

# 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 1, 2022 at 5:00 PM

#### Location

#### Meeting Link

[https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F\\_%23%2F%2Fmeetup-join%2F19%3Ameeting\\_OTc4NjJmY2QtMDE1OS00NmJhLWFIYTIOTMzNzU2OGViNjlk%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=d39b4d8f-7f50-4faf-9efe-eea9a008003d&directDI=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true](https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F_%23%2F%2Fmeetup-join%2F19%3Ameeting_OTc4NjJmY2QtMDE1OS00NmJhLWFIYTIOTMzNzU2OGViNjlk%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=d39b4d8f-7f50-4faf-9efe-eea9a008003d&directDI=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true)

#### Or call in for Audio only:

Conference Line: (657) 207-0015 Code: 894 879 10#

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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 Dec 1, 2022 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  
Jeri Vincent, Corporate Secretary  
Shellie Hanes, Area Superintendent  
Ide Rodriguez-Tarango, Principal  
Rafael Aguilar, Director of State and Federal Programs  
Sara Luna, Regional Director of State and Federal Programs  
Nacrina Cuevas, Project Manager  
Jeff Martineau, V.P. of Charter Relations  
Bill Thompson, Legal Counsel  
Guita Sharifi, CFO, LLAC  
Michelle Lopez, Legal Counsel, LLAC  
Michele Simi, Director of Business Services, 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**

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

### **F. Approve Agenda for the December 1, 2022, Regular Public Meeting of the Board of Directors**

Victoria Hancock made a motion to approve Agenda for the December 1, 2022, Regular Public Meeting of the Board of Directors.

Phillip Lien seconded the motion.

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

**Roll Call**

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

**G. Approve Minutes of the October 13, 2022, Regular Public Meeting of the Board of Directors**

Carol Stanford made a motion to approve the minutes from Regular Board Meeting on 10-13-22.

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  
Phillip Lien Aye

**H. Approve Minutes of the October 19, 2022, Regular Public Meeting of the Board of Directors**

Phillip Lien made a motion to approve the minutes from Regular Board Meeting on 10-19-22.

Victoria Hancock seconded the motion.

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

**Roll Call**

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

**I. Approve Minutes of the November 10, 2022, Regular Public Meeting of the Board of Directors**

Carol Stanford made a motion to approve the minutes from Regular Board Meeting on 11-10-22.

Phillip Lien seconded the motion.

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

**Roll Call**

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

**II. Consent Agenda**

**A.**

### Consent Agenda Items

1. The Board will be asked to approve the revised School Safety Plan
2. The Board will be asked to approve the revised COVID-19 Plan for Resuming In-Person Instruction, an addendum to the school's Health and Safety Plan
3. The Board will be asked to approve the E-Rate vendor selections

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 items.

Victoria Hancock made a motion to the consent agenda Items.

Phillip Lien seconded the motion.

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

#### Roll Call

Arthur Renney	Aye
Carol Stanford	Aye
Victoria Hancock	Aye
Phillip Lien	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

Ide Rodriguez-Tarango greeted the board and provided updates on the following:

- Enrollment: 1,745 students are currently enrolled in the school's four learning centers.
- Academics:
  - State testing preparation.
  - Focusing on student check-ins.
  - Saturday school occurring one Saturday each month.
- WASC & Accountability:
  - School received a 6-year WASC accreditation.

- All learning centers are NCAA approved.
- Graduation:
  - Year-to-date internal graduation is 26%.
  - Counselors' focus: FAFSA and CSU college applications, UC Merced and Cal State Stanislaus field trip, and social and emotional support and care packages for unhoused youth.
- Community Outreach
  - Canned food drive and blanket drive.

Shelly Hanes praised Ms. Rodriguez-Tarango for presenting at yesterday's event. She also recognized Ms. Luna and Mr. Aguilar for their participation in professional development and support staff. Lastly, Ms. Hanes informed the board that on December 17th - 18th the school will be at Winter Wonderland at Story Land.

Board President Renney asked what the participation is on Saturdays. Ms. Rodriguez-Tarango informed the board they see anywhere from 3-35 students, and they are typically students who work during the week.

## **B. WIOA Update**

Ide Rodriguez-Tarango discussed current student enrollment, internship opportunities, ongoing educational partners meetings, and the Parent University program through Fresno State.

## **C. Finance Update**

Guita Sharifi directed the board to the financial update report for the Hanmi Bank Rotating Line of Credit (RLOC) and LLAC promissory note updates as of October 31, 2022. Ms. Sharifi reviewed the Hanmi RLOC current interest rate of 7.5%, which represents an increase from the previous RLOC of 6.75%, the expiration date, the current RLOC withdrawal amount, and the RLOC covenants ratios. Ms. Sharifi then reviewed the LLAC promissory loan balance, cumulative borrowing, available balance, and current interest rate of 4%.

Board President Renney thanked Ms. Sharifi for her report.

## **D. Title I Program Evaluation for SY 2021-2022 Report**

Sarah Luna greeted the board and explained that school year 2021-22 was the first year the school received Title I funding and as a Targeted Assistance Program, school leadership identified the lowest performing student and focused on improving their literacy skills with increased tutoring support with their reading and English Language Arts curriculum. Ms. Luna then directed the board to the report located in their packet and reviewed student participation and credit completion rates, and NWEA reading scores.

Ms. Luna further explained the school is now a Schoolwide Title I Program, which allows the school to support all students with Title I funds. School staff have a Schoolwide Intervention Plan and have begun implementing their plan to increase intervention staff to support all students in meeting the rigorous state academic standards.

Ms. Luna then discussed the importance of parent and community engagement events and the value added from their participation and reviewed school year 2021-22 parent participation rates.

Finally, Ms. Luna informed the board the school will continue focusing on these efforts to improve the program and increase support for students.

Board President Renney thanked Ms. Luna for her presentation and commented on the requirements involved with federal programs. Ms. Luna shared her experience and the ongoing support they receive.

**E. Annual Lifelong Learning Administration Corporation (LLAC) Services Report**

Board President Renney informed the board that due to an unforeseen event this item will be moved to the January 12, 2023 board meeting.

**V. Public Hearing**

**A. Open Public Hearing**

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

**Roll Call**

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

**B. The Board will hold a public hearing to solicit the recommendations and comments of members of the public regarding the revised Personalized Learning Policy**

Board President Renney announced the public hearing opened at 5:22 p.m.

Shellie Hanes directed the board to the redlined copy of the revised Personalized Learning Policy in their board packet and informed the board the revised policy reflects changes required by Assembly Bill 740, which was signed by the Governor on September 18 and goes into effect January 1, 2023. Ms. Hanes directed the board to section 2.7 of the policy concerning Involuntary Removal Procedures, which has been revised to extend parental rights and notification requirements affecting homeless, foster or Indian children or youth to that student's educational rights holder, social worker, or tribal or county social worker, as applicable, during any involuntary removal process. Ms. Hanes then explained the school has already begun working with the counseling support team to implement these new procedures and requirements in preparation for the January 1 due date. Lastly, Ms. Hanes asked for questions or comments from members of the public and board members.

Board President Renney thanked Ms. Hanes and asked if there were any additional comments.

**C. Close Public Hearing**

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

Phillip Lien made a motion to close the public hearing.  
Victoria Hancock seconded the motion.

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

**Roll Call**

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

The public hearing was closed at 5:25 p.m.

**VI. Action Items**

**A. The Board will be asked to review and approve the revised Personalized Learning Policy**

Shellie Hanes recommended the board approve the revised Personalized Learning Policy that was shared during the Public Hearing.

Victoria Hancock made a motion to approve the revised Personalized Learning Policy. Carol Stanford seconded the motion.

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

**Roll Call**

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

**B. The Board will be asked to discuss and approve the Arts, Music, and Instructional Materials Discretionary Block Grant Plan**

Rafael Aguilar directed the board to the Arts, Music, and Instructional Materials Discretionary Block Grant Plan located in their packet and explained that this is one-time funding for school years 2022-23 through 2025-26. Funds may be used for professional development, acquiring instructional materials, improving school climate including training on de-escalation and restorative justice strategies, developing diverse book collections with culturally relevant texts, operational costs, and COVID-19 costs. Mr. Aguilar reviewed the plan's eligible uses and the awarded funding amount of \$1,055,924, and asked the board if they had any questions.

Board President Renney thanked Mr. Aguilar for his report.

Phillip Lien made a motion to approve the Arts, Music, and Instructional Materials Discretionary Block Grant Plan.

Carol Stanford seconded the motion.

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

**Roll Call**

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

**C. The Board will be asked to approve the June 30, 2022, Annual Audit Report for the school**

Guita Sharifi introduced Brian Hadley, Partner, CPA at Wilkinson, Hadley, King & Co., to review the audit report in detail with the board. Mr. Hadley thanked the board for their time and informed the board that Wilkinson, Hadley, King & Co. are a State approved auditing firm.

Mr. Hadley directed the board to the Executive Summary and explained this section was prepared by the school. Mr. Hadley then directed the board to Independent Auditor's Report letter located in the beginning of the report and explained the school had an unmodified financial opinion, which is positive, and no adjustments or reclassifications were needed. Mr. Hadley next reviewed each of the financial statements and explained the purpose of each report, and highlighted specific financial data.

Mr. Hadley then reviewed the last three pages of the report showing the school received an unmodified report with no findings for year end June 30, 2022 and no findings in the prior year audit.

Board President Renney thanked Mr. Hadley for his report.

Carol Stanford made a motion to approve the June 30, 2022, Annual Audit Report for the school.

Victoria Hancock seconded the motion.

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

**Roll Call**

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

**D. The Board will be asked to approve the 2022-2023 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, 2022 through October 31, 2022. The report is comprised of a financial section that includes the original budget approved by the board in June, 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 1,542, and the school is currently projecting a funding P2 ADA of 1,640.
- The school is projecting total revenue of \$34.1M, which is \$7.1M higher than the school's original budget.
- LCFF projected revenue increased by \$3M primarily due to an increase in projected ADA and a COLA increase.
- Federal revenue decreased from \$1.4M to \$984K due to a reduction of the Expanded Learning Opportunities Grant funding during this school year.
- Other State Revenue increased from \$2M to \$6.5M due to the Arts and Music Block Grant and the Learning Recovery Emergency Block Grant.
- Projected total expenditures of \$30M, which is an increase of \$3.5M compared to the original budget due to the implementation of services related to the new one-time restricted grants and an expansion of existing instructional spending due to the increase of available funding.



Finally, Ms. Sharifi reviewed the school's ending fund balance and restricted reserves, and asked the board for input and questions.

Board President Renney thanked Ms. Sharifi for her report.

Phillip Lien made a motion to approve the 2022-2023 First Interim Report.

Carol Stanford seconded the motion.

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

**Roll Call**

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

**E. The Board will be asked to approve the revised 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 20% reserve amount. Ms. Hanes explained the establishment and funding of financial reserves is important to the long-term health and stability of the school, the ability to manage cash flow, and protect the school from unforeseen revenue shortfalls, unexpected costs, and economic uncertainties. Financial reserves also help a charter school save for large purchases and reduce the cost of borrowing money. Ms. Hanes then explained that in order to demonstrate that we are good stewards of public funds, the Committed Funds Plan has been updated to reflect the school's current needs for projects, programs, and/or resources that directly benefit the students. Ms. Hanes then reviewed the updated Committed Funds Plan for the amount of reserves in excess of the recommended 20% reserve amount. 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 President Renney thanked Ms. Hanes for her report.

Victoria Hancock made a motion to approve the revised Committed Funds Plan for the school.

Carol Stanford seconded the motion.

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

**Roll Call**

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

**F. The Board will be asked to review and approve Wilkinson, Hadley & King & Co., LLP to prepare the school's 2021 Form 990, Return of Organization Exempt from Income Tax**

Guita Sharifi directed the board to the engagement letter from Wilkinson, Hadley, King & Co. to prepare the fiscal year ended June 30, 2022 federal return of Organization Exempt from Income Tax Form 990, related federal statements and schedules, and the California Exempt Organization Annual Information Return Form 199 with related statements and schedules. Ms. Sharifi reminded the board the firm is listed on the California Department of Education website as an approved auditor and all information from the school's annual

audit report can be downloaded into the 990 form, which reduces human errors and expedites the process. Ms. Sharifi then reviewed the tax preparation fee and recommended the board approve Wilkinson, Hadley, King & Co. LLP to prepare the school's 2021 tax returns.

Board President Renney thanked Ms. Sharifi for her report and asked about the fee for preparing the tax return. Ms. Sharifi informed the board the fee listed is just for the tax return and does not include the audit.

Phillip Lien made a motion to approve Wilkinson, Hadley & King & Co., LLP to prepare the school's 2021 Form 990, Return of Organization Exempt from Income Tax.

Carol Stanford seconded the motion.

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

**Roll Call**

Victoria Hancock Aye

Phillip Lien Aye

Carol Stanford Aye

Arthur Renney Aye

Gary Renner Aye

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

**A. Observations and Comments**

Jeff Brown thanked the staff for their reports, and praised the community outreach and professional development. Mr. Brown praised Mr. Aguilar for his work on the block grants. Lastly, Mr. Brown informed the board he is available to the board to answer any questions they have or to discuss any matters that may come up.

Jeri Vincent thanked everyone for all of their hard work and contributions to the board meetings.

Shelly Hanes thanked and praised the school's compliance team who work hard behind the scenes.

Board President Renney informed the board there is an open house on December 8th.

**VIII. Closing Items**

**A. Next Regular Board Meeting Date: December 13, 2022, 2:00pm**

**B. Adjourn Meeting**

Victoria Hancock made a motion to adjourn the meeting.

Carol Stanford seconded the motion.

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

**Roll Call**

Gary Renner Aye

Carol Stanford Aye

Victoria Hancock Aye

Phillip Lien 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 6:13 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).