

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

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#### Date and Time

Thursday December 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\\_ZjEwZDRIZTgtNzdmOC00ZWU4LTgwYjAtNTQ4YWZmYWYyOTQ0%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=aa26ab5b-907e-45cc-bdac-128bbe7fd4f2&directDI=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true](https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F_%23%2F%2Fmeetup-join%2F19%3Ameeting_ZjEwZDRIZTgtNzdmOC00ZWU4LTgwYjAtNTQ4YWZmYWYyOTQ0%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=aa26ab5b-907e-45cc-bdac-128bbe7fd4f2&directDI=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true)

#### Or Call in for audio only:

Conference Line (657) 207-0015 Code: 381 969 315#

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#### 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](mailto: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.

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#### Directors Present

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Arthur Renney, Carol Stanford (remote), Gary Renner, Phillip Lien, Victoria Hancock (remote)

**Directors Absent**

*None*

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**I. Opening Items**

**A. Call the Meeting to Order**

Board President Renney requested Rajpreet Kaur 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 7, 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 Lien led the pledge of allegiance.

**D. Staff Introductions**

Jeff Brown, CEO

Jeri Vincent, Corporate Secretary

Shellie Hanes, Superintendent

Darin Bower, COO

Gagandeep Gill, Area Superintendent

Ide Rodriguez-Tarango, Principal

Brad Hermann, Teacher

Rafael Aguilar, Director of State and Federal Programs

Rajpreet Kaur, Project Manager

Jeff Martineau, V.P. of Charter Relations

Bill Thompson, Legal Counsel

Guita Sharifi, CFO, LLAC

Michelle Lopez, Legal Counsel, LLAC

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

Victoria Hancock made a motion to approve Agenda for the December 7, 2023, Regular Public Meeting of the Board of Directors.

Gary Renner seconded the motion.

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

**Roll Call**

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

**F. Approve Minutes of the October 12, 2023, Regular Public Meeting of the Board of Directors**

Carol Stanford made a motion to approve the minutes from Regular Board Meeting on 10-12-23.

Victoria Hancock seconded the motion.

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

**Roll Call**

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

**II. Consent Agenda**

**A. Consent Agenda Items**

1. Revised School Safety Plan.
2. Revised COVID-19 Plan for Resuming In-Person Instruction, an addendum to the school's Health and Safety Plan.
3. E-Rate vendor selections.
4. Updated Sequoia Administrative Resources agreement.
5. Updated Scholastic Educational Resources agreement.

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.

Gary Renner made a motion to approve the consent agenda items.

Phillip Lien seconded the motion.

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

**Roll Call**

Arthur Renney Aye  
Carol Stanford Aye  
Gary Renner Aye  
Phillip Lien Aye  
Victoria Hancock 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, including special education, students' utilization, and credit completion. She informed the board they have staff dedicated to students who are attending remotely and they are working on improving consistent attendance.

Ms. Rodriguez-Tarango updated the board on the NWEA Growth. She then introduced intervention teacher, Brad Hermann, who shared with the board about the math intervention program he provides.

Ms. Rodriguez-Tarango then shared with the board about a recent trip the students took to Shaver Lake. Mr. Hermann shared his experience on the field trip, including encouraging students to get out of their comfort zone.

Shellie Hanes thanked Mr. Hermann and praised the pictures he took at the camp.

Ms. Rodriguez Tarango then shared about the following events:

- Fresno Fair Chalk Art Contest
- Educational Partners - Guest Speakers

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

#### **B.**

### **WIOA Update**

Ide Rodriguez-Tarango updated the board on recent student participation and the status of WIOA partnerships.

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

### **C. Finance Update**

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 is unchanged 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 September 30, 2023.

Finally, Ms. Sharifi informed the board the school does not anticipate any state budget cuts for this school year and will continue to monitor and update the board as needed.

Board Member Renner pointed out that the report says Rotating Line of Credit instead of Revolving Line of Credit. Ms. Sharifi agreed it is a Revolving Line of Credit and informed the board she would correct the report.

Board President Renney thanked Ms. Sharifi for her update.

### **D. Title 1 Program Evaluation for SY 2022-2023**

Rafael Aguilar greeted the board and explained the school is in its third year of Title 1 funding and the first year of funding was focused on Targeted Assistance and the second year provided services schoolwide. Mr. Aguilar then explained the school is presenting the Title 1 program evaluation to the board as part of the accountability and monitoring of the effectiveness of the program.

Mr. Aguilar directed the board to the report in the board packet and highlighted the Intervention programs and personnel to support students and reviewed the student participation rates in NWEA Reading and discussed the recommended student monitoring and intervention support programs. Mr. Aguilar stated the school has met this goal.

Next Mr. Aguilar directed the board to the parent engagement goal and explained the parent participation in the PAC and ELAC meetings and survey responses for SY 2022-23. Mr. Aguilar informed the school will continue to increase the participation and two-way dialogue in all meetings. Mr. Aguilar stated the school has met this goal.

Board President Renney thanked Mr. Aguilar for his presentation.

## **V. Action Items**

- A. The Board will be asked to approve the June 30, 2023, Annual Audit Report for the school**

Guita Sharifi directed the board to the annual audit report and explained that financial audits are required annually and must be submitted to the school's authorizer, State Controller's Office, and the California Department of Education by December 15th each year. Wilkinson, Hadley, King & Co. performed the audit for the 2021-22 fiscal year and reviewed the school's documents, financial statements, policies, and procedures. Ms. Sharifi then introduced Brian Hadley, Partner, CPA at Wilkinson, Hadley, King & Co., to review the audit report in detail with the board.

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, 2023 and no findings in the prior year audit.

Board President Renney thanked Mr. Hadley and asked for a motion.

Carol Stanford made a motion to approve the June 30, 2023, Annual Audit Report for the school.

Victoria Hancock seconded the motion.

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

**Roll Call**

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

**B. The Board will be asked to approve the 2023-2024 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, 2023 through October 31, 2023. 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 grant funds. Ms. Sharifi highlighted the following areas:

- The school budgeted a P2 ADA of 1,614, and the school is currently projecting a funding P2 ADA of 1,695.

- The school is projecting total revenue of \$33.5M, which is \$3M higher than the school's original budget.
- LCFF projected revenue increased by \$2.2M.
- Federal revenue slightly decreased from \$1.18M to \$1.11M.
- State Revenue increased from \$1.9M to \$2.7M due to a combination of the Proposition 28 Arts and Music School program, and a decrease in Special Education and Lottery revenue.
- Other Revenue had a slight increase of \$14K from refunds.
- Projected total expenditures of \$33.2M, which is an increase of \$4.5M compared to the original budget due to an increase in certificated salaries and benefits and instructional spending and a decrease in equipment spending. Operating expenses had an increase in training, facilities and professional service spending.

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 and asked for a motion.

Phillip Lien made a motion to approve the 2023-2024 First Interim Report.

Gary Renner seconded the motion.

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

**Roll Call**

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

**C. The Board will be asked to review and approve Wilkinson, Hadley & King & Co., LLP to prepare the school's 2022 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, 2023 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 2022 tax returns.

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

Victoria Hancock made a motion to approve Wilkinson, Hadley & King & Co., LLP to prepare the school's 2022 Form 990, Return of Organization Exempt from Income Tax.

Carol Stanford 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

**D. The Board will be asked to approve the Proposition 28 – Arts and Music in Schools Plan**

Gagendeep Gill directed the board to the Arts and Music School Plan located in their board packet. Ms. Gill explained on November 8, 2022, California voters approved Proposition 28: The Arts and Music in Schools Funding Guarantee and Accountability Act and the school's allocation of \$285,060. Ms. Gill explained the expenditure timeline for school years 2023-2024 through 2025-2026. She then stated the school is focused on providing Arts Education Program for instruction in dance, media arts, music, theatre, visual arts and more.

Ms. Gill informed the board that as a school with an enrollment of 500 or more pupils, the LEA shall also ensure that at least 80 percent of funds to be expended will be used to employ certificated or classified employees to provide arts education program instruction.

Ms. Gill then asked the board for any feedback or questions and recommended the board approved the Arts and Music in Schools.

Board Member Renner asked if they are having trouble finding qualified staff. Ms. Gill informed they board they already have 2 art teachers on staff and they are in the process of seeing if they can utilize some of the funds to cover their salary and then use the remaining funds for art supplies.

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

Gary Renner made a motion to approve the Proposition 28 – Arts and Music in Schools Plan.

Phillip Lien seconded the motion.

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

**Roll Call**

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

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

**A. Observations and Comments**



Jeff Brown thanked everyone for their effort and praised the school's growth. Mr. Brown commented on the great work Mr. Hermann is doing, specifically the intervention and support he is providing to the students. Mr. Brown shared his personal experience with a teacher who changed his life in a positive way. Lastly, he thanked Ms. Vincent, Mr. Bower, the staff, and the board. He wished everyone a happy holiday.

Jeri Vincent expressed her gratitude for Mr. Brown and his vision. She then commented on NWEA and the increases in math and reading.

Darin Bower wished everyone a Merry Christmas and thanked everyone for their updates. He acknowledged the passion of everyone involved.

Shellie Hanes commented on the math scores out performing the English scores. Jeri Vincent agreed and praised the intervention courses.

Board Member Stanford informed the board her and Board Member Hancock will be attending the next meeting in person. She expressed her appreciation for Mr. Hermann. Lastly, she thanked Ms. Sharifi for her report.

## **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: Superintendent

Phillip Lien 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**

Arthur Renney Aye

Gary Renner Aye

Carol Stanford Aye

Phillip Lien Aye

Victoria Hancock 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**

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

**VIII. Closing Items**

**A. Next Regular Board Meeting Date: February 15, 2024, 4:00pm followed by March 7, 2024, 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  
Victoria Hancock Aye  
Phillip Lien Aye  
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 5:16 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). Documents are also available for public inspection at the Meeting Location noted on this agenda.