

# Orange County Workforce Innovation High School

## Minutes

Operated by Western Educational Corporation

A California Non-Profit Public Benefit Corporation

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### Date and Time

Thursday June 4, 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. 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](mailto: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.

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### Directors Present

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

### Directors Absent

*None*

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## 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 Jun 4, 2020 @ 4:00 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  
Jeff Martineau, V.P. of Charter Relations  
Bill Thompson, Legal Counsel  
Adam Miller, 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  
Dr. John Fox, Director of Accountability, LLAC

**E. Approve Agenda for the June 4, 2020, Regular Public Meeting of the Board of Directors.**

Frank Lukacska made a motion to approve the agenda for the June 4, 2020, Regular Public Meeting of the Board of Directors.

Claudette Beck seconded the motion.

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

**Roll Call**

Claudette Beck Aye  
Michael R Adams Aye  
Frank Lukacska Aye

**F. Approve Minutes of the April 23, 2020, Regular Public Meeting of the Board of Directors.**

Frank Lukacska made a motion to approve the minutes from the April 23, 2020, Regular Public Meeting of the Board of Directors. Operated by Western Educational Corporation on 04-23-20.

Claudette Beck seconded the motion.

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

**Roll Call**

Claudette Beck Aye  
Frank Lukacska Aye  
Michael R Adams Aye

**II. Consent Agenda**

**A. Consent Agenda**

Board 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.

Frank Lukacska made a motion to consent agenda item.

Claudette Beck seconded the motion.

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

**Roll Call**

Michael R Adams Aye  
Frank Lukacska Aye  
Claudette Beck 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 thanked the board for all their time and support. Ms. Parra thanked the efforts of the faculty and staff who stepped in last Friday, May 29th to help by giving out free food and resources to their surrounding communities with a pop-up drive-thru partnership with the local Norms restaurant. More than a dozen volunteers, which included Principal Liliana Gutierrez & Assistant Principal Vanessa Lopez, teachers, counselors and support staff distributed donated items to nearly 200 families. The school's community liaison, Kalei Souza, did an excellent job by partnering with various non-profits such as the Anaheim YMCA, Bracken's Kitchen and Senator Chang's office to make the event a success. KABC was able to capture the event, which was highlighted in their SoCal Strong segment that aired yesterday. Ms. Parra will be providing a link of the segment to all board members.

Ms. Parra then updated the board on the school's current plan to transition back to onsite learning and requested board input. Ms. Parra stated the school will offer a flexible distance learning program which includes both on-site/in-person modified appointments as well as virtual learning sessions. The school continues to monitor guidelines from federal, state and local public health agencies as well as the Orange County of Education. Safety modifications are in process to ensure the safety of students and staff, including replacing HVAC filters quarterly, limiting site occupants, socially distanced furniture, acrylic dividers, hand sanitizing stations and products, one-way traffic flows, face masks, temperature readings, site sanitizing protocols, and staff training. Ms. Parra noted that measures continue to be implemented to ensure the success of virtual learning, including purchasing laptops and hotspots, making available all curriculum on digital platforms, training staff, and creating elective courses to help students process the trauma and emotion of the COVID-19 pandemic.

Board Secretary Beck thanked Ms. Parra for the update of the school's plan.

Board Member Lukacs complimented the plan and all the necessary precautions being taken to keep staff and students safe and healthy.

##### **B. Report on Mathematics Placement Results**

Julie Parra provided the board background information on the Mathematics Placement Act of 2015 and reviewed the requirements of the board's adopted Mathematics Placement Policy. Ms. Parra reported that for this year's annual report, the school is pleased to report that all 9th grade students progressed in their mathematics courses and none were held back. The

school will continue to evaluate this data and report to the board next year pursuant to the board's policy.  
Board Member Beck was pleased to hear of the success in math and thanked Ms. Parra for the update.

Jeri Vincent expressed her admiration and dedication of the staff, students and community.

**C. Finance Update**

Jeri Vincent informed the board that the corporation's annual 990 federal tax return filing due date is July 15, 2020 and a copy will be provided to each board member prior to officially filing the 990 federal tax return. Ms. Vincent also updated the board on the revision to the credit agreement with Hanmi Bank to allow for electronic advances via a bank portal and ease of access to the line of credit as part of the school's contingency planning. Ms. Vincent also informed the board that the school has received the Paycheck Protection Program funding.

**V. Action Items**

**A. The Board will be asked to confirm its acknowledgement that Michael R. Adams, Claudette Beck and Frank Lukacs have been reappointed as members of the Board of Directors by Educational**

Advancement Corporation the sole member of Western Educational Corporation, for the term July, 1, 2020 through June 30, 2021.

Board President Adams informed the board of the recent action taken by Educational Advancement Corporation to reappoint all current board members for the term of July 1, 2020 through June 30, 2021.

Frank Lukacs made a motion to confirm the board's acknowledgment that Michael R. Adams, Claudette Beck and Frank Lukacs have been reappointed as members of the Board of Directors by Educational Advancement Corporation the sole member of Western Educational Corporation, for the term July, 1, 2020 through June 30, 2021.

Claudette Beck seconded the motion.

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

**Roll Call**

Claudette Beck Aye

Michael R Adams Aye

Frank Lukacs Aye

**B. The Board is asked to approve temporary changes to the Charter Hardship Waiver Policy for students who are overage and credit deficient and at risk for not graduating due to circumstances related to COVID-19. The temporary changes to the Charter Hardship**

Waiver Policy will be applied to seniors in the class of 2020, including those seniors in the summer of 2020.

Julie Parra informed the board that to due to challenges related to the COVID-19 pandemic affecting some students, school staff have identified the need for temporary changes to the Charter Hardship Waiver Policy for students who are overage and credit deficient and at-risk for not graduating. Ms. Parra explained that for seniors in the class of 2020 (inclusive of summer 2020 graduates), the total number of credits required to graduate high school may be reduced from 230 credits to 130 credits, as determined on a case-by-case basis. Ms. Parra recommended the board approve temporary changes to the Charter Hardship Waiver Policy.

Frank Lukacs made a motion to approve temporary changes to the Charter Hardship Waiver Policy for students who are overage and credit deficient and at risk for not graduating due to circumstances related to COVID-19. The temporary changes to the Charter Hardship Waiver Policy will be applied to seniors in the class of 2020, including those seniors in the summer of 2020.

Claudette Beck seconded the motion.  
The board **VOTED** to approve the motion.

**Roll Call**

Claudette Beck Aye  
Frank Lukacsza Aye  
Michael R Adams Aye

**C. The Board will be asked to re-authorize approved bank account signers to conduct necessary banking matters.**

Jeri Vincent recommended that the board approve the removal of Patrick Hill as an authorized bank signer and re-authorize the approved bank account signers: Jeff Brown, Jeri Vincent, Julie Parra, Jeff Martineau, and Caprice Young.

Frank Lukacsza made a motion to approve the re-authorization of approved bank account signers to conduct necessary banking matters.

Claudette Beck seconded the motion.

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

**Roll Call**

Frank Lukacsza Aye  
Claudette Beck Aye  
Michael R Adams Aye

**D. The Board will be asked to re-authorize the officers of the corporation to award discretionary incentives to employees at various sundry times.**

Julie Parra recommended the board re-authorize the officers of the corporation to award discretionary incentives to employees at various and sundry times. Ms. Parra stated the incentives are discretionary and will be determined based on the current budget and financials of the school.

Frank Lukacsza made a motion to approve the re-authorization of the officers of the corporation to award discretionary incentives to employees at various sundry times.

Claudette Beck seconded the motion.

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

**Roll Call**

Claudette Beck Aye  
Frank Lukacsza Aye  
Michael R Adams Aye

**E. The Board will be asked to approve the correction of a typographical error on the June 30, 2019, Annual Audit Report for the school.**

Julie Parra introduced Guita Sharifi to discuss the correction of a typographical error. Ms. Sharifi informed the board of a typographical error on page 23 of the June 30, 2019 audit report, which was corrected and re-submitted to correct the error.

Frank Lukacsza made a motion to approve the correction of a typographical error on the June 30, 2019, Annual Audit Report for the school.

Claudette Beck seconded the motion.

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

**Roll Call**

Frank Lukacsza Aye  
Claudette Beck Aye  
Michael R Adams Aye

**F. The Board will be asked to approve the request for loan forgiveness of the Small Business Association Payroll Protection Program (PPP).**

Jeri Vincent stated the Paycheck Protection Program (PPP) loan funds have been disbursed and introduced Guita Sharifi. Ms. Sharifi reminded the board that the PPP loan was funded by the Small Business Administration through Hanmi Bank on May 11, 2020. Ms. Sharifi explained the process of required documentation and that the eligible amount for loan

forgiveness is to be determined and approved by Hanmi bank. Ms. Sharifi stated the balance of the loan after forgiveness will remain as a loan to support the school's cash reserves due to budget cuts, deferrals, and future economic uncertainties with an interest rate of one percent.

Board Member Lukacska asked Ms. Sharifi if there are any concerns about meeting the forgiveness conditions and due date for requesting loan forgiveness. Ms. Sharifi explained that based on the current loan forgiveness conditions, the school does not have any concerns meeting the requirements and necessary documentation by due date.

Frank Lukacska made a motion to approve the request for loan forgiveness of the Small Business Administration Paycheck Protection Program (PPP).

Claudette Beck seconded the motion.

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

**Roll Call**

Claudette Beck Aye

Frank Lukacska Aye

Michael R Adams Aye

**G. The Board will be asked to approve the Local Control Funding Formula (LCFF), which drives the primary source of revenue for the charter school.**

Jeri Vincent explained that LCFF funding is the primary source of the school's revenue and requested that Claudio Wohl provide additional information to the board. Mr. Wohl explained that the LCFF determines the funding for charter schools, creates funding targets based on students' characteristics, and is essential to budget and LCAP development. Mr. Wohl further explained the total LCFF funding formula revenue estimated to be received for the 2020-21 school year, including the total supplemental and concentration funding, and explained that these amounts are determined by the number of pupils the school serves that are identified as low income, foster children, English Learners, or homeless.

Frank Lukacska made a motion to approve the Local Control Funding Formula (LCFF), which drives the primary source of revenue for the charter school.

Claudette Beck seconded the motion.

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

**Roll Call**

Claudette Beck Aye

Michael R Adams Aye

Frank Lukacska Aye

**H. The Board will be asked to approve the Education Protection Account spending determinations.**

Jeri Vincent stated the Education Protection Account (EPA) is a component of the LCFF funding that must be used only for instruction and be posted on the school's website every year. Ms. Vincent introduced Claudio Wohl, who directed the board to the budget and reviewed the EPA revenue for school years 2019-20 and 2020-21, and stated all funds will be spent on instruction. Mr. Wohl recommended the board take action to approve the EPA spending determinations.

Frank Lukacska made a motion to approve the Education Protection Account spending determinations.

Claudette Beck seconded the motion.

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

**Roll Call**

Frank Lukacska Aye

Michael R Adams Aye

Claudette Beck Aye

**I. The Board will be asked to approve the Budget for the 2020-21 fiscal year and the COVID-19 Operations Written Report.**

Julie Parra informed the board of Governor Newsom's issuance of Executive Order N-56-20 on April 22, 2020, which extends the deadline to adopt the LCAP and Budget Overview for Parents to December 15, 2020, on the condition that the governing board adopts a COVID-19 Written Operations Report by July 1, 2020. Ms. Parra explained the Report must be adopted at the same meeting as the school budget and sent to the school's authorizer and county office of education, and posted on the homepage of the school website. The Report describes the programmatic changes that were made in response to the COVID-19 emergency and the major impacts of school closure on students and families. This report meets the requirements by describing how we are meeting the needs of unduplicated students; steps taken to continue support the delivery of high-quality distance learning; how we provide school meals in non-congregate settings; and arrange for the supervision of students during school hours.

Ms. Parra then invited Aracely Mayoral to report on the school's 2020-21 budget. Ms. Mayoral explained that there were challenges in preparing the school's budget due to the COVID-19 pandemic and its financial impact to the state budget and school funding. Due to the Governor's May budget revision and recommendations from FCMAT, the school's budget includes a reduction of LCFF funding determined by a negative COLA of 7.5%. Ms. Mayoral reported that some actions have been taken to adjust for the reduction of funding rates, including the review of staffing needs and identifying discretionary expenditures to be reduced, delayed, or even eliminated. Ms. Parra is monitoring the school's spending and preparing for closer financial oversight to ensure the school remains fiscally sound. Ms. Mayoral discussed the school's projected ADA, LCFF revenue, Federal SPED revenue, mandated block funds, and lottery funds. Ms. Mayoral also explained the expenditure assumptions, reviewed the school's projected excess revenue, and the school's total projected ending funding balance. Ms. Mayoral then discussed the school's preparation for the cash deferrals to begin June 2020 and the impact to the apportionment payments in April, May, and June 2021, which will cause a 90-day delay in payments putting significant pressure on the school's cash flow with the deferral of approximately 27% of the school's payments. Finally, Ms. Mayoral stated Ms. Parra, with the support of the finance team, are monitoring cash on a weekly basis and preparing to delay discretionary purchases or services based on the school's cash conditions.

Frank Lukacs made a motion to approve the Budget for the 2020-21 fiscal year and the COVID-19 Operations Written Report.

Claudette Beck seconded the motion.

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

#### **Roll Call**

Claudette Beck Aye

Michael R Adams Aye

Frank Lukacs Aye

#### **J. The Board will be asked to approve in principle the school's application for Title I funds, with final decision-making authority delegated to the Area Superintendent and Corporate Officers to submit the Federal Addendum to receive Title I funds**

for the 2020-21 fiscal year.

Julie Parra informed the board of the school's interest in applying for Title I funding through the Every Student Succeeds Act. Ms. Parra explained the purpose and use of Title I funding and explained that the exact amount the school will receive next year will depend on the amount allotted to the state of California in the next few months. Ms. Parra directed the board to the Federal Addendum included in the board packet and explained the reporting and filing process. Ms. Parra recommended the board approve in principle the school's application for Title I funds, with final decision-making authority delegated to the Area Superintendent and Corporate Officers to submit the Federal Addendum to receive Title I funds for the 2020-2021 fiscal year.

Board Member Lukacs asked if there are different accountability requirements for Title I, II and III funds. Ms. Parra introduced Dr. John Fox who discussed Title I, II and III funds.

Frank Lukacs made a motion to approve in principle the school's application for Title I funds, with final decision-making authority delegated to the Area Superintendent and Corporate Officers to submit the Federal Addendum to receive Title I funds for the 2020-21 fiscal year.

Claudette Beck seconded the motion.

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

**Roll Call**

Michael R Adams Aye

Claudette Beck Aye

Frank Lukacs Aye

**K. The Board will be asked to approve the Consolidated Application process and submission for all reports required for the 2020-2021 school year.**

Julie Parra explained the Consolidated Application (ConApp) is used by the California Department of Education to distribute categorical funds from various federal programs to county offices, school districts, and direct-funded charter schools. Annually, from mid-May to the end of June, each local educational agency (LEA) submits the spring release of the ConApp which, among other things, provides assurances that the LEA will comply with the legal requirements of each program. Ms. Parra recommended the board approve the ConApp process and submission for all reports for the 2020-21 school year.

Frank Lukacs made a motion to approve the Consolidated Application process and submission for all reports required for the 2020-2021 school year.

Claudette Beck seconded the motion.

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

**Roll Call**

Claudette Beck Aye

Michael R Adams Aye

Frank Lukacs Aye

**L. The Board will be asked to obtain a line of credit from Hanmi bank, if needed, to maintain adequate cash flow.**

Jeri Vincent reminded the board of the Hanmi agreement that provides a line of credit to support the school's finances when necessary. Ms. Vincent then introduced Claudio Wohl, who explained the school has the opportunity to obtain financing through its line of credit with Hanmi Bank at a lower rate. This request was approved by the board for school year 2018-19 and 2019-20. For fiscal year 2020-21, the school is requesting approval of a \$500,000 line of credit from Hanmi Bank with an interest rate of prime plus 0.5% with a minimum interest rate of 3.75%.

Board Member Lukacs asked what are the requirements of keeping the line of credit active during school year 2020-21. Guita Sharifi informed the board there are no transaction requirements of the school in maintaining the line of credit open for the 2020-21.

Frank Lukacs made a motion to approve the school to obtain a line of credit from Hanmi bank, if needed, to maintain adequate cash flow.

Claudette Beck seconded the motion.

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

**Roll Call**

Michael R Adams Aye

Claudette Beck Aye

Frank Lukacs Aye

**M. The Board will be asked to approve obtaining a loan from LLAC during the 2020-21 fiscal year, pursuant to a promissory note with interest.**

Jeri Vincent stated that Lifelong Learning Administration Corporation (LLAC) offers short term borrowing to support the school when necessary for a maximum limit of \$500,000 at an interest rate of four percent. Ms. Vincent further explained the amount is a maximum and the

school may utilize it entirely, and further emphasized this is an alternative short term financing option for the school to meet short term cash flow needs if needed. Board President Adams asked about the order of funds to be used by the school when experiencing short term cash flow needs. Ms. Sharifi explained the current school reserves and the reason and process to be used by the school if needed. Frank Lukacs made a motion to approve obtaining a loan from LLAC during the 2020-21 fiscal year, pursuant to a promissory note with interest. Claudette Beck seconded the motion. The board **VOTED** to approve the motion.

**Roll Call**

Claudette Beck Aye  
Michael R Adams Aye  
Frank Lukacs Aye

**VI. ADDITIONAL CORPORATE OFFICERS AND BOARD MEMBERS’ OBSERVATIONS AND COMMENTS**

**A. Observations and Comments**

Jeff Brown complimented Julie Parra and leaders for their support to the community and thanked the board for their service.

Jeri Vincent thanked Jeff Brown for his vision in serving students.

Board Member Lukacs agreed with everyone's comments.

Board Secretary Beck thanked the school leaders for efforts to support the community.

Board President Adams thanked the entire organization for their services.

**VII. Closing Items**

**A. Adjourn Meeting**

Frank Lukacs made a motion to adjourn the meeting. Claudette Beck seconded the motion. The board **VOTED** to approve the motion.

**Roll Call**

Claudette Beck Aye  
Michael R Adams Aye  
Frank Lukacs Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 4:59 PM.

Respectfully Submitted,  
Claudette Beck

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**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.

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**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](mailto:vmendoza@workforcehs.org).