being shared and using a variety of methods to reach parents and guardians.

Board President Beck thanked Ms. Lee for her presentation and commented on the participation.

V. Action Items

A. The Board will be asked to approve the June 30, 2023, Annual Audit Report for the school

Guita Sharifi directed the board to the annual audit report and explained that financial audits are required annually and must be submitted to the school's authorizer, State Controller's Office, and the California Department of Education by December 15th each year. Wilkinson, Hadley, King & Co. performed the audit for the 2021-22 fiscal year and reviewed the school's documents, financial statements, policies, and procedures. Ms. Sharifi then introduced Brian Hadley, Partner, CPA at Wilkinson, Hadley, King & Co., to review the audit report in detail with the board.

Mr. Hadley directed the board to the Executive Summary and explained this section was prepared by the school. Mr. Hadley then directed the board to Independent Auditor's Report letter located in the beginning of the report and then reviewed each of the financial statements and explained the purpose of each report, and highlighted specific financial data.

Mr. Hadley then reviewed the findings, including any potential fiscal impact, recommendations, and the school's corrective action plan.

Board President Beck thanked Mr. Hadley and asked for a motion.

John Dortch made a motion to approve the June 30, 2023, Annual Audit Report for the school.

Victoria Hancock seconded the motion.

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

Roll Call

Claudette Beck Aye

Victoria Hancock Aye

Michael Molloy Aye

Michael R Adams Aye

John Dortch Aye

B. The Board will be asked to approve the 2023-2024 First Interim Report

Guita Sharifi directed the board to the first interim report and explained the report is the first financial report of the fiscal year and shows the financial condition of the school after the first four months of operations, from July 1, 2023 through October 31, 2023. The report is comprised of a financial section that includes the original budget approved by the board in June, actuals to date, projected totals for this year based on this year's actual operations, projected school reserves at year end, and the school's projected P2 ADA for the year. Ms. Sharifi reviewed each section of the first interim report in detail including the LCFF base grant amount, special education base rate, Title I funding, and grant funds. Ms. Sharifi highlighted the following areas:

- The school budgeted a P2 ADA of 3,275, and the school is currently projecting a funding P2 ADA of 3,264.
- The school is projecting total revenue of \$61.3M, which is \$327K lower than the school's original budget.
- LCFF projected revenue decreased by \$613K.
- Federal revenue decreased from \$1.7M to \$1.2M.
- State Revenue increased from \$4M to \$4.7M due to a combination of the Proposition 28 Arts and Music School program, and a decrease in Special Education and Lottery revenue.
- Other Revenue had a slight increase of \$131K from refunds.
- Projected total expenditures of \$60.5M, which is an increase of \$882K compared to the original budget due to a combination of a decrease in salaries and benefits, a marginal increase in instructional supplies and a decrease in equipment spending. Operating expenses had a slight increase due to an increase in training, utilities, insurance professional services and a decrease in facilities and communication spending.

Finally, Ms. Sharifi reviewed the school's ending fund balance and restricted reserves and asked the board for input and questions.

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

Michael R Adams made a motion to approve the 2023-2024 First Interim Report.

Victoria Hancock 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

John Dortch Aye

C. The Board will be asked to review and approve Wilkinson, Hadley & King & Co., LLP to prepare the school's 2022 Form 990, Return of Organization Exempt from Income Tax

Guita Sharifi directed the board to the engagement letter from Wilkinson, Hadley, King & Co. to prepare the fiscal year ended June 30, 2023 federal return of Organization Exempt from Income Tax Form 990, related federal statements and schedules, and the California Exempt Organization Annual Information Return Form 199 with related statements and schedules. Ms. Sharifi reminded the board the firm is listed on the California Department of Education website as an approved auditor and all information from the school's annual audit report can be downloaded into the 990 form, which reduces human errors and expedites the process. Ms. Sharifi then reviewed the tax preparation fee and recommended the board approve Wilkinson, Hadley, King & Co. LLP to prepare the school's 2022 tax returns.

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

John Dortch made a motion to approve Wilkinson, Hadley & King & Co., LLP to prepare the school's 2022 Form 990, Return of Organization Exempt from Income Tax.

Michael Molloy seconded the motion.

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

Roll Call

John Dortch Aye

Michael Molloy Aye

Michael R Adams Aye

Claudette Beck Aye

Victoria Hancock Aye

D. The Board will be asked to approve the Proposition 28 – Arts and Music in Schools Plan

Taera Childers directed the board to the Arts and Music School Plan located in their board packet. Ms. Childers explained on November 8, 2022, California voters approved Proposition 28: The Arts and Music in Schools Funding Guarantee and Accountability Act and the school's allocation of \$522,708. Ms. Childers explained the expenditure timeline

for school years 2023-2024 through 2025-2026. She then stated the school is focused on providing Arts Education Program for instruction in dance, media arts, music, theatre, visual arts and more.

Ms. Childers informed the board that as a school with an enrollment of 500 or more pupils, the LEA shall also ensure that at least 80 percent of funds to be expended will be used to employ certificated or classified employees to provide arts education program instruction and that the remaining funds will be used for training, supplies and materials, and arts educational partnership programs.

Ms. Childers then asked the board for any feedback or questions and recommended the board approved the Arts and Music in Schools

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

Michael Molloy made a motion to approve the Proposition 28 – Arts and Music in Schools Plan.

Victoria Hancock seconded the motion.

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

Roll Call

Victoria Hancock Aye

John Dortch Aye

Michael R Adams Aye

Michael Molloy Aye

Claudette Beck Aye

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

A. Observations and Comments

Jeff Brown commented on the successful virtual PAC and ELAC meetings and the many wonderful programs being offered to students. He thanked Mr. Nardiello for his WIOA report and Ms. Lee for her Title I program report.

Jeri Vincent agreed with Mr. Brown and encouraged the staff to continue to do the good work they do. She expressed her gratitude for everyone's priceless contributions.

Shellie Hanes shared about a student's graduation cap and the positive message written on it.

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: Superintendent

John Dortch 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

Michael R Adams Aye

Victoria Hancock Aye

John Dortch Aye

Claudette Beck Aye

Michael Molloy Aye

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

Victoria Hancock 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

Victoria Hancock Aye

John Dortch Aye

Claudette Beck Aye

Michael Molloy Aye

Michael R Adams 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: Superintendent

VIII. Closing Items

A. Next Board Meeting Date: February 20 2024, 2:30pm followed by March 4, 2024, 1:00pm

B. Adjourn Meeting

John Dortch made a motion to adjourn the meeting.

Michael R Adams seconded the motion.

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

Roll Call

John Dortch Aye

Roll Call

Michael R Adams Aye

Michael Molloy Aye

Victoria Hancock 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 2:25 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. Documents are also available for public inspection at the Meeting Location noted on this agenda.