

APPROVED

Assurance Learning Academy

Minutes

Regular Board Meeting

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

Date and Time

Tuesday March 4, 2025 at 1:00 PM

Location

Meeting Location: 177 Holston Drive, Lancaster, CA 93535

Microsoft Teams

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Meeting ID: 259 235 060 943

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Phone conference ID: 147 323 340#

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

Carol Stanford, Claudette Beck, John Dortch, 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 Tuesday Mar 4, 2025 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 Jillian 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 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

Jeremy Johnson, Principal

Sharon Lee, Federal and State Programs Coordinator

Bill Thompson, Legal Counsel

Guita Sharifi, CFO, LLAC

E. Approve Agenda for the March 4, 2025, Regular Public Meeting of the Board of Directors

Victoria Hancock made a motion to approve Agenda for the March 4, 2025, Regular Public Meeting of the Board of Directors.

Michael R Adams seconded the motion.

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

Roll Call

Victoria Hancock Aye

Claudette Beck Aye

John Dortch Aye

Roll Call

Michael R Adams Aye

Carol Stanford Aye

F. Approve Minutes of the December 5, 2024, Regular Public Meeting of the Board of Directors

Victoria Hancock made a motion to approve the minutes from Regular Board Meeting on 12-05-24.

Carol Stanford seconded the motion.

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

Roll Call

Carol Stanford Aye

Michael R Adams Aye

John Dortch Aye

Victoria Hancock Aye

Claudette Beck Aye

II. Consent Agenda

A. Consent Agenda Items

Board President Beck announced the following consent agenda items:

1. The Board will be asked to review and approve the School Accountability Report Card The E-Rate
2. The Board will be asked to approve the 2025-2026 School Calendar
3. The Board will be asked to approve the 2025-2026 Employee Handbook

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

Carol Stanford Aye

Claudette Beck Aye

Victoria Hancock 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

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 8.0%, which is lower than 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, including the current interest rate of 6% and the current balance.

Mr. Sharifi then discussed the State's budget, potential federal budget cuts, and anticipated impacts on the school's budget.

Board President Beck thanked Ms. Sharifi for her update.

B. Area Superintendent Update

Victor Nardiello greeted the board and discussed the school's learning period 7 data, including Average Daily Attendance (ADA), enrollment, overall credit completion, core credit completion, and the one-year graduation cohort.

Mr. Nardiello then provided a presentation on recent learning center events, including graduation and PAC/ELAC meetings. He then shared a video from a recent community resource fair. Mr. Nardiello also shared about a recent trip to Los Angeles Pierce College and the Black College Expo. Lastly, he discussed the launch of business pathways.

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 partnership with the Goodwill and Hawkeye.

Board President Beck thanked Mr. Nardiello for his presentation.

D. Principal Update

Jeremy Johnson greeted the board and discussed enrollment and credit completion at the school's Panorama City and Van Nuys learning centers. He then provided a presentation on the various ways staff is motivating students and encouraging continued engagement, including honor roll, student leadership, expressive art, and a model car project. Mr. Johnson also shared about the school's culture, pride, and teamwork.

Lastly, Mr. Johnson shared about recent learning center events, including a fall festival, winter celebration, Día De Los Muertos celebration, PAC/ELAC meetings, student achievements, and Black History Month.

Mr. Johnson then shared a video from a senior student who shared about his experience at the school.

Board President Beck thanked Mr. Johnson for his motivation and for sharing the student video.

Board Member Dortch complimented Mr. Johnson on his enthusiasm and thanked him for his presentation.

Shellie Hanes praised Mr. Johnson's presentation. She shared positive comments about the Van Nuys learning center. Ms. Hanes discussed systems and structures in place and the positive impact they have on the students.

Jeri Vincent commented on the positive culture at the learning center.

Bill Thompson praised the student for taking advantage of everything the school has to offer.

E. California Dashboard Report

Sharon Lee greeted the board and reminded the board the school is currently certified as a Dashboard Alternative Schools Status (DASS) school and provided an accountability update for the school. Ms. Lee explained the California School Dashboard is one part of California's comprehensive accountability system for schools, districts, and county offices of education that reports performance and progress in six state indicators and seven local indicators. Each area reflects the priorities of California's Local Control Funding Formula (LCFF) and the metrics required by the federal Every Student Succeeds Act (ESSA).

Ms. Lee then provided a detailed summary of the school's academic performance, as well as the graduation and suspension rates included in the Dashboard report.

Board President Beck thanked Ms. Lee for her report.

Shellie Hanes commented on the great work of the school and staff.

V. Action Items

A. The Board will be asked to approve the amended Conflict of Interest Policy

Bill Thompson informed the board the Conflict of Interest Policy has been revised to better align with state preferences. He shared key updates that were made to the policy.

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

John Dortch made a motion to approve the amended Conflict of Interest Policy.

Michael R Adams seconded the motion.

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

Roll Call

Victoria Hancock Aye

Michael R Adams Aye

Carol Stanford Aye

Claudette Beck Aye

John Dortch Aye

B. The Board will be asked to approve the Second Interim Report and the Revised Budget for the 2024-2025 school year

Guita Sharifi directed the board to the Second Interim Report and revised budget for the 2024-2025 school year and explained that the purpose of the report is to provide a financial overview of the school after the first 7 months of operations, from July 1, 2024 through January 31, 2025 actuals, and projected budget to June 2025 year-end. The report categories include the original budget, revised budget, actuals to date, projected year-end totals, projected year-end reserves, and ADA.

Ms. Sharifi then reviewed the ADA, expenditures, revenue, and projected reserves, and highlighted the following areas:

- The school budgeted a P2 ADA of 3,378, and the school is currently projecting a funding P2 ADA of 3,602.
- The school is projecting total revenue of \$69.4M, which is higher than the school's original budget.
- LCFF projected revenue is \$62.1M, which is \$3.6M more than the original budget.
- Federal Revenue shows an increase of \$336K, from \$1M to \$1.4M.
- Other State revenue shows an increase from \$5.4M to \$5.6M.
- Other local revenue is projected to be \$283K from E-Rate and Property tax refunds.
- Projected total expenditures of \$67.6M, which is an increase of \$3.3M compared to the original budget.

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

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

Victoria Hancock made a motion to approve the Second Interim Report and the Revised Budget for the 2024-2025 school year.

Carol Stanford 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

C. 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. She reviewed the recommended revision and recommended the board approve the changes to the Accounting Manual.

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

Michael R Adams made a motion to approve the revised Charter School Accounting Manual.

John Dortch seconded the motion.

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

Roll Call

Michael R Adams Aye

John Dortch Aye

Carol Stanford Aye

Victoria Hancock Aye

Claudette Beck Aye

D. The Board will be asked to approve using the auditing firm Wilkinson, Hadley & King & Co., LLP for the 2024-2025 audit

Guita Sharifi directed the board to the proposal presented by Wilkinson Hadley King & Co. to prepare the school's June 30, 2025 annual audit. Ms. Sharifi reminded the board that the Wilkinson Hadley King & Co. CPA firm is on the state's approved auditor list and is a very reputable company. She then reviewed their fee and recommended the board approve the engagement letter with Wilkinson Hadley King & Co.

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

Carol Stanford made a motion to approve using the auditing firm Wilkinson, Hadley & King & Co., LLP for the 2024-2025 audit.

Victoria Hancock seconded the motion.

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

Roll Call

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

E. The Board will be asked to approve the revised Committed Funds Plan for the school

Victor Nardiello directed the board to the Committed Funds Plan located in their packet and discussed the school's current reserve amount in excess of the recommended maximum 20% reserve amount. Mr. Nardiello explained the establishment and funding of financial reserves is important to the long-term health and stability of the school, the ability to manage cash flow, and protect the school from unforeseen revenue shortfalls, unexpected costs, and economic uncertainties. Financial reserves also help a charter school save for large purchases and reduce the cost of borrowing money. Mr. Nardiello then explained that in order to demonstrate that we are good stewards of public funds, the Committed Funds Plan has been updated to reflect the school's current needs for projects, programs, and/or resources that directly benefit the students. Mr. Nardiello then reviewed the updated Committed Funds Plan for the amount of reserves in excess of the recommended 20% reserve amount.

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

Michael R Adams made a motion to approve the revised Committed Funds Plan for the school.

John Dortch seconded the motion.

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

Roll Call

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

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

A. Observations and Comments

Jeff Brown thanked the staff for their presentations.

VII. Closed Session

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

Upon advice of legal counsel, the board did not meet in closed session.

B.

Adjourn closed session and reconvene to open public Board meeting

C. Report of action taken or recommendations made in closed session, if any

VIII. Closing Items

A. Next Board Meeting Date: April 10, 2025, 1:00pm

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

Michael R Adams Aye

John Dortch Aye

Claudette Beck Aye

Victoria Hancock Aye

Carol Stanford Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 2:02 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.