

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 April 30, 2020 at 5:00 PM

Location

Conference Line: (661) 249-6805 Code: 525676

MEETING LOGISTICS

On March 17, 2020, Governor Newsom issued Executive Order N-29-20 related to the COVID-19 pandemic. The Executive Order allows state bodies covered by the Brown Act to hold public meetings via teleconferencing. As such, the April charter school governing board meeting will be held via the format of teleconferencing. The public is encouraged to participate in the meeting telephonically by dialing the conference line listed above and may submit written comments for prior consideration to the board members. Comments can be submitted to vmendoza@cvwest.org. Public comment on the day of the meeting can also be given 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

Arthur Renney (remote), Carol Stanford (remote), Gary Renner (remote), Victoria Hancock (remote)

Directors Absent

None

I. Opening Items

A. Call the Meeting to Order

Arthur Renney called a meeting of the board of directors of Crescent View West Public Charter to order on Thursday Apr 30, 2020 @ 5:00 PM at
Conference Line: (661) 249-6805 Code: 525676

Nacrina Cuevas read aloud the notices regarding meeting logistics, accommodations, and audio recording.

B. Record Attendance and Guests

C. PLEDGE OF ALLEGIANCE

Board Member Stanford led the pledge of allegiance.

D. Staff Introductions

Jeff Brown, CEO
Jeri Vincent, Corporate CFO/Secretary
Shellie Hanes, Area Superintendent
Nacrina Cuevas, Project Manager
Bill Thompson, Legal Counsel
Guita Sharifi, CFO, LLAC
Claudio Wohl, Sr. V.P. of Finance, LLAC
Michelle Lopez, Legal Counsel, LLAC
Aracely Mayoral, Sr. Director of Finance, LLAC
Nicole Perkins, Sr. Director People Services, LLAC

E. Approve Agenda for the April 30, 2020, Regular Public Meeting of the Board of Directors.

Victoria Hancock made a motion to approve the agenda for the April 30, 2020, Regular Public Meeting of the Board of Directors.

Gary Renner seconded the motion.

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

Roll Call

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

F. Approve Minutes for Crescent View West Public Charter of the March 5, 2020, Regular Public Meeting of the Board of Directors.

Carol Stanford made a motion to approve the minutes from the Crescent View West Public Charter of the March 5, 2020, Regular Public Meeting of the Board of Directors. Operated by Crescent View West Public Charter, Inc. on 03-05-20.

Victoria Hancock seconded the motion.

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

Roll Call

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

II. Consent Agenda

A. Consent Agenda

Arthur Renney asked if anyone would like to discuss any of the items on the consent agenda. Hearing none, Arthur Renney asked for a motion.

Gary Renner made a motion to approve the consent agenda.

Victoria Hancock seconded the motion.

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

Roll Call

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

III. PUBLIC COMMENT

A. Public Comment

Nacrina Cuevas 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. If you would like to participate in 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 per presentation will not exceed three (3) minutes, except in the case where a member of the public utilizes a translator, in which case the time allotted will not exceed six (6) minutes. The total 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.

Arthur Renney asked if there were any members of the public 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. Area Superintendent Update

Shellie Hanes provided the following updates on the school's ongoing response to the COVID-19 pandemic.

Ms. Hanes praised the school's leadership and staff for their collaboration and strength from the beginning of the crisis and stated it has been inspiring and motivational to watch the team's approach in developing a plan for distance learning. The school transitioned to distance learning on March 18th.

The team added Google classrooms and Google hangout to allow for face-to-face virtual meetings and keep appointments with students. The school began meeting and contacting each student to ensure all students had appropriate learning packets, technology, food, and other resources, and to confirm they had their username and password for Google email. The school is still in the process of procuring additional hotspots and expect remaining hotspots will be received within the next two weeks.

The school has a weekly goal to contact 100% of the students. The school continues to monitor the student weekly contact percentage and is working with school counselors and other support resources in reaching 100% of students. Leadership also holds weekly staff meetings through virtual platforms.

Arthur Renney complimented Ms. Hanes and her team on their dedication to serving all students.

B. LCAP Goals and Metrics

Shellie Hanes informed the board the State Board of Education has recently updated some new metrics for the LCAP, and then presented to the board the four draft goals and metrics for 2020-2023. Ms. Hanes requested input from the governing board members on the LCAP goals and metrics.

The Board thanked Ms. Hanes for her thorough report.

C. Finance Update: Budget Planning and Revision to the Credit Agreement with Hanmi Bank

Shellie Hanes introduced Aracely Mayoral to update the governing board on the school's budget planning process and credit agreement with Hanmi Bank. Ms. Mayoral stated the school is currently working on the FY 2020-21 budget, which will be presented to the governing board in June. The LLAC finance team has been working closely with Ms. Hanes on the school's projected revenues and expenditures. Ms. Mayoral stated the school is experiencing challenges due to the uncertainties created by COVID-19. Staff are awaiting the Governor's May budget revision and FCMAT has informed schools to expect cash payment deferrals as early as June 2020. Ms. Mayoral said the school is expecting a reduction in next year's COLA which will impact the school's overall revenue and expenditures and the Ms. Hanes is in the process of identifying any discretionary expenditures to adjust for the 2020-21 budget. Ms. Mayoral said the school is monitoring its cash flow on a weekly basis and expressed the importance of the school's cash reserves. Ms. Mayoral informed the board there have been no updates regarding the credit agreement with Hanmi Bank and will provide any new updates during the June board meeting. Gary Renner asked if the line of credit has been increased and Ms. Mayoral replied no, there has not been any increase to the line of credit. Mr. Renner asked if the documents have been signed and Ms. Mayoral stated all documents have been signed and the school has access to the funds when needed.

D. Update: Filing Process for Annual Form 990, Return of Organization Exempt from Income Tax

Jeri Vincent reminded the board of the corporation's annual 990 federal tax return and stated the form will be timely filed with a draft copy to be provided to the board members upon completion.

E. Legal Update: COVID-19 and Legislative Matters

Bill Thompson provided the board with an update regarding changes at the local and state levels in response to the COVID-19 pandemic, including the immediate and great support that the school received from its educational services and administrative services providers during this crisis. Additionally, he informed the board of the continued monitoring of any legislative changes which may impact the school's instructional program and fiscal budget.

F. 2020-2021 Board Meeting Dates

Arthur Renney announced the upcoming regular board meeting dates and confirmed the next regular board meeting will be held on June 11, 2020.

V. Action Items

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

Bill Thompson suggested to the board members that Arthur Renney be appointed as the new President of the governing board of Crescent View West Public Charter, Inc. Victoria Hancock made a motion to approve the appointment of Arthur Renney as the President of the Governing Board of Crescent View West Public Charter, Inc. Carol Stanford seconded the motion. The board **VOTED** to approve the motion.

Roll Call

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

B. The Board will be asked to approve the Small Business Administration Payroll Protection Program loan application.

Jeri Vincent informed the board the Small Business Administration Payroll Protection Program (PPP) loan application filing and expressed the importance of this application for

the school. Ms. Vincent asked Guita Sharifi to provide background information on the loan application process and status. Ms. Sharifi thanked the board and updated the board on the PPP application and timeline. Ms. Sharifi then recommended the Board approve the PPP loan application and any additional COVID-19 funding that might support the school through the CARES Act.

Carol Stanford made a motion to ratify and approve the Small Business Administration Payroll Protection Program loan application.

Gary Renner seconded the motion.

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

Roll Call

Arthur Renney Aye

Victoria Hancock Aye

Carol Stanford Aye

Gary Renner Aye

C. The Board will be asked to review the Employee Benefit Plan and ratify the actions taken by the officers to enable the employees of the school to participate in the plan.

Shellie Hanes stated the Employee Welfare Benefit Plan is a Multiple Employer Welfare Plan and Desert Sands is the employer sponsor of the plan. Participation in the plan allows the charter school to access better benefits, lower premium rates, and more efficient benefits administration. Ms. Hanes explained Desert Sands was the first charter school in the Learn4Life network of charter schools, therefore many of the listed insurance contracts were first entered into by Desert Sands. As the network of schools expanded, additional schools were added to existing insurance contracts.

Victoria Hancock made a motion to ratify the actions taken by the officers to enable the employees of the school to participate in the plan.

Gary Renner seconded the motion.

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

Roll Call

Arthur Renney Aye

Victoria Hancock Aye

Carol Stanford Aye

Gary Renner Aye

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

A. Observations and Comments

Jeff Brown thanked Ms. Hanes and her team for their efforts in contacting all students. Mr. Brown congratulated the new Board President Renney.

Jeri Vincent thanked Ms. Hanes and her team, and also applauded all of the support service providers behind the scenes.

VII. Closing Items

A. Adjourn Meeting

Gary Renner made a motion to adjourn the meeting.

Victoria Hancock seconded the motion.

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

Roll Call

Arthur Renney Aye

Victoria Hancock Aye

Carol Stanford Aye

Gary Renner Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:44 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. 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 vmendoza@cvwest.org.