

# 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 June 11, 2020 at 5:00 PM

### Location

Conference Call: (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. 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](mailto: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 Jun 11, 2020 @ 5:00 PM at  
Conference Call: (661) 249-6805 Code: 525676

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

### B. Record Attendance and Guests

Late Arrivals:

Board Member Stanford

**C. PLEDGE OF ALLEGIANCE**

The pledge of allegiance was led by Board Member Hancock.

**D. Staff Introductions**

Jeff Brown, CEO  
Jeri Vincent, Corporate CFO/Secretary  
Shellie Hanes, Area Superintendent  
Jeff Martineau, V.P. of Charter Relations  
Nacrina Cuevas, Project Manager  
Bill Thompson, Legal Counsel  
Adam Miller, 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  
Dr. John Fox, Director of Accountability, LLAC

**E. Approve Agenda for the June 11, 2020, Regular Public Meeting of the Board of Directors.**

Victoria Hancock made a motion to approve the agenda for the June 11, 2020, Regular Public Meeting of the Board of Directors.  
Gary Renner seconded the motion.  
The board **VOTED** to approve the motion.

**Roll Call**

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

**F. Approve Minutes of the April 30, 2020, Regular Public Meeting of the Board of Directors.**

Gary Renner made a motion to approve the minutes from the April 30, 2020, Regular Public Meeting of the Board of Directors. Operated by Crescent View West Public Charter, Inc. on 04-30-20.  
Victoria Hancock seconded the motion.  
The board **VOTED** to approve the motion.

**Roll Call**

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

**II. Consent Agenda**

**A. Consent Agenda**

Board President Renney asked if anyone would like to discuss any of the items on the consent agenda. Hearing none, Board President Renney asked for a motion.  
Victoria Hancock made a motion to approve the consent agenda.  
Gary Renner seconded the motion.  
The board **VOTED** to approve the motion.

**Roll Call**

Gary Renner Aye  
Carol Stanford Absent  
Arthur Renney Aye

Victoria Hancock 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.

Board President Renney 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. Area Superintendent Update**

Shellie Hanes updated the board that the school is currently transitioning back to onsite learning and requested input on the school's transition plan. Ms. Hanes stated the school will offer a flexible distance learning program which includes both on-site/in-person modified appointments as well as virtual learning sessions. The school continues to monitor guidelines from federal, state and local public health agencies as well as the Fresno County of Education. Safety modifications are in process to ensure the safety of students and staff, including replacing HVAC filters, limiting site occupants, socially distanced furniture, acrylic dividers, hand sanitizing stations and products, one-way traffic flows, face masks, temperature readings, site sanitizing protocols, and staff training. Ms. Hanes noted that measures continue to be implemented to ensure the success of virtual learning, including purchasing laptops and hotspots, making available all curriculum on digital platforms, training staff, and creating elective courses to help students process the trauma and emotion of the COVID-19 pandemic. Ms. Hanes stated distance learning has presented challenges with student engagement and the school consulted with a specialized speaker to provide and discuss recommendations with the school staff to help them improve student engagement during this ongoing crisis.

#### **B. Report on Mathematics Placement Results**

Shellie Hanes provided the board background information on the Mathematics Placement Act of 2015 and reviewed the requirements of the board's adopted Mathematics Placement Policy. Ms. Hanes reported that for this year's annual report, the school is pleased to report that all 9th grade students progressed in their mathematics courses and none were held back. The school will continue to evaluate this data and report to the board next year pursuant to the board's policy.

Board President Renney thanked Ms. Hanes for her update.

#### **C. Finance Update**

Jeri Vincent informed the board that the corporation's annual 990 federal tax return filing due date is July 15, 2020 and a copy will be provided to each board member prior to officially

filing the 990 federal tax return. Ms. Vincent also updated the board on a revision to the credit agreement with Hanmi Bank to allow for electronic advances via a bank portal and ease of access to the line of credit as a part of the school's contingency planning. Ms. Vincent also informed the board the school has received the funding from the Paycheck Protection Program funding.

Board President Renney appreciated the updates on the PPP loan and the assistance for the school and Ms. Vincent stated the school is adhering to the PPP loan guidelines.

## V. Action Items

### A. The Board will be asked to confirm its acknowledgement that Arthur Renney, Gary Renner, Carol Stanford and Victoria Hancock have been reappointed as members of the Board of Directors by Educational Advancement Corporation, the sole member of Crescent

View West Public Charter, Inc., for the term July 1, 2020 through June 30, 2021.

Board President Renney informed the board of the recent action taken by Educational Advancement Corporation to reappoint the current board members for the term July 1, 2020 through June 30, 2021.

Jeri Vincent recommended the board acknowledge the action taken by Educational Advancement Corporation.

Victoria Hancock made a motion to confirm the board's acknowledgement that Arthur Renney, Gary Renner, Carol Stanford and Victoria Hancock have been reappointed as members of the Board of Directors by Educational Advancement Corporation, the sole member of Crescent View West Public Charter, Inc., for the term July 1, 2020 through June 30, 2021.

Gary Renner seconded the motion.

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

#### Roll Call

Victoria Hancock Aye

Gary Renner Aye

Carol Stanford Aye

Arthur Renney Aye

### B. The Board will be asked to re-authorize approved bank account signers to conduct necessary banking matters.

Jeri Vincent asked the board to approve the removal of Patrick Hill as an authorized bank signer and re-confirm the additional authorized bank signers: Jeff Brown, Jeri Vincent, Shellie Hanes, Jeff Martineau, and Caprice Young.

Gary Renner made a motion to approve the re-authorization of approved bank account signers to conduct necessary banking matters.

Victoria Hancock seconded the motion.

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

#### Roll Call

Gary Renner Aye

Victoria Hancock Aye

Arthur Renney Aye

Carol Stanford Aye

### C. The Board will be asked to re-authorize the officers of the corporation to award discretionary incentives to employees at various sundry times.

Shellie Hanes asked the board to re-authorize the officers of the corporation to award discretionary incentives to employees at various and sundry times.

Carol Stanford made a motion to approve the re-authorization of the officers of the corporation to award discretionary incentives to employees at various sundry times.

Victoria Hancock seconded the motion.

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

**Roll Call**

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

**D. The Board will be asked to approve the request for loan forgiveness of the Small Business Association Payroll Protection Program (PPP).**

Jeri Vincent stated the Paycheck Protection Program (PPP) loan funds have been disbursed and introduced Guita Sharifi. Ms. Sharifi reminded the board that the PPP loan was funded by the Small Business Administration through Hanmi Bank on May 14, 2020. Ms. Sharifi explained the process of required documentation and that the eligible amount for loan forgiveness is to be determined and approved by Hanmi bank. Ms. Sharifi stated the balance of the loan after forgiveness will remain as a loan to support the school's cash reserves due to budget cuts, deferrals, and future economic uncertainties with an interest rate of one percent.

Board Secretary Renner asked how the funds are recognized upon loan forgiveness. Ms. Sharifi stated the loan would be considered a grant and then recognized as income, and further explained the school is currently working with the California Department of Education for guidance on how the funds should be recognized upon loan forgiveness.

Victoria Hancock made a motion to approve the request for loan forgiveness of the Small Business Association Payroll Protection Program (PPP).

Gary Renner seconded the motion.

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

**Roll Call**

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

**E. The Board will be asked to approve the Local Control Funding Formula (LCFF), which drives the primary source of revenue for the charter school.**

Jeri Vincent explained that LCFF funding is the primary source of the school's revenue and requested that Claudio Wohl provide additional information to the board. Mr. Wohl explained that the LCFF determines the funding for charter schools, creates funding targets based on students' characteristics, and is essential to budget and LCAP development. Mr. Wohl further explained the total LCFF revenue estimated to be received for the 2020-21 school year, including the total supplemental and concentration funding, and explained that these amounts are determined by the number of pupils the school serves that are identified as low income, foster children, English learners or homeless.

Carol Stanford made a motion to approve the Local Control Funding Formula (LCFF), which drives the primary source of revenue for the charter school.

Victoria Hancock seconded the motion.

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

**Roll Call**

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

**F. The Board will be asked to approve the Education Protection Account spending determinations.**

Jeri Vincent stated the Education Protection Account (EPA) is a component of the LCFF funding that must be used only for instruction and be posted on the school's website every

year. Ms. Vincent introduced Claudio Wohl, who directed the board to the budget and reviewed the EPA revenue for school years 2019-20 and 2020-21, and stated all funds will be spent on instruction. Mr. Wohl recommended the board take action to approve the EPA spending determinations.

Carol Stanford made a motion to approve the Education Protection Account spending determinations.

Victoria Hancock seconded the motion.

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

**Roll Call**

Victoria Hancock Aye

Carol Stanford Aye

Arthur Renney Aye

Gary Renner Aye

**G. The Board will be asked to approve the Budget for the 2020-21 fiscal year and the COVID-19 Operations Written Report.**

Shellie Hanes informed the board of Governor Newsom's issuance of Executive Order N-56-20 on April 22, 2020, which extends the deadline to adopt the LCAP and Budget Overview for Parents to December 15, 2020, on the condition that the governing board adopts a COVID-19 Written Operations Report by July 1, 2020. Ms. Hanes explained the Report must be adopted at the same meeting as the school budget and sent to the school's authorizer and county office of education, and posted on the homepage of the school website. The Report describes the programmatic changes that were made in response to the COVID-19 emergency and the major impacts of school closure on students and families.

This report meets the requirements by describing how we are meeting the needs of unduplicated students; steps taken to continue support the delivery of high-quality distance learning; how we provide school meals in non-congregate settings; and arrange for the supervision of students during school hours.

Ms. Hanes then invited Aracely Mayoral to report on the school's 2020-21 budget. Ms. Mayoral explained that there were challenges in preparing the school's budget due to the COVID-19 pandemic and its financial impact to the state budget and school funding. Due to the Governor's May budget revision and recommendations from FCMAT, the school's budget includes a reduction of LCFF funding determined by a negative COLA of 7.5%. Ms. Mayoral reported that some actions have been taken to adjust for the reduction of funding rates, including the review of staffing needs and identifying discretionary expenditures to be reduced, delayed, or even eliminated. Ms. Hanes is monitoring the school's spending and preparing for closer financial oversight to ensure the school remains fiscally sound. Ms. Mayoral discussed the school's projected ADA, LCFF revenue, Federal SPED revenue, mandated block funds, and lottery funds. Ms. Mayoral also explained the expenditure assumptions, reviewed the school's projected excess revenue, and the school's total projected ending funding balance. Ms. Mayoral then discussed the school's preparation for the cash deferrals to begin June 2020 and the impact to the apportionment payments in April, May, and June 2021, which will cause a 90-day delay in payments putting significant pressure on the school's cash flow with the deferral of approximately 27% of the school's payments. Finally, Ms. Mayoral stated the school leaders, with the support of the finance team, are monitoring cash on a weekly basis and preparing to delay discretionary purchases or services based on the school's cash conditions.

Gary Renner made a motion to approve the Budget for the 2020-21 fiscal year and the COVID-19 Operations Written Report.

Victoria Hancock seconded the motion.

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

**Roll Call**

Gary Renner Aye

Victoria Hancock Aye

Arthur Renney Aye

Carol Stanford Aye

**H. The Board will be asked to approve in principle the school's application for Title I funds, with final decision-making authority delegated to the Area Superintendent and Corporate Officers to submit the Federal Addendum to receive Title I funds**

for the fiscal year 2020-21.

Shellie Hanes informed the board of the school's interest in applying for Title I funding through the Every Student Succeeds Act. Ms. Hanes explained the purpose and use of Title I funding and explained that the exact amount the school will receive next year will depend on the amount allotted to the state of California in the next few months. Ms. Hanes directed the board to the Federal Addendum included in the board packet and explained the reporting and filing process. Ms. Hanes recommended the board to approve in principle the school's application for Title I funds, with final decision-making authority delegated to the Area Superintendent and Corporate Officers to submit the Federal Addendum to receive Title I funds for the 2020-2021 fiscal year.

Carol Stanford made a motion to approve in principle the school's application for Title I funds, with final decision-making authority delegated to the Area Superintendent and Corporate Officers to submit the Federal Addendum to receive Title I funds for the fiscal year 2020-21.

Victoria Hancock seconded the motion.

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

**Roll Call**

Arthur Renney Aye

Gary Renner Aye

Carol Stanford Aye

Victoria Hancock Aye

**I. The Board will be asked to approve the Consolidated Application process and submission for all reports required for the 2020-2021 school year**

Shellie Hanes explained the Consolidated Application (ConApp) is used by the California Department of Education to distribute categorical funds from various federal programs to county offices, school districts, and direct-funded charter schools. Annually, from mid-May to the end of June, each local educational agency (LEA) submits the spring release of the ConApp which, among other things, provides assurances that the LEA will comply with the legal requirements of each program. Ms. Hanes recommended the board approve the ConApp process and submission for all reports for the 2020-21 school year.

Victoria Hancock made a motion to approve the Consolidated Application process and submission for all reports required for the 2020-2021 school year.

Carol Stanford seconded the motion.

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

**Roll Call**

Victoria Hancock Aye

Arthur Renney Aye

Gary Renner Aye

Carol Stanford Aye

**J. The Board will be asked to obtain a line of credit from Hanmi bank, if needed, to maintain adequate cash flow.**

Jeri Vincent reminded the board of the Hanmi agreement that provides a line of credit to support the school's finances when necessary. Ms. Vincent then introduced Claudio Wohl, who explained the school has the opportunity to obtain financing through its line of credit with Hanmi Bank at a lower rate. This request was approved by the board for school year 2018-19 and 2019-20. For fiscal year 2020-21, the school is requesting approval of a \$3,500,000 line of credit from Hanmi Bank with an interest rate of prime plus 0.5% with a minimum interest rate of 3.75%.



Board Secretary Renner asked if this loan was different from the prior Hanmi Bank loan, and Ms. Vincent explained that we must re-approve each year the current line of credit.

Gary Renner made a motion to approve the school to obtain a line of credit from Hanmi bank, if needed, to maintain adequate cash flow.

Carol Stanford seconded the motion.

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

**Roll Call**

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

**K. The Board will be asked to approve obtaining a loan from LLAC during the 2020-21 fiscal year, if needed, pursuant to a promissory note with interest.**

Jeri Vincent stated that Lifelong Learning Administration Corporation (LLAC) offers short term borrowing to support the school when necessary for a maximum limit of \$3,000,000 at an interest rate of four percent. Guita Sharifi further explained the amount is a maximum and the school may utilize it entirely, and further emphasized this is an alternative short term financing option for the school to meet short term cash flow needs, if needed.

Carol Stanford made a motion to approve obtaining a loan from LLAC during the 2020-21 fiscal year, if needed, pursuant to a promissory note with interest.

Victoria Hancock seconded the motion.

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

**Roll Call**

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

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

**A. Observations and Comments**

Shellie Hanes informed the board of a graduation celebration tomorrow, June 12th at 9am outside of the Manchester center.

Board Member Hancock expressed how proud she is of the school and appreciates being part of serving the students.

Board Member Stanford thanked everyone and stated how proud she is of the staff and students.

**VII. Closing Items**

**A. Adjourn Meeting**

Carol Stanford made a motion to adjourn the meeting.

Gary Renner seconded the motion.

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

**Roll Call**

Victoria Hancock Aye  
Arthur Renney 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 5:56 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](mailto:vmendoza@cvwest.org).