

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 June 10, 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 Jun 10, 2021 at 5:00 PM.

B. Roll Call and Establishment of Quorum

C. Pledge of Allegiance

Board Member Stanford led the pledge of allegiance.

D. Staff Introductions

Jeff Brown, CEO
Shellie Hanes, Area Superintendent
Nacrina Cuevas, Project Manager
Jeff Martineau, V.P. of Charter Relations
Rafael Aguilar, Director of State and Federal Programs
Ide Rodriguez-Tarango, Principal
Bill Thompson, Legal Counsel
Guita Sharifi, CFO, LLAC

E. Approve Agenda for the June 10, 2021, Regular Public Meeting of the Board of Directors

Victoria Hancock made a motion to approve Agenda for the June 10, 2021, Regular Public Meeting of the Board of Directors.
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. Approve Minutes of the May 19, 2021, Regular Public Meeting of the Board of Directors

Gary Renner made a motion to approve the minutes from Operated by Crescent View West Public Charter, Inc. on 05-19-21.
Victoria Hancock seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

II. Consent Agenda

A. Consent Agenda Items

Board President Renney announced the consent agenda items and 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

Gary Renner Aye
Carol Stanford Aye
Victoria Hancock Aye
Arthur Renney 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 and WASC Update

Ide Tarango welcomed the board and provided the following school updates.

- Current enrollment - 1,594 students
- 115 families participated in the Spring Showcase - open house
- Graduation ceremony was held on June 3 with 128 students participating in the ceremony
- The school has graduated 161 students this school year for an 82% graduation rate
- WASC report is due in August and walk-through is in September
- Staff are working diligently on student enrollment paperwork for the 2021-22 school year and scheduling on-site student appointments

Board President Renney thanked Ms. Tarango for her report.

B. WIOA Update

Ide Tarango informed the board the school is preparing the roster for the 2021-2022 school year and staff are meeting monthly with the school's WIOA partners. WIOA case workers will be working closely with Supervising Teachers and Counselors with a focus on increasing the graduation rate.

C. Finance Update

Guita Sharifi directed the board to the updated Hanmi Bank Line of Credit summary document located in their board package. Ms. Sharifi then reviewed with the board the school's rotating line of credit (RLOC) amount, the current RLOC amount withdrawn, the RLOC covenant ratios and the overall purpose of the RLOC for the school.

Board Secretary Renner thanked Ms. Sharifi for providing this information.

D. Report on Mathematics Placement Results

Shellie Hanes explained the California Mathematics Placement Act of 2015 required our board to adopt "a fair, objective, and transparent mathematics placement policy" before the beginning of the 2016 school year. The policy was first adopted in 2016 with minor revisions approved to the policy in 2020. The

policy addresses students entering 9th grade and includes a number of required elements to ensure equity in student achievement, including considering multiple academic achievement measures and providing an annual report to the governing board.

For the 2020-21 school year, the math placement for 9th graders fell into the following categories:

- 68% of 9th grade math students placed in remedial math courses
- 29% of 9th grade math students placed in Algebra 1 (grade level course)
- 3% of 9th grader math students placed in Geometry or Algebra II (above grade level course)

Ms. Hanes informed the board that despite the challenges presented from the pandemic, the school is pleased to report that all 9th grade students enrolled in a mathematics course made progress 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 report.

E. LCFF Local Indicators Report

Shellie Hanes directed the board to the LCFF Local Indicators report located in their board package and explained this report is required for reporting on the priority areas where state data is not available. The State Board of Education provides self-reflection tools for schools to report progress made. Ms. Hanes informed the Board the school met requirements in all priorities and then reviewed the following report areas:

Priority #1: Ensures that teachers are appropriately assigned and have access to curriculum-aligned instructional materials, and have safe, clean and functional school facilities. The school had no teachers miss-assigned. Our students had access to quality instructional materials throughout the year and all of the sites received the highest rating of "good repair."

Priority #2: Requires that the school increases the Implementation of State Academic Standards. The school increased the implementation of standards based curriculum, and earned a higher score this year. Each year we see growth in the curriculum frameworks, instructional program and professional development.

Priority #3: Parent Engagement. This year, due to being remote for the pandemic, the school learned an important lesson regarding outreach to parents. When the school offered the virtually meeting option, a significantly higher number of parents were able to engage. Staff talked to parents about their experience with school and the challenges of distance learning. Parents praised the school and its teachers for being welcoming, helpful, (especially during the pandemic), effective in communicating, and building relationships and partnerships.

Priority #6: Evaluates the School Climate. The state mandates that we ask students about their sense of safety and connectedness. Each year we report student survey results. This year the pandemic had a significant on the results, especially for how connected student feel. The decrease this year shows how important face-to-face interactions are for the students.

Priority #7: Focuses on Access to a Broad Course of Study. It's important that all students have equal access to essential courses required to graduate. Staff used data from our Student Information System to verify that all students have access to standards aligned core and elective curriculum. The data analysis also shows that all students who are English learners, low income, foster youth and special

education have access to all of the courses required for a broad course of study as defined in Education Code.

Ms. Hanes then asked if the board had any questions or comments.
Board President Renney thanked Ms. Hanes.

F. Annual IRS Form 990, Return of Organization Exempt From Income Tax and the California return for 2019, as filed

Guita Sharifi informed the board that the corporation's annual 990 federal tax return and the California return for 2019, that was provided to each Board Member, has been filed prior to the due date.

V. Public Hearing

A. Open Public Hearing

Gary Renner made a motion to open the public hearing.
Carol Stanford seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

The public hearing was opened at 5:20 p.m.

Board President Renney provided instructions to the members of the public regarding addressing the board during this time.

B. The Board will hold a public hearing to solicit the recommendations and comments of members of the public regarding the Budget Overview for Parents and the Local Control Accountability Plan (LCAP) for the 2021-2024 school years

Shellie Hanes directed the board to the Budget Overview for Parents and the Local Control Accountability Plan (LCAP) for the 2021-2024 school years located in their board package. Ms. Hanes explained the Budget Overview for Parents includes information on the Local Control Funding Formula revenues, Supplemental and Concentration grants and state funds. The Budget Overview for Parents demonstrates to the public and parents that the school directed its funds in 2020-2021 towards increasing or improving service in meeting the needs of the school community impacted by COVID 19, while also directing funding for its high needs students such as low income students, English learners, foster youth and homeless students.

Ms. Hanes directed the board to the revenue chart and discussed the school's projected revenue comprised of LCFF funds and state, local and federal funds. Ms. Hanes then directed the board to the school's budgeted expenditures chart in the Local Control Accountability Plan and discussed the expenditures that are tied to the actions and services in the LCAP. Ms. Hanes discussed some of the areas that the school intends to spend the funds:

- Provide an Increased number of Student Retention supports
- Hire Additional tutors and paraprofessionals
- Hire Additional intervention teachers to provide more intervention options
- Provide smaller teacher caseload sizes

- Provide connections to community partners as needed for financial, medical and social emotional supports.

Ms. Hanes further explained some of these items are already in progress or in the planning stages of implementation. Ms. Hanes then reviewed the plan for supporting Foster Youth, English Learner and low-income students.

Ms. Hanes then reviewed the school Annual Update on the 2020-21 goals and actual expenditures for each of the categories in the LCAP. The document shows how money was allocated in last year's LCP to prepare the school for resuming in-person instruction, to support students with the technology news associated with distance learning and to develop staff in the areas of remote instruction and social emotional learning support in response to the COVID-19 pandemic crisis.

Goal 1 - Increase student retention. School experienced a decrease in student attendance due to the pandemic and distance learning, students struggled to connect. School leaders responded by having the students retention specialists and counselors double down on outreach through phone calls, home visits and virtual check-ins. As soon as the school was able to resume in-person instruction, staff noticed that students were better able to connect in-person and attendance started to improve.

Goal 2 - Increase credit completion. The staff noticed a decrease in the credit completion rate for the 2020-21 school. Credit completion rates initially dipped significantly towards the beginning of the pandemic as students and staff got acclimated to a new learning environment. Once staff was able to provide the necessary technology and support for students and staff, credit completion began to increase. The school has not made it back to the pre-pandemic credit completion rate, but with the increase in face-to-face instruction, staff anticipate the credit completion rate to increase.

Goal 3 - Increased participation in online classes was met. Over the course of the year, staff and students all gained proficiency utilizing online platforms like Kami and Google to complete coursework. This allowed students to enroll in and complete online classes at a higher rate. The school is hoping to capitalize on this learning in the future while continuing to utilize these new platforms and skills.

Goal 4 - Improving college and career readiness. Students in the program are automatically enrolled in a professional skills course upon enrollment and completing a course in College and Career Readiness prior to graduation.

Goal 5- Increase stakeholder Involvement. School has increased stakeholder involvement during the pandemic. Virtual meetings were well received and provided increased stakeholder involvement. The school will continue to use virtual meetings as a way to keep connected with more families.

Ms. Hanes commended her team and their work to address the needs of our students during the pandemic, and the work they have put into planning for the return to in-person instruction. The 2021-2024 LCAP goals were created in collaboration with our staff, students, parents and stakeholders. Staff are ready for the start of the new school year, and the new LCAP cycle. Ms. Hanes asked for questions or input from the board and members of the public.

C. Close Public Hearing

Hearing no comments from the public, Board President Renney asked for a vote to close the public hearing and announced the public hearing closed at 5:30 p.m., following the vote.

Victoria Hancock made a motion to close the public hearing.

Carol Stanford seconded the motion.

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

Roll Call

Arthur Renney Aye

Carol Stanford Aye

Victoria Hancock Aye

Gary Renner Aye

VI. 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, 2021 through June 30, 2022

Board President Renney informed the board of the recent action taken by Educational Advancement Corporation to reappoint all current board members for the term July 1, 2021 through June 30, 2022. Board President Renney then asked for a motion to acknowledge the reappointment.

Gary Renner made a motion 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.

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

B. 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 explained this is a re-authorization of a practice that is currently in effect. It will allow incentives that are discretionary and will be determined based on the current budget and financials of the school. Ms. Hanes recommended that the board re-authorize the officers of the corporation to award discretionary incentives to employees at various and sundry times.

Victoria Hancock made a motion to re-authorize the officers of the corporation to award discretionary incentives to employees at various sundry times.

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

C. The Board will be asked to approve the Local Control Funding Formula (LCFF) for school year 2021-2022, which drives the primary source of funding for the charter school

Guita Sharifi explained that LCFF funding is the primary source of the school's revenue and determines the funding for charter schools, creates funding targets based on students' characteristics, and is essential to budget and LCAP development. Ms. Sharifi further explained the total LCFF revenue estimated to be received for the 2021-22 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 youth, English learners or homeless students. Ms. Sharifi recommended the board approve the LCFF for the school year 2021-2022.

Board President Renney thanked Ms. Sharifi.

Carol Stanford made a motion to approve the Local Control Funding Formula (LCFF) for school year 2021-2022, which drives the primary source of funding for the charter school.

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

D. The Board will be asked to approve the Education Protection Account (EPA) spending determinations

Guita Sharifi explained that 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 and directed the board to the budget and reviewed the EPA revenue for school years 2020-21 and 2021-22, and stated all funds will be spent on instruction. Ms. Sharifi recommended the board take action to approve the EPA spending determinations.

Victoria Hancock made a motion to approve the Education Protection Account (EPA) spending determinations.

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

E. The Board will be asked to approve the Budget for the 2021-2022 fiscal year

Guita Sharifi directed the board to the 2021-2022 budget and explained the school's budget included several changes to school funding rates due to adjustments to the state budget in the May revision, and additional funds coming from COVID relief funding. Ms. Sharifi reviewed with the board the school's funding projections for next fiscal year, which include a COLA increase of 5.07% to the LCFF funding rate compared to prior year. The projections for 2021-22 also include additional one-time revenue from the Expanded Learning Opportunities Grant that will bring additional funds to cover learning gaps resulted from distance learning during the pandemic. Ms. Sharifi then discussed the school projected ADA, revenue from LCFF sources, federal funds for SPED and new Title I funds and other state revenue which include lottery funds, mandated block grant funds and the Expanded Learning Opportunities grant. Ms. Sharifi stated the school is

projecting additional revenue from forgiveness of PPP loans for the 2021-22 school year. The school is projecting an ADA of 1630 for next year. This projection shows a decrease of 220 ADA compared to current funding year ADA of 1,850.

Ms. Sharifi then reviewed the school total expenditures and explained the budget reflects an increase in salaries and benefits due to an increase in certificated teachers and instructional support staff, an increase in curriculum materials, student supplies, software and equipment and an increase in operating expenses that includes increase in travel, conferences and training, insurance, facilities, and professional and instructional services.

Ms. Sharifi informed the board the school is projecting a positive net position of approximately 27% of the total budgeted expenditures. The school is prepared for cash deferrals that will take place in June 2022. This deferral will cause a delay of approximately 3 weeks of the June apportionment payment, which will be covered with the school's cash resources. School leaders, with the support of the finance team, continue to monitor cash flow on a weekly basis to make sure the school meets all plans and cash needs, follows the budget plan and remains fiscally sound.

Board President Renney thanked Ms. Sharifi for the budget report.

Carol Stanford made a motion to approve the Budget for the 2021-2022 fiscal year.

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

F. The Board will be asked to approve the Budget Overview for Parents and the Local Control Accountability Plan (LCAP) for the 2021-2024 school years

Shellie Hanes explained the Budget Overview for Parents (BOP) and the Local Control Accountability Plan (LCAP) for the 2021-2024 school years was discussed during the public hearing section of the meeting and recommended the board approve the BOP and LCAP for 2021-2024 school years.

Gary Renner made a motion to approve the Budget Overview for Parents and the Local Control Accountability Plan (LCAP) for the 2021-2024 school years.

Victoria Hancock seconded the motion.

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

Roll Call

Carol Stanford Aye

Victoria Hancock Aye

Arthur Renney Aye

Gary Renner Aye

G. The Board will be asked to approve the school's application for Title I federal funds and submit the Federal Addendum to receive Title I funds for the 2021-2022 fiscal year

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 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 2021-2022 fiscal year.

Board President Renney thanked Ms. Hanes.

Carol Stanford made a motion to approve the school's application for Title I federal funds and submit the Federal Addendum to receive Title I funds for the 2021-2022 fiscal year.

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

H. The Board will be asked to approve the Consolidated Application process and submission for all reports required for the 2021-2022 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 2021-22 school year.

Victoria Hancock made a motion to approve the Consolidated Application process and submission for all reports required for the 2021-2022 school year.

Carol Stanford seconded the motion.

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

Roll Call

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

I. The Board will be asked to renew a Revolving Line of Credit (RLOC) from Hanmi Bank for the 2021-2022 school year, as needed, to maintain adequate cash flow pursuant to the RLOC provisions

Guita Sharifi reminded the board of the current Hanmi agreement that provides a line of credit, at a lower interest rate compared to other financing mechanisms, to support the school's finances when necessary to maintain adequate cash flow.

Ms. Sharifi then explained the school has the opportunity to renew the Revolving Line of Credit from Hanmi Bank for the 2021-2022 school year in the amount of \$3,500,000 with an interest rate of prime plus 0.5%, currently at a rate of 3.75%.

Gary Renner made a motion to renew a Revolving Line of Credit (RLOC) from Hanmi Bank for the 2021-2022 school year, as needed, to maintain adequate cash flow pursuant to the RLOC provisions.

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

J. The Board will be asked to approve obtaining a loan from LLAC during the 2021-2022 fiscal year, as needed to maintain adequate cash flow, pursuant to promissory note provisions with applicable interest

Shellie Hanes informed the board that Lifelong Learning Administration (LLAC) offers short term borrowing and introduced Guita Sharifi to provide additional information on the promissory note. Ms. Sharifi explained LLAC offers short term borrowing to support the school when necessary for a maximum limit of \$1,750,000 at an interest rate of four percent (4%). Ms. Sharifi 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 for the 2021-2022 school year as the last resort, when there is not enough available limit from the Hanmi Revolving Line of Credit (RLOC) to maintain adequate cash flow pursuant to a promissory note with interest rate.

Board Secretary Renner inquired if the school will be able to borrow funds again once any borrowed amount is paid off. Ms. Sharifi informed the board that if it is necessary, and the school must use this financing option, the school will pay it back once other funding is received. If additional funds are needed again, a new promissory note will be prepared and executed. This requires a one-time approval by the board.

Carol Stanford made a motion to approve obtaining a loan from LLAC during the 2021-2022 fiscal year, as needed to maintain adequate cash flow, pursuant to promissory note provisions with applicable interest.

Gary Renner seconded the motion.

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

Roll Call

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

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

A. Observations and Comments

Mr. Martineau informed the board that Mr. Brown had to leave the meeting but asked that he thank everyone for their hard work. Mr. Martineau also expressed his appreciation for working with everyone.

VIII. Closing Items

A. Next Regular Board Meeting Date: September 2, 2021, 5:00pm

B. 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
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 5:56 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.