

Orange County Workforce Innovation High School

Minutes

Operated by Western Educational Corporation

A California Non-Profit Public Benefit Corporation

Date and Time

Monday August 24, 2020 at 12:00 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. 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 Monday Aug 24, 2020 @ 12:00 PM.

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

B. Record Attendance and Guests

C. Pledge of Allegiance

Board Secretary Beck led the pledge of allegiance.

D. Staff Introductions

Jeff Brown, CEO
Jeri Vincent, Corporate CFO/Secretary
Julie Parra, Area Superintendent
Liliana Gutierrez, Principal
Jeff Martineau, V.P. Charter Relations
Bill Thompson, Legal Counsel
Guita Sharifi, CFO, LLAC
Michelle Lopez, Legal Counsel, LLAC

E. Approve Agenda for the August 24, 2020, Regular Public Meeting of the Board of Directors.

Frank Lukacs made a motion to approve the agenda for the August 24, 2020, Regular Public Meeting of the Board of Directors.
Claudette Beck seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Michael R Adams Aye
Claudette Beck Aye
Frank Lukacs Aye

F. Approve Minutes of the June 4, 2020, Regular Public Meeting of the Board of Directors.

Frank Lukacs made a motion to approve the minutes from the June 4, 2020, Regular Public Meeting of the Board of Directors. Operated by Western Educational Corporation on 06-04-20.
Claudette Beck seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Claudette Beck Aye
Frank Lukacs Aye
Michael R Adams Aye

II. Consent Agenda

A. Consent Agenda

Board President Adams asked if anyone would like to discuss any of items on the consent agenda.
Frank Lukacs made a motion to approve the consent agenda.
Claudette Beck seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

IV. Public Hearing

A. Open Public Hearing

Frank Lukacs made a motion to open the public hearing.

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 will hold a public hearing to solicit the recommendations and comments of members of the public regarding the Learning Continuity Plan for the 2020-2021 school year.

Board President Adams opened the public hearing at 12:08 pm and read aloud the following public hearing announcement: The board has allotted 30 minutes for this public hearing. Members of the public shall have 3 minutes each to address the board during the public comment section of this hearing. The board may extend this time upon majority vote.

Julie Parra directed the board to the Learning Continuity Plan ("LCP"). Ms. Parra provided background information on the development of the school's LCP and informed the board the LCP replaces the Local Control Accountability Plan for the 2020–21 school year. Ms. Parra then reviewed each section of the LCP, including plans for in-person instruction according to public health guidance, and distance learning, while providing critical opportunities for stakeholder engagement.

Board President Adams asked if there were any members from the public on the conference line who wished to provide recommendations or comments. Board President Adams then asked if there were any members of the public who submitted written recommendations or comments to the board.

C. Close Public Hearing

Hearing no comments from the public, Board President Adams closed the public hearing at 12:24 pm.

Frank Lukacs made a motion to close the public hearing.

Claudette Beck seconded the motion.

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

Roll Call

Michael R Adams Aye

Claudette Beck Aye

Frank Lukacs Aye

V. Schools Reports and Information

A. Area Superintendent Update

Julie Parra updated the board on the school's activities since the start of school year, which included:

- Commended staff and learning center administrators for providing amazing opportunities to the school's at-risk youth
- 43 graduates since the start of the pandemic
- July enrollment: 228 students
- Current enrollment: 246 students
- All student laptops have been dispersed and the school is receiving an additional 87 hot spots
- PAC/ELAC meeting held on August 19 and over 10 parents participated; the school received great feedback on how to best support students during COVID-19
- Every Friday, all staff have the opportunity to receive ongoing professional development on distance learning, information on programs to support students, and social/emotional support of students to provide staff with necessary tools to be effective distance learning educators
- Learning center is open every Tuesday and Thursday from 10:00 am-12:00 pm for students to obtain instructional materials, drop off completed work, and obtain additional IT equipment if needed
- School leaders hold weekly meetings via Microsoft Teams for staff to share best practices, review student interventions and set weekly goals - allowing school staff to continually improve student progress/engagement
- Home visits are scheduled every Tuesday for non-engaged students

B. Charter Renewal Update

Julia Parra, Liliana Gutierrez and Vanessa Lopez have been collaborating on the writing of the school's charter renewal petition to demonstrate that renewal requirements have been met and all legal elements are properly addressed. Ms. Parra informed the board they will be presented with the charter renewal petition for recommendation of approval for submission to the Orange County Board of Education during their regular board meeting on October 7, 2020.

Board member Lukacs thanked Ms. Parra and Ms. Gutierrez for an incredible job in supporting the students and their dedication to the program and community.

Board President Adams also complimented Ms. Parra and her team on a very productive five years in promoting and growing the program and the overall success of the program for students and the community as demonstrated during the school's graduation ceremonies.

C. WIOA Update

Julie Parra updated the board on the school's WIOA partnerships with Orange County Youth Center and Santa Ana Work Center and how resources are being provided to students during virtual learning at OCWIHS and after graduation through connection to jobs, work training opportunities, paid work experience, workforce readiness workshops, and other services as needed.

D. Finance Update

Jeri Vincent informed the board of the numerous changes at the state level impacting the school's budget, which will be presented in further detail under the unaudited financials item later on in the agenda.

E. 2020-21 Board Meeting Dates and Times Notice

Board President Adams reviewed the upcoming regular board meeting schedule and directed the board to the schedule located in their board package.

VI. Action Items

A. The Board will be asked to approve the COVID-19 Plan for Resuming In-person Instruction for the 2020-2021 School Year, an addendum to the school's Health and Safety Plan.

Julie Parra presented the school's COVID-19 Plan for resuming in-person instruction for the 2020-2021 school year. Ms. Parra explained that the plan addresses how to resume in-person instruction to ensure the safety and well being of students and staff. The school uses current guidance from the CDC, CDPH and local public health agencies to determine whether to resume in-person instruction at school sites. This guidance addresses the wearing of face coverings, social distancing, increased hygiene practices, training and education of staff and families, screening, internal contact tracing and reporting procedures, and criteria for temporary or partial site closures.

Ms. Parra also informed the board the school is closely monitoring the status of Orange County on the state's watch list, which may allow the school to begin the reopening of the learning center within the next few weeks.

Board Secretary Beck asked about the total capacity allowed in the learning center. Ms. Parra stated they are in the process of reviewing and will advise the board upon a final determination.

Frank Lukacs made a motion to approve the COVID-19 Plan for Resuming In-person Instruction for the 2020-2021 School Year, an addendum to the school's Health and Safety Plan.

Claudette Beck seconded the motion.

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

Roll Call

Michael R Adams Aye

Claudette Beck 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 will be applied to seniors in the fall/winter (first semester) class of 2020-2021 (7/1/2020--1/22/2021).

Julie Parra informed the board that due to challenges related to the COVID-19 pandemic affecting some students, school staff have identified the need to extend 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 Fall and Winter class of 2021, 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.

Board Secretary Beck complimented Ms. Parra on a thorough plan.

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 will be applied to seniors in the fall/winter (first semester) class of 2020-2021 (7/1/2020--1/22/2021).

Claudette Beck seconded the motion.

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

Roll Call

Michael R Adams Aye

Frank Lukacs Aye

Claudette Beck Aye

C. The Board will be asked to approve the Resolution for the Orange County Department of Education to Issue Funds through Electronic Fund Transfer (EFT) to Orange County Workforce Innovation High School.

Julia Parra reminded the board of the new account with Hanmi Bank and, due to this change, the Orange County Department of Education has requested that the school update the Electronic Funds Transfer form.

Board Member Lukacs asked for clarification on the updated form to reflect Hanmi Bank.

Ms. Sharifi reminded the board of the new bank account and line of credit that has been established with Hanmi Bank, which prompted the Orange County Department of Education to request an updated Electronic Funds Transfer form to be approved by the board.

Frank Lukacs made a motion to approve the Resolution for the Orange County Department of Education to Issue Funds through Electronic Fund Transfer (EFT) to Orange County Workforce Innovation High School.

Claudette Beck seconded the motion.

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

Roll Call

Michael R Adams Aye

Claudette Beck Aye

Frank Lukacs Aye

D. The Board will be asked to approve the Unaudited Actuals for the 2019-20 school year.

Julie Parra informed the board the unaudited actuals report is the last financial report of the year and provides a summary of how the school performed financially in year 2019-20. Ms. Parra then introduced Guita Sharifi and asked her to present the school's report.

Ms. Sharifi explained the school prepared the unaudited actuals report in a different format due to a glitch in the California Department Education's software. If the software is revised prior to the submission due date, the school will submit the report in the usual electronic format (SACS format). Ms. Sharifi reviewed the report with the board, which includes the overall revenue, expenditures and excess revenue, and the balance sheet information showing the school's year-end assets and liabilities. Ms. Sharifi informed the board there have been continuous changes at the state level that have impacted the school's projected financials for 2020-21. Some of these changes affect the school's revenue and cash flow. Ms. Sharifi discussed the changes, including an ADA hold harmless clause imposed by the budget trailer bill, the LCFF base grant amount and COLA, increases in cash deferrals, and adjustments to the special education base rate.

Frank Lukacs made a motion to approve the Unaudited Actuals for the 2019-20 school year.

Claudette Beck seconded the motion.

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

Roll Call

Claudette Beck Aye

Frank Lukacs Aye

Michael R Adams Aye

E. The Board will be asked to approve the revised Charter School Accounting Manual.

Julie Parra informed the board the charter school accounting manual has been updated to reflect the approval, bank signer processes and revisions to the gifts of public funds section and then introduced Guita Sharifi to provide additional information.

Ms. Sharifi directed the board to the summary and redline changes recommended to the charter school accounting manual to address electronic approvals, adding the use of facsimile signatures to the accounts payable and payroll processes, and the revisions made to the gifts of public funds section.

Board Member Lukacska asked if donations are tax deductible and Ms. Sharifi explained that because the school is operated by a nonprofit corporation the donations are tax deductible. Frank Lukacska made a motion to approve the revised Charter School Accounting Manual. Claudette Beck seconded the motion. The board **VOTED** to approve the motion.

Roll Call

Michael R Adams Aye
Claudette Beck Aye
Frank Lukacska Aye

F. The Board will be asked to accept the resignation of Dr. Caprice Young as Superintendent of the School and remove as an authorized bank account signer.

Jeri Vincent informed the board of Dr. Caprice Young's resignation and thanked Dr. Young for her service. Ms. Vincent recommended the board accept the resignation of Dr. Young and remove her as an authorized bank account signer.

Frank Lukacska made a motion to accept the resignation of Dr. Caprice Young as Superintendent of the School and remove as an authorized bank account signer.

Claudette Beck seconded the motion.

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

Roll Call

Michael R Adams Aye
Claudette Beck Aye
Frank Lukacska Aye

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

A. Observations and Comments

Jeff Brown complimented Ms. Parra and her team on the number of recent student graduates and also thanked the board for their support and participation.

Jeri Vincent thanked Ms. Parra and her team for the Learning Continuity Plan and the attention to detail in developing the plan.

Board Secretary Beck complimented and congratulated Ms. Parra and team for all their work and dedication during this pandemic.

VIII. Closing Items

A. Adjourn Meeting

Frank Lukacska made a motion to adjourn the meeting.

Claudette Beck seconded the motion.

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

Roll Call

Michael R Adams Aye
Frank Lukacska 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 12:58 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.