

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

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#### Date and Time

Thursday December 2, 2021 at 5:00 PM

#### Location

The Meeting can be viewed at:

[https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F\\_%23%2F%2Fmeetup-join%2F19%3Ameeting\\_YjlyNGZINzQtMWZiMy00ZjdmLWlyZjUtNTIzNWlyYzViMjMx%40thread.v2%2F0%3Fcontext%3D%257b%2522Tid%2522%253a%2522c33f6d28-3425-42a7-8827-d21f10bb2e83%2522%252c%2522Oid%2522%253a%25224e4cd601-0d23-44be-8261-73cdf2e9f610%2522%257d%26anon%3Dtrue&type=meetup-join&deeplinkId=083a2c74-c625-41fb-a0e0-e20d2bcb0dc9&directDI=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true](https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F_%23%2F%2Fmeetup-join%2F19%3Ameeting_YjlyNGZINzQtMWZiMy00ZjdmLWlyZjUtNTIzNWlyYzViMjMx%40thread.v2%2F0%3Fcontext%3D%257b%2522Tid%2522%253a%2522c33f6d28-3425-42a7-8827-d21f10bb2e83%2522%252c%2522Oid%2522%253a%25224e4cd601-0d23-44be-8261-73cdf2e9f610%2522%257d%26anon%3Dtrue&type=meetup-join&deeplinkId=083a2c74-c625-41fb-a0e0-e20d2bcb0dc9&directDI=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true)

Or call in for Audio only:

Conference Line: (657) 207-0015 Code: 969 742 162#

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#### MEETING LOGISTICS

This meeting is held in compliance with Assembly Bill 361, which allows flexibility in Brown Act teleconferencing procedures as addressed by the Board under Agenda Item I.E. The public is encouraged to participate in the meeting telephonically by dialing the conference line or by clicking the weblink listed on the posted agenda. The public may submit written comments to the Board by emailing [publiccomments@cvwest.org](mailto:publiccomments@cvwest.org). The public may also provide comments telephonically 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.

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#### Directors Present

Arthur Renney (remote), Carol Stanford (remote), Gary Renner (remote), Victoria Hancock (remote)

#### Directors Absent

None

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#### 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 Dec 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**

Jeri Vincent, Corporate Secretary  
Shellie Hanes, Area Superintendent  
Ide Rodriguez-Tarango, Principal  
Rafael Aguilar, Director of State and Federal Programs  
Jeff Martineau, V.P. of Charter Relations  
Bill Thompson, Legal Counsel  
Guita Sharifi, CFO, LLAC  
Michelle Lopez, Legal Counsel, LLAC

### **E. Adopt Resolution Continuing Board of Directors' Authority to Hold Virtual or Teleconference Meetings Pursuant to Assembly Bill 361**

Jeff Martineau discussed Assembly Bill 361, signed by Governor Newsom on September 16, 2021, and explained that the law exempts the board from certain provisions of the Brown Act related to teleconference meetings during states of emergency, as long as the Board makes required findings as detailed in the law. Under AB 361, boards that would like to continue to meet remotely must determine by majority vote whether as a result of the state of emergency, meeting in person would present imminent risks to the health or safety of attendees. Mr. Martineau directed the board members to the resolution located in their packet and recommended the board approve the Resolution Continuing Board of Directors' Authority to Hold Virtual or Teleconference Meetings Pursuant to Assembly Bill 361.

Carol Stanford made a motion to adopt Resolution Continuing Board of Directors' Authority to Hold Virtual or Teleconference Meetings Pursuant to Assembly Bill 361.

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

### **F. Approve Agenda for the December 2, 2021, Regular Public Meeting of the Board of Directors**

Victoria Hancock made a motion to approve Agenda for the December 2, 2021, Regular Public Meeting of the Board of Directors.

Gary Renner seconded the motion.

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

**Roll Call**

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

**G. Approve Minutes of the October 21, 2021, Regular Public Meeting of the Board of Directors**

Gary Renner made a motion to approve the minutes from Regular Board Meeting on 10-21-21.

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

**H. Approve Minutes of the November 15, 2021, Regular Public Meeting of the Board of Directors**

Victoria Hancock made a motion to approve the minutes from Regular Board Meeting on 11-15-21.

Carol Stanford seconded the motion.

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

**Roll Call**

Victoria Hancock Aye  
Gary Renner Aye  
Carol Stanford 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 items.

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

**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, by dialing the teleconference line or by clicking the weblink listed on the posted agenda. 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. 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**

Ide Rodriguez-Tarango greeted the board and provided an update on the following topics:

- 1,537 students are currently enrolled in the school's four learning centers.
- Successful parent-teacher conferences were held on October 25-29 with a 92% attendance rate of all students and families.
- CAASP Testing is coming up.
- Staff is waiting on the confirmed WASC committee report with accreditation approval.
- The next NWEA administration is scheduled for February 2022.
- The school had a successful oversight visit with Fresno County Superintendent of Schools. The school leadership team met with Jeffrey Hunt on November 8, 2021.
- Students are working on FAFSA and college applications, and counselors continue to hold monthly workshops focusing on FAFSA, college applications and exploring California college websites for all junior and senior students.

##### **B. WIOA Update**

Ide Rodriguez-Tarango informed the board the school continues to work in close collaboration with the school's WIOA partners to ensure students are receiving the support services to earn their diploma and set them up for post-graduate success. Ms. Tarango then updated the board on the school's community outreach efforts and educational partnerships.

Board President Renney thanked Ms. Rodriguez-Tarango for her reports.

##### **C. Finance Update**

Guita Sharifi directed the board to the Hanmi Bank Rotating Line of Credit (RLOC) financial update included in the board packet and reviewed the school's credit amount including the current interest rate expiration date, the current RLOC withdrawal amount, and the RLOC covenants ratios. Ms. Sharifi then reminded the board that the June 30, 2021 audit report will be presented during the January 2022 regular board meeting.

Board President Renney thanked Ms. Sharifi.

##### **D. Updated 2021-2022 Board Meeting Calendar**

Board President Renney directed the board to the updated 2021-2022 regular board meeting calendar for the remainder of the school year and reviewed the additional regular board meetings scheduled for February and May 2022.

## V. Action Items

### A. The Board will be asked to approve the 2021-22 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 four months of operations, from July 1, 2021 through October 31, 2021. The report is comprised of a financial section that includes the original budget that was developed in May, actuals to date, projected totals for this year based on this year's actual operations, projected school reserves at year end and the school's projected P2 ADA for the year. Ms. Sharifi reviewed each section of the first interim report in detail including the LCFF base grant amount, special education base rate, Title I funding and grants funds. Ms. Sharifi highlighted the following areas:

- The school budgeted a P2 ADA of 1,630, and the school is currently projecting a funding P2 ADA of 1,575.
- The school is projecting total revenue of \$27.9M, \$400K lower than the school's original budget.
- Federal Revenue increased from \$654K to \$3.7M due to a portion of the Expanded Learning Opportunities Grant originally budgeted under state revenue and the PPP loan forgiveness.
- Projected total expenditures of \$26.2M, a decrease of \$793K compared to original budget due to a combination of an increase in teacher and certificated salaries and a decrease in certificated administrative and classified instructional salaries.
- Projected purchases decreased 25%, from \$1.7M to \$1.3M with the main decrease in supplies and equipment and operating expenses decreased by 6%.

Finally, Ms. Sharifi reviewed the school's ending fund balance and restricted reserves. Board President Renney inquired about the federal funding and if there are any concerns attached to those funds. Ms. Sharifi informed the board the school is in compliance and the school will not be impacted negatively by accepting the federal funding.

Gary Renner made a motion to approve the 2021-22 First Interim Report.

Victoria Hancock seconded the motion.

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

#### Roll Call

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

### B. 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 travel reimbursement daily per diem amounts and updates to the reserve fund and committed fund planning sections.

Board President Renney asked about the process for calculating the per diem amount. Ms. Sharifi informed the board they have included a total daily amount instead of a specific amount for each meal.

Carol Stanford 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

**C. The Board will be asked to approve the Committed Funds Plan for the school**

Shellie Hanes directed the board to the Committed Funds Plan located in their packet and discussed the school's current reserve amount in excess of the recommended maximum 17% reserve. Ms. Hanes then explained that in order to demonstrate that we are good stewards of public funds, the Committed Funds Plan is based on a three-year cycle to earmark excessive revenue for projects, programs, and/or resources that directly benefit students and/or to protect and enhance existing programs provided to students. Ms. Hanes then discussed the school's multi-year plan and that changes to the plan due to mitigating financial impact from major, non-recurring or unforeseen expenditures and/or other needs stemming from changes in student enrollment, academic needs, program needs, etc., will require board approval. Ms. Hanes recommended the board approve the Committed Funds Plan and for emergency or urgent spending needs, asked the board to authorize the Area Superintendent to make and execute such decisions.

Board Secretary Renner asked for clarification about "unduplicated students." Ms. Hanes informed the board of what qualifies as an unduplicated student.

Board President Renney asked about what is considered professional space. Ms. Hanes explained part of the location will include some offices and some rooms for training, to be used for multiple purposes.

Board Secretary Renner asked if this plan will be adjusted to take into consideration ongoing surplus. Ms. Hanes informed the board they will keep monitoring the Plan and it may need to be modified over time.

Victoria Hancock made a motion to approve the Committed Funds Plan for the school. 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. Additional Corporate Officers and Board Members' Observations and Comments**

**A. Observations and Comments**

Jeri Vincent thanked Ms. Hanes and Ms. Rodriguez-Tarango for all they are doing for the students and for their relationships with the authorizer. She thanked the board for their continued support.

**VII. Closing Items**

**A. Next Regular Board Meeting Date: January 20, 2022, 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**

Carol Stanford Aye

Gary Renner Aye

Victoria Hancock 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 5:33 PM.

Respectfully Submitted,  
Gary Renner

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**Accommodations.** All meetings of the Board of Directors are held in compliance with the Americans with Disabilities Act of 1990. 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](mailto:publiccomments@cvwest.org).