

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

Tuesday April 21, 2026 at 1:00 PM

#### Location

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

#### Microsoft Teams

[Join the meeting now](#)

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Phone conference ID: 869 840 073#

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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 Adams, Victoria Hancock

#### Directors Absent

*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 Tuesday Apr 21, 2026 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

Jeff Brown, CEO

Shellie Hanes, Superintendent

Victor Nardiello, Area Superintendent

Darin Bower, COO

Christopher DeLoach, Principal

Bill Thompson, Legal Counsel

Memry Molina, Director of Special Education

Sharon Lee, State and Federal Programs Coordinator

Guita Sharifi, CFO, LLAC

### E. Approve Agenda for the April 21, 2026, Regular Public Meeting of the Board of Directors

Carol Stanford made a motion to approve Agenda for the April 21, 2026, Regular Public Meeting of the Board of Directors.

Victoria Hancock seconded the motion.

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

#### Roll Call

John Dortch     Aye

Carol Stanford     Aye

Victoria Hancock     Aye

Michael Adams     Aye

Claudette Beck     Aye

**F. Approve Minutes of the March 3, 2026, Regular Public Meeting of the Board of Directors**

Michael Adams made a motion to approve the minutes from Regular Board Meeting on 03-03-26.

John Dortch seconded the motion.

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

**Roll Call**

Victoria Hancock Aye

Claudette Beck Aye

Michael Adams Aye

John Dortch 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 2026-2027 Employee Handbook
2. The Board will be asked to approve the 2026-2027 Parent-Student 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.

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**

Victoria Hancock Aye

Claudette Beck Aye

Carol Stanford Aye

John Dortch Aye

Michael 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 7.25%, 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.

Board President Beck thanked Ms. Sharifi for her update.

##### **B. Area Superintendent & WIOA Update**

Victor Nardiello greeted the board and discussed the school's enrollment, overall credit completion, and Average Daily Attendance.

Board President Beck thanked Mr. Nardiello for his update.

##### **C. Principal Update**

Principal DeLoach greeted the board and shared recent learning center events and opportunities, including free eye exams and glasses for students. He also discussed the recent oversight visit.

Principal DeLoach then provided the board with an update on the WIOA and JAG programs, including a recent JAG competition, with students placing 2nd and 3rd in their respective categories. Lastly, he provided a video of one of the JAG students sharing their experience at the competition.

Board President Beck thanked Principal DeLoach for his report. She commented on the eye exam program.

##### **D. 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 reviewed the current funding status, the implementation plans, and next steps.

Board President Beck thanked Ms. Lee for her update.

#### **E. 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 reviewed the steps involved in developing and finalizing the LCAP goals and metrics, including the engagement of school staff, parents, students, and community partners.

Ms. Lee then reviewed the school's LCAP goals, shared a few highlights, and discussed areas needing improvement.

- Goal 1: Increase Academic Progress: Average credit completion increased, and they are continuing to work towards improving reading and math.
- Goal 2: Students will gain skills for college and career readiness: Reviewed ELA and math scores. They are continuing to focus on CTE and the college and career data.
- Goal 3: Increase Student Retention: Attendance rate is the highest in 3 years. They are continuing to focus on student retention and early intervention.
- Goal 4: Increase Educational Partner Engagement: Students feel safe. Community liaisons are continuing to encourage participation in PAC and ELAC.

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

Board President Beck thanked Ms. Lee for her presentation.

#### **F. 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 following results:

- Student Survey - 2,362 students participated. Survey results reviewed included school climate, connectedness, and engagement.
- Parent/Guardian Survey - 860 parents participated. Survey results reviewed included safety and connection, as well as communication and engagement.
- Staff Survey - 316 staff members participated. Survey results reviewed included school climate, communication, and engagement.

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.

#### **G.**

### **CDE Notification of 2024-2025 Annual Determination Pursuant to the Individuals with Disabilities Education Act and Selection for 2025-2026 Special Education Monitoring Activities**

Memry Molina 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.

Ms. Molina then informed the board that the monitoring level assigned to the school for 2026 is Targeted Level 3, Needs Assistance. Staff will continue to participate in webinars and workshops designed to support the development and implementation of the CIM process. Board President Beck thanked Ms. Molina for her report.

#### **H. 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, 2025, and December 31, 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.

#### **I. 2026-2027 Draft Board Meeting Dates**

Board President Beck directed the board to the draft 2026-2027 regular board meeting calendar located in their board packet and requested the board to review the meeting dates and times.

### **V. Action Items**

#### **A. The Board will be asked to approve the Charter School's renewal application and re-certification for Dashboard Alternative School Status**

Victor Nardiello informed the Governing Board that the California Department of Education's (CDE) Dashboard Alternative School Status (DASS) division recently updated its guidance. The update indicates that the renewal application process for existing application-based DASS schools for the 2026–27 accountability year and the 2027 Dashboard is anticipated to open later this year. LEAs and schools are advised to continue monitoring the CDE DASS web page for the most current information, updates, and application timelines.

In light of this update, it was recommended that no action be taken at this time. Staff will continue to closely monitor the CDE DASS web page for official recertification procedures and timelines. Once additional information becomes available, this item will be brought back to the Governing Board for review and recommended action.

Board President Beck thanked Mr. Nardiello.

#### **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 reviewed the proposed changes, which included adjustments to the signature approval process and purchase order process. She then recommended the board approve the revised Accounting Manual.

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

Victoria Hancock 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**

Victoria Hancock Aye  
Carol Stanford Aye  
Claudette Beck Aye  
John Dortch Aye  
Michael Adams 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 2026-2027 School Year per California Code of Regulations §80026**

Victor Nardiello reminded the board that 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. He then reviewed the areas of anticipated need for fully qualified educators, limited assignment permits, and efforts to recruit certificated personnel.

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

Carol Stanford made a motion 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 2026-2027 School Year per California Code of Regulations §80026.

Victoria Hancock seconded the motion.

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

**Roll Call**

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

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

### A. Observations and Comments

Jeff Brown shared his excitement about the eye exam program. He commented on the WIOA and JAG programs and shared his appreciation for the student video. He then thanked Ms. Lee for her reports.

Shellie Hanes commented on the survey and thanked the staff for thinking of alternative ways to increase participation.

## VII. Closed Session

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

#### 1. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION

(Government Code section 54956.9(d)(1))

Case Name: Barbara Blechen vs. Antelope Valley Learning Academy, et al.

Los Angeles Superior Court Case Number: 25STCV35447

#### 2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

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

Title: Superintendent

Michael Adams made a motion to adjourn open public Board meeting to go into closed session.

John Dortch seconded the motion.

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

#### Roll Call

Claudette Beck Aye

Carol Stanford Aye

John Dortch Aye

Michael Adams Aye

Victoria Hancock 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.

Victoria Hancock seconded the motion.

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

#### Roll Call

John Dortch Aye

Victoria Hancock Aye

Claudette Beck Aye

Michael Adams Aye

**Roll Call**

Carol Stanford 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—EXISTING LITIGATION**

(Government Code section 54956.9(d)(1))

Case Name: Barbara Blechen vs. Antelope Valley Learning Academy, et al.

Los Angeles Superior Court Case Number: 25STCV35447

**2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

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

Title: Superintendent

**VIII. Closing Items**

**A. Next Board Meeting Date: June 4, 2026, 12:45pm**

**B. Adjourn Meeting**

John Dortch made a motion to adjourn the meeting.

Michael Adams seconded the motion.

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

**Roll Call**

Michael Adams Aye

Victoria Hancock 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 1:46 PM.

Respectfully Submitted,

Michael 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.