

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 29, 2024 at 1:00 PM

#### Location

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

#### Microsoft Teams

[Join the meeting now](#)

Meeting ID: 290 156 001 589

Passcode: vUhB6g

#### Dial in by phone

[+1 657-207-0015,,696635159#](#)

Phone conference ID: 696 635 159#

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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

Carol Stanford, Claudette Beck, John Dortch, Michael R Adams, Victoria Hancock

#### Directors Absent

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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 Thursday Aug 29, 2024 at 1:00 PM.

### B. Record Attendance and Guests

Board President Beck performed a board member roll call, and a quorum was established.

Board President Beck then 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

Shellie Hanes, Superintendent

Darin Bower, COO

Victor Nardiello, Area Superintendent

Bill Thompson, Legal Counsel

Guita Sharifi, CFO, LLAC

### E. Approve Agenda for the August 29, 2024, Regular Public Meeting of the Board of Directors

John Dortch made a motion to approve Agenda for the August 29, 2024, Regular Public Meeting of the Board of Directors.

Michael R Adams seconded the motion.

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

#### Roll Call

Carol Stanford Aye

Victoria Hancock Aye

John Dortch Aye

Claudette Beck Aye

Michael R Adams Aye

**F. Approve Minutes of the May 30, 2024, Regular Public Meeting of the Board of Directors**

Victoria Hancock made a motion to approve the minutes from Regular Board Meeting on 05-30-24.

Carol Stanford seconded the motion.

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

**Roll Call**

Victoria Hancock Aye

John Dortch Aye

Carol Stanford Aye

Claudette Beck Aye

Michael R Adams Aye

**II. Consent Agenda**

**A. Consent Agenda Items**

Board President Beck announced the following consent agenda items:

1. The revised Master Plan for Multilingual Learners.
2. The revised Suspension and Expulsion Policy and Procedure.
3. The new Title IX Policy Prohibiting Discrimination on the Basis of Sex.
4. The revised Harassment, Intimidation, Discrimination and Bullying Policy.
5. Repeal the Board Policy on Non-Discrimination (duplicative of the revised Harassment, Intimidation, Discrimination and Bullying Policy).
6. The disposal of discontinued/obsolete technology equipment.

President Beck then asked if any member would like to discuss any of the agenda items for action separately. Hearing none, Ms. 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 R Adams Aye

Claudette Beck Aye

Victoria Hancock Aye

Carol Stanford Aye

John Dortch 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. Finance Update and Financial Reporting for the 2024-2025 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 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.

Ms. Sharifi also provided the board with an update on the school's line of credit with LLAC.

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 the update.

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

Victor Nardiello greeted the board and discussed the school's learning period 1 data, including Average Daily Attendance (ADA), enrollment, overall credit completion, core credit completion, and the one-year graduation cohort.

Next, Mr. Nardiello provided a presentation on recent learning center events and opportunities, including Summer Sizzle, CTE, WDA, a field trip to USC, Teen Talk, a field trip to Ireland, culinary arts, student leadership, summer night light community event, dual enrollment, and expanded learning opportunities.

Shellie Hanes provided the board with additional information about expanding learning credits. She also thanked Mr. Nardiello for doing a great job.

Board President Beck thanked Mr. Nardiello for his update.

### **C. WIOA Update**

Victor Nardiello provided the board with an update on the school's WIOA services, including the school's current partnerships, enrollment, and student access to universal services. Board President Beck asked for a list of the school's current partners and thanked Mr. Nardiello for his WIOA update. Mr. Nardiello informed the board he would send them a list of their current WIOA partners.

### **D. Technology Information Update**

Darin Bower informed the board that LLAC recently worked with third-party CIO firm, Fortium Partners, to conduct a comprehensive assessment of their technology services department. This assessment affirmed the effectiveness of their strategic initiatives and steadfast commitment to excellence and security in serving Assurance Learning Academy. Mr. Bower then provided the board with an overview of the current systems in place, how they were tested, and opportunities for improvement. Lastly, he reported to the board that LLAC's proactive cybersecurity measures have successfully protected the school from data breaches and ransomware attacks, including the recent CrowdStrike outage. Board President Beck thanked Mr. Bower for his update.

### **E. Annual Board Training Announcement**

Victor Nardiello 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 2024 training will be presented by Young, Minney & Corr, LLP, and board members will have the option of attending a virtual session on Tuesday, October 1st at 5:00pm or Wednesday, October 2nd at 11:00am.

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 Mr. Nardiello for the information.

### **F. 2024-25 Board Meeting Dates**

Board President Beck directed the board to the draft 2024-2025 regular board meeting calendar located in their board packet and requested the board to review the dates and times.

## 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. He reviewed the recommended revision on page 60, which adds a Periodic Certification Sample to the Payroll Accounting Section. Ms. Sharifi then recommended the board approve the recommended changes to the Accounting Manual.

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

Victoria Hancock made a motion to approve the revised Charter School Accounting Manual.

Carol Stanford seconded the motion.

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

#### Roll Call

John Dortch Aye

Victoria Hancock Aye

Carol Stanford Aye

Michael R Adams Aye

Claudette Beck Aye

### B. The Board will be asked to approve the Unaudited Actuals for the 2023-2024 school year

Guita Sharifi directed the board to the unaudited actuals report for the 2023-2024 school year. She 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 2023-2024, and the estimated ADA projections for 2024-2025, which 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 3,506 for a total revenue of \$66.2M, which was \$315K higher than the previously projected revenue.

Ms. Sharifi reported that the school ended the year with total expenditures of \$64.5M, which was about the same level as prior projections. This small increase in classified instructional and support salaries, training and communication spending was offset by small decreases on supplies, equipment, insurance, and professional services.

Ms. Sharifi then discussed the school's excess revenue, balance sheet assets and liabilities, and the change in reporting of outstanding assets and amortization due to a new reporting regulation.

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

Michael R Adams made a motion to approve the Unaudited Actuals for the 2023-2024 school year.

John Dortch seconded the motion.

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

**Roll Call**

John Dortch Aye

Victoria Hancock Aye

Claudette Beck Aye

Michael R Adams Aye

Carol Stanford Aye

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

**A. Observations and Comments**

Jeff Brown congratulated the school on their continued success.

Board President Beck complimented Mr. Nardiello for his great work.

**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

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**

Victoria Hancock Aye

Michael R Adams Aye

Claudette Beck Aye

Carol Stanford Aye

John Dortch Aye

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

Carol Stanford 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**

Claudette Beck Aye

**Roll Call**

Michael R Adams Aye

Victoria Hancock Aye

John Dortch Aye

Carol Stanford 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: October 15, 2024, 1:00pm**

**B. Adjourn Meeting**

Michael R Adams made a motion to adjourn the meeting.

John Dortch seconded the motion.

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

**Roll Call**

Michael R Adams Aye

Carol Stanford Aye

Victoria Hancock Aye

Claudette Beck 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 1:52 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.