

Orange County Workforce Innovation High School

Minutes

Operated by Western Educational Corporation

Date and Time

Wednesday December 4, 2019 at 11:00 AM

Location

505 North Euclid Street, Anaheim, CA 92805 Remote Location: 177 Holston Drive, Lancaster, CA 93535 Conference Line: (661) 249-6805 Code: 525676

Directors Present

Claudette Beck (remote), Frank Lukacs, Michael R Adams (remote)

Directors Absent

None

I. Opening Items

A. Call the Meeting to Order

Michael R Adams called a meeting of the board of directors of Orange County Workforce Innovation High School to order on Wednesday Dec 4, 2019 @ 11:00 AM at 505 North Euclid Street, Anaheim, CA 92805 Remote Location: 177 Holston Drive, Lancaster, CA 93535 Conference Line: (661) 249-6805 Code: 525676.

B. Record Attendance and Guests

C. Pledge of Allegiance

Board Secretary Beck led the Pledge of Allegiance.

D. Staff Introductions

Julie Parra, Area Superintendent
Liliana Gutierrez, Principal
Guita Sharifi, CFO, LLAC
Chad Gray, Chief Human Resource Officer, LLAC
Claudio Wohl, Sr VP Finance, LLAC
Michelle Lopez, VP Legal, LLAC
Aracely Mayoral, Sr. Director Finance, LLAC
Michele Simi, Information Technology Business Services Manager, LLAC
Brian Hadley, Partner, CPA, Wilkinson, Hadley, King & Co., LLP
Gregory Bordo, Legal Counsel., BlankRome
Bill Thompson, Legal Counsel, Law Offices of Bill J. Thompson

E. Approve Agenda for the December 4, 2019, Regular Public Meeting of the Board of Directors.

Claudette Beck made a motion to approve Agenda for the December 4, 2019, Regular Public Meeting of the Board of Directors.

Michael R Adams seconded the motion.

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

Roll Call

Claudette Beck Aye

Frank Lukacs Aye

Michael R Adams Aye

F. Approve Minutes of the October 16, 2019, Regular Public Meeting of the Board of Directors.

Claudette Beck made a motion to approve minutes of the October 16, 2019, Regular Public Meeting of the Board of Directors. Operated by Western Educational Corporation on 10-16-19

Michael R Adams seconded the motion.

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

Roll Call

Frank Lukacs Aye

Michael R Adams Aye

Claudette Beck Aye

G. Approve Minutes of the October 30 2019, Special Public Meeting of the Board of Directors.

Claudette Beck made a motion to approve the minutes of the October 30 2019, Special Public Meeting of the Board of Directors. Special Board Meeting Operated by Western Educational Corporation on 10-30-19

Michael R Adams seconded the motion.

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

Roll Call

Claudette Beck Aye

Michael R Adams Aye

Frank Lukacs Aye

II. Consent Agenda

A. Consent Agenda

Claudette Beck made a motion to approve the Consent Agenda Items.

Michael R Adams seconded the motion.

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

Roll Call

Claudette Beck Aye

Michael R Adams Aye

Frank Lukacs Aye

III. Public Comment

A. Public Comment

Board President Adams 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. If you would like to participate in public comment, you must have signed in before the commencement of the meeting. Also, our teleconference line is open to members of the public who wish to participate in public comment. The time allotted per presentation will not exceed three (3) minutes, except in the case where a member of the public utilizes a translator, in which case

the time allotted will not exceed six (6) minutes. The total time allotted for public comments will not exceed eighteen (18) minutes per agenda item, or ten (10) minutes for non-agenda items. 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 Adams asked if there were any members of the public attending the meeting who wished to offer public comment. There were no members of the public in attendance

IV. Schools Reports and Information

A. Area Superintendent Report

Julie Parra updated the board on the programs in place to increase math and ELA scores, Read and Math 180, Small Group Instruction and the utilization of NWEA data to determine appropriate interventions. The school is also working on their Climate Survey, graduation has been scheduled for June 2nd and the Professional Development on December 6th will be focusing on student interventions.

B. WIOA Update

Julie Parra provided an update to the board regarding the Santa Ana Youth center partnership and the visit from Anaheim EDD and meeting with students.

C. Legislative Update

Michelle Lopez directed the board to the information in their board package regarding new laws that impact charter schools in 2020.

D. Board Meeting Notice

Board President Adams presented the upcoming regular board meeting dates and made a request to include the address for the Lemon Grove Center.

E. Legal Update

Bill Thompson discussed with the board new requirements affecting the board due to SB 126, including Conflict of Interest and Public Records Act, effective January 1, 2020. Bill Thompson opened the discussion with the Board regarding a future finance committee.

Board Secretary Beck asked who would be on the finance committee and Bill Thompson stated it would be a process and that the board would review and approve prior to being established.

V. Action Items

A. The Board will be asked to review and approve adoption of the Charter School Accounting Manual

Guita Sharifi discussed with the board the initial adoption of the Charter School Accounting Manual during the August 2019 board meeting. Ms. Sharifi informed the board this document is continually being reviewed and any recommended changes will be brought to the board for a request for approval. The changes being recommended for approval are specific to Chapter 6 - Conflict of Interest and Gift of Public Funds which includes a list of expenditures that are considered to serve an educational purpose based on the student population served by the school.

Claudette Beck made a motion to approve adoption of the Charter School Accounting Manual.

Michael R Adams seconded the motion.

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

Roll Call

Michael R Adams Aye
Claudette Beck Aye
Frank Lukacs Aye

B. The Board will be asked to review and approve the June 30, 2019, Annual Audit Report for the School.

Claudio Wohl directed the board to the June 30, 2019 audit report. Brian Hadley informed the board that the audit report stated the school had an unmodified financial opinion which is positive, and no adjustments or reclassifications were needed. The attendance reports for P-2 and P-Annual are reviewed in accordance with state requirements where no adjustments were needed, and there were no findings for year end June 30, 2019.

Board Secretary Beck stated she was pleased to know there were no findings
Board President Adams complemented the school on having a clean audit report
Claudette Beck made a motion to approve the June 30, 2019, Annual Audit Report for the School.

Michael R Adams seconded the motion.

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

Roll Call

Claudette Beck Aye
Frank Lukacs Aye
Michael R Adams Aye

C. The Board will be asked to review and approve the 2019/2020 First Interim Report for the School.

Claudio Wohl directed the board to the first interim report and discussed the increase in revenue and expenditures, which is directly related to an increase in the estimated P2 ADA compared to the budget. Ms. Mayoral reviewed with the board the various revenue and expenditure categories and the projected year end excess revenue and overall reserve. Claudette Beck made a motion to approve the 2019/2020 First Interim Report for the School. Michael R Adams seconded the motion.

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

Roll Call

Michael R Adams Aye
Claudette Beck Aye
Frank Lukacs Aye

D. The Board will be asked to review and approve the E-Rate vendor selections.

Michelle Simi directed board members to the report in their board packets regarding approval to award E-rate services for the 2020-2021 school year. Ms. Simi reviewed the E-rate competitive bidding process for the provision of networking equipment and cabling services to the school and the scoring process, and provided a summary of the bids. Ms. Simi then presented a recommendation to the board to select the identified vendor as the school's preferred service provider for the 2020-2021 E-Rate funding year.

Claudette Beck made a motion to approve the E-Rate vendor selections.

Michael R Adams seconded the motion.

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

Roll Call

Frank Lukacs Aye
Claudette Beck Aye
Michael R Adams Aye

E. The Board will be asked to review and approve a Human Trafficking Prevention Plan.

Julie Parra discussed with the board the draft policy, which is required to be adopted in accordance with Senate Bill 1104 from 2018, which requires the Board of Directors to work

with the Charter School to identify the most appropriate methods of informing parents and guardians of students in grades 6 through 12, as applicable, of human trafficking prevention resources, and to implement the methods by January 1, 2020.

Board Secretary Beck stated the importance of having a formal plan in place.
Claudette Beck made a motion to approve a Human Trafficking Prevention Plan.
Michael R Adams seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

Frank Lukacs Aye
Claudette Beck Aye
Michael R Adams Aye

F. The Board will be asked to review and approve the Amended Common Paymaster Agreement

Bill Thompson reminded the board of the prior approval of the paymaster agreement and its purpose. Mr. Thompson stated the purpose of the amended agreement is to update "Schedule A" to remove individual names and replace them with the Position/Title, and to add the positions of Superintendent, Chief Executive Officer, Chief Financial Officer, and Area Superintendent.
Claudette Beck made a motion to approve the Amended Common Paymaster Agreement.
Michael R Adams seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

Claudette Beck Aye
Michael R Adams Aye
Frank Lukacs Aye

G. The Board will be asked to approve salary ranges for the Area Superintendent position.

Chad Gray presented the salary range for the Area Superintendent position and the various entities reviewed to determine a competitive and fair market salary range, including the AASA Superintendent Association 2018-2019, superintendent salary/benefits studies 2019, the CDE's statewide average salaries from the School Accountability Report Card, and neighboring school district salary ranges.
Claudette Beck made a motion to approve salary ranges for the Area Superintendent position.
Michael R Adams seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

Michael R Adams Aye
Claudette Beck Aye
Frank Lukacs Aye

H. The Board will be asked to approve the amended Conflict of Interest Code Western Educational Corp.

Bill Thompson explained that the Conflict of Interest Code has been updated to include the required positions for Form 700 filings and alignment with the school's organizational structure.

Board Secretary Beck asked if the positions are the same for all schools. Bill Thompson explained that each corporation/school is looked at independently.
Claudette Beck made a motion to approve the amended Conflict of Interest Code Western Educational Corp.
Michael R Adams seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

Michael R Adams Aye
Claudette Beck Aye
Frank Lukacs Aye

I. The Board will be asked to appoint a new Chief Financial Officer and Secretary.

On behalf of the schools, Bill Thompson thanked Julie Parra for her service as Chief Financial Officer and Secretary and requested the board to consider the approval of Jeri Vincent as the new Chief Financial Officer and Secretary.

Claudette Beck made a motion to appoint a new Chief Financial Officer and Secretary. Michael R Adams seconded the motion.

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

Roll Call

Frank Lukacs Aye
Claudette Beck Aye
Michael R Adams Aye

J. The Board will be asked to review and approve compensation for the Chief Financial Officer and Secretary

Greg Bordo presented the board with the proposed compensation for Chief Financial Officer, Jeri Vincent. In connection therewith, the board was provided with an executive compensation analysis and report. Mr. Bordo reviewed with the board its obligations when considering executive compensation, the laws applicable to compensation for executives of nonprofit entities, and other pertinent legal considerations.

Claudette Beck made a motion to approve compensation for the Chief Financial Officer and Secretary.

Michael R Adams seconded the motion.

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

Roll Call

Claudette Beck Aye
Michael R Adams Aye
Frank Lukacs Aye

K. The Board will be asked to add the Chief Financial Officer and Secretary as a school bank account signatory

Bill Thompson recommended that the board add Jeri Vincent as an approved bank signatory in her role as Chief Financial Officer and Secretary.

Claudette Beck made a motion to approved adding the Chief Financial Officer and Secretary as a school bank account signatory.

Michael R Adams seconded the motion.

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

Roll Call

Claudette Beck Aye
Frank Lukacs Aye
Michael R Adams Aye

VI. Closing Items

A. Adjourn Meeting

Claudette Beck made a motion to adjourn the meeting.

Michael R Adams seconded the motion.

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

Roll Call

Frank Lukacs Aye
Michael R Adams Aye

Claudette Beck Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 11:48 AM.

Respectfully Submitted,
Claudette Beck

B. General Notifications

Accommodations. 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. Documents provided to a majority of the governing board regarding an open session item on this agenda will be made available for public inspection at Charter School offices located at 505 North Euclid St., Suite 100, Anaheim, CA 92805 during normal business hours.