

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 March 7, 2024 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%2Fmeetup-join%2F19%3Ameeting\\_MDRkMDg0ZGIiNGVjZi00NTczLWE5YmUtOTdmZTI1NjA0M2Ez%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=fbff21c6-beaa-4ffb-b16e-7f907eaed292&directDI=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true](https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F_%23%2Fmeetup-join%2F19%3Ameeting_MDRkMDg0ZGIiNGVjZi00NTczLWE5YmUtOTdmZTI1NjA0M2Ez%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=fbff21c6-beaa-4ffb-b16e-7f907eaed292&directDI=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true)

#### Or Call in for audio only:

Conference Line (657) 207-0015 Code: 869 852 078#

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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

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 Mar 7, 2024 at 4:00 PM.

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

At the request of Board President Renney, Rajpreet Kaur performed a board member roll call and a quorum was established.

Board President Renney then 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

Shellie Hanes, Superintendent

Gagandeep Gill, Area Superintendent

Jeff Martineau, V.P. of Charter Relations

Ide Tarango, Principal

Sara Luna, Regional Director of Assessment & Accountability

Bill Thompson, Legal Counsel

Guita Sharifi, CFO, LLAC

Bob Morales, Chief External Affairs Officer, LLAC

Michelle Lopez, Legal Counsel, LLAC

### **E. Approve Agenda for the March 7, 2024, Regular Public Meeting of the Board of Directors**

Victoria Hancock made a motion to approve Agenda for the March 7, 2024, Regular Public Meeting of the Board of Directors.

Carol Stanford seconded the motion.

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

**Roll Call**

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

**F. Approve Minutes of the December 7, 2023, Regular Public Meeting of the Board of Directors**

Gary Renner made a motion to approve the minutes from Regular Board Meeting on 12-07-23.

Phillip Lien seconded the motion.

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

**Roll Call**

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

**II. Consent Agenda**

**A. Consent Agenda Items**

1. The School Accountability Report Card
2. The 2024-2025 Parent Student Handbook
3. The 2024-2025 School Calendar
4. The revised Employee Handbook
5. The disposal of discontinued/obsolete technology equipment

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**

Arthur Renney Aye  
Gary Renner Aye  
Phillip Lien Aye  
Victoria Hancock 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. Legislative Update**

Mr. Thompson then introduced Bob Morales, 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 then introduced Michelle Lopez, who reviewed several noteworthy and applicable laws, including the education budget trailer bill, and changes to the school safety plan and parent-student handbook. Ms. Lopez recommended the board review the legislative summary and to reach out with any questions.

Board President Renney thanked Mr. Morales and Ms. Lopez for their updates.

#### **B. Principal Update**

Ide Tarango presented a report on the school's current enrollment and student demographics. She then shared a few highlights from recent school events, including student achievements in testing, an update on educational partnerships, ELAC and PAC meetings, and professional developments.

Board President Renney thanked Ms. Tarango.

#### **C. WIOA Update**

Ide Tarango provided the board with an update on the WIOA program, including professional development the staff participated in.

Board President Renney thanked Ms. Tarango.

#### **D.**

## **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%, 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 January 31, 2024.

Finally, Ms. Sharifi informed the board they are continuing to monitor the state budget and will update the board as needed.

Board Member Renner reminded the board and Ms. Sharifi that it should say "revolving" line of credit and not "rotating" line of credit.

Board President Renney thanked Ms. Sharifi.

## **E. California Dashboard Report**

Sarah 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 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 2022-23 compared to the school's internal one-year graduation cohort rate. Ms. Luna explained this percentage includes fourth-year graduates from the Class of 2023 as well as fifth-year graduates from the Class of 2022. 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 2023 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 their graduation rate using a one-year cohort rather than a 4-year cohort. Ms. Luna stated the school's internal one-year cohort rate is 96.9%.

Board President Renney thanked Ms. Luna.

## **F. Current Vendor List**

Gagendee 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, 2023 through December 31, 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, Mr. Martineau, or legal counsel for any questions. Board President Renney thanked Ms. Gill.

#### **G. Conflict of Interest Code Status**

Jeff Martineau informed the board that FPPC Form 804 was completed and submitted for the new position of COO. He informed the board that the Conflict of Interest Code will be amended to reflect the COO position during the biennial review, beginning in June 2024, and will be presented to the board for their approval at a future meeting.

Board President Renney thanked Mr. Martineau.

### **V. Action Items**

#### **A. The Board will be asked to approve the Second Interim Report and the Revised Budget for the 2023-2024 school year**

Guita Sharifi directed the board to the Second Interim Report and revised budget for the 2023-2024 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, 2023, through January 31, 2024 actuals, and projected budget to June 2024 year-end. The report categories include the original budget, revised budget, actuals to date, projected year-end totals, projected year-end reserves, and ADA. Ms. Sharifi reviewed the ADA, expenditures, revenue, and projected reserves, and highlighted the following areas:

- The school budgeted a P2 ADA of 1,614, and the school is currently projecting a funding P2 ADA of 1,728.
- The school is projecting total revenue of \$34.2M, which is \$3.8M higher than the school's original budget.
- LCFF projected revenue increased by \$2.9M, primarily due to an increase in projected ADA.
- Projected total expenditures of \$33.4M, which is an increase of \$4.7M compared to the original budget, due to the implementation of services primarily related to the increase in projected ADA.
- Federal revenue shows a projection of \$1.1M, with a slight decrease from the original budget. This revenue source is not affected by the increase in projected ADA as the funding of federal SPED is based on the prior year's ADA.
- Other State Revenue increased from \$1.9M to \$2.7M due to the Arts and Music Block Grant, Special Education, and Lottery, and an 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 President Renney thanked Ms. Sharifi. Hearing no further comments or questions, he asked for a motion.

Phillip Lien made a motion to approve the Second Interim Report and the Revised Budget for the 2023-2024 school year.

Gary Renner 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

**B. The Board will be asked to approve using the auditing firm Wilkinson, Hadley & King & Co., LLP for the 2023-2024 audit**

Guita Sharifi directed the board to the proposal presented by Wilkinson Hadley King & Co. to prepare the school's June 30, 2024, 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 2022 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 President Renney thanked Ms. Sharifi. Hearing no further comments or questions, he asked for a motion.

Gary Renner made a motion to approve using the auditing firm Wilkinson, Hadley & King & Co., LLP for the 2023-2024 audit.

Phillip Lien seconded the motion.

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

**Roll Call**

Carol Stanford Aye

Victoria Hancock Aye

Phillip Lien Aye

Gary Renner Aye

Arthur Renney Aye

**C. The Board will be asked to approve the revised Committed Funds Plan for the school**

Gagendee Gill 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. Gill 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. Gill 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. Gill then reviewed the updated Committed Funds Plan for the amount of reserves in excess of the recommended 20% reserve amount. Ms. Gill recommended the board approve the Committed Funds Plan and for emergency or urgent spending needs, and asked the board to authorize the Area Superintendent to make and execute such decisions.

Board Member Renner asked if the committed funds plan is something the state would question. Ms. Sharifi informed the board they have not received any negative feedback regarding the plan. She discussed with the board the importance of the plan not restricting the funds and expressed the need to have a plan for the funds. She also informed the board there are no requirements to have a committed funds plan but that it is always good to have one in place, especially during times of uncertainty.

Board President Renney thanked Ms. Gill. Hearing no further comments or questions, he asked for a motion.

Carol Stanford made a motion to approve the revised Committed Funds Plan for the school.

Victoria Hancock seconded the motion.

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

**Roll Call**

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

**D. The Board will be asked to approve the Board Resolution Authorizing Application for Grants**

Guita Sharifi directed the board to the grant resolution located in their board packet and explained the purpose is to authorize Lifelong Learning Administration Corporation (“LLAC”) to apply for Grants, upon the request of the CEO of the Corporation or designee, on behalf of the School; and confirming that LLAC shall administer and manage all reporting requirements associated with any such Grants on behalf of the School. Ms. Sharifi further explained that no individual Grant shall exceed \$1,500,000.00 and the annual total of combined Grants shall not to exceed \$10,000,000.00 in any fiscal year without prior Board approval. Ms. Sharifi recommended the board approve the Board Resolution Authorizing Application for Grants.

Board President Renney praised the plan and thanked Ms. Sharifi. Hearing no further comments or questions, he asked for a motion.

Gary Renner made a motion to approve the Board Resolution Authorizing Application for Grants.

Phillip Lien seconded the motion.

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



**Roll Call**

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

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

**A. Observations and Comments**

Jeff Brown thanked Ms. Tarango for her presentation. He also thanked Ms. Sharifi for her presentation and quick responses.

**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

Carol Stanford 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**

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

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

Phillip Lien made a motion to adjourn closed session and reconvene to open public Board meeting.

Gary Renner seconded the motion.

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

**Roll Call**

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

**C.**

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

Board President Adams 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: April 18, 2024, 4:00pm**

**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**

Carol Stanford Aye

Arthur Renney Aye

Victoria Hancock Aye

Gary Renner 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 4:54 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.

