

Orange County Workforce Innovation High School

Minutes

Operated by Western Educational Corporation

A California Non-Profit Public Benefit Corporation

Date and Time

Monday September 21, 2020 at 1:00 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 Sep 21, 2020 @ 1:00 PM.

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

B. Roll Call and Establishment of Quorum

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
Jeff Martineau, V.P. of Charter Relations
Gregory Bordo, Legal Counsel
Bill Thompson, Legal Counsel
Guita Sharifi, CFO, LLAC
Michelle Lopez, Legal Counsel, LLAC

E. Approve Agenda for the September 21, 2020, Regular Public Meeting of the Board of Directors.

Frank Lukacska made a motion to approve the agenda for the September 21, 2020, Regular Public Meeting of the Board of Directors.
Claudette Beck seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Frank Lukacska Aye
Claudette Beck Aye
Michael R Adams Aye

F. Approve Minutes of the August 24, 2020, Regular Public Meeting of the Board of Directors.

Frank Lukacska made a motion to approve the minutes from the August 24, 2020, Regular Public Meeting of the Board of Directors. Operated by Western Educational Corporation on 08-24-20.
Claudette Beck seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Michael R Adams Aye
Claudette Beck Aye
Frank Lukacska 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 Lukacska 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 Lukacska 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. School Reports and Information

A. Area Superintendent Update

Julie Parra provided updates on the following topics: current enrollment, social and emotional virtual classes, counselors working closely with the senior graduation student cohorts, WIOA services offered virtually, re-opening plan for in-person instruction in phases, and stakeholder feedback for the Learning Continuity Plan.

Board President Adams thanked Ms. Parra for her report.

V. Action Items

A. The Board will be asked to approve the Learning Continuity Plan for the 2020-2021 school year.

Julie Parra directed the board to the school's Learning Continuity Plan (LCP) for the 2020-2021 school year and explained the school must adopt the LCP by September 30, 2020. The LCP includes descriptions of the following: addressing gaps in learning; conducting meaningful stakeholder engagement; maintaining transparency; addressing the needs of low income students, English learners, foster students, students with unique needs, and students experiencing homelessness; providing access to necessary devices and connectivity for distance learning; and providing resources and supports to address mental health and social emotional well-being. Ms. Parra reviewed the updates to the LCP that have been made since the public hearing that was held on August 24, 2020. Ms. Parra also informed the board the LCP will remain on the school's website and a copy will be provided to the school's authorizer, the Orange County Department of Education. Ms. Parra recommended the board adopt the LCP.

Frank Lukacs made a motion to approve the Learning Continuity Plan for the 2020-2021 school 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

B. The Board will be asked to approve the Amended Bylaws for Western Educational Corporation.

Julie Parra directed the board to the amended bylaws and explained the changes made are to remove the sole statutory member and update for new legal requirements for charter

schools. Ms. Parra introduced Gregory Bordo and asked Mr. Bordo to review the changes with the board.

Mr. Bordo informed the board that the action of amending the bylaws was to remove Educational Advancement Corporation as the sole statutory member of the nonprofit corporation Western Educational Corporation, which operates Orange County Workforce Innovation High School, and revising the bylaws for consistency with current legal requirements for charter schools. Mr. Bordo addressed each of the revisions made to the bylaws and, after a brief discussion; Mr. Bordo recommended the board take action to approve the amended and restated bylaws for Western Educational Corporation.

Board Member Lukacs and Mr. Bordo discussed the audit committee language contained in the bylaws.

President Adams and Mr. Bordo discussed the process of identifying and selecting a potential new board member.

Frank Lukacs made a motion to approve the Amended Bylaws for Western Educational Corporation.

Claudette Beck seconded the motion.

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

Roll Call

Frank Lukacs Aye

Michael R Adams Aye

Claudette Beck Aye

C. The Board will be asked to approve the Conflict of Interest Policy for Western Educational Corporation.

Julie Parra informed the board this item revises the corporation's conflict of interest policy to ensure it meets the current requirements applicable to charter schools. Ms. Parra introduced Gregory Bordo and asked Mr. Bordo to review the changes with the board.

Mr. Bordo discussed with the board the purpose of the conflict of interest policy, actions that can constitute a conflict of interest, and disclosure requirements. After a brief discussion, Mr. Bordo recommended the board take action to approve the revised Western Educational Corporation conflict of interest policy.

Frank Lukacs made a motion to approve the Conflict of Interest Policy for Western Educational Corporation.

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 Charter Material Revision Petition and approve the Resolution Approving Submission of the Charter Material Revision Petition.

Julie Parra directed the board to the material revision petition in the board packet and explained the authorizer requires the school to submit a material revision of the charter when any changes are made to the governance structure. Ms. Parra informed the board that her conversations with the Charter Liaison and Director of Charter Schools at the Orange County Department Education confirmed the school is required to submit a material revision and recommended the school follow the same submittal timeline as the renewal petition that is to be submitted in October. Ms. Parra then directed the board to the multi-year budget, narrative and cash flow.

Ms. Parra recommended the board approve the submission of the charter material revision.

Frank Lukacs made a motion to approve the Charter Material Revision Petition and approve the Resolution Approving Submission of the Charter Material Revision Petition.

Claudette Beck seconded the motion.

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

Roll Call

Claudette Beck Aye

Michael R Adams Aye

Frank Lukacs Aye

E. The Board will be asked to approve the Charter Renewal Petition, including the budget, and approve the Resolution Approving Submission of the Charter Renewal Petition.

Julie Parra directed the board to charter renewal petition and discussed the required elements of the charter petition. Ms. Parra reminded the board of the school's Dashboard Accountability School Status (DASS) and how the school collaborated with the authorizer to develop updated alternative metrics for charter renewal that include CAASPP performance, ELPAC performance, NWEA MAP testing graduation rate, and success rate. Ms. Parra reviewed the changes contained in the charter renewal petition compared to the current petition. Ms. Parra also reviewed the school's performance metrics and stated that based on these metrics, the school met the criteria for renewal and seeks a five-year renewal term. Ms. Parra then directed the board to the multi-year budget, narrative and cash flow and reviewed the multi-year budget with the board.

Board Member Beck thanked Ms. Parra for her presentation and the comprehensive renewal package.

Frank Lukacs made a motion to approve the Charter Renewal Petition, including the budget, and approve the Resolution Approving Submission of the Charter Renewal Petition.

Claudette Beck seconded the motion.

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

Roll Call

Frank Lukacs Aye

Claudette Beck Aye

Michael R Adams Aye

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

Julie Parra directed the board to the revised unaudited actuals report and explained a revision was necessary due to an adjustment of the in-lieu property taxes. Ms. Parra introduced Guita Sharifi to review the revisions with the board.

Ms. Sharifi informed the board that the Orange County Department of Education requested the school to revise the unaudited actuals report to reflect a minor adjustment to the in-lieu property taxes and reviewed the changes in the report with the board.

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

Claudette Beck seconded the motion.

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

Roll Call

Frank Lukacs Aye

Michael R Adams Aye

Claudette Beck Aye

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

A. Observations and Comments

Jeff Brown thanked Ms. Parra and her team for their dedication and focus in preparing the charter renewal and LCP.

Jeri Vincent thanked Ms. Parra and team for all their hard work

Board Member Lukacska commended Ms. Parra and her team for the charter renewal documents and their success over the charter term.

Board Secretary Beck expressed her gratitude to Ms. Parra, all of the staff and the support services and their constant dedication in serving students.

Board President Adams complimented Ms. Parra and her team for her impressive reports and charter renewal documents.

VII. 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

Frank Lukacska Aye

Claudette Beck Aye

Michael R Adams Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 1:38 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@workforcechs.org.