

# Crescent View West Public Charter

## Minutes

Operated by Crescent View West Public Charter, Inc.

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### Date and Time

Thursday December 12, 2019 at 5:00 PM

### Location

1901 E. Shields Avenue, Ste 105, Fresno CA 93726 Remote Location: 177 Holston Drive, Lancaster, CA 93535 Conference Call: (661) 249-6805 Code: 525676

### Directors Present

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

### Directors Absent

None

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## I. Opening Items

### A. Call the Meeting to Order

Armando Lopez called a meeting of the board of directors of Crescent View West Public Charter to order on Thursday Dec 12, 2019 at 5:07 PM.

### B. Record Attendance and Guests

### C. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Board Member Renner.

### D. Staff Introductions

At this time, Board President Lopez invited staff members who are at the meeting location or participating via teleconference to state their names and titles.

Shellie Hanes, Area Superintendent  
Jeff Brown, CEO  
Bill Thompson, Legal Counsel  
Sarah Luna, Principal  
Nacrina Cuevas, Project Manager  
Aracely Mayoral, Sr. Director of Finance, LLAC  
Guita Sharifi, CFO, LLAC  
Brian Hadley, Auditor, Wilkinson Hadley King & Co. LLP  
Michelle Lopez, Legal Counsel, LLAC  
Michelle Simi, IT Business Services Manager, LLAC

### E.

**Approve Agenda for the December 12, 2019, Regular Public Meeting of the Board of Directors.**

Arthur Renney made a motion to approve the Agenda for the December 12, 2019, Regular Public Meeting of the Board of Directors.

Carol Stanford seconded the motion.

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

**Roll Call**

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

**F. Approve Minutes of the October 24, 2019, Regular Public Meeting of the Board of Directors.**

Gary Renner made a motion to approve the minutes from the October 24, 2019, Regular Public Meeting of the Board of Directors. Operated by Crescent View West Public Charter, Inc. on 10-24-19.

Arthur Renney seconded the motion.

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

**Roll Call**

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

**II. Consent Agenda**

**A. Consent Agenda**

Victoria Hancock made a motion to approve all of the Consent Agenda items by a single vote unless requested by the Board member to be discussed and considered for action separately.

Arthur Renney seconded the motion.

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

**Roll Call**

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

**III. PUBLIC COMMENT**

**A. Public Comment**

Board President Lopez 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.

At this time, Board President Lopez asked if there were any members of the public attending the meeting who wished to offer public comments. There were no members of the public in attendance.

#### **IV. School Reports and Information**

##### **A. Area Superintendent Update**

Shellie Hanes directed the Board's attention to the screen which shows the student demographics of CVW. The information showed that we have a high percentage of EL/RFEP students being served and an even higher percentage who are socioeconomically challenged. The information shared also showed the total student enrollment of all four resource centers combined and the breakdown of the number of students in each grade level served.

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

Shellie Hanes reported that the charter school's focus is to find partners that can add value to our program and allow us to offer more to our students.

Sarah Luna shared that the school recently had an anti-bullying rally that was initiated by students. Because our students wanted to speak about it and to spread awareness to others, through our partnership with CenCal Mentoring, we are afforded an on-campus mentor who worked along with approximately ten students to plan out a week-long anti-bullying event. Experiences were shared with other students on ways to address bullying.

##### **C. 2019 Student Achievement Data Report**

Shellie Hanes reported that CVW success rate is at 90.60 percent, which includes students who have graduated, those who continue to preserve in our program and those that have caught up in credits while enrolled in our program and have matriculated back to their school of residence. Ms. Hanes went on to report on student assessment showing a comparison of last year's scores to the current year. Although CVW has seen growth in both areas, we have a school-wide focus to continue to work at improving by placing students in intervention courses. Administration with input from staff, created the Road Map to Success which will ensure that all students are being placed in the necessary intervention courses needed to help them achieve academic success.

Sarah Luna informed the Board of all the opportunities for stakeholder involvement that have occurred or are forthcoming: Open house, paint nights, Reengagement Fair - National Dropout Prevention Month, parent conferences, blood drive, Wise-up with Educational Employee Credit Union, a visit by Police Chief Jerry Dyer, Student Voice luncheons, Poverello House Children's Party, and care packages for the military.

##### **D.**

**Legislative Update**

Michelle Lopez directed the Board to the information in their board package regarding new laws that impact charter schools will be in 2020.

**E. Board Meeting Notice**

Bill Thompson presented the dates of upcoming regular board meetings.

**F. Legal Update**

Bill Thompson discussed with the board new requirements affecting the board due to SB 126, including Conflict of Interest and Public Records Act, effective January 1, 2020.

**V. Action Items**

**A. The Board will be asked to review and approve adoption of the Charter School Accounting Manual**

Guita Sharifi discussed with the board the initial adoption of the Charter School Accounting Manual during the August 2019 board meeting. Ms. Sharifi informed the board this document is continually being reviewed and any recommended changes will be brought to the board for a request for approval. The changes being recommended for approval are specific to Chapter 6 - Conflict of Interest and Gift of Public Funds, which includes a list of expenditures that are considered to serve an educational purpose based on the student population served by the school.

Carol Stanford made a motion to approve the adoption of the Charter School Accounting Manual.

Victoria Hancock seconded the motion.

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

**Roll Call**

- Gary Renner     Aye
- Victoria Hancock   Aye
- Arthur Renney    Aye
- Carol Stanford    Aye
- Armando Lopez    Aye

**B. The Board will be asked to review and approve the June 30, 2019, Annual Audit Report for the school.**

Brian Hadley directed the board to the audit report and stated 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, 2019.

Arthur Renney made a motion to approve the June 30, 2019, Annual Audit Report for the school.

Gary Renner seconded the motion.

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

**Roll Call**

- Carol Stanford    Aye
- Arthur Renney    Aye
- Armando Lopez    Aye
- Victoria Hancock   Aye

**Roll Call**

Gary Renner     Aye

**C. The Board will be asked to review and approve the 2019/2020 First Interim Report for the school.**

Aracely Mayoral directed the Board to the report and discussed the increase in revenue and expenditures which is directly related to an increase in the estimated P2 ADA compared to the budget. Ms. Mayoral reviewed with the Board the various revenue and expenditure categories and the projected year end excess revenue and overall reserve.

Carol Stanford made a motion to approve the 2019/2020 First Interim Report for the school.

Victoria Hancock seconded the motion.

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

**Roll Call**

Carol Stanford     Aye

Armando Lopez     Aye

Victoria Hancock     Aye

Gary Renner     Aye

Arthur Renney     Aye

**D. The Board will be asked to review and 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 2020-2021 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 2020-2021 E-Rate funding year.

Victoria Hancock made a motion to approve the E-Rate vendor selections.

Carol Stanford seconded the motion.

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

**Roll Call**

Carol Stanford     Aye

Victoria Hancock     Aye

Armando Lopez     Aye

Gary Renner     Aye

Arthur Renney     Aye

**E. The Board will be asked to review and approve a Human Trafficking Prevention Plan.**

Shellie Hanes discussed with the board the draft policy, which is required to be adopted in accordance with Senate Bill 1104 from 2018, which requires the Board of Directors to work with the Charter School to identify the most appropriate methods of informing parents and guardians of students in grades 6 through 12, as applicable, of human trafficking prevention resources, and to implement the methods by January 1, 2020

Gary Renner made a motion to approve a Human Trafficking Prevention Plan.

Arthur Renney seconded the motion.

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

**Roll Call**

Carol Stanford     Aye

Victoria Hancock     Aye

**Roll Call**

Armando Lopez Aye  
Gary Renner Aye  
Arthur Renney Aye

**F. The Board will be asked to review and approve the Amended Common Paymaster Agreement**

Bill Thompson reminded the board of the prior approval of the paymaster agreement and its purpose. Mr. Thompson stated the purpose of the amended agreement is to update “Schedule A” to remove individual names and replace them with the Position/Title, and to add the positions of Superintendent, Chief Executive Officer, Chief Financial Officer, and Area Superintendent. Arthur Renney made a motion to approve the Amended Common Paymaster Agreement. Gary Renner seconded the motion. The board **VOTED** unanimously to approve the motion.

**Roll Call**

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

**G. The Board will be asked to approve salary ranges for the Area Superintendent position.**

Guita Sharifi presented the salary range for the Area Superintendent position and the various entities reviewed to determine a competitive and fair market salary range, including the AASA Superintendent Association 2018-2019, superintendent salary/benefits studies 2019, the CDE’s statewide average salaries from the School Accountability Report Card, and neighboring school district salary ranges. Carol Stanford made a motion to approve salary ranges for the Area Superintendent position. Victoria Hancock seconded the motion. The board **VOTED** unanimously to approve the motion.

**Roll Call**

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

**H. The Board will be asked to approve the amended Conflict of Interest Code for Crescent View West**

Bill Thompson explained that the Conflict of Interest Code has been updated to include the required positions for Form 700 filings and alignment with the school’s organizational structure. Arthur Renney made a motion to approve the amended Conflict of Interest Code for Crescent View West Public, Inc. Gary Renner seconded the motion. The board **VOTED** unanimously to approve the motion.

**Roll Call**

Gary Renner Aye  
Armando Lopez Aye

**Roll Call**

Carol Stanford Aye  
Victoria Hancock Aye  
Arthur Renney Aye

**VI. Closed Session**

**A. Adjourn open public Board meeting to go into closed session.**

Gary Renner made a motion to adjourn open public Board meeting to go into closed session CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION ( Gov. Code section 54956.9(d)(1).) Margosian v. Villicana et al., Fresno County Superior Court No. 18CECG01870.

Arthur Renney seconded the motion.

The Board adjourned the open public Board meeting to go into closed session at 5:55 p.m.

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

**Roll Call**

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

**B. Adjourn closed session and reconvene regular Board meeting.**

Gary Renner made a motion to adjourn closed session and reconvene regular Board meeting at 6:03 p.m.

Arthur Renney seconded the motion.

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

**Roll Call**

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

**C. Report of action taken or recommendations made in closed session, if any.**

Board President Lopez reported no action taken with in closed session for Margosian v. Villicana et al., Fresno County Superior Court No. 18CECG01870.

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

**A. Additional Corporate Officers and Board Members' Observations and Comments.**

Board Member Renner expressed his appreciation of Shellie Hanes's reporting of the number of students the school currently serves.

Jeff Brown shared that he has been asked what he attributes to the success of your charter school, to which Mr. Brown responded that we surround ourselves with very smart people and we stay out of their way. Mr. Brown also wished all board members a wonderful new year.

Board President Lopez announced his resignation from the Crescent View West Public, Inc. Board of Directors to be effective December 31, 2019. Board President Lopez announced he will still be involved with Learn4Life in a different capacity. Jeff Brown recalled the work that Board President

Lopez has accomplished during his tenure, and that he will most certainly be missed at the board meetings. Board Member Renner also expressed his appreciation for Board President Lopez and stated, "Learn4Life is better because of you.

## VIII. Closing Items

### A. Adjourn Meeting

Carol Stanford made a motion to adjourn the Regular public board meeting. Victoria Hancock seconded the motion. The board **VOTED** unanimously to approve the motion.

#### Roll Call

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:10 PM.

Respectfully Submitted,  
Gary Renner

### B. General Notifications

**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.** Documents provided to a majority of the governing board regarding an open session item on this agenda will be made available for public inspection at Charter School offices located at 1901 E. Shields Avenue, Ste 105, Fresno, CA, 93726 during normal business hours.