

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 December 5, 2024 at 1:00 PM

#### Location

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

#### Microsoft Teams

[Join the meeting now](#)

Meeting ID: 290 888 977 068

Passcode: rcT4FL

#### Dial in by phone

[+1 657-207-0015,,431163596#](#)

Phone conference ID: 431 163 596#

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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 Dec 5, 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 Jilian Rojas, 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 Secretary Adams led the pledge of allegiance.

### D. Staff Introductions

Jeff Brown, CEO

Victor Nardiello, Area Superintendent

Shanel Burnias, Assistant Principal

Sharon Lee, Federal and State Program Coordinator

Bill Thompson, Legal Counsel

Claudio Wohl, Sr. VP of Finance, LLAC

### E. Approve Agenda for the December 5, 2024, Regular Public Meeting of the Board of Directors

John Dortch made a motion to approve Agenda for the December 5, 2024, Regular Public Meeting of the Board of Directors.

Michael R Adams seconded the motion.

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

#### Roll Call

Michael R Adams Aye

Carol Stanford Aye

Victoria Hancock Aye

John Dortch Aye

Claudette Beck Aye

### F.

**Approve Minutes of the August 13, 2024, Regular Public Meeting of the Board of Directors**

Carol Stanford made a motion to approve the minutes from Regular Board Meeting on 08-13-24.

Victoria Hancock seconded the motion.

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

**Roll Call**

Michael R Adams Aye

Carol Stanford Aye

Claudette Beck Aye

John Dortch Aye

Victoria Hancock Aye

**G. Approve Minutes of the August 29, 2024, Regular Public Meeting of the Board of Directors**

Michael R Adams made a motion to approve the minutes from Regular Board Meeting on 08-29-24.

John Dortch seconded the motion.

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

**Roll Call**

Victoria Hancock Aye

Michael R Adams Aye

Claudette Beck Aye

John Dortch Aye

Carol Stanford Aye

**H. Approve Minutes of the October 15, 2024, Regular Public Meeting of the Board of Directors**

Victoria Hancock made a motion to approve the minutes from Regular Board Meeting on 10-15-24.

Carol Stanford seconded the motion.

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

**Roll Call**

Victoria Hancock Aye

Claudette Beck Aye

Carol Stanford Aye

Michael R Adams Aye

John Dortch Aye

**II. Consent Agenda**

**A. Consent Agenda Items**

Board President Beck announced the following consent agenda items:

1. The revised School Safety Plan
2. The E-Rate vendor selections
3. The revised Suicide Prevention Policy
4. The revised Uniform Complaint Policy and Procedures

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**

Victoria Hancock	Aye
Claudette Beck	Aye
Michael R Adams	Aye
John Dortch	Aye
Carol Stanford	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**

Claudio Wohl 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 8.25%, a decrease from the previous RLOC update

provided to the board. Mr. Wohl then reviewed the expiration date, the current RLOC withdrawal amount, and the RLOC covenants ratios.

Mr. Wohl also provided the board with an update on the school's line of credit with LLAC, including the current interest rate of 6% and the current balance on the line of credit.

Mr. Wohl then reviewed the overall financial forecast and potential impacts on the 2025 state budget.

Board President Beck thanked Mr. Wohl for his update.

## **B. Area Superintendent Update**

Victor Nardiello greeted the board and announced that the school's charter has been renewed for another five years. He congratulated the entire team for all their hard work and dedication.

Mr. Nardiello then introduced Assistant Principal Shanel Burnias. Ms. Burnias greeted the board and provided a presentation on recent learning center events and opportunities, including Back to School Night, participation in the Great Shake-Out, spirit week, a CTE field trip to Disney Imagination Camp, a field trip to Antelope Valley College, and tutor appreciation week. Ms. Burnias then shared a video of a student sharing their personal experience at the school.

Mr. Nardiello thanked Ms. Burnias for her report and the student for sharing with the board. He then provided the board with a presentation on additional school events, including a teambuilding "drift" competition, PAC and ELAC meetings, additional spirit week activities, field trips to the zoo, Science Center, and Museum of Tolerance, attendance awareness presentations, a Día de Los Muertos celebration, workforce development activity featuring U.S. Marine Corps. Sergeant Chinchilla, car model project, harvest baskets, Professional Learning Communities conference, Tiny's Village presentation, pathways exploration of welding and beauty school, guest speaker Tiffony Jacobs from World System Builder, and the Bite of Reality financial literacy event.

Board President Beck thanked Mr. Nardiello and Ms. Burnias for their presentations.

## **C. WIOA Update**

Victor Nardiello provided the board with an update on the school's WIOA services, including a recent virtual presentation for students provided by Equus Workforce Solutions, which provided the students with tips on resume building, interview skills, and other job search strategies.

Board President Beck thanked Mr. Nardiello for his update.

## **D. Vendor List**

Victor Nardiello directed the board to the current vendor list located in their board packet. Mr. Nardiello explained this is a list of all vendors and includes a brief description of services. Mr.

Nardiello reminded the board this information is provided bi-annually, and she reviewed the list for accuracy. Mr. Nardiello then requested the board to review the list for any potential conflicts of interest and to reach out to Mr. Nardiello or legal counsel for any questions. Board President Beck thanked Mr. Nardiello.

#### **E. Title 1 Program Evaluation for SY 2023-24**

Sharon Smyth 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 need additional intervention programs. The Program also supports personnel to effectively address learning gaps.

Ms. Smyth then directed the board to the report located in their packet. She reviewed student participation rates in NWEA Reading and discussed the recommended intervention programs, including prioritizing credit completion, early identification for students during the onboarding process, increased EL and RFEP student monitoring, and intervention support.

Next, Ms. Smyth discussed parent participation in the PAC and ELAC meetings, as well as the 2023-24 SY survey responses. Ms. Smyth explained for SY 2024-25, the school will continue offering varying meeting times to accommodate parent schedules, extended meeting times to thoroughly discuss all information being shared, and utilizing a variety of methods to reach parents and guardians.

Board President Beck thanked Ms. Smyth for her report and congratulated her on a successful parent turn-out.

#### **V. Action Items**

##### **A. The Board will be asked to approve extending the Memorandum of Agreement with the County of Los Angeles for School-Sponsored Recreation and related delegation of authority to the Chief Executive Officer or designee, and adopt Board Resolution memorializing the same**

Victor Nardiello directed the board to the Memorandum of Agreement (MOA) and board resolution to extend the current agreement with the County of Los Angeles for the school's use of County property for short-term school-sponsored activities. Mr. Nardiello explained that the school wishes to extend the MOA for an additional term and also recommends the board delegate authority to the Chief Executive Officer or designee to approve additional extension terms, as specified in the MOA and board resolution.

Board President Beck thanked Mr. Nardiello. Hearing no questions or comments from the board, Ms. Beck asked for a motion.

Michael R Adams made a motion to approve extending the Memorandum of Agreement with the County of Los Angeles for School-Sponsored Recreation and related delegation of authority to the Chief Executive Officer or designee, and adopt Board Resolution memorializing the same.

John Dortch seconded the motion.

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

**Roll Call**

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

**B. The Board will be asked to approve the June 30, 2024, Annual Audit Report for the school**

Claudio Wohl 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 2023-24 fiscal year and reviewed the school's documents, financial statements, policies, and procedures. Mr. Wohl then introduced Brian Hadley, Partner, CPA at Wilkinson, Hadley, King & Co., to review the audit report in detail with the board.

Mr. Hadley greeted the board and directed them to the Independent Auditor's Report, showing the school received an unmodified report with no findings for the year ending June 30, 2024.

Mr. Hadley then reviewed each of the financial statements in detail and explained the purpose of each report, highlighting specific financial data.

Mr. Hadley also informed the board that the clerical error that was noted in last year's audit has been cleared by the State and no penalty was issued. The finding was resolved with no fiscal impact.

Board President Beck thanked Mr. Wohl and Mr. Hadley. Hearing no questions or comments from the board, Ms. Beck asked for a motion.

Victoria Hancock made a motion to approve the June 30, 2024, Annual Audit Report for the school.

Carol Stanford seconded the motion.

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

**Roll Call**

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

**C. The Board will be asked to approve the 2024-2025 First Interim Report**

Claudio Wohl 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, 2024 through October 31, 2024. 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. Mr. Wohl 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, highlighting the following areas:

- The school budgeted a P2 ADA of 3,378, and the school is currently projecting a funding P2 ADA of 3,682.
- The school is projecting total revenue of \$70.6M, which is \$5.6M higher than the school's original budget.
- LCFF projected revenue increased by \$4.8M.
- Federal revenue increased from \$1M to \$1.3M.
- State Revenue increased from \$5.4M to \$5.7M due to a combination of special ed and lottery revenue increases due to growth in ADA.
- Other Revenue had an increase of \$219K coming from E-Rate and Property Tax refunds.
- Projected total expenditures of \$69.2M, which is an increase compared to the original budget due to a combination of an increase in salaries and benefits, purchases in supplies and equipment, and professional services and training.

Finally, Mr. Wohl reviewed the school's ending fund balance and restricted reserves. He then asked the board for their input and questions.

Board President Beck thanked Mr. Wohl. Hearing no questions or comments from the board, Ms. Beck asked for a motion.

Michael R Adams made a motion to approve the 2024-2025 First Interim Report.

John Dortch seconded the motion.

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

#### **Roll Call**

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

#### **D. The Board will be asked to review and approve Wilkinson, Hadley & King & Co., LLP to prepare the school's 2023 Form 990, Return of Organization Exempt from Income Tax**

Claudio Wohl directed the board to the engagement letter from Wilkinson, Hadley, King & Co. to prepare the fiscal year ending June 30, 2024, 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. Mr. Wohl 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. Mr. Wohl then reviewed the tax preparation fee and recommended the board approve Wilkinson, Hadley, King & Co. LLP to prepare the school's 2023 tax returns.

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

Carol Stanford made a motion to approve Wilkinson, Hadley & King & Co., LLP to prepare the school's 2023 Form 990, Return of Organization Exempt from Income Tax.

Victoria Hancock seconded the motion.

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

#### **Roll Call**

Michael R Adams Aye

Claudette Beck Aye

John Dortch Aye

Victoria Hancock Aye

Carol Stanford Aye

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

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

Jeff Brown thanked everyone for their presentations. He congratulated Mr. Nardiello and his staff on the renewal. Lastly, he praised the many opportunities and activities being offered to the students.

The board and staff engaged in a discussion involving the demographics of students participating in the welding course.

## **VII. Closed Session**

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

1. CONFERENCE WITH LEGAL COUNSEL- ANTICIPATED LITIGATION  
(Government Code section 54956.9(d)(2): (1matter)

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 R Adams Aye  
Claudette Beck Aye  
John Dortch Aye  
Carol Stanford 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**

Carol Stanford Aye  
Victoria Hancock Aye  
Michael R Adams Aye  
Claudette Beck 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. CONFERENCE WITH LEGAL COUNSEL- ANTICIPATED LITIGATION  
(Government Code section 54956.9(d)(2): (1matter)

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

**VIII. Closing Items**

**A. Next Board Meeting Date: Feburary 18, 2025, 2:30pm**

**B. Adjourn Meeting**

Carol Stanford made a motion to adjourn the meeting.

Victoria Hancock seconded the motion.

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

**Roll Call**

Victoria Hancock Aye  
Carol Stanford Aye  
Claudette Beck Aye  
John Dortch 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 2:14 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.