

APPROVED

Crescent View West Public Charter

Minutes

Regular Board Meeting

Operated by Crescent View West Public Charter Inc A California
Non-Profit Public Benefit Corporation

Date and Time

Thursday September 2, 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 publiccomments@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 Sep 2, 2021 at 5:00 PM.

B. Roll Call and Establishment of Quorum

C. Pledge of Allegiance

Board Secretary Renner led the pledge of allegiance.

D. Staff Introductions

Jeff Brown, CEO
Jeri Vincent, Corporate Secretary
Jeff Martineau, V.P. of Charter Relations
Rafael Aguilar, Director of State and Federal Programs
Sarah Luna, Principal
Bill Thompson, Legal Counsel
Pete Faragia, CEO, LLAC
Skip Hansen, President, LLAC
Guita Sharifi, CFO, LLAC
Michelle Lopez, Legal Counsel, LLAC
Brian Hadley, Wilkinson, Hadley, King & Co., LLP

E. Approve Agenda for the September 2, 2021, Regular Public Meeting of the Board of Directors

Gary Renner made a motion to approve Agenda for the September 2, 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
Victoria Hancock Aye
Gary Renner Aye
Arthur Renney Aye

F. Approve Minutes of the June 10, 2021, Regular Public Meeting of the Board of Directors

Carol Stanford made a motion to approve the minutes from Operated by Crescent View West Public Charter, Inc. on 06-10-21.

Victoria Hancock seconded the motion.

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

Roll Call

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

G. Approve Minutes of the July 27, 2021, Regular Public Meeting of the Board of Directors

Gary Renner made a motion to approve the minutes from Regular Board Meeting Operated by Crescent View West Public Charter, Inc. on 07-27-21.

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

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.

Victoria Hancock made a motion to approve the consent agenda items.

Carol Stanford seconded the motion.

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

Roll Call

Arthur Renney Aye

Gary Renner Aye

Victoria Hancock Aye

Carol Stanford 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 board and provided an update on the following topics:

- 1,342 students currently enrolled in the school's four learning centers
- Staff are in-person at each learning center four days per week
- Staff have completed 4 of 4 of the Trauma Resilient Educational Communities (TREC) trainings to improve trauma-informed pedagogical practices and will be moving on to the next phase of accreditation
- Professional Learning Communities meetings occur twice a month
- Thanks to funding from the Expanded Learning Opportunity grant, the school will be hiring three English Learner paraprofessionals and one Special Education paraprofessional
- The WASC committee virtual visit is scheduled for September 12-15
- Fall NWEA testing administration commenced in August with testing occurring the end of September
- The 2020-21 one-year DASS graduation cohort rate was 93%
- Graduation is scheduled for June 9, 2022 at Wolf Lakes

Board President Renney praised Ms. Luna on the great graduation rate.

B. WIOA Update

Sarah Luna informed the board the school is continuing to work in close collaboration with the school's WIOA partners to ensure students are receiving all the necessary support they need to earn their diploma and prepare them for success after graduation. Staff will be reaching out to community partners to help facilitate parent workshops throughout the school year.

C. Annual Lifelong Learning Administration Corporation (LLAC) Services Report

Pete Faragia, CEO of Lifelong Learning Administration Corporation (LLAC), presented the 2020-2021 Annual Report to the Board of Directors. The presentation described the services provided to the school by LLAC during the 2020-2021 school year. Mr. Faragia reviewed the services and accomplishments of each division within LLAC including the Educational Products and Services Division, Facilities and Safety Department, Technology Services Department, External Affairs Department, Charter Affairs Department, People Services Division, and the Finance Division.

Skip Hansen thanked Mr. Faragia for his excellent leadership. He thanked the board for their continued support.

Board President Renney thanked Mr. Faragia and Mr. Hansen.

D. Finance Update and Budget Overview for School Year 2021-2022

Guita Sharifi informed the board that LLAC has reduced the promissory note rate from 4% to 3.25% for the 2021-2022 school year. Ms. Sharifi reminded the board that Hanmi Bank's revolving line of credit is being offered at a variable 3.75% rate, based on the federal prime rate. Ms. Sharifi explained that as a good steward of the schools, LLAC is offering the reduced rates, which are fixed and not variable, as a better option than utilizing the Hanmi Bank revolving line of credit, assuming LLAC has the cash flow available to lend to the school during the school year.

Ms. Sharifi then directed the board to the financial reporting calendar and discussed each of the required financial reports, their purpose, the internal review and approval process with the Area Superintendents, and the approval process with the board of directors at a board meeting prior to submission to the school's authorizer.

E. Annual Board Training Announcement

Jeff Martineau provided an update on the annual training for charter school board members and leaders on the Brown Act and conflict of interest laws. The upcoming annual Fall 2021 virtual trainings will be presented by Young, Minney & Corr, LLP. Topics to be covered include:

- Extensive Brown Act training (complies with chartering authority's requirement for annual training)
- Compliance with SB 126 (Education Code Section 47604.1)
- Conflict of interest laws: Political Reform Act, Corporations Code, Government Code Section 1090, and the appearance of impropriety
- Form 700 filing information and requirements

Training date and time options are Wednesday, September 15 from 12:00pm-2:00pm and Thursday, September 16 from 6:00pm-8:00pm. We will be contacting each board member to schedule their preferred training date.

V. Public Hearing

A. Open Public Hearing

Board President Renney announced the public hearing opened at 5:41 p.m.

Victoria Hancock made a motion to open the public hearing.

Carol Stanford seconded the motion.

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

Roll Call

Arthur Renney Aye

Victoria Hancock Aye

Carol Stanford Aye

Gary Renner Aye

B. The Board will hold a public hearing to solicit the recommendations and comments of members of the public regarding the Revised Budget Overview for Parents for the 2021-2022 school year

Jeff Martineau explained the recent board-approved Budget Overview for Parents for the 2021-2022 school year requires updates to the narrative and expenditures sections as follows:

- Additional narrative added to the Budgeted Expenditures in the LCAP table in the BOP section (paragraph 2): Added to serve our at-promise and highly mobile population, expenditures are budgeted for, but not limited to, teacher and staff salaries and benefits, student interventions, curriculum development, professional development, materials, hardware and software. Not included in the LCAP are the following: audit fees and legal expenses.
- Updated expenditures for LCFF Budget Overview for Parents - Update on Increased or Improved Services for High Needs Students in the 2020-21 bullet: Actual Expenditures for High Needs Students in Learning Continuity Plan to reflect contributing expenses only.

Mr. Martineau then requested recommendations and comments from members of the public and the board.

C. Close Public Hearing

Hearing no comments from the public, Board President Renney asked for a motion to close the public hearing.

Gary Renner made a motion to close the public hearing.

Carol Stanford seconded the motion.

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

Roll Call

Carol Stanford Aye

Victoria Hancock Aye

Gary Renner Aye

Arthur Renney Aye

The public hearing was closed at 5:46 p.m.

VI. Action Items

A. The Board will be asked to approve the Revised Budget Overview for Parents for the 2021-2022 school year

Board President Renney asked for a motion to approve the Revised Budget Overview for Parents as presented by Jeff Martineau during the Public Hearing.

Carol Stanford made a motion to approve the Revised Budget Overview for Parents for the 2021-2022 school 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

B. The Board will be asked to approve the Unaudited Actuals for the 2020-21 school year

Guita Sharifi directed the board to the unaudited actuals report for the 2020-21 school year and explained the report is the last financial report of the year and provides a summary of how the school performed financially for the year. The report includes a summary of the statement of revenue and expenditures, the net position of the school, information about the school's assets and liabilities, the Average Daily Attendance (ADA) that was the base for funding in 2020-21, and the estimated ADA projections for 2021-22 that were used as base for developing the current school year budget.

Ms. Sharifi reported that the school had a funding P-2 ADA of 1,850 for a total revenue of \$27.2M dollars, which was \$1M higher than the projected revenue presented at the June 2021 board meeting. This noticeable difference is primarily due to the recognition of \$955K of revenue from the Expanded Opportunity Grant that was originally planned to be recorded in the next fiscal year. These restricted funds were not spent in 2020-21, however, the California Department of Education guidelines require that the school records the revenue in 2020-21.

Ms. Sharifi reported that the school ended the year with total expenditures of \$24.7M, with minimal changes to the prior projections. Even though this difference is minimal, there were variations in different spending categories, including an increase in school supplies, training and professional services, and a decrease in certificated and classified salaries, equipment, and communications.

Ms. Sharifi then discussed the school's excess revenue, balance sheet assets and liabilities, and the impact of the state's apportionment deferrals. Lastly, Ms. Sharifi provided an update on the PPP loan forgiveness process.

Board Secretary Renner asked about the status of the school's reserves. Ms. Sharifi reminded the board there is an approved policy that provides a 17% cap on reserves. She informed the board that Ms. Hanes is in the process of working on a plan to protect any excess funds.

Gary Renner made a motion to approve the Unaudited Actuals for the 2020-21 school year.

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

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

Brian Hadley of Wilkinson Hadley King and Co., LLP directed the board to the revised June 30, 2020, Annual Audit Report. Mr. Hadley explained that the revisions include an addition to the Independent Auditor's Report letter located in the beginning of the report, and edits to the related party narrative within the notes section of the Financial Statements. Lastly, Mr. Hadley reported that the auditor's opinion is unmodified.

Board Secretary Renner asked for clarification on the footnote changes. Mr. Hadley explained to the board the location and description of each change. Mr. Renner requested a written summary explaining the changes made. Mr. Martineau informed the board he will inform Mr. Hadley's office of the request.

Carol Stanford made a motion to approve the Revised June 30, 2020, Annual Audit Report for the school.

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

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

Guita Sharifi directed the board to the summary of additions recommended to the Charter School Accounting Manual, included in the board packet. The first recommended addition details the school's procedures for accepting and recording donations. The second addition details the contract approval process, which includes the initial assessment, administrative review, and approval by the appropriate signatories.

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

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

E. The Board will be asked to approve the Area Superintendent Evaluation Tool for the 2021-2022 school year

Jeff Martineau greeted the board and directed the board to the Area Superintendent Evaluation Tool for the 2021-2022 school year. He then reviewed updates made to the Evaluation Tool and rubric since the April board meeting and discussed the roles and responsibilities of the board and the Area Superintendent as related to the evaluation process, and the evaluation timeline. Mr. Martineau recommended the board approve the Area Superintendent Evaluation Tool for the 2021-2022 school year.

Carol Stanford made a motion to approve the Area Superintendent Evaluation Tool for the 2021-2022 school year.

Victoria Hancock seconded the motion.

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

Roll Call

Gary Renner Aye
Victoria Hancock Aye
Arthur Renney Aye

Roll Call

Carol Stanford Aye

F. The Board will be asked to approve the Declaration of Need (DON) forms as a prerequisite to the issuance of an emergency permit and/or limited assignment permit for teachers at the school for the 2021-2022 School Year per California Code of Regulations §80026

Jeff Martineau explained to the board the purpose of the annual Declaration of Need (DON) forms, which is now required of charter schools due to AB 1505 and ensures the school's eligibility to apply for emergency and/or limited assignment permits for teachers. Mr. Martineau directed the board to the DON documents located in their board packet and explained this will allow qualified individuals to be authorized to serve in their teaching assignment while they are working towards completing the credential requirements for the educator's assignment. Mr. Martineau recommended the board approve the DON forms for the school for the 2021-2022 school year.

Victoria Hancock made a motion to approve the Declaration of Need (DON) forms as a prerequisite to the issuance of an emergency permit and/or limited assignment permit for teachers at the school for the 2021-2022 School Year per California Code of Regulations §80026.

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

Ms. Vincent thanked Ms. Hanes and her staff for serving the students through all of the challenges this past year. She also thanked Mr. Faragia, Mr. Hansen, Ms. Sharifi, and Ms. Lopez for all of their continued support. She congratulated Ms. Luna for her outstanding graduation rate.

Board Secretary Renner praised everyone for doing a fantastic job during these difficult circumstances.

VIII. Closing Items

A. Next Regular Board Meeting Date: October 21, 2021, 5:00pm

B. Adjourn Meeting

Gary Renner made a motion to adjourn the meeting.

Carol Stanford seconded the motion.

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

Roll Call

Carol Stanford Aye

Arthur Renney Aye

Victoria Hancock Aye

Gary Renner Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:14 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 publiccomments@cvwest.org.