

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 March 2, 2023 at 4:00 PM

Location

Meeting Location: 4065 W. Ashcroft Ave., Fresno, CA 93722

Or Join Using the Meeting Link:

https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F_%23%2F%2Fmeetup-join%2F19%3Ameeting_MTE0MTQyNzQtMGUxMy00ZGlxLWExMzQtNGVjMzJjNmRjNTcw%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=238f87ec-aac9-49e9-8c5d-1a80dbd5a961&directDI=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true

Or Call in for audio only:

Conference Line (657) 207-0015 Code: 488 706 711#

MEETING LOGISTICS

The public is encouraged to participate in the meeting in person, or by dialing the conference line or clicking the weblink listed on the posted agenda. The public may submit written comments to the Board by emailing publiccomments@cvwest.org. The public may also provide comments 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, Carol Stanford, Gary Renner, Phillip Lien, Victoria Hancock

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 Mar 2, 2023 at 4:00 PM.

B. Roll Call and Establishment of Quorum

Board President Renney introduced Vanessa Mendoza, who performed a roll call of the learning center locations that joined the meeting via a two-way teleconference line.

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
Amy McIntosh, Student Services Coordinator
Bill Thompson, Legal Counsel
Nacrina Cuevas, Project Manager
Guita Sharifi, CFO, LLAC
Michelle Lopez, Legal Counsel, LLAC

E. Approve Agenda for the March 2, 2023, Regular Public Meeting of the Board of Directors

Victoria Hancock made a motion to approve Agenda for the March 2, 2023, Regular Public Meeting of the Board of Directors.
Carol Stanford seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

F. Approve Minutes of the February 9, 2023, Regular Public Meeting of the Board of Directors

Gary Renner made a motion to approve the minutes from Regular Board Meeting on 02-09-23.
Phillip Lien 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

II. Consent Agenda

A.

Consent Agenda Items

1. The Board will be asked to approve the 2023-2024 Parent Student Handbook
2. The Board will be asked to approve the 2023-2024 School Calendar

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.

Carol Stanford made a motion to approve the consent agenda items.

Victoria Hancock seconded the motion.

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

Roll Call

Phillip Lien	Aye
Victoria Hancock	Aye
Arthur Renney	Aye
Gary Renner	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. The time allotted per presentation will not exceed three (3) minutes, unless 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. Accountability Update Report

Sara Luna greeted the board and reminded the board the school is currently certified as a Dashboard Alternative Schools Status (DASS) school and provided an accountability update for the school. Ms. Luna explained the California School Dashboard is one part of California's comprehensive accountability system for schools, districts, and county offices of education that reports performance and progress in 13 different areas (six state indicators and seven local indicators). Each area reflects the priorities of California's Local Control Funding Formula (LCFF) and the metrics required by the federal Every Student Succeeds Act (ESSA).

Ms. Luna informed the board this is the first Dashboard released since the pandemic and then reviewed the status levels for the school. Ms. Luna discussed the graduation rate listed on the Dashboard for the school year 2021-22 compared to the school's internal one-year graduation cohort rate. Ms. Luna explained this percentage includes fourth-year graduates from the Class of 2022 as well as fifth-year graduates from the Class of 2021. On July 27, 2022,

the US Department of Education (ED) declined California's waiver request that would allow for the continued use of modified methods for calculating the Academic and Graduation Rate indicators. As a result of this waiver denial, the 2022 Dashboard will be the first Dashboard without any modified methods applied to state indicators and all DASS schools will be treated the same as all other schools on the Dashboard. Previously, DASS schools were able to measure the graduation rate using a one-year cohort rather than a 4-year cohort.

Board President Renney asked why the changes were made to the Dashboard graduation rate. Ms. Luna shared with the board that the only explanation she could think of is a lack of understanding of the school and student population alternative schools serve.

B. WIOA Update

Ide Rodriguez-Tarango discussed recent student participation and WIOA partner representation at student enrollment. In addition, students are able to attend monthly WIOA workshops where they learn about post-secondary options, resume building, and soft-skills for the workplace.

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

C. Principal Update

Ide Rodriguez-Tarango greeted the board and provided a presentation covering the school's current enrollment, which is 1,770 students, learning period 7 students' utilization, which was 90.99%, and average core credit completion, which was 1.43. Ms. Tarango then reviewed the current status of the school's five "ROCK" goals, NWEA testing, CAASPP testing, graduation rate, English Learner progress and reclassification rates, and college and career indicator. Ms. Tarango shared stories of staff and students' celebration of National School Choice week with a theme of "I love my school because..." Finally, Ms. Tarango highlighted the recent college week field trip where students visited CSU Monterey.

Ms. Tarango asked the board if they had any questions and thanked them for their support. Board Member Lien expressed his appreciation for the reports and summaries.

D. California Dashboard Report

Shellie Hanes directed the board to the California Dashboard Report located in their board packet that was discussed during the accountability update report section of the meeting agenda. Ms. Hanes informed the board the school will be providing accountability updates to the board during regular board meetings.

Board President Renney thanked Ms. Hanes.

E. Legislative Update

Bill Thompson directed the board to the legislative update summary for the 2022-23 school year located in their board packet. Mr. Thompson informed the board LLAC monitors all proposed and approved legislation for the school and works closely with the school leaders on legislative changes. Mr. Thompson then introduced Michelle Lopez, who reviewed several noteworthy and applicable laws including AB 748, AB 185, AB 58, AB 452, SB 906, AB 2158, AB 2449 and SB 1100. Ms. Lopez recommended the board review the legislative summary and to reach out with any questions.

Mr. Thompson then provided the board with an update of the ongoing efforts of the LLAC External Affairs division.

Board President Renney thanked Ms. Lopez and Mr. Thompson.

F. 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 January 31, 2023. Ms.

Sharifi reviewed the Hanmi RLOC current interest rate of 8.25%, which represents an increase from the previous RLOC of 7.5%, 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 Secretary Renner inquired about the expiration date and the time until it renews. Ms. Sharifi explained to the board there is no lapse in coverage. Ms. Sharifi then reviewed the process with the board.

G. 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, 2022 through December 31, 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.

H. 2022-2023 Board Meeting Dates

Board President Renney directed the board to the updated 2022-2023 regular board meeting calendar located in their board packet.

V. Action Items

A. The Board will be asked to approve the Charter School's renewal application and re-certification for Dashboard Alternative School Status

Shellie Hanes directed the board to the letter enclosed in their board packet and explained that as a Dashboard Alternative Schools Status (DASS) program, the school must re-certify its DASS status every three years. To be eligible for DASS, charter schools must have an unduplicated count of at least 70 percent of their total enrollment comprised of high-risk students, obtain approval from the Charter School Board certifying the school meets the DASS criteria, and send notification to the authorizing governing board. Ms. Hanes then explained the school has met the threshold for qualifying for DASS recertification with an unduplicated student population of 87.1%. Ms. Hanes recommended the board approve the school's renewal application and re-certification for Dashboard Alternative School Status. Board President Renney thanked Ms. Hanes and requested a motion.

Gary Renner made a motion to approve the Charter School's renewal application and re-certification for Dashboard Alternative School Status.

Phillip Lien seconded the motion.

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

Roll Call

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

B. The Board will be asked to approve the revised Charter School Accounting Manual

Guita Sharifi directed the board to the summary page overview of the recommended changes to the Charter School Accounting Manual included in the board packet. Ms. Sharifi explained the changes include updates to that table of contents, grammatical and spelling corrections, and the following recommended revisions:

- Page 99: Board Member Travel Reimbursement Policy added.
- Page 106: Coronavirus Pandemic addition removed as the pandemic ended March 16. Verbiage adjusted to reflect remote work rather than during a pandemic. Addition of ACH procedure details.
- Pages 106-107: Check signing authority is now always given to three individuals, rather than “at least three individuals.” Additional basic grammar and verbiage corrections.
- Page 115: Pandemic regulations removed from Check Signing processes and replaced with remote work regulations.

Ms. Sharifi then recommended the board approve the revised Charter School Accounting Manual.

Board President Renney thanked Ms. Sharifi and requested a motion.

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

Victoria Hancock seconded the motion.

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

Roll Call

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

C. The Board will be asked to approve the Second Interim Report and the Revised Budget for the 2022-2023 school year

Guita Sharifi directed the board to the Second Interim Report and revised budget for the 2022-23 school year and explained that the purpose of the report is to provide a financial overview of the school after the first 7 months of operations, from July 1, 2022 through January 31, 2023 actuals, and projected budget to June 2023 year-end. The report categories include the original budget, revised budget, actuals to date, projected year-end totals, projected year-end reserves, and Average Daily Attendance (ADA). Ms. Sharifi reviewed the ADA, expenditures, revenue, and projected reserves, and highlighted the following areas:

- The school originally budgeted a P2 ADA of 1,542, and the school is currently projecting a funding P2 ADA of 1,710.
- The school’s revenue projections adjustments are primarily from changes in projected ADA and a reduction of approximately 33% in the Arts and Music Block Grant.
- LCFF, federal revenue, other state revenue, and other local revenue projections.
- Projected total expenditures of \$32.7M, which is an increase of \$6.1M compared to the original budget due to an increase in most spending categories due to the implementation of services related to the one-time restricted grants and an expansion of existing instructional spending due to the increase in projected ADA.

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

Board Secretary Renner inquired about the reserves. Ms. Hanes discussed the reserves plan with the board.

President Renney thanked Ms. Sharifi and requested a motion.

Phillip Lien made a motion to approve the Second Interim Report and the Revised Budget for the 2022-2023 school year.

Gary Renner seconded the motion.

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

Roll Call

Carol Stanford	Aye
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Roll Call

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

D. The Board will be asked to approve using the auditing firm Wilkinson, Hadley & King & Co., LLP for the 2022-2023 audit

Guita Sharifi directed the board to the proposal presented by Wilkinson Hadley King & Co. to prepare the school's June 30, 2023 annual audit. Ms. Sharifi reminded the board that the Wilkinson Hadley King & Co. CPA firm is on the state's approved auditor list and is currently preparing the 2021 Form 990 Federal Return of Organization Exempt from Income Tax. Ms. Sharifi recommended the board approve the engagement letter with Wilkinson Hadley King & Co.

Board Secretary Renner asked if there was any change in the fee from the prior year. Ms. Sharifi informed the board the fee is about the same.

Board Member Lien asked about requirements to rotate partners. Ms. Sharifi informed the board there is a requirement to rotate partners every 6 years and they last rotated 2 or 3 years ago. Ms. Sharifi also informed the board they are required to participate in peer reviews and she assured the board she checks annually to ensure there are no negative reports about the firm.

Board President Renney thanked Ms. Sharifi and requested a motion.

Victoria Hancock made a motion to approve using the auditing firm Wilkinson, Hadley & King & Co., LLP for the 2022-2023 audit.

Carol Stanford seconded the motion.

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

Roll Call

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

E. The Board will be asked to approve the Board Resolution Approving Board Stipends, increasing the board member stipend from \$450 to \$500 for each board member in attendance at a board meeting

Bill Thompson directed the board to the board resolution approving an increase in board stipends from \$450 per board meeting to \$500 per board meeting for each board member in attendance. Mr. Thompson explained the reasonable \$50 increase takes into consideration the additional board member responsibilities, time requirements, additional participation required at school events, and the overall cost of living increase. Mr. Thompson recommended the board approve the Board Resolution Approving Board Stipends.

Board President Renney thanked Mr. Thompson and requested a motion.

Victoria Hancock made a motion to approve the Board Resolution Approving Board Stipends, increasing the board member stipend from \$450 to \$500 for each board member in attendance at a board meeting.

Phillip Lien seconded the motion.

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

Roll Call

Carol Stanford Aye
Victoria Hancock Aye
Arthur Renney Aye

Roll Call

Phillip Lien Aye
Gary Renner Aye

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

A. Observations and Comments

Jeff Brown thanked Ms. Luna for her presentations. He praised the principal reports and the increase in credit completion in core subjects. Mr. Brown also thanked Ms. Hanes for her presentations as well. Lastly, he thanked the legal department and External Affairs division for their continued support.

Board President Renney commented on the importance of utilizing Mr. Thompson and Ms. Hanes to answer any questions or discuss any concerns.

VII. Closed Session

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

1. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION, (Government Code section 54956.9(d)(1).), Name of Case: OAH Case Number 2023020131
2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION, (Gov. Code section 54957(b)(1).), Title: Area Superintendent

Carol Stanford 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

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

Phillip Lien seconded the motion.

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

Roll Call

Victoria Hancock Aye
Phillip Lien Aye
Arthur Renney Aye
Gary Renner Aye
Carol Stanford 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 the following:

1. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION, (Government Code section 54956.9(d)(1).), Name of Case: OAH Case Number 2023020131

2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION, (Gov. Code section 54957(b)(1).), Title: Area Superintendent

VIII. Closing Items

A. Next Regular Board Meeting Date: April 20, 2023, 4:00pm

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

Phillip Lien Aye

Arthur Renney Aye

Carol Stanford Aye

Gary Renner Aye

Victoria Hancock Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:27 PM.

Respectfully Submitted,
Gary Renner

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. Documents are also available for public inspection at the Meeting Location noted on this agenda.