

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 August 27, 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. 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 Aug 27, 2020 @ 5:00 PM.

Board President Renney asked Nacrina Cuevas to read aloud the notices regarding meeting logistics and accommodations.

B. Record Attendance and Guests

C. PLEDGE OF ALLEGIANCE

Board Member Stanford led the pledge of allegiance.

D. Staff Introductions

Jeri Vincent, Corporate CFO/Secretary
Shellie Hanes, Area Superintendent
Jeff Martineau, V.P. of Charter Relations
Sara Luna, Principal
Rhonda Brice, Lead Teacher
Bill Thompson, Legal Counsel
Guita Sharifi, CFO, LLAC
Michelle Lopez, Legal Counsel, LLAC

E. Approve Agenda for the August 27 2020, Regular Public Meeting of the Board of Directors.

Carol Stanford made a motion to approve the agenda for the August 27 2020, Regular Public Meeting of the Board of Directors.

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

F. Approve Minutes of the June 11, 2020, Regular Public Meeting of the Board of Directors.

Gary Renner made a motion to approve the minutes from the June 11, 2020, Regular Public Meeting of the Board of Directors. Operated by Crescent View West Public Charter, Inc. on 06-11-20.

Victoria Hancock seconded the motion.

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

Roll Call

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

G. Approve Minutes of the August 4, 2020, Special Public Meeting of the Board of Directors.

Carol Stanford made a motion to approve the minutes from the August 4, 2020, Special Public Meeting of the Board of Directors. Special Board Meeting Operated by Crescent View West Public Charter, Inc. on 08-04-20.

Gary Renner seconded the motion.

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

Roll Call

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

Gary Renner made a motion to approve the consent agenda.

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

III. PUBLIC COMMENT

A. Public Comment

Board President Renney asked Nacrina Cuevas to 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. Public Hearing

A. Open Public Hearing

Carol Stanford made a motion to open the public hearing.

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

B. The Board will hold a public hearing to solicit the recommendations and comments of members of the public regarding the Learning Continuity Plan for the 2020-2021 school year.

Board President Renney opened the public hearing at 5:12 pm and asked Nacrina Cuevas to read aloud the following announcement: The board has allotted 30 minutes for this public hearing. Members of the public shall have 3 minutes each to address the board during the public comment section of this hearing. The board may extend this time upon majority vote. The board will first hear a presentation on the draft Learning Continuity Plan from Shellie Hanes, Area Superintendent.

Shellie Hanes provided background information on the development of the school's Learning Continuity Plan ("LCP") and informed the board the LCP replaces the Local Control Accountability Plan for the 2020–21 school year. Ms. Hanes reviewed each section of the LCP, including plans for in-person instruction according to public health guidance, and distance learning, while providing critical opportunities for stakeholder engagement.

Board President Renney complimented Ms. Hanes on the thoughtful plan to help ensure the safety of students and staff while at the learning center.

Board Member Stanford praised Ms. Hanes for a fluid and well developed plan.

Board Member Hancock also complimented the school on a solid plan and the fluidity of the plan that will allow staff to update as needed.

Board Secretary Renner inquired about how much of the plan will be used after the pandemic. Ms. Hanes noted that one benefit of this process has been the school's ability to identify the best ways to increase parent engagement. Board Secretary Renner observed that many operational changes that have occurred during the pandemic may continue after the crisis is over to improve efficiency at the school.

Board President Renney asked if there were any members of the public on the conference line who wished to provide recommendations or comments, or if there were any written comments submitted to the board. Hearing none, Board President Renney complimented Ms. Hanes on her detailed plan and presentation.

C. Close Public Hearing

Hearing no comments from the public, Board President Renney closed the public hearing at 5:28 pm.

Victoria Hancock made a motion to close the public hearing.

Carol Stanford seconded the motion.

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

Roll Call

Victoria Hancock Aye

Gary Renner Aye

Carol Stanford Aye

Arthur Renney Aye

V. School Reports and Information

A. Area Superintendent Update

Shellie Hanes updated the board on the school's transition back to distance learning based on the Governor's July orders. Ms. Hanes reported that Fresno County remains on the watch list and the school will remain remote for the first semester. Ms. Hanes discussed the resources available to students including technology, paper curriculum, food, counseling, and special education services to increase student engagement during digital learning. Ms. Hanes discussed the school's protocols for resuming in-person instruction. Enrollment is currently at 1,699 students with 38 students enrolled last week. Ms. Hanes reported that United Health Partners partnered with the school and will be available five days per week once in-person instruction resumes. Ms. Hanes noted that the school's graduation rate is 90% and discussed the school's recent graduation ceremony and upcoming ceremony in October. Ms. Hanes updated the board on the school's various partners and quarterly meetings to discuss how to best serve the students.

Board Members Stanford and Hancock applauded Ms. Hanes on all of the community partnerships and how they benefit the students.

Board President Renney complimented Ms. Hanes for the great update.

Ms. Hanes recognized and thanked the school leaders for the success of the school.

Board Secretary Renner congratulated Ms. Hanes and the school leaders for their accomplishments.

B. WIOA Update

Shellie Hanes updated the board on the school's partnerships including JAG, Fresno County Workforce Development Board, and West Hills Community College and how resources are being provided to students during virtual learning, including orientation, virtual workshops and student employment.

Board President Renney noted his appreciation for the partnership in Mendota.

C. Finance Update

Jeri Vincent informed the board of the numerous changes at the state level impacting the school's budget, which will be presented in further detail under the unaudited financials item later on the agenda.

D. 2020-21 Board Meeting Dates and Times Notice

Board President Renney reviewed the upcoming regular board meeting schedule and directed the board to the schedule located in their board package.

VI. Action Items

A. The Board will be asked to approve the COVID-19 Plan for Resuming In-person Instruction for the 2020-2021 School Year, an addendum to the school's Health and Safety Plan.

Shellie Hanes presented the school's COVID-19 Plan for resuming in-person instruction for the 2020-2021 school year. Ms. Hanes explained that the plan addresses how to resume in-person instruction to ensure the safety and well being of students and staff. The school uses current guidance from the CDC, CDPH and local public health agencies to determine whether to resume in-person instruction at school sites. This guidance addresses the wearing of face coverings, social distancing, increased hygiene practices, training and education of staff and families, screening, internal contact tracing and reporting procedures, and criteria for temporary or partial site closures.

Gary Renner made a motion to approve the COVID-19 Plan for Resuming In-person Instruction for the 2020-2021 School Year, an addendum to the school's Health and Safety Plan.

Victoria Hancock seconded the motion.

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

Roll Call

Arthur Renney Aye

Gary Renner Aye

Victoria Hancock Aye

Carol Stanford Aye

B. The Board will be asked to approve the Unaudited Actuals for the 2019-20 school year.

Shellie Hanes informed the board the unaudited actuals report is the last financial report of the year and provides a summary of how the school performed financially in year 2019-20. Ms. Hanes then introduced Guita Sharifi and asked her to present the school's report.

Ms. Sharifi explained the school prepared the unaudited actuals report in a different format due to a glitch in the California Department Education's software. If the software is revised prior to the submission due date, the school will submit the report in the usual electronic format (SACS format). Ms. Sharifi reviewed the report with the board, which includes the overall revenue, expenditures and excess revenue, and the balance sheet information showing the school's year-end assets and liabilities. Ms. Sharifi informed the board there have been continuous changes at the state level that have impacted the school's projected

financials for 2020-21. Some of these changes affect the school's revenue and cash flow. Ms. Sharifi discussed the changes, including an ADA hold harmless clause imposed by the budget trailer bill, the LCFF base grant amount and COLA, increases in cash deferrals, and adjustments to the special education base rate.

Board members complimented Ms. Sharifi for her thorough report and thanked the LLAC finance team for keeping up with the state budget changes and updates. Carol Stanford made a motion to approve the Unaudited Actuals for the 2019-20 school year. 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

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

Shellie Hanes informed the board the charter school accounting manual has been updated to reflect the approval, bank signer processes and revisions to the gifts of public funds section and then introduced Guita Sharifi to provide additional information.

Ms. Sharifi directed the board to the summary and redline changes recommended to the charter school accounting manual to address electronic approvals, adding the use of facsimile signatures to the accounts payable and payroll processes and the revisions made to the gifts of public funds section.

Victoria Hancock made a motion to approve the revised Charter School Accounting Manual. Gary Renner 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 accept the resignation of Dr. Caprice Young as Superintendent of the School and remove as an authorized bank account signer.

Jeri Vincent informed the board of Dr. Caprice Young's resignation and thanked Dr. Young for her service. Ms. Vincent recommended the board to accept the resignation of Dr. Young and remove her as an authorized bank account signer.

Gary Renner made a motion to accept the resignation of Dr. Caprice Young as Superintendent of the School and remove as an authorized bank account signer.

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 Aye

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

A. Observations and Comments

Jeri Vincent expressed her gratitude for the contributions from board members, Ms. Hanes, school principals and staff, and the supporting organization of LLAC for their efforts to serve the students. Ms. Vincent thanked Ms. Hanes and her staff for facing these challenging

times with grace and a positive attitude and their continual achievements with students. Ms. Vincent also thanked Nacrina Cuevas for her support during the meeting.

Board President Renney thanked Ms. Hanes for her dedication to the school's mission.

Board Member Stanford noted that she is looking forward to resuming in-person board meetings and re-engaging with staff and students.

Board Secretary Renner expressed his appreciation for the efforts of the administrators and teachers in their continued success with students and the incredible dedication of the team.

Shellie Hanes recognized the principals and the entire administrative team for all of the school's successes and thanked them for their daily commitment.

VIII. 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

Gary Renner Aye

Carol Stanford Aye

Arthur Renney Aye

Victoria Hancock Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:06 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.