

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 5, 2024 at 4:00 PM

Location

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

Microsoft Teams

[Join the meeting now](#)

Meeting ID: 230 422 834 710

Passcode: rt3YhA

Dial in by phone

[+1 657-207-0015,,918967954#](#)

Phone conference ID: 918 967 954#

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, Gary Renner, Jackie Giacomazzi, Julie Keitges, Phillip Lien

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.

Arthur Renney called a meeting of the board of directors of Crescent View West Public Charter to order on Thursday Sep 5, 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 location 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 Officer

Shellie Hanes, Superintendent

Darin Bower, COO

Gagandeep Gill, Area Superintendent

Ide Rodriguez-Tarango, Principal

Bill Thompson, Legal Counsel

Guita Sharifi, CFO, LLAC

Rafael Aguilar, Director of State and Federal Programs

E. Approve Agenda for the September 5, 2024, Regular Public Meeting of the Board of Directors

Phillip Lien made a motion to approve Agenda for the September 5, 2024, Regular Public Meeting of the Board of Directors.

Jackie Giacomazzi seconded the motion.

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

Roll Call

Gary Renner Aye

Jackie Giacomazzi Aye

Arthur Renney Aye

Roll Call

Phillip Lien Aye
Julie Keitges Aye

F. Approve Minutes of the June 6, 2024, Regular Public Meeting of the Board of Directors

Gary Renner made a motion to approve the minutes from Regular Board Meeting on 06-06-24.

Phillip Lien seconded the motion.

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

Roll Call

Gary Renner Aye
Arthur Renney Aye
Jackie Giacomazzi Abstain
Julie Keitges Abstain
Phillip Lien Aye

II. Consent Agenda

A. Consent Agenda Items

Board President Renney announced the following consent agenda items:

1. The revised Master Plan for Multilingual Learners.
2. The revised Suspension and Expulsion Policy and Procedure.
3. The new Title IX Policy Prohibiting Discrimination on the Basis of Sex.
4. The revised Harassment, Intimidation, Discrimination and Bullying Policy.
5. Repeal the Board Policy on Non-Discrimination (duplicative of the revised Harassment, Intimidation, Discrimination and Bullying Policy).
6. The disposal of discontinued/obsolete technology equipment.

President Renney then asked if any member would like to discuss any of the agenda items for action separately. Hearing none, Mr. 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

Gary Renner Aye
Julie Keitges Aye
Phillip Lien Aye
Arthur Renney Aye
Jackie Giacomazzi 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. Finance Update and Financial Reporting for the 2024-2025 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 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.

Ms. Sharifi also provided the board with an update on the school's line of credit with LLAC.

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 her report.

B. Principal and WIOA Update

Ida Rodriguez-Tarango greeted the board and discussed the school's learning period 1 data, including enrollment and overall credit completion. She then provided a presentation on recent learning center events and opportunities, including graduation at Mendota, student achievement and testing, educational partners, and professional development.

Ms. Rodriguez-Tarango also provided the board with an update on the WIOA program, including online tutoring, education and career assessments, college and vocational

training, work experience, job placement, and financial literacy workshops. Ms. Rodriguez-Tarango thanked LLAC staff members for all of their continued support. Board President Renney thanked Ms. Gill and Ms. Rodriguez-Tarango for their presentations.

C. Technology Information Update

Darin Bower informed the board that LLAC recently worked with third-party CIO firm, Fortium Partners, to conduct a comprehensive assessment of their technology services department. This assessment affirmed the effectiveness of their strategic initiatives and steadfast commitment to excellence and security in serving Crescent View West Public Charter. Mr. Bower then provided the board with an overview of the current systems in place, how they were tested, and opportunities for improvement. Lastly, he reported to the board that LLAC's proactive cybersecurity measures have successfully protected the school from data breaches and ransomware attacks, including the recent CrowdStrike outage.

Board President Renney thanked Mr. Bower for his presentation.

D. Annual Board Training Announcement

Gagendee 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 2024 training will be presented by Young, Minney & Corr, LLP, and board members will have the option of attending a virtual session on Tuesday, October 1st at 5:00pm or Wednesday, October 2nd at 11:00am.

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.

E. 2024-25 Board Meeting Dates

Board President Renney directed the board to the draft 2024-2025 regular board meeting calendar located in their board packet and requested the board to review the dates and times.

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. She reviewed the recommended revision on page 60, which adds a Periodic Certification Sample to the Payroll Accounting Section. Ms. Sharifi then recommended the board approve the recommended changes to the 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

| | |
|-------------------|-----|
| Gary Renner | Aye |
| Arthur Renney | Aye |
| Jackie Giacomazzi | Aye |
| Phillip Lien | Aye |
| Julie Keitges | Aye |

B. The Board will be asked to approve the Unaudited Actuals for the 2023-2024 school year

Guita Sharifi directed the board to the unaudited actuals report for the 2023-2024 school year. She 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 2023-2024, and the estimated ADA projections for 2024-2025, which 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 1,768 for a total revenue of \$35.3M, which was \$167K higher than the previously projected revenue.

Ms. Sharifi reported that the school ended the year with total expenditures of \$33.7, which was \$680K less than prior projections. This decrease was due to a decrease in teachers, certificated administrative salaries, and supplies and equipment spending. There was a small increase in training, facilities, and professional services.

Ms. Sharifi then discussed the school's excess revenue, balance sheet assets and liabilities, and the change in reporting of outstanding assets and amortization due to a new reporting regulation.

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

Phillip Lien made a motion to approve the Unaudited Actuals for the 2023-2024 school year.

Julie Keitges seconded the motion.

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

Roll Call

Jackie Giacomazzi Aye
Gary Renner Aye
Phillip Lien Aye
Arthur Renney Aye
Julie Keitges Aye

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

A. Observations and Comments

Jeff Brown thanked Ms. Rodriguez-Tarango for holding a graduation ceremony for the students in Mendota. He then thanked her for the WIOA update.

The board and staff engaged in a conversation about the history of the Mendota learning center.

Board Secretary Keitges shared about her attendance at the recent ribbon cutting ceremony.

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

Julie Keitges made a motion to adjourn open public Board meeting to go into closed session.

Jackie Giacomazzi seconded the motion.

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

Roll Call

Julie Keitges Aye
Arthur Renney Aye
Phillip Lien Aye
Jackie Giacomazzi Aye
Gary Renner Aye

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

Julie Keitges 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

Phillip Lien Aye
Julie Keitges Aye
Arthur Renney Aye
Gary Renner Aye
Jackie Giacomazzi 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: October 17, 2024, 4:00pm

B. Adjourn Meeting

Julie Keitges made a motion to adjourn the meeting.
Jackie Giacomazzi seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Arthur Renney Aye
Julie Keitges Aye
Phillip Lien Aye
Gary Renner Aye
Jackie Giacomazzi Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 4:55 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.