

APPROVED

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 December 10, 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 Dec 10, 2020 @ 5:02 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 Secretary Renner led the pledge of allegiance.

D. Staff Introductions

Jeff Brown, CEO
Shellie Hanes, Area Superintendent
Jeff Martineau, V.P. of Charter Relations
Dr. Kathryn Catania, Director of Leadership and Development
Sarah Luna, Principal
Nacrina Cuevas, Project Manager
Bill Thompson, Legal Counsel
Guita Sharifi, CFO, LLAC
Michelle Lopez, Legal Counsel, LLAC

E. Approve Agenda for the December 10, 2020, Regular Public Meeting of the Board of Directors

Victoria Hancock made a motion to approve the agenda for the December 10, 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
Gary Renner Aye
Victoria Hancock Aye
Carol Stanford Aye

F. Approve Minutes of the October 22, 2020, Regular Public Meeting of the Board of Directors

Carol Stanford made a motion to approve the minutes from the October 22, 2020, Regular Public Meeting of the Board of Directors Operated by Crescent View West Public Charter, Inc. on 10-22-20.
Victoria Hancock seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

II. Consent Agenda

A. Consent Agenda Items

Board President Renney read aloud the consent agenda items and asked if any board member would like a consent agenda item pulled for discussion and action separately. Hearing none, Board President Renney requested a motion to approve the consent agenda.
Gary Renner made a motion to approve the consent agenda.
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

III. PUBLIC COMMENT

A. Public Comment

Board President Renney asked Nacrina Cuevas 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.

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
- Carol Stanford Aye
- Gary Renner 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 Local Control Funding Formula Budget Overview for Parents

Board President Renney opened the public hearing at 5:11pm.

Shellie Hanes provided background information on the Budget Overview for Parents (BOP) and informed the board the BOP includes information on Local Control Funding Formula (LCFF) revenues and Federal Coronavirus Aid, Relief, and Economic Security (CARES) Act funds. The chart lists the amount from each funding source and the percentage of the total revenue for that source. Ms. Hanes explained that the BOP demonstrates to the public and parents that the school directed its funds in 2019-2020 towards increasing or improving services in meeting the needs of the school community impacted by COVID 19, while also directing funds for its high needs students such as low income students, English Learners, foster youth, and homeless students. Ms. Hanes then reviewed each section of the BOP with the board.

Ms. Hanes noted the school will spend the remaining funds on providing additional actions and services that are not in the Learning Continuity Plan, but that are directed towards meeting the school's obligation to our unduplicated high needs students. These actions include, but are not limited to, the following:

- Student Retention Support staff for reengagement and outreach for students
- Tutoring for distance learning in mathematics, English Language Arts, and English Language Development
- Intervention teachers and courses with small group instructors in math and English
- Additional staff and services for counseling and support for social-emotional needs
- Career Technology Education courses either online or in-person when possible
- Increase monitoring and intervention for students who need additional attention
- Connecting students to community partners who can support them and their families as needed

Board President Renney then 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 no members of the public who offered public comment or submitted written comment, Board President Renney then asked for a motion to close the public hearing.

C. Close Public Hearing

Board President Renney closed the public hearing at 5:21pm. Gary Renner made a motion to close the public hearing. 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

V. School Reports and Information

A. Principal Update

Sarah Luna informed the board of her new role as the Principal for all of the school's learning center locations. Ms. Luna then provided the following program updates and learning center highlights:

School Program Updates

- Current enrollment is 1,715 students
- NWEA testing is 80% complete
- Parent conferences are 80% complete
- Staff are preparing for the upcoming state CAASPP testing
- School is preparing for the WASC Renewal Accreditation report and visit occurring Fall 2021. Staff are meeting regularly to prepare the final report and action plan.
- Responses to the Panorama Surveys include: Wellness for Staff, Parent Workshops, Care Team, and Increased student engagement opportunities through keeping up with counselors, Wolverine Wednesday, and student voice luncheons.
- Holiday Outreach - H.O.P.E. program is delivering toys to children of parenting students

Learning Center Highlights

Mendota

- New location opened November 16
- Increased student support:
 - Counselor - Postsecondary events and meetings scheduled
 - Student Retention Support and English Learner Paraprofessional
 - 60% of students are EL/RFEP

Sunnyside

- New staff hires: 2 English Teachers, 1 Math Intervention Tutor, and 1 Multi-Subject Tutor. Additional staff was needed to support the increase in the large volume of students who are entering the school below grade level in Math and English.
- Staff and North Region Team raised over \$1700 to help assist a student who experienced a significant personal tragedy.

Manchester and Clovis

- Drive-Thru Fall Showcases: providing resources and sharing opportunities with students, and learning about cultures with 70 families from the Clovis center and 50 families from the Manchester center participating in the event.

Board President Renney complimented Ms. Luna and her team for the opportunities provided to students.

Board Member Hancock complimented Ms. Luna and her team's efforts in reaching out and supporting the students.

B. WIOA Update

Shellie Hanes thanked Ms. Luna for the school program update and informed the board that the school recently held a program collaboration with their WIOA partner, ResCare, on November 10 and ACES held a virtual training for staff. Ms. Hanes then discussed the school's Fall Showcase and the importance of the new Mendota learning center, which will allow staff to expand the program and options for students when the school resumes in-person instruction.

Ms. Hanes introduced Dr. Kathryn Catania and explained her prior role as Deputy Superintendent with the Fresno County Superintendent of Schools (FCSS), and her new position with Learn4Life as the Director of Leadership and Development. Ms. Hanes expressed her gratitude to Dr. Catania for joining the team and noted the importance of her positive relationship with FCSS. Ms. Hanes also informed the board that the school provided 70 students and their families with a fully cooked Thanksgiving meal.

Board President Renney welcomed Dr. Catania.

VI. Action Items

A. The Board will be asked to approve the Area Superintendent Evaluation Policy

Jeff Martineau directed the board to the Area Superintendent Evaluation Policy and Procedures as discussed during the October regular board meeting. Mr. Martineau explained the evaluation policy will begin school year 2021-22, and the evaluation metrics, criteria and training will be available by Fall of 2021. Mr. Martineau recommended the board approve the Area Superintendent Evaluation Policy.

Carol Stanford made a motion to approve the Area Superintendent Evaluation Policy.

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

B. The Board will be asked to approve the 2020-21 First Interim Report

Guita Sharifi directed the board to the first interim report and explained the report is the first financial report of the fiscal year and shows the financial condition of the school after the first 4 months of operations, from July 1, 2020 through October 31, 2020. The report is composed of a financial section that includes the original budget, projected totals for this year, actuals to date and projected school reserves at year end. The last page of the report shows ADA information which is especially unique for this year as the projected funding for P2 ADA is already known.

Ms. Sharifi reviewed each section of the first interim report in detail including the ADA Hold Harmless for 2019-20 and 2020-21, LCFF base grant amount, increase in cash deferrals, adjustments to the special education base rate and Learning Loss Mitigation Funding.

Ms. Sharifi then informed the board that Ms. Hanes and the finance team are continuously monitoring changes to school funding, cash deferrals and instructional spending to ensure the school remains fiscally sound.

Board Member Stanford thanked Ms. Sharifi for her detailed report.

Gary Renner made a motion to approve the 2020-21 First Interim Report.

Victoria Hancock seconded the motion.

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

Roll Call

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

C. The Board will be asked to approve the Local Control Funding Formula Budget Overview for Parents

Shellie Hanes provided another summary of the Budget Overview for Parents and then recommended the board approve the Local Control Funding Formula Budget Overview for Parents as presented during the public hearing.

Carol Stanford made a motion to approve the Local Control Funding Formula Budget Overview for Parents.

Victoria Hancock seconded the motion.

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

Roll Call

Gary Renner Aye

Roll Call

Victoria Hancock Aye
Arthur Renney Aye
Carol Stanford Aye

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

Guita Sharifi directed the board to the summary and redline changes to the Charter School Accounting Manual included in the board packet. The recommended revisions reflect updates to the Form 700 legal requirements, clarification of the gift of public funds section, updates to the table of contents, and grammatical and formatting corrections.

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

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

E. The Board will be asked to review and approve an accounting firm to prepare the school’s form 990 for year 2019

Guita Sharifi directed the board to the two proposals in the board packet concerning the preparation of the school’s form 990 for year 2019. Ms. Sharifi informed the board the school received proposals from Burkey, Cox, Evans and Bradford, and Wilkinson, Hadley, King, and Company. Ms. Sharifi briefly discussed the history of each accounting firm with the school and then reviewed each proposal. Ms. Sharifi recommended the board approve the Wilkinson, Hadley, King and Company proposal to prepare the school's form 990 for the following reasons: the firm is listed on the California Department of Education website as an approved auditor, all information from the school’s annual audit report can be downloaded into the 990 form, which reduces human errors and expedites the process, and the firm provided the lowest bid.

Gary Renner made a motion to approve Wilkinson, Hadley, King and Company to prepare the school's form 990 for year 2019.

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 Aye

F. The Board will be asked to approve the sale of receivable agreements between the school and Charter Asset Management to obtain financing during the deferral period between February and December 2021

Guita Sharifi directed the board to the sale of receivable agreement with Charter Asset Management located in the board packet. Ms. Sharifi informed the board that in order to maintain a healthy level of cash to support the school's operations during the payment deferrals of the state apportionments, the school will need to sell receivables of the deferred months from February through June 2021 and will pay back the funds gradually through December 2021 to Charter Asset Management. Ms. Sharifi explained the large deferral amount and noted the low

cost of the sale of receivables makes this financing option suitable to the size and needs of the school.

Ms. Sharifi explained the annualized interest is approximately 5% and the school is anticipating a five month financing need which will result in an estimated annualized interest rate of 2.5% to 3%.

Board Secretary Renner inquired how often the school will use the sale of receivables financing. Ms. Sharifi explained the estimated months the state will delay the apportionment payments and possible payment deferrals for the 2021-22 school year.

Board President Renney inquired if this financing source was the most efficient for the school compared to a line of credit. Ms. Sharifi explained that due to the large state payment deferrals and the maximum amount available from the line of credit from Hanmi Bank to the school, the school will need an additional short term financing option.

Gary Renner made a motion to approve the sale of receivable agreements between the school and Charter Asset Management to obtain financing during the deferral period between February and December 2021.

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

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

A. Observations and Comments

Jeff Brown thanked Ms. Hanes and staff for their incredible attitudes and then thanked Nacrina Cuevas for her service. Mr. Brown also thanked the board for their support and dedication to the school, and wished everyone a happy holiday.

Board President Renney wished everyone a happy holiday.

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

Arthur Renney Aye
Gary Renner Aye
Carol Stanford 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 5:59 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@cwwest.org.