



## REGULAR BOARD MEETING AGENDA

4/5/2022, 5:00 PM

[info@creteacademy.org](mailto:info@creteacademy.org) (323-791-1600)

**Zoom Conference Link:**

<https://ucihealth.zoom.us/j/93278974046?pwd=QWh6UUxycWVnam9KbXJ2RmFDeG5CZz09&from=addon>

**Dial: +1 669 900 9128**

**Meeting ID: 932 7897 4046/ Passcode: 881669**

6103 Crenshaw Boulevard, Los Angeles, CA

- **Welcome**
- **Public Comment** [info@creteacademy.org](mailto:info@creteacademy.org) (323-791-1600)
- **Adoption of AB361 findings to conduct Board meetings via Teleconference:**
  - a) **Consideration of emergency circumstances due To Covid-19;**
  - b) **State and local officials' continuance of social distancing recommendation**
- **Review and Approval of Board Meeting Minutes** **Board Review and Vote**  
Regular Board Meeting: February 7, 2022  
Special Board Meeting: March 14, 2022
- **Renewal for Audit Services** **Board Review and Vote**
- **One time stipend for Crete employees** **Board Vote**
- **Charter School Facilities Program Funding Board Resolution** **Board Vote**
- **Fiscal Budgets/Reporting Items for Board Review/Vote:**
  - a. **FY23 Budget** **Board Discussion**
  - b. **FY22-24 LCAP** **Presented for Public Feedback**
  - c. **FY22-23 Budget Overview for Parents** **Presented for Public Feedback**
  - d. **FY20 and FY21 Annual Update** **Presented for Public Feedback**
- **Closed Session - Personnel Matter** **Board Discussion**

Public Comment: the meeting location is wheelchair accessible. Speakers needing any disability related or language accommodation should notify the board Secretary a minimum of 24 hours in advance of the meeting to arrange for accommodations, and inform the staff upon arrival.



## REGULAR BOARD MEETING AGENDA

2/7/2022, 5:00 PM

[info@creteacademy.org](mailto:info@creteacademy.org) (323-791-1600)

**Zoom Conference Link:**

<https://ucihealth.zoom.us/j/92926789221?pwd=TEJleStHRStjMm0wWmRObXRRUHpsUT09&from=addon>

**Dial: +1 669 900 9128**

**Meeting ID: 929 2678 9221/ Passcode: 725999**

6103 Crenshaw Boulevard, Los Angeles, CA

- **Welcome**

A welcome from board president was provided- The regular board meeting commenced at 5:00 p.m.

- **Public Comment** [info@creteacademy.org](mailto:info@creteacademy.org) (323-791-1600)

No member of the public was present for this meeting.

- **Adoption of AB361 findings to conduct Board meetings via Teleconference:**

Consideration of emergency circumstances due to Covid 19; State and local officials' continuance of social distancing recommendation.

Due to COVID-19 and the Omicron variant, the board is being extremely cautious in minimizing exposure in continuing to host board meetings via teleconference.

- **Review and Approval of December Meeting Minutes**

**Board Review and Vote**

Special board meeting minutes from December 17, 2021 were **approved by unanimous vote**.

- **Renew Board Member Terms**

**Board Vote**

Marina Samson    Jessica Wong  
Joss Tillard Gates    Yusef Alexander

A renewal of member terms for the aforementioned board members was presented for board vote following expressed interest in continuance with exception to Jessica Wong who declined to serve an additional year due to personal/professional commitments. Marina Samson, Joss Tillard Gates, and Yusef Alexander were each approved for an additional (1) year board member term by **unanimous board approval**. Additionally, Marina Samson will continue to serve in the role of board treasurer. The board notes Crete bylaws on board composition and will be mindful in the search for an additional board member to increase the board count back to (7) with respect for balance in size, gender parity, and contribution.

- **MTD Fiscal Reports**

- **2<sup>nd</sup> Interim Documents**

**Board Vote**

The MTD Fiscal Reports were discussed following review in lead by the Crete founder and a representative of CSMC. The board discussed in detail the (1) Balance Sheet (2) Check Register (3) YTD Actuals. In review of the check register, the board noted stipends that were provided to all Crete leadership and teachers present for weekend participation in the holiday event referenced in the December board minutes. The board was very pleased with financial standings and the data that highlights Crete has seen growth of +25 students without decline (during a pandemic) and has a total enrollment to date of 230 students. Special thanks were extended to the outreach and recruitment team for their efforts. The MTD Fiscal Reports which will contribute to the 2<sup>nd</sup> Interim Documents were **approved by unanimous vote**.

- **Hiring of Executive Assistant**

**Board Vote**

Following the review and discussion of the proposed executive assistant, the board **approved by majority vote**

the hiring of selected candidate at \$21/hr. The board notes a formal search was conducted as part of the selection process and notes board member Ursula Worsham recused herself from participating in the vote.

- Board Resolution RE: 2021-2022 Calendar Changes** **Board Review and Vote**  
The board **approved by unanimous vote** the 2021-2022 Calendar changes which occurred due to the delay in the return to school date following the winter holiday break (Due to the Covid-19) surge. The calendar days were reduced from 180-178 which still falls within the acceptable range of 175-this effort was approved by LAUSD.
- EPA Resolution** **Board Review and Vote**  
The EPA Resolution was discussed to reflect that funding will be utilized towards teachers' salaries. The resolution was **approved by unanimous vote**.
- Parent Handbook Covid updates** **Board Review and Vote**  
The Parent Handbook was reviewed to highlight Covid-19 updates and was **approved by unanimous vote**.
- Review and approve External Audit** **Board Review and Vote**  
The board reviewed and was provided a copy of the external audit performed on behalf of Crete Academy. The external audit was **approved by unanimous vote**.
- Crete Leadership School News** **Board Discussion**  
**STAR Data Review**  
The Crete Academy principal walked the board through STAR Data Review with highlights on student academic achievements in math, literacy, and reading. The data shows positive trends across all grades for areas tested by the assessment.
- Brown Act Training** **Board Discussion**  
The board led a brief discussion regarding the plans for 2022 Brown Act Training as a refresher for the board. The plan is to have CSMC facilitate board training at the April meeting, which the board anticipates will be in person at Crete Academy (subject to change).
- Review Crete Nepotism Policy** **Board Review**  
The board reviewed as a refresher the Crete Nepotism Policy for discussion as part of the meeting agenda.
- Compliance Monitoring** **Board Review**  
The board discussed the compliance monitoring documents and acknowledges that the board president will sign off on necessary documents and attest to submission.
- Form 700 for Board Members** **Board Discussion**  
A reminder was provided to the board regarding the pending submission of Form 700 in early spring. The form was provided electronically last year which will likely continue.
- In-Person Board Meeting** **Board Discussion**  
In conjunction with the upcoming Brown Act Training, the April 5<sup>th</sup> board meeting will be held in person at Crete Academy. The board and Crete Leadership will monitor public health recommendations leading to the meeting and prior to finalizing plans.
- Prop 39 Offer** **Board Discussion**  
Crete Leadership shared participation in Prop 39 offer for unused school facilities as part of goal to secure a future school site. Leadership and board preference is to keep Crete Academy as a one-site school. Continued conversations with current site is also in progress to proceed in a manner that is operationally and fiscally sound for the success of students and the school.

As part of this discussion, the board highlighted the upcoming oversight visit 3/9-3/10 and encouraged participation as board members are available. Additionally, midterm evaluations are on the horizon and will continue to include the 360-Review, Crete Leadership welcomes and invites feedback and participation.

Public Comment: the meeting location is wheelchair accessible. Speakers needing any disability related or language accommodation should notify the board Secretary a minimum of 24 hours in advance of the meeting to arrange for accommodations, and inform the staff upon arrival.



## SPECIAL BOARD MEETING AGENDA

**3/14/2022, 5:15 PM**

[info@creteacademy.org](mailto:info@creteacademy.org) (323-791-1600)

**Zoom Conference Link:**

<https://ucihealth.zoom.us/j/96848144880?pwd=U2JVS1pJajk5RDk5dDh0WlFIMzJQQT09&from=addon>

**Dial: +1 669 900 9128**

**Meeting ID: 968 4814 4880/ Passcode: 353501**

6103 Crenshaw Boulevard, Los Angeles, CA

- **Welcome**

A welcome from board president was provided- The special board meeting commenced shortly after 5:15 p.m. with quorum.

- **Public Comment** [info@creteacademy.org](mailto:info@creteacademy.org) (323-791-1600)

No member of the public was present for this meeting.

- **Adoption of AB361 findings to conduct Board meetings via Teleconference:**

- a) **Consideration of emergency circumstances due To Covid-19;**

- b) **State and local officials' continuance of social distancing recommendation**

Due to COVID-19 and the Omicron variant, the board is being extremely cautious in minimizing exposure in continuing to host board meetings via teleconference.

- **Board Resolution CalSAAS Notice to Cure**

BOARD VOTE

The board **approved by unanimous vote** the Resolution Approving Charter Material Revision (Board Resolution 14) in reference to the CalSAAS Notice to Cure from LAUSD. The Board of Director's remains committed to ensuring that all teachers at Crete are appropriately assigned to their classrooms and will work in collaboration with school leadership to be aware of CalSAAS system assignments and summary reporting. The final vote was 4 (Yes) 0 (Nos) 0 (Abstentions), signed by the board secretary and filed-March 14, 2022.

Public Comment: the meeting location is wheelchair accessible. Speakers needing any disability related or language accommodation should notify the board Secretary a minimum of 24 hours in advance of the meeting to arrange for accommodations, and inform the staff upon arrival.



Certified Public Accountants serving  
K-12 School Districts and Charter  
Schools throughout California

March 1, 2022

Management and the  
Board of Directors of  
Crete Academy  
Los Angeles, California

RE: Renewal for Audit Services

We show that we do not have a current contract on file for the 2021-22 fiscal year. Christy White, Inc. (CW) truly appreciates Crete Academy's business and we look forward to working with you on this year's audit. We are attaching our proposed renewal fees for audit and tax preparation services for your review.

**A Note About Our Professional Fees:** Increasingly, new laws and compliance requirements impact charter schools' operations and the State's fiscal oversight. In response, the State requires additional audit compliance procedures, on top of various Financial Accounting Standards Board (FASB) financial accounting and reporting requirements. And with more federal funds available, your charter could be required to have a Federal Single Audit, i.e., when your organization spends \$750,000 or more in federal dollars in a single fiscal year. As a firm, we are conscientious of the impact of rising audit fees on your budget, but, at the same time, we must comply with the expanding audit scope the State dictates. As such, we will be increasing our professional fees for all of our charter school audit clients.

Thank you for considering the above. We value our relationship with Crete Academy and look forward to the opportunity to continue working with you. Please do not hesitate to contact us with any questions or to arrange a meeting.

Sincerely,

Christy White Brook, CPA, CFE  
President

Enclosure: Proposed Fee Schedule

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San Diego, CA  
92103

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# PROPOSED FEE SCHEDULE

## FEE STRUCTURE FOR CRETE ACADEMY

The proposed fees are all-inclusive and will not change unless there are significant changes in the scope of the audit or tax services proposed, as imposed by state or federal agencies or directly requested by the Organization. Audit fees increase per year at a rate of four percent for Cost of Living Adjustment (COLA). We do not bill for advisory services related to the audit or an application of accounting standards. We encourage our clients to contact us at any time year-round for free advice on general finance and accounting issues.

We propose to conduct the audit engagement and submit the audit reports in compliance with the instructions provided by the State Controller's Office. The fee schedule below includes a list of personnel by classification assigned to the audits, indicating the estimated number of hours and rate per hour for the audits.

<u>Classification</u>	<u>Billing Rates</u>	<u>Estimated Hours</u>	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>
Partner	\$ 210	4	\$ 840	\$ 874	\$ 909
Director/Supervisor	170	10	1,700	1,768	1,839
Senior/Staff	145	20	2,900	3,016	3,137
Staff	110	30	3,300	3,432	3,569
Clerical Assistant	65	4	260	270	281
		<u>68</u>			
<b>Total Audit Fees*</b>			<u>\$ 9,000</u>	<u>\$ 9,360</u>	<u>\$ 9,735</u>
<b>Tax Preparation Fees**</b>			1,500	1,500	1,500
<b>Total Professional Fees</b>			<u>\$ 10,500</u>	<u>\$ 10,860</u>	<u>\$ 11,235</u>

*\*If a Federal Single Audit under OMB Uniform Guidance (UG) becomes applicable during any given year, an additional \$4,500 will be added to the annual audit fee. A Federal Single Audit under OMB UG is applicable in any given year that the Organization expends more than \$750,000 in Federal funds.*

*\*\*Fees noted for preparation of tax returns include Federal IRS Form 990 and related schedules, California Form 199. If these are not the appropriate forms or if any additional Federal or State forms are necessary, this fee may be modified based on the client tax compliance needs (i.e. Form 990-T for reporting of taxable income).*

We will enter into an agreement with Crete Academy in the form of an engagement letter upon acceptance of these proposed fees. Thank you!

Name of Accounting Firm: Christy White Inc.

Authorized By: 

Name: Christy White Brook, CPA, CFE

Title: President

Date: March 1, 2022