

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 September 7, 2023 at 4:00 PM

Location

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

Satellite Location: 177 Holston Drive, Lancaster, CA 93535

Or Join Using the Meeting Link:

https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F_%23%2F%2Fmeetup-join%2F19%3Ameeting_OTYxYzM5MzMtODY5ZC00OWYxLWlwZTQtZmZkZmU4NDI2NzI4%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=fba500bf-7b6c-4015-9974-ed8e6319fa68&directDI=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true

Or Call in for audio only:

Conference Line (657) 207-0015 Code: 927 297 396#

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 (remote), Gary Renner, Phillip Lien, Victoria Hancock (remote)

Directors Absent

None

I. Opening Items

A. Call the Meeting to Order

Board President Renney requested Rajpreet Kaur read aloud the notices regarding meeting logistics and accommodations.

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. Arthur Renney called a meeting of the board of directors of Crescent View West Public Charter to order on Thursday Sep 7, 2023 at 4:00 PM.

B. Roll Call and Establishment of Quorum

C. Pledge of Allegiance

Board Member Lien led the pledge of allegiance.

D. Staff Introductions

Jeff Brown, CEO
Jeri Vincent, Corporate Secretary
Shellie Hanes, Superintendent
Gagandeep Gill, Area Superintendent
Jeff Martineau, V.P. of Charter Relations
Ide Rodriguez-Tarango, Principal
Rajpreet Kaur, Project Manager
Bill Thompson, Legal Counsel
Guita Sharifi, CFO, LLAC
Michelle Lopez, Legal Counsel, LLAC

E. Approve Agenda for the September 7, 2023, Regular Public Meeting of the Board of Directors

Gary Renner made a motion to approve Agenda for the September 7, 2023, Regular Public Meeting of the Board of Directors.

Phillip Lien seconded the motion.

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

Roll Call

Gary Renner Aye

Roll Call

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

F. Approve Minutes of the June 8, 2023, Regular Public Meeting of the Board of Directors

Board Secretary Renner requested the following correction be made: "rotating line of credit" be changed to "revolving line of credit".

Victoria Hancock made a motion to approve the corrected minutes from Regular Board Meeting on 06-08-23.

Carol Stanford 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 Suspension and Expulsion Policy and Procedure
2. The Board will be asked to approve the revised English Learner Master Plan

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

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

III. Public Comment

A.

Public Comment

At the request of Board President Renney, Rajpreet Kaur 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. Principal Update

Ide Rodriguez-Tarango provided a presentation covering the school's current enrollment and students' utilization and credit completion for Learning Period 1. Ms. Tarango then reviewed the status of the school's five "ROCK" goals, NWEA testing, CAASPP testing, graduation rate, English Learner progress and reclassification rates, and the college and career indicator. Next, Ms. Tarango presented on recent school activities, including a staff professional development event, summer intersession enrollment, student engagement events, and NWEA testing.

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

B. WIOA Update

Ide Rodriguez-Tarango updated the board on the school's WIOA partner's new location, services to students and ongoing communication and process between the school and WIOA partner.

Board President Renney thanked Ms. Rodriguez-Tarango.

C. Vendor List

Gagandeep Gill directed the board to the current vendor list located in their board packet. Ms. Gill explained this is a list of all vendors from July 1, 2022 through June 2023, includes a brief description of services, and includes vendors who provide varying services including professional development, technology, health care benefits, etc. Ms. Gill reminded the board this information is provided bi-annually, and she reviewed the list for accuracy. Ms.

Gill then requested the board to review the list for any potential conflicts of interest and to reach out to Ms. Gill or legal counsel for any questions.

Board President Renney thanked Ms. Gill.

D. Finance Update and Budget Overview for the 2023-2024 School Year

Guita Sharifi directed the board to the Hanmi Bank Revolving Line of Credit (RLOC) financial update included in the board packet and reviewed the school's credit amount including the current interest rate of 9.0%, 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, 2023.

Ms. Sharifi then directed the board to the financial reporting calendar and discussed each of the required financial reports, their purpose, and the approval process with the board of directors at a board meeting prior to submission to the school's authorizer.

Board President Renney thanked Ms. Sharifi for the update.

E. Annual Board Training Announcement

Gagandeep Gill 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 2023 training will be presented by Young, Minney & Corr, LLP, and board members will have the option of attending a virtual session on Tuesday, September 19 at 11:00am or Wednesday, September 20 at 5:00pm. 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. Gill for the information.

F. Legislative Update

Bill Thompson provided updates to the board of directors on the current status of the legislature and the ongoing efforts of the LLAC External Affairs division. Mr. Thompson and Mr. Brown discussed the film, La Lucha Getting Schooled in America.

Board President Renney thanked Mr. Thompson for the updated information.

V. Action Items

A. 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, and reviewed the recommended revision on page 60 adding Financial Abuse Hotline information.

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

Board President Renney thanked Ms. Sharifi and asked for a motion.

Phillip Lien 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
Victoria Hancock	Aye
Phillip Lien	Aye
Gary Renner	Aye

B. The Board will be asked to approve the Unaudited Actuals for the 2022-2023 school year

Guita Sharifi directed the board to the unaudited actuals report for the 2022-2023 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 2022-2023, and the estimated ADA projections for 2023-2024 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 1,764 for a total revenue of \$36.1M dollars, which was \$1.3M higher than the projected revenue presented at the June 2023 board meeting.

Ms. Sharifi reported that the school ended the year with total expenditures of \$33.7M, which was \$1.1M higher than prior projections. This increase was due to a combination of higher spending in certificated support and administrative salaries, classified instructional and support salaries, increased spending on equipment, training and professional service spending, and a small decrease in communications and instructional supplies spending compared to prior projections.

Ms. Sharifi then discussed the school's excess revenue, and balance sheet assets and liabilities and the change in reporting outstanding assets and amortization on the asset side and lease payables in the liability section due to a new reporting regulation.

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

Carol Stanford made a motion to approve the Unaudited Actuals for the 2022-2023 school year.

Victoria Hancock seconded the motion.

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

Roll Call

Phillip Lien Aye

Arthur Renney Aye

Victoria Hancock Aye

Gary Renner Aye

Carol Stanford Aye

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

A. Observations and Comments

Jeff Brown thanked the staff for their great work and commented on the core subject credit completion rate. Mr. Brown discussed the importance of WIOA and dual-enrollment. Lastly, he discussed operations and compliance.

Jeri Vincent commented on enrollment and the positive relationship they have with the local school districts. Ms. Vincent praised the credit completion rate and accountability.

Shellie Hanes recognized the operations team and thanked Ms. Kaur for doing a wonderful job.

VII. Closed Session

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

1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION, (Government Code section 54957(b)(1).) Title: Area Superintendent
2. CONFERENCE WITH LABOR NEGOTIATOR (Gov. Code section 54957.6), Agency designated representative: Steve Churchwell or Jenni Krengel, Unrepresented Employee: Superintendent
3. CONFERENCE WITH LABOR NEGOTIATOR (Gov. Code section 54957.6), Agency designated representative: Steve Churchwell or Jenni Krengel, Unrepresented Employee: Chief Operating Officer

Gary Renner made a motion to adjourn open public Board meeting to go into closed session.

Victoria Hancock seconded the motion.

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

Roll Call

Gary Renner Aye

Phillip Lien Aye

Roll Call

Carol Stanford Aye
Victoria Hancock Aye
Arthur Renney Aye

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

Carol Stanford 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
Victoria Hancock Aye
Phillip Lien Aye
Arthur Renney Aye
Gary Renner 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, (Government Code section 54957(b)(1).) Title: Area Superintendent
2. CONFERENCE WITH LABOR NEGOTIATOR (Gov. Code section 54957.6), Agency designated representative: Steve Churchwell or Jenni Krengel, Unrepresented Employee: Superintendent
3. CONFERENCE WITH LABOR NEGOTIATOR (Gov. Code section 54957.6), Agency designated representative: Steve Churchwell or Jenni Krengel, Unrepresented Employee: Chief Operating Officer

VIII. Action Items

A. The Board will be asked to approve the position of Chief Operating Officer

Board President Renney asked the board if they had any comments or discussion, hearing none, he requested a motion to approve the Chief Operating Officer position.

Phillip Lien made a motion to approve the position of Chief Operating Officer.

Gary Renner seconded the motion.

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

Roll Call

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

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

Bill Thompson reviewed the revisions to the Amended Common Paymaster Agreement, specifically the addition of the Chief Operating Officer position. Mr. Thompson asked the board if they had any questions.

Hearing none, Mr. Thompson asked the board to approve the Amended Common Paymaster Agreement.

Victoria Hancock made a motion to approve the Amended Common Paymaster Agreement.

Carol Stanford seconded the motion.

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

Roll Call

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

C. The Board will be asked to review and approve compensation for the Superintendent

Board President Renney reported the summary recommendation of legal counsel for the salary and benefits package for Shellie Hanes, Superintendent, commencing July 1, 2023, and requested a motion to approve the recommended amount of \$21,613.95 per year.

Phillip Lien made a motion to approve compensation for the Superintendent.

Gary Renner seconded the motion.

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

Roll Call

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

D. The Board will be asked to review and approve compensation for the Chief Operating Officer

Board President Renney reported the summary recommendation of legal counsel for the salary and benefits package for Darin Bower, Chief Operating Officer and requested a motion to approve the recommended amount of \$22,243.66 per year.

Victoria Hancock made a motion to approve compensation for the Chief Operating Officer.

Carol Stanford seconded the motion.

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

Roll Call

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

IX. Closing Items

A. Next Regular Board Meeting Date: October 12, 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

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:07 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.

