

Orange County Workforce Innovation High School

Minutes

Operated by Western Educational Corporation

A California Non-Profit Public Benefit Corporation

Date and Time

Thursday April 23, 2020 at 4:00 PM

Location

Conference Line: (661) 249-6805 Code: 525676

MEETING LOGISTICS

On March 17, 2020, Governor Newsom issued Executive Order N-29-20 related to the COVID-19 pandemic. The Executive Order allows state bodies covered by the Brown Act to hold public meetings via teleconferencing. As such, the April charter school governing board meeting will be held via the format of teleconferencing. The public is encouraged to participate in the meeting telephonically by dialing the conference line listed above and may submit written comments for prior consideration to the board members. Comments can be submitted to vmendoza@workforcehs.org. Public comment on the day of the meeting can also be given 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.

REMINDER

As required by state law (SB 126), this meeting will be audio recorded and posted on the charter school's website.

Directors Present

Claudette Beck (remote), Frank Lukacs (remote), 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 Thursday Apr 23, 2020 @ 4:02 PM at Conference Line: (661) 249-6805 Code: 525676

Board President Adams read aloud the notices regarding meeting logistics, accommodations, and audio recording.

B. Record Attendance and Guests

C. Pledge of Allegiance

Board Member Lukacska led the pledge of allegiance.

D. Staff Introductions

Jeff Brown, CEO
Jeri Vincent, Corporate CFO/Secretary
Julie Parra, Area Superintendent
Bill Thompson, Legal Counsel
Guita Sharifi, CFO, LLAC
Claudio Wohl, Sr. V.P. of Finance, LLAC
Michelle Lopez, Legal Counsel, LLAC
Aracely Mayoral, Sr. Director of Finance, LLAC
Nicole Perkins, Sr. Director People Services, LLAC

E. Approve Agenda for the April 23, 2020, Regular Public Meeting of the Board of Directors.

Claudette Beck made a motion to approve the agenda for the April 23, 2020, Regular Public Meeting of the Board of Directors.

Frank Lukacska seconded the motion.

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

Roll Call

Frank Lukacska Aye
Michael R Adams Aye
Claudette Beck Aye

F. Approve Minutes of the February 27, 2020, Regular Public Meeting of the Board of Directors.

Claudette Beck made a motion to approve the minutes from the February 27, 2020, Regular Public Meeting of the Board of Directors Operated by Western Educational Corporation on 02-27-20.

Frank Lukacska seconded the motion.

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

Roll Call

Claudette Beck Aye
Michael R Adams Aye
Frank Lukacska Aye

II. Consent Agenda

A. Consent Agenda

President Adams asked if anyone would like to discuss any of the items on the consent agenda. Hearing none, Board President Adams asked for a motion.

Claudette Beck made a motion to approve the consent agenda items.

Frank Lukacska seconded the motion.

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

Roll Call

Frank Lukacska Aye
Claudette Beck Aye
Michael R Adams 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 who wished to offer public comment. There were no members of the public who offered public comment or submitted written comment.

IV. Schools Reports and Information

A. Area Superintendent Update

Julie Parra greeted the board and thanked the board for their support during the pandemic and provided the following updates on the school's ongoing response to the COVID-19 situation:

- Acknowledged the school's authorizer, the Orange County Department of Education (OCDE) for their support. Ms. Parra has been participating in conference call updates from the OCDE Superintendent, Dr. Mijares, and is also sharing best practices and regular check-ins with the school's OCDE Charter School Liaison, Felipe Vasquez.
- The school's educational staff is working together in a very collaborative manner to serve all students. The staff built a distance learning plan as they continued to monitor news and updates from the county and the Governor. The program is based on independent study so the curriculum is already in packet form and ready for students to continue to move forward, along with Google email accounts, Google classroom, and Google hangouts.
- The school surveyed students to assess their needs for technology, food, parenting supplies, contact information, and other individual accommodations. As the school transitioned to distance learning, it provided immediate and ongoing professional development to staff in how to use different tools to connect to students. They also communicated with staff of the school's primary goal of keeping in contact with students and continuing to build powerful teacher/student relationships.
- The school has not lowered expectations for students during this time. Students are completing credits as they normally would. The staff understand some students have exceptional circumstances during this time and are empowered to use their discretion to make appropriate accommodations, if needed, to take care of the students just as they would in the learning center with in-person instruction.

Ms Parra stated that Principal, Liliana Gutierrez, has been exceptional at meeting the needs of both students and staff by providing the following:

- Devices and hot spots
- Wellness and self-care content sent out daily
- Access to counseling, support and other benefits from HR and a teen hotline
- Weekly calls with the team to provide updates

- Individual wellness checks with staff and between herself and the assistant principal
- Professional learning to transition students and staff to remote learning
- Created a video that was sent out via our L4L Connect application to all students

Board Secretary Beck thanked Julie Parra and her staff for reaching out to students during this time.

Jeri Vincent complimented Julie Parra and her commitment to the school's authorizer.

B. LCAP Goals and Metrics

Julie Parra informed the board the State Board of Education has recently updated some new metrics for the LCAP, and then presented to the board the four draft goals and metrics for 2020-2023. Ms. Parra requested input from the governing board members on the LCAP goals and metrics.

C. Finance Update: Budget Planning and Revision to the Credit Agreement with Hanmi Bank

Julie Parra introduced Claudio Wohl to update the governing board on the school's budget planning process and credit agreement with Hanmi Bank. Mr. Wohl stated the school is currently working on the FY 2020-21 budget, which will be presented to the governing board in June. The LLAC finance team has been working closely with Ms. Parra on the school's projected revenues and expenditures. Mr. Wohl stated the school is experiencing challenges due to the uncertainties created by COVID-19. Staff are awaiting the Governor's May budget revision and FCMAT has informed schools to expect cash payment deferrals as early as June 2020. Mr. Wohl said the school is expecting a reduction in next year's COLA which will impact the school's overall revenue and expenditures and Ms. Parra is in the process of identifying any discretionary expenditures to adjust for the 2020-21 budget. Mr. Wohl said the school is monitoring its cash flow on a weekly basis and expressed the importance of the school's cash reserves. Mr. Wohl informed the board there have been no updates regarding the credit agreement with Hanmi Bank and will provide any new updates during the June board meeting.

D. Update: Filing Process for Annual Form 990, Return of Organization Exempt from Income Tax

Jeri Vincent reminded the board of the corporation's annual 990 federal tax return and stated the form will be timely filed with a draft copy to be provided to the board members upon completion.

E. Legal Update: COVID-19 and Legislative Matters

Bill Thompson provided the board with an update regarding changes at the local and state levels in response to the COVID-19 pandemic, including the immediate and great support that the school received from its educational services and administrative services providers during this crisis. Additionally, he informed the board of the continued monitoring of any legislative changes which may impact the school's instructional program and fiscal budget.

F. 2020-2021 Board Meeting Dates

Board President Adams announced the upcoming regular board meeting dates.

V. Action Items

A. The Board will be asked to approve the Small Business Administration Payroll Protection Program loan application.

Jeri Vincent thanked Board President Adams for his assistance on the Small Business Administration Payroll Protection Program (PPP) loan application and expressed the importance of this application for the school. Ms. Vincent asked Guita Sharifi to provide background information on the loan application process and status. Ms. Sharifi thanked the

board and updated the board on the PPP application and timeline. Ms. Sharifi then recommended the Board approve the PPP loan application and any additional COVID-19 funding that might support the school through the CARES Act.

Board Member Lukacska asked when the funding will be released. Ms. Sharifi stated the school should receive the promissory note within the next 24-48 hours and funds will be received in the next 10 days.

Claudette Beck made a motion to ratify and approve the Small Business Administration Payroll Protection Program loan application.

Frank Lukacska seconded the motion.

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

Roll Call

Michael R Adams Aye

Frank Lukacska Aye

Claudette Beck Aye

B. The Board will be asked to review the Employee Benefit Plan and ratify the actions taken by the officers to enable the employees of the school to participate in the plan.

Julie Parra stated the Employee Welfare Benefit Plan is a Multiple Employer Welfare Plan and Desert Sands is the employer sponsor of the plan. Participation in the plan allows the charter school to access better benefits, lower premium rates, and more efficient benefits administration. Ms. Parra explained Desert Sands was the first charter school in the Learn4Life network of charter schools, therefore many of the listed insurance contracts were first entered into by Desert Sands. As the network of schools expanded, additional schools were added to existing insurance contracts. Ms. Parra recommended that the board approve the current plan.

Claudette Beck made a motion to to ratify the actions taken by the officers to enable the employees of the school to participate in the plan.

Frank Lukacska seconded the motion.

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

Roll Call

Michael R Adams Aye

Claudette Beck Aye

Frank Lukacska Aye

VI. ADDITIONAL CORPORATE OFFICERS AND BOARD MEMBERS' OBSERVATIONS AND COMMENTS

A. Observations and Comments

Jeff Brown praised Julie Parra for the updates and her communication with the school's authorizer.

Board President Adams complimented the staff, and all supporting organizations for their response and reaction to COVID-19 in supporting the students.

VII. Closing Items

A. Adjourn Meeting

Claudette Beck made a motion to adjourn the meeting.

Frank Lukacska seconded the motion.

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

Roll Call

Michael R Adams Aye

Claudette Beck Aye

Frank Lukacska Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 4:34 PM.

Respectfully Submitted,
Claudette Beck

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. 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 vmendoza@workforcehs.org.