

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 April 10, 2025 at 1:00 PM

Location

Meeting Location: 177 Holston Drive, Lancaster, CA 93535

Microsoft Teams

[Join the meeting now](#)

Meeting ID: 254 558 343 794

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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. 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 Apr 10, 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 Hancock led the pledge of allegiance.

D. Staff Introductions

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

E. Approve Agenda for the April 10, 2025, Regular Public Meeting of the Board of Directors

John Dortch made a motion to approve Agenda for the April 10, 2025, 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
Victoria Hancock Aye
Carol Stanford Aye
Claudette Beck Aye
John Dortch Aye

F. Approve Minutes of the February 18, 2025, Regular Public Meeting of the Board of Directors

Victoria Hancock made a motion to approve the minutes from Regular Board Meeting on 02-18-25.

Carol Stanford seconded the motion.

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

Roll Call

Michael R Adams Aye

Carol Stanford Aye

John Dortch Aye

Victoria Hancock Aye

Claudette Beck Aye

G. Approve Minutes of the March 4, 2025, Regular Public Meeting of the Board of Directors

Victoria Hancock made a motion to approve the minutes from Regular Board Meeting on 03-04-25.

John Dortch 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

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 2025-26 Parent-Student Handbook
2. The Board will be asked to approve the revised Suspension and Expulsion Policy and Procedure
3. The Board will be asked to approve the revised Title IX Policy Prohibiting Discrimination on the Basis of Sex
4. The Board will be asked to approve the revised Harassment, Intimidation, Discrimination and Bullying Policy
5. The Board will be asked to approve the revised Service Animal Policy

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.

Michael R Adams seconded the motion.

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

Roll Call

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

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 informed the board she will provide an update on the State's budget at the next board meeting after the Governor's May revisions have been submitted.

Board President Beck thanked Ms. Sharifi.

B. Area Superintendent Update

Victor Nardiello greeted the board and discussed the school's learning period 9 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 and opportunities, including PI Day, state testing, and Black History Month events.

Board President Beck thanked Mr. Nardiello for his presentation.

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 thanked Mr. Nardiello for his update.

D. Principal Update

Principal Melissa Rashid provided the board with an update on enrollment at each learning center. She then shared about recent leadership events, student support, counseling and social work support, pathways opportunities, athletics, and student success stories. Ms. Rashid shared with the board that 10 students from Assurance have been accepted into a four-year institution.

Board President Beck thanked Ms. Rashid for her presentation. She congratulated the students who have been accepted into four-year schools.

Board President Hancock shared her appreciation for the student videos.

E. California Community Schools Partnership Program (CCSPP) Implementation Grant Update

Sharon Lee greeted the board and provided an update on the California Community Schools Partnership Program (CCSPP) Implementation Grant. She discussed the four pillars of a community school: integrated support services, family and community engagement, collaborative leadership, and expanded learning time and opportunities.

Ms. Lee then shared about parenting support group, vision exams, and the JAG program. She discussed essential resources, expanding student support services, and fostering meaningful partnerships.

Board President Beck thanked Ms. Lee for her update. She commented on the vision exams and thanked the school for providing that service to students.

F. Local Control and Accountability Plan Goals and Metrics

Sharon Lee greeted the board and directed them to the LCAP goals and metrics located in their board packet. Ms. Lee then reviewed the school's four LCAP goals. She shared a few highlights and discussed areas needing improvement.

- **Goal 1: Increase Academic Progress:**
 - Goals met: teachers are appropriately assigned, mathematics quantile growth, EL reclassification, DASS 1-year graduation cohort, and course completion rate.
 - Still in progress: EL Annual Progression ELPI.
- **Goal 2: Students will gain skills for College and Career-Readiness:**
 - Goals met: State standards aligned materials and access to a broad range of courses.
 - Still in progress: implementing state academic standards and EL access, increase students in career-ready courses and A-G courses.
- **Goal 3: Increase Student Retention:**
 - Goals met: success rate, facilities rating, retention rate, attendance rate, and non-completer rate.
 - Still in progress: suspension and expulsion rate.
- **Goal 4: Increase Educational Partner Engagement:**
 - Goals met: PAC and ELAC participation, student safety and connectedness, as well as teacher safety and connectedness.

Ms. Lee thanked the board and asked if there were any questions or comments.

Board President Beck thanked Ms. Lee for her presentation.

G. School Survey Report

Sharon Lee directed the board to the school survey report located in their board packet. Ms. Lee then discussed the three different sections of the survey and highlighted the results.

- **Student Survey** - 2,615 students participated. Survey results reviewed included school climate, connectedness and engagement, social-emotional self-awareness, self-regulation, social awareness, relationship skills, decision making, future goals/college career, and civic engagement.
- **Staff Survey** - 344 staff members participated. Survey results reviewed included School Climate, Culture & Vision/Mission, Academic Instruction, & Social Emotional Learning (SEL), Communication & Engagement, Leadership Perception, and Professional Development and Partnerships.
- **Parent/Guardian Survey** - 837 parents participated. Survey results reviewed included Safety & Connectedness, Time & Interaction, Communication & Engagement, Building Relationships, Building Relationships for Student Outcome, and Seeking Input for Decision Making.

Ms. Lee explained the survey data is used when developing the LCAP for the next school year. She then asked the board if they had any questions or comments.

Board President Beck thanked Ms. Lee for her presentation.

Victor Nardiello commented on the increase in parental/guardian participation in the survey and he thanked the staff for their hard work.

The board and staff engaged in a discussion on the ways the school encouraged parents and guardians to participate.

H. CDE Notification of 2023-2024 Annual Determination Pursuant to the Individuals with Disabilities Education Act and Selection for 2024-2025 Special Education Monitoring Activities

Heather Stuve greeted the board and directed them to the letter located in their board packet. She explained that in support of the implementation of IDEA, the California Department of Education (CDE) sends each school an annual determination letter indicating the school's status related to special education compliance. She explained to the board that small LEAs participate in Cyclical Monitoring activities to gather data around the implementation of IDEA and the provision of a free and appropriate education (FAPE) in the least restrictive environment (LRE).

Ms. Stuve then informed the board the monitoring level assigned to the school for 2025 is: Targeted Level 3, Needs Assistance. This is the same level as the previous year. She explained to the board the school had previously completed a CIM plan in 2023 and is now implementing the plan in 2025. The CIM team is comprised of school administrators, staff, special education, and general education teachers. Together they will review the current data to determine if any adjustments are needed to maximize the impact of the improvement activities. Ms. Stuve further informed the board that staff will participate in a series of webinars and workshops hosted by the CDE and the school's SELPA and designed to support the development and implementation of the CIM process.

Board President Beck thanked Ms. Stuve for her report.

I. Current 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 July 1, 2024, and December 31, 2024. 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.

J. 2025-2026 Board Meeting Dates

Board President Beck directed the board to the draft 2025-2026 regular board meeting calendar located in their board packet and requested the board to review the meeting dates and times.

Board Member Hancock pointed out a change in the October date.

V. Public Hearing

A. Open Public Hearing

Board President Beck requested a motion to open the public hearing.

John Dortch made a motion to open the public hearing.

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

Claudette Beck Aye

John Dortch Aye

Board President Beck announced the public hearing opened at 1:43 p.m.

B. The Board will hold a public hearing to solicit the recommendations and comments of members of the public regarding the revised Personalized Learning Policy

Victor Nardiello directed the board to the redlined copy of the revised Personalized Learning Policy in their board packet. He informed the board that student master agreements are now referred to as the "Independent Study Agreement", and the Personalized Learning Policy has been updated throughout to reflect this change.

Mr. Nardiello then asked for questions or comments from members of the public and board members.

C. Close Public Hearing

Board President Beck thanked Mr. Nardiello for his report. Hearing no further questions or comments, Ms. Beck requested a motion.

Carol Stanford made a motion to close the public hearing.

Victoria Hancock seconded the motion.

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

Roll Call

John Dortch Aye

Claudette Beck Aye

Carol Stanford Aye

Victoria Hancock Aye

Michael R Adams Aye

Board President Beck announced the public hearing closed at 1:45 p.m.

VI. Action Items

A. The Board will be asked to approve the revised Personalized Learning Policy

Victor Nardiello recommended the board approve the revised Personalized Learning Policy that was shared during the Public Hearing.

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

John Dortch made a motion to approve the revised Personalized Learning Policy.

Michael R Adams seconded the motion.

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

Roll Call

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

B. 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 informed the board the only changes made were grammatical and no policy changes were made.

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

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

C. The Board will be asked to approve the Declaration of Need (DON) forms as a prerequisite to the issuance of an emergency permit and/or limited assignment permit for teachers at the School for the 2025-2026 School Year per California Code of Regulations §80026

Victor Nardiello reminded the board the annual Declaration of Need (DON) forms ensure the school's eligibility to apply for emergency and/or limited assignment permits for teachers. Mr. Nardiello explained the DON will allow qualified individuals to be authorized to serve in their teaching assignment while they are working towards completing the credential

requirements for the educator's assignment. Mr. Nardiello then reviewed the areas of anticipated need for fully qualified educators, limited assignment permits, and efforts to recruit certificated personnel.

Mr. Nardiello then recommended the board approve the DON form for the school for the 2025-2026 school year.

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

Michael R Adams made a motion to Declaration of Need (DON) forms as a prerequisite to the issuance of an emergency permit and/or limited assignment permit for teachers at the School.

John Dortch seconded the motion.

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

Roll Call

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

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

A. Observations and Comments

Jeri Vincent complemented the staff on their excellent work and congratulated the students on their successes.

Board President Beck thanked the staff.

VIII. 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).): (1 matter)

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

Title: Superintendent

Carol Stanford 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
Claudette Beck	Aye

Roll Call

Michael R Adams Aye

Carol Stanford Aye

John Dortch Aye

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

Michael R Adams made a motion to adjourn closed session and reconvene to open public Board meeting.

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

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).): (1 matter)

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

IX. Closing Items

A. Next Board Meeting Date: June 5, 2025, 12:30pm

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

John Dortch Aye

Michael R Adams Aye

Victoria Hancock Aye

Carol Stanford Aye

Claudette Beck Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 1:57 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.