

# 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 August 25, 2022 at 5:00 PM

#### Location

[https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F\\_%23%2F%2Fmeetup-join%2F19%3Ameeting\\_ZjA3NjdmNGYtNzRkNS00Mzk0LWlzYmUtZGE3ZmJmZDY0MWEw%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=533927e5-2141-47c9-920b-e5f87acd04ae&directDI=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true](https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F_%23%2F%2Fmeetup-join%2F19%3Ameeting_ZjA3NjdmNGYtNzRkNS00Mzk0LWlzYmUtZGE3ZmJmZDY0MWEw%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=533927e5-2141-47c9-920b-e5f87acd04ae&directDI=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true)

#### Or call in for Audio only:

Conference Line: (657) 207-0015 Code: 164 547 643#

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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), Phillip Lien (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 Aug 25, 2022 at 5:00 PM.

**B. Roll Call and Establishment of Quorum**

**C. Pledge of Allegiance**

Board Member Lein led the pledge of allegiance.

**D. Staff Introductions**

Jeri Vincent, Corporate Secretary  
Shellie Hanes, Area Superintendent  
Nacrina Cuevas, Project Manager  
Jeff Martineau, V.P. of Charter Relations  
Eric Contente, Administrator  
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.

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

Gary Renner seconded the motion.

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

**Roll Call**

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

**F. Approve Agenda for the August 25, 2022, Regular Public Meeting of the Board of Directors**

Carol Stanford made a motion to approve Agenda for the August 25, 2022, Regular Public Meeting of the Board of Directors.

Victoria Hancock seconded the motion.

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

**Roll Call**

Victoria Hancock Aye  
Gary Renner Aye

**Roll Call**

Phillip Lien Aye  
Arthur Renney Aye  
Carol Stanford Aye

**G. Approve Minutes of the July 21, 2022, Regular Public Meeting of the Board of Directors**

Gary Renner made a motion to approve the minutes from Regular Board Meeting on 07-21-22.

Phillip Lien seconded the motion.

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

**Roll Call**

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

**H. Approve Minutes of the August 8, 2022, Regular Public Meeting of the Board of Directors**

Carol Stanford made a motion to approve the minutes from Regular Board Meeting on 08-08-22.

Victoria Hancock seconded the motion.

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

**Roll Call**

Arthur Renney Aye  
Phillip Lien Aye  
Gary Renner Aye  
Victoria Hancock Aye  
Carol Stanford 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.

Gary Renner seconded the motion.

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

**Roll Call**

Phillip Lien Aye  
Arthur Renney Aye  
Victoria Hancock Aye  
Carol Stanford 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, 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**

Eric Contente greeted the board and provided updates on the following:

- Enrollment: 1,410 students are currently enrolled in the school's four learning centers.
- Academics:
  - 71 students attended the school's July session.
  - School registration paperwork is 70% completed.
  - Held a schoolwide Professional Development event on August 31st.
- WASC & Accountability:
  - School received a 6-year accreditation
  - NCAA – three of the four learning centers are NCAA approved and staff are in progress for the Clovis learning center to become NCAA compliant.
  - CAASPP, CAST and ELPAC data will be reported to the board at an upcoming meeting.
- Graduation and Counseling:
  - The informal graduation rate is 97%.
  - School counselors are focusing on social and emotional support. They are planning a fieldtrip for students to visit San Joaquin Valley College and Reedley College.

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

Eric Contente provided the following updates:

- Currently have 14 students enrolled in WIOA.
- Staff meet regularly to identify any additional student support.
- The school continues to work in close collaboration with its WIOA partners to provide quarterly in-person meetings for students, promote services for graduates, and provide internship opportunities for students.
- Community Outreach and Educational Partners:
  - At the Educational Partners Meeting, a Toolkit was presented to support staff to increase educational partners' involvement, as well as provide staff and partners time to collaborate and share goals.
  - Paint Night for students and staff was held on August 11.

Board President Renney asked if they anticipate losing any students with the move. Ms. Hanes informed the board they have not made the move yet and have not lost any students.

Board President Renney asked Mr. Contente to explain the WIOA program to new board member Lien. Mr. Contente provided information to the board about the WIOA program and what it provides to students and Crescent View West as a whole.

### **C. Current Vendor List**

Shellie Hanes directed the board to the current vendor list located in their board packet. Ms. Hanes explained this is a list of all vendors from July 1, 2021 through June 2022, includes a brief description of services, and includes vendors who provide varying services including professional development, technology, health care benefits, etc. Ms. Hanes reminded the board this information is provided bi-annually, and she reviewed the list for accuracy. Ms. Hanes then requested the board to review the list for any potential conflicts of interest and to reach out to Ms. Hanes or legal counsel for any questions.

Board President Renney re-emphasized the importance of reviewing the list for any conflicts.

### **D. Finance Update and Budget Overview for the 2022-2023 School Year**

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 of 6.0%, which represents an increase from the previous RLOC update provided to the board. Ms. Sharifi then reviewed the expiration date, the current RLOC withdrawal amount, and the RLOC covenants ratios as of July 31, 2022.

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 Superintendent, and the approval process with the board of directors at a board meeting prior to submission to the school's authorizer.

Lastly, Ms. Sharifi informed the board that the governor signed the state budget and there has been an increase in COLA, which will be reflected in the first interim report to be presented to the board at a future meeting.

Board President Renney asked about the increase in COLA and if the additional money could be saved. Ms. Sharifi informed the board the additional funds will come through the LCFF and up to 80% needs to be spent, so if the state spending requirements are met, then funds can be saved.

### **E. Annual Board Training Announcement**

Shellie Hanes 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 2022 training will be presented by Young, Minney & Corr, LLP, and board members will have the option of attending a virtual session on Tuesday, September 27 at 5:00pm or Wednesday, September 28 at 11:00am. 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

Board President Renney thanked Ms. Hanes for the information.

## V. Action Items

### A. The Board will be asked to approve the Unaudited Actuals for the 2021-2022 school year

Guita Sharifi directed the board to the unaudited actuals report for the 2021-22 school year and explained that 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 2021-22, and the estimated ADA projections for 2022-23 that were used as a baseline for developing the current school year budget.

Ms. Sharifi reported that the school had a funding P-2 ADA of 1,585 for a total revenue of \$28.8M dollars, which was \$345K higher than the projected revenue presented at the June 2022 board meeting.

Ms. Sharifi reported that the school ended the year with total expenditures of \$27.2M, which was \$684K higher than prior projections. This increase included a small increase in salaries and benefits due primarily to an increase in certificated administrators, and an increase in furniture and IT equipment spending, training, and professional services.

Ms. Sharifi then discussed the school's excess revenue, balance sheet assets and liabilities, and the impact of the state's apportionment deferrals.

Board Secretary Renner expressed his concern over reserves and any potential problems with state funding if the reserves are too high. Ms. Sharifi reminded the board there are currently no regulations on required reserves for charter schools. However, the board has previously approved a reserve policy at 17% and this can be adjusted at the board's request.

Gary Renner made a motion to approve the Unaudited Actuals for the 2021-2022 school year.

Carol Stanford seconded the motion.

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

#### Roll Call

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

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

### A. Observations and Comments

Jeri Vincent praised the 97% graduation rate.

Board President Renney and Board Secretary Renner agreed.

Board Member Stanford asked if there is a way to increase the number of students enrolled in WIOA. Ms. Hanes informed the board that WIOA is geared towards older students, and can be used as a way to enroll older students. She also informed the board they are still in the process of training staff on WIOA and expect enrollment to increase.

## VII. Closed Session

### A.

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

1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov. Code section 54957(b) (1).) Title: Area Superintendent
2. CONFERENCE WITH LABOR NEGOTIATOR (Gov. Code section 54957.6) Agency designated representative: Bill Thompson, Unrepresented Employee: CEO

Victoria Hancock made a motion to adjourn open public Board meeting to go into closed session.

Phillip Lien seconded the motion.

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

**Roll Call**

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

**B. Adjourn closed session and reconvene to open public Board meeting**

Gary Renner made a motion to adjourn closed session and reconvene to open public Board meeting.

Victoria Hancock seconded the motion.

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

**Roll Call**

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

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

Board President Renney stated no action was taken in closed session for:

1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov. Code section 54957(b) (1).) Title: Area Superintendent
2. CONFERENCE WITH LABOR NEGOTIATOR (Gov. Code section 54957.6) Agency designated representative: Bill Thompson, Unrepresented Employee: CEO

**VIII. Closing Items**

**A. Next Regular Board Meeting Date: September 22, 2022, 2:00pm**

**B. Adjourn Meeting**

Carol Stanford made a motion to adjourn the meeting.

Phillip Lien seconded the motion.

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

**Roll Call**

Arthur Renney Aye  
Victoria Hancock Aye  
Phillip Lien Aye

**Roll Call**

Gary Renner 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 7:02 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@cwwest.org](mailto:publiccomments@cwwest.org).