

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

Thursday September 4, 2025 at 2:15 PM

Location

Meeting Location: 177 Holston Drive, Lancaster, CA 93535

Microsoft Teams

[Join the meeting now](#)

Meeting ID: 253 567 048 541 8

Passcode: gA9M76V5

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Phone conference ID: 368 505 361#

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 Thursday Sep 4, 2025 at 2:15 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 Member Hancock led the pledge of allegiance.

D. Staff Introductions

Jeri Vincent, Corporate Secretary
Shellie Hanes, Superintendent
Darin Bower, COO
Victor Nardiello, Area Superintendent
Steve Lombardi, Principal
Bill Thompson, Legal Counsel
Guita Sharifi, CFO, LLAC

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

Michael R Adams made a motion to approve Agenda for the September 4, 2025, Regular Public Meeting of the Board of Directors.

John Dortch seconded the motion.

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

Roll Call

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

F. Approve Minutes of the June 5, 2025, Regular Public Meeting of the Board of Directors

Carol Stanford made a motion to approve the minutes from Regular Board Meeting on 06-05-25.

Victoria Hancock seconded the motion.

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

Roll Call

Carol Stanford Aye

Michael R Adams Aye

John Dortch Aye

Claudette Beck Aye

Victoria Hancock Aye

II. Consent Agenda

A. Consent Agenda Items

Board President Beck announced the following consent agenda items:

1. The Board will be asked to approve the disposal of discontinued/obsolete furniture.

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

Carol Stanford Aye

Claudette Beck Aye

Michael R Adams 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.

Board President Beck then asked if there were any members of the public who provided written comments. Shelly Sands reported to the board that two written submissions for public comment were received.

IV. School Reports and Information

A. Finance Update and Financial Reporting for the 2025-2026 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 8.0%, which is the same rate as 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 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 her report.

B. Area Superintendent and WIOA Update

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

Mr. Nardiello then provided the board with an update on the school's WIOA services, including recent events offering students insight into various careers.

Board President Beck thanked Mr. Nardiello for his update.

C. Principal Update

Steve Lombardi greeted the board and highlighted areas of improvement, including credit completion. He then provided the board with a presentation on recent events, such as spirit week, back-to-school night, and a team building event for staff,

Board President Beck thanked Mr. Lombardi for his presentation. She commented on the staff team building event.

D. Annual Board Training Announcement

Victor Nardiello provided an update on the annual training for charter school board members and leaders, which will be provided by Young, Minney & Corr. Board members will have the option of attending a virtual session on Tuesday, September 23, from 6:00pm-8:00pm covering the following topics: Brown Act, SB 126, conflict of interest including the Political Reform Act, Corporations Code, Government Code Section 1090, and the appearance of impropriety, Form 700 filing information and requirements, laws relating to personal financial gain by public servants, and laws relating to the use of public funds, gifts, and claiming perquisites of offices.

Board President Beck thanked Mr. Nardiello for the information.

V. Action Items

A. The Board will be asked to approve the College and Career Access Pathways (CCAP) Partnership Agreement with the Los Angeles Community College District, and adopt Board Resolution memorializing the same

Victor Nardiello explained that the purpose of the Partnership Agreement with Los Angeles Community College District is to offer or expand dual enrollment opportunities to the school's high school students, with the goal of providing access to career education or preparation for college. The program also seeks to improve high school graduation rates, assist high school students in achieving college and career readiness, provide opportunities for students to participate in advanced studies while in high school, and obtain a career technical education credential or certificate. Mr. Nardiello then recommended the board approve the Agreement and adopt the Board Resolution memorializing the same.

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

John Dortch made a motion to approve the College and Career Access Pathways (CCAP) Partnership Agreement with the Los Angeles Community College District, and adopt Board Resolution memorializing the same.

Michael R Adams 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

B. The Board will be asked to approve the Unaudited Actuals for the 2024-2025 school year

Guita Sharifi directed the board to the unaudited actuals report for the 2024-2025 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), which was the basis for funding in 2024-2025, and the estimated ADA projections for 2025-2026, 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 3,561 for a total revenue of \$68.9M, which was \$142K higher than the previously projected revenue.

Ms. Sharifi reported that the school ended the year with total expenditures of \$67.1M, which was \$24K less than prior projections. This decrease was due to a slight reduction in supplies and equipment spending.

Ms. Sharifi then discussed the school's year-end assets and liabilities and reported the school's ending net position.

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

Carol Stanford made a motion to approve the Unaudited Actuals for the 2024-2025 school year.

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

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

A. Observations and Comments

Jeri Vincent thanked Mr. Lombardi for his report and praised the student award portion of back-to-school night. She thanked leadership and staff for their continued support of the students. She expressed her appreciation for Mr. Nardiello.

Board President Beck thanked Mr. Nardiello and Mr. Lombardi for their presentations.

VII. Closed Session

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

Upon the 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: December 9, 2025, 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

Claudette Beck Aye

Michael R Adams Aye

Victoria Hancock Aye

Carol Stanford 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 2:40 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.