

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 December 9, 2025 at 1:00 PM

Location

Meeting Location: 177 Holston Drive, Lancaster, CA 93535

Microsoft Teams

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Meeting ID: 227 832 040 724 7

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Phone conference ID: 292 843 265#

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 Dec 9, 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

Jamie Lambert, Principal

Bill Thompson, Legal Counsel

Sharon Lee, State and Federal Programs Coordinator

Guita Sharifi, CFO, LLAC

E. Approve Agenda for the December 9, 2025, Regular Public Meeting of the Board of Directors

Michael R Adams made a motion to approve Agenda for the December 9, 2025, Regular Public Meeting of the Board of Directors.

John Dortch seconded the motion.

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

Roll Call

Michael R Adams Aye

Carol Stanford Aye

John Dortch Aye

Roll Call

Victoria Hancock Aye

Claudette Beck Aye

F. Approve Minutes of the September 4, 2025, Regular Public Meeting of the Board of Directors

Victoria Hancock made a motion to approve the minutes from Regular Board Meeting on 09-04-25.

Carol Stanford seconded the motion.

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

Roll Call

Carol Stanford Aye

John Dortch Aye

Michael R Adams Aye

Claudette Beck Aye

Victoria Hancock Aye

G. Approve Minutes of the September 18, 2025, Regular Public Meeting of the Board of Directors

Michael R Adams made a motion to approve the minutes from Regular Board Meeting on 09-18-25.

John Dortch seconded the motion.

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

Roll Call

Claudette Beck Aye

Michael R Adams Aye

Carol Stanford Aye

Victoria Hancock Aye

John Dortch Aye

II. Consent Agenda

A. Consent Agenda Items

Board President Beck announced the following consent agenda items:

1. The revised Board Policies on Protections for Students relating to Immigration and Citizenship Status
2. The revised School Safety Plan
3. The E-Rate vendor selections
4. The Policy on Referral Protocols for Addressing Student Behavioral Health Concerns

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.

Carol Stanford made a motion to approve the consent agenda items.

Victoria Hancock seconded the motion.

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

Roll Call

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

Shelly Sands reported one written submission for public comment was received via the email listed on the agenda and one request to speak to the board. The board provided the allotted time, but the speaker experienced technical difficulties and did not address the board at this time.

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 7.5%, 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.

Ms. Sharifi then informed the board that the school's June 30, 2025 annual audit report has been delayed. The hold-up stems from the U.S. Office of Management and Budget's late release of the 2025 Federal Compliance Supplement, which auditors need to complete the federal portion of the Single Audit. Because the school received over \$750,000 in federal funds during the 2024–25 fiscal year, a Single Audit is required. The full audit cannot be finalized until the federal compliance work is finished, so the auditor recommended requesting an extension through January 31, 2026. The school has submitted this request, and the completed audit report will be presented at the January 2026 board meeting. Board President Beck thanked Ms. Sharifi.

B. Area Superintendent & WIOA Update

Victor Nardiello greeted the board and discussed the school's learning period 5 data, including Average Daily Attendance (ADA), enrollment, overall credit completion, and the core credit completion. Mr. Nardiello then discussed the WIOA enrollment, career exploration events and workshops featuring industry professionals offering students valuable guidance and practical skills for potential future careers.

Board President Beck thanked Mr. Nardiello for his presentation.

C. Principal Update

Jamie Lambert greeted the board and provided a presentation on recent learning center events, including NWEA testing and the college and career fair. Mr. Lambert then informed the board that graduation is scheduled for June 1, 2026.

Board President Beck thanked Ms. Lambert for her presentation.

D. Mid-Year 2025-26 LCAP Monitoring Report with Learning Recovery Emergency Block Grant Action Update

Sharon Lee directed the board to the 2025-2026 Mid-Year Local Control Accountability Plan ("LCAP") report located in the board packet. Ms. Lee reminded the board this mid-year LCAP report is required to ensure continual monitoring and evaluation of the school's progress towards its LCAP goals. Ms. Lee then provided a presentation on the school's mid-year LCAP, which included the implementation of actions, expenditures to date, progress on metrics and the budget overview for parents.

Next, Ms. Lee reviewed the data and information for the following goals:

- Goal #1 Increase Academic Progress. Ms. Lee reviewed the new action item for the Learning Recovery Emergency Block Grant.
- Goal #2 Students Will Gain Skills for College and Career Readiness. Growth in state testing, career-ready course completion, and dual enrollment.

- Goal #3 Increase Student Retention. Success rate is above target. The attendance rate has increased.
- Goal #4 Increase Educational Partners' Engagement. Parent engagement continues to grow and participation is above total enrollment. The ELAC and PAC meeting participation has exceeded the target.

Board President Beck thanked Ms. Lee for her presentation.

Bill Thompson informed the board that the member of the public who requested to speak had rejoined the meeting and asked the board to allow her to make her public comment. The board agreed and provided her with 3 minutes to address the board. The public speaker expressed her concerns about the recently installed metal detectors.

President Beck thanked the public speaker for her comment.

E. Vendor List

Victor Nardiello directed the board to the current vendor list located in their board packet. He reminded the board this information is provided bi-annually and includes information about all vendors used between January 1, 2025, and June 30, 2025. Mr. Nardiello then requested the board to review the list for any potential conflicts of interest and to reach out to him or legal counsel with any questions or concerns.

Board President Beck thanked Mr. Nardiello.

V. Action Items

A. 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 over the recommended maximum 20%. Mr. Nardiello explained that 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 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. Lastly, Mr. Nardiello reviewed the updated Committed Funds Plan and asked the board if they had any comments or questions.

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.

Carol Stanford seconded the motion.

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

Roll Call

Victoria Hancock Aye

Roll Call

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

B. The Board will be asked to approve the 2025-2026 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, 2025 through October 31, 2025. 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, highlighting the following areas:

- The school budgeted a P2 ADA of 3,561, and the school is currently projecting a funding P2 ADA of 3,665.
- The school is projecting total revenue of \$72.6M, which is \$4M higher than the school's original budget.
- LCFF projected revenue increased by \$1.9M.
- Federal revenue is projected at \$437K.
- State Revenue increased from \$5.7M to \$7.3M due to a combination of special ed and lottery revenue increases due to growth in ADA, the addition of the Learning Block Grant funding, and additional Student Support and Professional Development Discretionary Block Grant funding.
- Other Revenue is projected to be \$458K, and includes interest, e-rate refunds and credits.
- Projected total expenditures of \$71.8M, which is an increase compared to the original budget due to a combination of an increase in salaries and benefits, instructional materials, staff training, and facility upgrades.

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

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

John Dortch made a motion to approve the 2025-2026 First Interim Report.

Victoria Hancock seconded the motion.

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

Roll Call

Victoria Hancock Aye
John Dortch Aye
Michael R Adams Aye

Roll Call

Claudette Beck Aye

Carol Stanford Aye

C. The Board will be asked to review and approve Wilkinson, Hadley & King & Co., LLP to prepare the school's 2024 Form 990, Return of Organization Exempt from Income Tax and any other related tax forms

Guita Sharifi directed the board to the engagement letter from Wilkinson, Hadley, King & Co. to prepare the fiscal year ending June 30, 2025, 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 2024 tax returns.

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

Carol Stanford made a motion to approve Wilkinson, Hadley & King & Co., LLP to prepare the school's 2024 Form 990, Return of Organization Exempt from Income Tax and any other related tax forms.

Michael R Adams seconded the motion.

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

Roll Call

Claudette Beck Aye

Michael R Adams Aye

John Dortch Aye

Carol Stanford Aye

Victoria Hancock Aye

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

A. Observations and Comments

Jeff Brown thanked Mr. Nardiello and commented on the WIOA program. He then thanked Ms. Lampert and commented on the college and career program. Additionally, he expressed his appreciation for the increase in core credit completion. Lastly, he thanked Ms. Lee for her presentation.

Jeri Vincent expressed her gratitude towards everyone involved with the school.

Board Member Stanford praised the school's growth.

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)): (2 matters)

2. 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.

Victoria Hancock seconded the motion.

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

Roll Call

Victoria Hancock Aye

John Dortch Aye

Michael R Adams Aye

Carol Stanford Aye

Claudette Beck 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.

Michael R Adams seconded the motion.

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

Roll Call

Claudette Beck Aye

Victoria Hancock Aye

John Dortch Aye

Carol Stanford 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. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION

(Government Code section 54956.9(d)(2)): (2 matters)

2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

(Government Code section 54957(b)(1).)

Title: Superintendent

VIII. Closing Items

A.

Next Board Meeting Date: March 3, 2026, 1:00pm

B. Adjourn Meeting

John Dortch made a motion to adjourn the meeting.

Victoria Hancock 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

Carol Stanford Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 2:11 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.