

Crescent View West Public Charter

Minutes

Operated by Crescent View West Public Charter, Inc.

A California Non-Profit Public Benefit Corporation

Date and Time

Thursday March 5, 2020 at 5:00 PM

Location

1901 E. Shields Avenue, Ste R105, Fresno CA 93726
Conference Line: (661) 249-6805 Code: 525676

Directors Present

Arthur Renney, Carol Stanford, Gary Renner

Directors Absent

Victoria Hancock

I. Opening Items

A. Call the Meeting to Order

Gary Renner called a meeting of the board of directors of Crescent View West Public Charter to order on Thursday Mar 5, 2020 @ 5:00 PM at
1901 E. Shields Avenue, Ste R105, Fresno CA 93726
Conference Line: (661) 249-6805 Code: 525676

B. Record Attendance and Guests

Board Secretary Renner asked for a roll call of the school's operating learning centers confirming a two-way teleconference line was established at each location as listed below:

Main: 1901 E. Shields Ave., Suite R105, Fresno, CA 93726 - Present
955-2 Shaw Ave., Clovis, CA 93612 - Present
5659 E. Kings Canyon Road, Suite B, Fresno, CA 93727 - Present
1246 Belmont Avenue, Mendota, CA 93640 - Present

C. PLEDGE OF ALLEGIANCE

Board Member Renney led the pledge of allegiance.

D. Staff Introductions

Jeff Brown - CEO
Jeri Vincent - CFO/Secretary
Sarah Luna – Principal
Shellie Hanes – Area Superintendent

Nacrina Cuevas – Project Manager
Bill Thompson – Legal Counsel for the School
Mai Moua, Teacher, via telephone
Guita Sharifi – CFO of LLAC, via telephone
Claudio Wohl – Sr. VP of Finance of LLAC, via telephone
Aracely Mayoral – Sr. VP of Finance of LLAC, via telephone
Michelle Lopez - Legal Counsel of LLAC, via telephone

E. Approve Agenda for the March 5, 2020, Regular Public Meeting of the Board of Directors.

Arthur Renney made a motion to approve the Agenda for the March 5, 2020, Regular Public Meeting of the Board of Directors.
Carol Stanford seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Carol Stanford Aye
Victoria Hancock Absent
Arthur Renney Aye
Gary Renner Aye

F. Approve Minutes for Crescent View West Public Charter of the November 19, 2019, Special Public Meeting of the Board of Directors.

Carol Stanford made a motion to approve the Minutes of Crescent View West Public Charter School. Operated by Crescent View West Public Charter, Inc. Special Board Meeting on 11-19-19
Arthur Renney seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Carol Stanford Aye
Victoria Hancock Absent
Gary Renner Aye
Arthur Renney Aye

G. Approve Minutes for Crescent View West Public Charter of the December 12, 2019, Regular Public Meeting of the Board of Directors.

Arthur Renney made a motion to approve the Minutes of the Board of Directors Meeting of Crescent View West Public Charter School. Operated by Crescent View West Public Charter, Inc. on 12-12-19
Carol Stanford seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Carol Stanford Aye
Arthur Renney Aye
Gary Renner Aye
Victoria Hancock Absent

II. Consent Agenda

A. Consent Agenda

Board Secretary Renner asked if anyone would like to discuss any of the items on the consent agenda. Hearing none, Board Secretary Renner asked for a motion.
Carol Stanford made a motion to approve all Consent Agenda Items by a single vote.
Arthur Renney seconded the motion.

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

Roll Call

Arthur Renney Aye
Gary Renner Aye
Carol Stanford Aye
Victoria Hancock Absent

III. PUBLIC COMMENT

A. Public Comment

Board Secretary Renner read the following announcement for the 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. If you would like to participate in the public comment, you must have signed in before the commencement of the meeting. Also, our teleconference line is open to members of the public who wish to participate in public comment. The time allotted for public comments will not exceed eighteen (18) minutes per agenda item, or ten (10) minutes for non-agenda items. 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 Secretary Renner asked if there were any members of the public attending the meeting who wished to offer public comment. There were no public comments.

IV. School Reports and Information

A. Principal's Update

Principal Sarah Luna informed the Board the school is pushing to achieve a 90% graduation rate. Counselors, teachers, Student Retention Support, and administrators are all working diligently alongside parents and students to ensure that we maintain or increase our graduation rate this year. 47.7% of English Learners (ELs) have made progress toward English Language Proficiency while 43.7% of ELs were able to progress at least one ELPI level. The school has formed specific teams to assist English Language Learners and hold math preparatory sessions. All staff have been meeting frequently in preparation for the Fall 2020 visit. Educational Employee Credit Union's Wise Up came to our school to offer students advice on money management as well as help them open a savings account. Dr. Chris Brownell, professor at Fresno Pacific University, put on a Math Recess Family Fun Night where families were invited to attend.

B. WIOA Update

Shellie Hanes updated the Board on the school's WIOA program and explained how the WIOA program allows the school to serve more students.

C. School Accountability Report Card (SARC) Update

Shellie Hanes reviewed the SARC report with the Board, pointing out two new changes to the report this year. The LCAP results from the 12th grade science test is now included in the report; and they are now reporting one-year drop-out rates and one-year graduation rates.

D. Board Meeting and Graduation Dates Notice

The Board was directed to the notice in their board packets regarding upcoming board meetings and graduation dates.

V. Action Items

A. The Board will be asked to accept Armando Lopez's resignation as Board Member and Board President of Crescent View West Public Charter, Inc.

Bill Thompson, legal counsel for the school, explained to the Board that Armando Lopez submitted his resignation, and asked the Board to accept Armando Lopez's resignation as a Board Member and Board President of Crescent View West Public Charter, Inc.

Gary Renner made a motion to accept Armando Lopez's resignation as a Board Member and Board President of Crescent View West Public Charter, Inc.

Arthur Renney seconded the motion.

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

Roll Call

Gary Renner Aye
Arthur Renney Aye
Carol Stanford Aye
Victoria Hancock Absent

B. The Board will be asked to appoint a new President of the Governing Board.

Bill Thompson, legal counsel for the school, recommended that Arthur Renney be appointed as the new President of the Governing Board of Crescent View West Public Charter, Inc.

Gary Renner made a motion to appoint Arthur Renney as the new President of the Governing Board of Crescent View West Public Charter, Inc.

Carol Stanford seconded the motion.

The motion did not carry.

Roll Call

Victoria Hancock Absent
Carol Stanford Aye
Arthur Renney Abstain
Gary Renner Aye

C. The Board will be asked to approve the Second Interim Report and the Revised Budget for the 2019-2020 year for the school.

Aracely Mayoral informed the Board that the purpose of this report is to provide a financial overview of the school. She informed the Board of any anticipated changes in ADA and expected income and expenses. She additionally informed the Board of the projected reserves, as well as any outstanding debts.

Carol Stanford made a motion to approve the 2019/2020 Second Interim Report and Revised Budget.

Arthur Renney seconded the motion.

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

Roll Call

Carol Stanford Aye
Victoria Hancock Absent
Arthur Renney Aye
Gary Renner Aye

D. The Board will be asked to approve the revised Charter School Accounting Manual.

Guita Sharifi informed the Board that this item will be a standing item for all regular board meetings to provide the Board with any updates to the Charter School Accounting Manual, as this document is continually being reviewed. Ms. Sharifi informed the Board that aside from grammatical corrections, the main change that has been made refers to the school reserves and when/how any excess funds can be used. Ms. Sharifi stated the manual was adopted from the FCMAT manual and discussed the change within the manual under the

“Monitoring Performance” section. This change will benefit the school and tighten controls for the school’s ending fund balance and FCMAT manual recommends a healthy reserve between 3-20% and once the school has a reserve over 20%, the board and school officials should discuss and develop a plan on how to best use those excess funds for instructional purposes.

Arthur Renney 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

Arthur Renney Aye
Victoria Hancock Absent
Gary Renner Aye
Carol Stanford Aye

E. The Board will be asked to approve using the auditing firm Wilkinson, Hadley & King for the 2020 audit.

Claudio Wohl informed the Board that Wilkinson, Hadley & King are State approved auditors. He requested the Board approve the use of Wilkinson, Hadley & King to perform the school’s annual audit

Arthur Renney made a motion to approve using the auditing firm Wilkinson, Hadley & King for the 2020 audit.

Carol Stanford seconded the motion.

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

Roll Call

Arthur Renney Aye
Carol Stanford Aye
Gary Renner Aye
Victoria Hancock Absent

F. The Board will be asked to approve using Burkey, Cox, Evans & Bradford, Accountancy Corporation for the preparation for filing of the 2018 Form 990 Federal Return of Organization Exempt from Income Tax.

Claudio Wohl informed the Board that Burkey, Cox, Evans & Bradford are Certified Public Accountants and requested the Board to approve using them to file the corporate tax returns. Carol Stanford made a motion to approve using Burkey, Cox, Evans & Bradford for the preparation and filing the 2018 Form 990 Federal Return.

Arthur Renney seconded the motion.

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

Roll Call

Carol Stanford Aye
Arthur Renney Aye
Gary Renner Aye
Victoria Hancock Absent

G. The Board will be asked to authorize the school to increase its credit line from Hanmi Bank to obtain financing when necessary to maintain adequate cash flow.

Claudio Wohl explained the need for the school to increase its credit line from Hanmi Bank to obtain financing when necessary to maintain adequate cash flow.

Arthur Renney made a motion to approve increasing the school's credit line from Hanmi Bank.

Carol Stanford seconded the motion.

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

Roll Call

Arthur Renney Aye
Gary Renner Aye
Carol Stanford Aye

Victoria Hancock Absent

H. The Board will be asked to approve the opening and use of Hanmi checking accounts.

Claudio Wohl reminded the Board that last year they approved a line of credit with Hanmi Bank. As part of that line of credit package a checking account must be opened. This checking account will be used for transactions relating to the line of credit, including accessing funds and regular school expenses.

Carol Stanford made a motion to approve the opening and use of the Hanmi Bank checking account.

Arthur Renney seconded the motion.

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

Roll Call

Carol Stanford Aye

Victoria Hancock Absent

Arthur Renney Aye

Gary Renner Aye

I. The Board will be asked to approve the Hanmi Bank shared use agreements.

Claudio Wohl explained to the Board the purpose of the shared use agreement. Specifically, the shared use agreement would allow access to the various accounts through one portal, using the same log-in and password.

Carol Stanford made a motion to approve the Hanmi Bank shared use agreement.

Arthur Renney seconded the motion.

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

Roll Call

Victoria Hancock Absent

Arthur Renney Aye

Carol Stanford Aye

Gary Renner Aye

J. The Board will be asked to approve the updated signers for all bank accounts.

Claudio Wohl requested the Board make the following changes to the approved bank account signers: remove William Toomey, add Jeff Martineau and confirm as signers Jeff Brown, Jeri Vincent, Caprice Young, Patrick Hill and Shellie Hanes.

Arthur Renney made a motion to approve the bank account signer changes.

Carol Stanford seconded the motion.

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

Roll Call

Carol Stanford Aye

Gary Renner Aye

Arthur Renney Aye

Victoria Hancock Absent

K. The Board will be asked to approve the Charter School's renewal application and re-certification under the Dashboard Alternative School Status ("DASS").

Shellie Hanes informed the Board that the School is in the process of reapplying for DASS Certification, which is required every three years. They are required to reapply to ensure all DASS requirements are being met. Specifically, they must have an unduplicated count of at least 70% of their total enrollment comprised of high-risk students. Many students will meet multiple qualifications, such as pregnant and/or parenting, recovered dropouts, credit deficient, foster youth, and homeless youth. The School has met this requirement with 84% of their unduplicated population comprised of high-risk students.

Carol Stanford made a motion to approve the Charter School's renewal application and re-certification under the Dashboard Alternative School Status.

Arthur Renney seconded the motion.

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

Roll Call

Gary Renner Aye
Carol Stanford Aye
Arthur Renney Aye
Victoria Hancock Absent

VI. Closed Session

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

Arthur Renney made a motion to adjourn the open public board meeting to go into closed session LEGAL COUNSEL – EXISTING LITIGATION (Gov. Code section 54956.9(d)(1).

Margosian v. Villicana et al., Fresno County Superior Court No. 18CECG01870.

Carol Stanford seconded the motion.

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

Roll Call

Carol Stanford Aye
Arthur Renney Aye
Victoria Hancock Absent
Gary Renner Aye

B. Adjourn closed session and reconvene regular Board meeting.

Arthur Renney made a motion to adjourn the closed session and reconvene the open public board meeting.

Carol Stanford seconded the motion.

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

Roll Call

Arthur Renney Aye
Gary Renner Aye
Victoria Hancock Absent
Carol Stanford Aye

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

Board reported no action was taken during closed session for Fresno County Superior Court No. 18CECG01870.

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

A. Observations and Comments

CEO Jeff Brown thanked the Board for their work.

CFO Jeri Vincent reminded the Board that it is Form 700 time. She thanked the Board for their efforts and offered her support and assistance in completing their Form 700s.

VIII. Closing Items

A. Adjourn Meeting

Arthur Renney made a motion to adjourn the meeting.

Carol Stanford seconded the motion.

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

Roll Call

Carol Stanford Aye
Gary Renner Aye
Arthur Renney Aye
Victoria Hancock Absent

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:04 PM.

Respectfully Submitted,
Gary Renner

Accommodations. 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. Documents provided to a majority of the governing board regarding an open session item on this agenda will be made available for public inspection at Charter School offices located at 1901 E. Shields Avenue, Ste R105, Fresno, CA, 93726 during normal business hours.