

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 October 22, 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

Board President Renney asked Vanessa Mendoza to read aloud the notices regarding meeting logistics and accommodations.

Arthur Renney called a meeting of the board of directors of Crescent View West Public Charter to order on Thursday Oct 22, 2020 @ 5:00 PM.

B. Record Attendance and Guests

C. PLEDGE OF ALLEGIANCE

Board Member Hancock led the pledge of allegiance.

D. Staff Introductions

Jeri Vincent, Corporate CFO/Secretary
Shellie Hanes, Area Superintendent
Jeff Martineau, V.P. of Charter Relations
Ide Tarango, Assistant Principal
Gregory Bordo, Legal Counsel
Bill Thompson, Legal Counsel
Guita Sharifi, CFO, LLAC
Michelle Lopez, Legal Counsel, LLAC

E. Approve Agenda for the October 22, 2020, Regular Public Meeting of the Board of Directors

Victoria Hancock made a motion to approve the agenda for the October 22, 2020, Regular Public Meeting of the Board of Directors.

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

F. Approve Minutes of the September 17, 2020, Regular Public Meeting of the Board of Directors

Gary Renner made a motion to approve the minutes from the September 17, 2020, Regular Public Meeting of the Board of Directors Operated by Crescent View West Public Charter, Inc. on 09-17-20.

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

II. PUBLIC COMMENT

A. Public Comment

Board President Renney asked Vanessa Mendoza to 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 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.

III. School Reports and Information

A. Principal Update

Ide Tarango updated the board on the following recent school activities:

- NWEA testing for Reading and Math measuring academic growth and proper course placement with testing occurring onsite and virtually
- Ongoing parent conferences
- Focusing on WASC plan and alignment with the LCAP, with a WASC visit in 2021
- Community partnerships and support provided to students
- Safety protocols
- Monthly student award events
- The Manchester learning center will hold a drive-through open house next month

Board President Renney thanked Ms. Tarango for her updates.

B. Superintendent Update

Shellie Hanes informed the board that the Fresno County Board of Education unanimously approved the charter renewal for another five years and the school's request for a material revision of the charter for the relocation of the Mendota learning center to the AMOR center in Mendota. The AMOR partnership will provide one space for students to receive education, medical and dental services, food and many other services. Ms. Hanes informed the board of the upcoming open house at the AMOR learning center on November 6 and that she will send out invitations to each of the board members.

C. WIOA Update

Shellie Hanes provided the following WIOA partner updates:

- ResCare's Youth Outreach Specialist continues to present on Employability Skills to the school's JAG cohorts.
- Fresno County Workforce Development Board and the Manchester learning center are providing Introductory Computer Classes.

D. Finance Update

Jeri Vincent introduced Guita Sharifi to provide an update on the school's recent financial activities.

Ms. Sharifi informed the board the state will be deferring approximately 39% of the school's principal apportionment beginning February 2021 through the remainder of the school year and the school will be requesting the board to approve a temporarily increase in the line of credit due to the cash payment deferral. Ms. Sharifi also informed the board the school is reviewing additional borrowing options to be presented at the next regular board meeting.

Ms. Sharifi updated the board on the status of the school's first interim and annual audit reports, which will be presented during the next regular board meeting.

Board President Renney and Ms. Sharifi discussed the state apportionment deferral amounts and timing.

E. Current Vendor List

Jeri Vincent directed the board to the vendor list, which is a listing of all of the school's vendors with a brief description of services. Ms. Vincent asked the board to review the list of vendors and also informed the board this will be an annual informational report.

F. Update on Area Superintendent Evaluation Policy

Jeri Vincent directed the board to the draft Area Superintendent Evaluation Policy and Procedures for the board's review and input. Ms. Vincent recommended the board take action for approval during the next regular board meeting. The draft policy describes an annual evaluation process based on specified criteria to be based on the school's goals and success indicators agreed upon by the board, Corporate Officers and the Area Superintendent, and the development of a specific written instrument to be used in the final evaluation.

G. The Board will receive a report on a comparative market study completed by outside legal counsel concerning the fees charged by Lifelong Learning Administration Corporation (dba Sequoia Administrative Resources (SAR)/ Scholastic Education Resources (SER))

Shellie Hanes explained the school has requested Greg Bordo, outside legal counsel, to perform a comparative market study for educational and administrative services received by our school and related fees paid, and introduced Mr. Bordo to present the study.

Greg Bordo of Blank Rome, LLP, provided a report to the board regarding a study completed concerning the fees charged by LLAC to the school for administrative and educational services. Mr. Bordo explained that in order to test the reasonableness of the fees charged, counsel undertook an extensive study of fees charged by providers of educational and administrative services to charter schools at the local, state and national level. The information needed to undertake the study is not readily available. Thus, the study consisted of a review of Form 740 submissions by California independent study charter schools, minutes and submissions in connection with board meetings held by other charter schools regarding the approval of management and service agreements, as well as other publicly available information. Mr. Bordo summarized the information in his report and attachments provided to the board in advance of the meeting and reported his conclusions to the board that are based upon the market data and the types and scope of services provided. Mr. Bordo explained that this information demonstrates that the fees charged by LLAC are reasonably commensurate with the market rate for these services. Mr. Bordo also reminded the board it is important to note the school is also receiving many services that are specific to both the goals and mission of the school and to the at-risk student population the school serves, which are tailored to the Learn4Life educational model.

Board President Renney thanked Mr. Bordo for his market study and the details provided.

Board Member Hancock thanked Mr. Bordo for the very thorough market study report, which provides great assistance to the board to confirm the services received are robust and reasonable.

Board Member Stanford also thanked Mr. Bordo for his informative presentation.

IV. Action Items

A. The Board will be asked to approve the corrected Learning Continuity Plan for the 2020-2021 school year

Shellie Hanes directed the board to the corrected Learning Continuity Plan (LCP) and explained the LCP had two typographical errors of a dollar amount and percentage listed under the section "Increased or Improved Services for Foster Youth, English Learners, and Low-Income Students, Increased Apportionment Based on the Enrollment of Foster Youth, English Learners, Low-Income Students," which incorrectly noted the dollar amount of \$1,707,212 and percentage of 33.77%. The LCP has been updated to reflect the correct dollar amount of \$6,092,479 and percentage of 34.9%.

Ms. Hanes recommended the board approve the corrected Learning Continuity Plan. Carol Stanford made a motion to approve the corrected Learning Continuity Plan for the 2020-2021 school year.

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 be asked to approve a temporary line of credit limit increase due to the State apportionment deferral period starting in February 2021

Shellie Hanes explained that due to the state apportionment deferrals beginning February 2021, the school will need to temporarily increase its line of credit with Hanmi Bank to maintain minimum levels of cash during the deferrals of apportionment payments. The increase would be on a temporary basis beginning February 2021 with a projected repayment by November 2021. Ms. Hanes invited Guita Sharifi to answer any additional questions from the board. Ms. Sharifi discussed the maximum amount to be obtained by school.

Victoria Hancock made a motion to approve a temporary line of credit limit increase due to the State apportionment deferral period starting in February 2021.

Gary Renner 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 approve the revised Crescent View West Public Charter Conflict of Interest Policy

Shellie Hanes explained that the school's legal counsel regularly monitors corporate documents to make sure they are updated as necessary and conform with current legislation and good general practice. The Conflict of Interest Policy has been updated to ensure that its language is consistent with current requirements. Ms. Hanes also discussed with the board the actions that can constitute a conflict of interest and disclosure requirements.

Bill Thompson further explained the importance of the Conflict of Interest Policy and reminded the board to reach out with any questions.

Shellie Hanes recommended the board approve the revised Conflict of Interest Policy.

Gary Renner made a motion to approve the revised Crescent View West Public Charter Conflict of Interest Policy.

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

D. The Board will be asked to approve the revised salary ranges for the Area Superintendent

Jeri Vincent informed the board that due to the expansion of the roles and responsibilities of the Area Superintendent, an updated compensation study was requested to be performed by outside legal counsel, Greg Bordo of Blank Rome LLP. Ms. Vincent then provided several examples of the unique responsibilities of the Area Superintendent in serving the school's at-

risk population and the additional demands required to support the students and staff during the pandemic. Ms. Vincent introduced Mr. Bordo to present the study.

Mr. Bordo reviewed for the Board its obligations when considering compensation, the laws applicable to compensation for executives of non-profit entities, and other pertinent legal considerations. Mr. Bordo discussed the research and analysis performed in determining the prevailing ranges for public and charter school superintendent compensation in California, including comparing factors such as district size (ADA), geographic location, and student demographics. Mr. Bordo then explained that the proposed new range for the area superintendent salary is within the range of reasonableness based upon the market data obtained.

Gary Renner made a motion to approve the revised salary ranges for the Area Superintendent.

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

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

A. Observations and Comments

Jeri Vincent thanked the board for their dedication and service to the school. Ms. Vincent also thanked Mr. Bordo for his comprehensive and informative reports.

Board President Renney reminded the board the next regular board will be held on December 10, 2020.

VI. Closing Items

A. Adjourn Meeting

Carol Stanford made a motion to adjourn the meeting.

Victoria Hancock seconded the motion.

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

Roll Call

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:54 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.