

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 March 11, 2021 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 requested Nacrina Cuevas 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 Mar 11, 2021 at 5:00 PM.

B. Record Attendance and Guests

C. Pledge of Allegiance

Board Member Stanford led the pledge of allegiance.

D. Staff Introductions

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

E. Approve Agenda for the March 11, 2021, Regular Public Meeting of the Board of Directors

Carol Stanford made a motion to approve the agenda for the March 11, 2021, Regular Public Meeting of the Board of Directors.
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

F. Approve Minutes of the December 10 2020, Regular Public Meeting of the Board of Directors

Victoria Hancock made a motion to approve the minutes from the December 10 2020, Regular Public Meeting of the Board of Directors. Operated by Crescent View West Public Charter, Inc. on 12-10-20.
Gary Renner seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

II. Consent Agenda

A. Consent Agenda Items

Board President Renney asked if any member would like to discuss any of the agenda items for action separately. Hearing none, Board President Renney asked for a motion to approve the consent agenda.
Carol Stanford 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
Carol Stanford Aye
Victoria Hancock Aye
Gary Renner Aye

III. PUBLIC COMMENT

A. Public Comment

At the request of Board President Renney, 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. Principal Update

Sarah Luna greeted the members of the Board and provided them with the following school updates:

Academics

- Teachers have increased their technology skills and continue to do their best to support students academically as well as socio-emotionally
- Staff has completed 2 of 4 Trauma Resilient Educational Communities (TREC) Trainings to improve trauma-informed pedagogical practices
- NWEA Testing: 90% participation
- Professional Learning Communities (PLCs) continue to meet every other week
- New Hires: English Teacher, Math Teacher, and Special Education Paraprofessional

Accountability

- WASC Visit – September 2021: the Administration Team meets periodically to review and finalize the report and continues to gather input from parents and students
- CAASPP state testing preparation began in January and testing windows will begin March 22 through April 2, 2021
- Illuminate Testing reintroduced in Learning Period 8 for English and Math
- ELPAC: Initial – 100% Completion; Summative – 68% Completion
- College & Career Indicator: Fall 2020 Dual Enrollment: 35 courses successfully completed with a 100% passage rate, five students completed CTE Pathways, eight students completed two college courses, and ten students completed only one college course

Graduation

- Ceremony will be held on June 3, 2021 at Wolf Lakes

- Counselors are working with students to complete FAFSA and Dream Act Applications

Community

- Catholic Charities donated over 50 food packs to families in need during winter break
- United Health Centers – COVID-19 surveillance testing
- AMOR Wellness Center – Collective Impact Group Meeting on February 25

Board President Renney asked about how the Catholic Charities got involved. Ms. Luna explained that there is a staff member who made the introduction.

B. WIOA Update

Sarah Luna informed the board that the school continues to work in close collaboration with their WIOA partners to ensure students are receiving the best support possible to earn their diploma and set them up for post-graduation success.

Board President Renney expressed his appreciation for the update.

C. Finance Update

Guita Sharifi informed the board that a detailed presentation of the school's annual audit report and Second Interim Report will be provided later during the board meeting. Ms. Sharifi provided an update on the school's Paycheck Protection Program loan forgiveness application process and will continue to update the board on the application status.

D. Current Vendor List

Shellie Hanes directed the board to the vendor list, which is a listing of all of the school's vendors with a brief description of services and explained the list includes vendors that the school uses throughout the year for operational services, graduations, student services, etc. Ms. Hanes pointed out one error on page 2 and informed the Board of the correction. Ms. Hanes requested the board review the list for any potential conflicts of interest and to reach out to Ms. Hanes or legal counsel for any clarification or explanation.

E. 2021-2022 Board Meeting Dates

Board President Renney directed the board to the regular board meeting schedule located in their package for the 2021-2022 school year.

V. Action Items

A. The Board will be asked to approve the June 30, 2020, Annual Audit Report for the school.

Shellie Hanes introduced Kevin Sproul, Accountant at Wilkinson Hadley King & Co., to review the annual audit report in detail with the board.

Mr. Sproul directed the board to the Independent Auditor's Report letter located in the beginning of the report and explained the school had an unmodified financial opinion, which is positive, and no adjustments or reclassifications were needed. The attendance reports for P-2 and P-Annual are reviewed in accordance with state requirements where no adjustments were needed, and there were no findings for year end June 30, 2020. Mr. Sproul then reviewed the balance sheet, statement of activities, statement of functional expenses and the statement of cash flows. Mr. Sproul next discussed the overall health of the school and directed

the board to the Notes to the financial statements and explained the two main purposes of the Notes. Mr. Sproul discussed the COVID-19 disclosure and reason for its inclusion to the report. Mr. Sproul reviewed the auditor's results and recommendations. Mr. Sproul informed the board the audit report was delayed due to the late release of the audit guidelines and checklist from the State Controller's Office.

Board President Renney thanked Mr. Sproul for his thorough report.

Gary Renner made a motion to approve the June 30, 2020, Annual Audit Report for the school.

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

B. The Board will be asked to approve the Second Interim Report and the Revised Budget for the 2020-2021 school year.

Guita Sharifi directed the board to the Second Interim Report and revised budget for the 2020-21 school year and explained the purpose of the report is provide a financial overview of the school with January 2021 actuals and projected June 2021 year-end. The report categories include the prior board approved budget, actuals YTD and projected totals. Ms. Sharifi reminded the board as discussed during the first interim report update, the projected funding ADA is already known as the school will receive funding based on the 2019-20 school year P2 ADA, and this will allow for an accurate projection of year end funding in the revised budget.

Ms. Sharifi discussed the school's expenditures and revenue, the ending fund balance stated on the Second Interim Report, noticeable changes and the differences between the original budget. Ms. Sharifi explained when comparing the school's expenditures revised budget to the original budget, the revised budgeted expenditures increased from \$21.5M to \$25.2M. The increase in budgeted expenses include increases in salary and benefits spending due to an increase in all staff. Ms. Sharifi further explained the budget for purchases decreased due to decrease in supplies and equipment, and budgeted operating expenses decreased in travel and conferences, communications, insurance, and facilities, and the school had an increase in professional and instructional services

Ms. Sharifi then updated the board on the state's cash payment deferrals and that the finance team and Shellie Hanes continue to monitor the school's cash and instructional spending very closely to ensure the school remains fiscally sound. Carol Stanford made a motion to approve the Second Interim Report and the Revised Budget for the 2020-2021 school year.

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

C. The Board will be asked to approve using the auditing firm Wilkinson, Hadley & King for the 2021 audit.

Guita Sharifi directed the board to the proposal presented by Wilkinson Hadley King & Co. to prepare the school's June 30, 2021 annual audit. Ms. Sharifi

reminded the board that the Wilkinson Hadley King & Co. CPA firm is on the State's approved auditor list and is currently preparing the 2019 Form 990 Federal Return of Organization Exempt from Income Tax. Ms. Sharifi recommended the board approve the engagement letter with Wilkinson Hadley King & Co..

Board Secretary Renner asked if this item was recently voted on. Ms. Sharifi reminded the board that they recently voted to approve Wilkinson Hadley King & Co. to prepare the Form 990.

Gary Renner made a motion to approve using the auditing firm Wilkinson, Hadley & King for the 2021 audit.

Carol Stanford seconded the motion.

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

Roll Call

Gary Renner Aye

Arthur Renney Aye

Victoria Hancock Aye

Carol Stanford Aye

D. The Board will be asked to approve the E-Rate vendor selections.

Michelle Simi directed board members to the report in their board packets regarding approval to award E-rate services for the 2021-2022 school year. Ms. Simi reviewed the E-rate competitive bidding process for the provision of networking equipment and cabling services to the school and the scoring process, and provided a summary of the bids. Ms. Simi then presented a recommendation to the board to select the identified vendor as the school's preferred service provider for the 2021-2022 E-rate funding year.

Carol Stanford made a motion to approve the E-Rate vendor selections.

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

E. The Board will be asked to approve the Charter Hardship Waiver Policy for students who are over-age, credit deficient and at risk for not graduating due to circumstances related to

COVID-19. The Charter Hardship Waiver Policy will be applied to eligible seniors graduating in the 2020-2021 school year.

Shellie Hanes directed the board to the Charter Hardship Waiver Policy and explained this policy will be used for students who are 18 or older, with 40 credits or less to graduate, who have been significantly affected by COVID-19 remote learning, and have experienced extenuating life circumstances. The purpose of the policy is to support students who have had barriers to their educational success and eligible students must complete the state minimum of 130 credits and any other credits reasonable to be completed by June 30, 2021. Ms. Hanes recommended the board approve the Charter Hardship Waiver.

Board Member Stanford asked how many students come to our program to just graduate and only need 10 credits. Ms. Hanes explained that she does not have the exact number, but it has only been a handful.

Board Secretary Renner asked if we are seeing more of this because of COVID-19. Ms. Hanes confirmed that they are seeing students who were on track to graduate spring of last year, but because of COVID-19 their progress was interrupted and these students have only a few credits remaining to graduate.

Gary Renner made a motion to approve the Charter Hardship Waiver Policy.

Victoria Hancock seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

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

A. Observations and Comments

Board President Renney stated that Mr. Brown had said some nice things about staff, board members, and everyone's hard work. Mr. Renney reminded the board that their next two board meetings are scheduled for April and June.

Board Secretary Renner expressed his appreciation for the explanation of the COVID-19 Hardship Waiver and how impressed he is about the success of the school and its students during these really tough times.

VII. 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
Arthur Renney Aye
Victoria Hancock Aye
Carol Stanford Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:50 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.