

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 December 12, 2024 at 4:00 PM

Location

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

Microsoft Teams

[Join the meeting now](#)

Meeting ID: 224 879 691 041

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Phone conference ID: 478 509 535#

MEETING LOGISITICS

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 Dec 12, 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 Jillian Rojas, 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

Darin Bower, COO

Gagandeep Gill, Area Superintendent

Krystal Woskoski, Assistant Principal

Bill Thompson, Legal Counsel

Rafael Aguilar, Director of State and Federal Programs

Guita Sharifi, CFO, LLAC

E. Approve Agenda for the December 12, 2024, Regular Public Meeting of the Board of Directors

Jackie Giacomazzi made a motion to approve Agenda for the December 12, 2024, Regular Public Meeting of the Board of Directors.

Gary Renner seconded the motion.

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

Roll Call

Jackie Giacomazzi Aye

Gary Renner Aye

Phillip Lien Aye

Arthur Renney Aye

Roll Call

Julie Keitges Aye

F. Approve Minutes of the September 5, 2024, Regular Public Meeting of the Board of Directors

Julie Keitges made a motion to approve the minutes from Regular Board Meeting on 09-05-24.

Phillip Lien seconded the motion.

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

Roll Call

Julie Keitges Aye

Arthur Renney Aye

Gary Renner Aye

Phillip Lien Aye

Jackie Giacomazzi Aye

II. Consent Agenda

A. Consent Agenda Items

Board President Renney announced the following consent agenda items:

1. The revised School Safety Plan
2. The E-Rate vendor selections
3. The revised Suicide Prevention Policy
4. The revised Uniform Complaint Policy and Procedures

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.

Phillip Lien made a motion to approve the consent agenda items.

Julie Keitges seconded the motion.

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

Roll Call

Julie Keitges Aye

Phillip Lien Aye

Arthur Renney Aye

Jackie Giacomazzi Aye

Gary Renner 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

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 8.25%, a decrease 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, including the current interest rate of 6% and the current balance on the line of credit.

Ms. Sharifi then reviewed the overall financial forecast and potential impacts on the 2025 state budget.

Board President Renney thanked Ms. Sharifi for her update.

B. Principal and WIOA Update

Krystal Woskoski greeted the board and discussed the school's learning period 4 data, including Average Daily Attendance (ADA), enrollment, overall credit completion, core credit completion, and the one-year graduation cohort.

Next, Ms. Woskoski provided a presentation on recent learning center events and opportunities, including student achievements, educational partners, and professional development. She then shared about recent parent-teacher conferences, FCSS oversight annual visit, and the mid-cycle WASC visit.

Ms. Woskoski also provided the board with an update on the WIOA program, including the school's current partnerships, enrollment, and student access to universal services. She then discussed how best to support students and encourage enrollment.

Board President Renney thanked Ms. Woskoski for her presentation.

The board and staff engaged in a discussion about the increase in credit completion requirements.

Board Member Keitges praised the Camp4Life program. Ms. Woskoski shared her experience and the positive life-changing impact the trips have on students.

The board engaged in a discussion about dual enrollment.

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 and includes a brief description of services. 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. Title 1 Program Evaluation for SY 2023-24

Rafael Aguilar greeted the board and explained that the Title I Schoolwide Program supports the school's Literacy Program for students who struggle with academic performance and need additional intervention programs. The Program also supports personnel to effectively address learning gaps.

Mr. Aguilar then directed the board to the report located in their packet. He reviewed student participation rates in NWEA Reading and discussed the recommended intervention programs, including prioritizing credit completion, early identification for students during the onboarding process, increased EL and RFEP student monitoring, and intervention support.

Next, Mr. Aguilar discussed parent participation in the PAC and ELAC meetings, as well as the 2023-24 SY survey responses. Mr. Aguilar explained for SY 2024-25, the school will continue offering varying meeting times to accommodate parent schedules, extended meeting times to thoroughly discuss all information being shared, and utilizing a variety of methods to reach parents and guardians.

Board President Renney thanked Mr. Aguilar.

V. Action Items

A. The Board will be asked to approve the June 30, 2024, 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 2023-24 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 greeted the board and directed them to the Independent Auditor's Report letter located at the end of the report, showing the school received an unmodified report with no findings for the year ending June 30, 2024.

Mr. Hadley then reviewed each of the financial statements in detail and explained the purpose of each report, highlighting specific financial data.

Board President Renney thanked Mr. Hadley. Hearing no further questions or comments, Mr. Renney asked for a motion.

Gary Renner made a motion to approve the June 30, 2024, Annual Audit Report for the school.

Phillip Lien seconded the motion.

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

Roll Call

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

B. The Board will be asked to approve the 2024-2025 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, 2024 through October 31, 2024. 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, highlighting the following areas:

- The school budgeted a P2 ADA of 1,648, and the school is currently projecting a funding P2 ADA of 1.703.
- The school is projecting total revenue of \$34.1M, which is \$1.3M higher than the school's original budget.

- LCFF projected revenue is \$30M, showing an increase of \$891K compared to the original budget.
- Federal revenue increased from \$718K to \$856K.
- State Revenue increased from \$2.9M to \$3.2M, due to an increase in lottery revenue and state mental health funding, as well as the addition of the Golden State Pathways Planning grant.
- Other Revenue had a slight increase of \$53K from interest, e-rate, and vendor refunds.
- Projected total expenditures of \$33M, which is an increase compared to the original budget, due to an increase in certificated and classified administrative salaries and health benefits.

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

Phillip Lien made a motion to approve the 2024-2025 First Interim Report.

Julie Keitges seconded the motion.

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

Roll Call

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

C. The Board will be asked to review and approve Wilkinson, Hadley & King & Co., LLP to prepare the school's 2023 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 ending June 30, 2024, 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 2023 tax returns.

Board President Renney thanked Ms. Sharifi. The board engaged in a discussion about the annual fee.

Hearing no further comments or questions, Mr. Renney asked for a motion.

Julie Keitges made a motion to approve Wilkinson, Hadley & King & Co., LLP to prepare the school's 2023 Form 990, Return of Organization Exempt from Income Tax.

Jackie Giacomazzi seconded the motion.

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

Roll Call

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

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

A. Observations and Comments

Jeff Brown thanked Ms. Woskoski for her presentations. He complemented the staff for their hard work and recognized the counselors. Lastly, he thanked the finance department for their work.

Board President Renney thanked everyone for their presentations.

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

Jackie Giacomazzi 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

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

Jackie Giacomazzi seconded the motion.

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

Roll Call

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

Roll Call

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: Superintendent

VIII. Closing Items

A. Next Regular Board Meeting Date: February 27, 2025, 4:00pm

B. Adjourn Meeting

Phillip Lien made a motion to adjourn the meeting.

Jackie Giacomazzi seconded the motion.

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

Roll Call

Gary Renner Aye

Arthur Renney Aye

Phillip Lien Aye

Julie Keitges Absent

Jackie Giacomazzi Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:04 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.