

Orange County Workforce Innovation High School

Minutes

Operated by Western Educational Corporation

A California Non-Profit Public Benefit Corporation

Date and Time

Tuesday December 8, 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 Tuesday Dec 8, 2020 @ 12:01 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 Lukacs led the pledge of allegiance.

D. Staff Introductions

Jeff Brown, CEO
Julie Parra, Area Superintendent
Jeff Martineau, V.P. of Charter Relations
Liliana Gutierrez, Principal
Jocelyn Kalei Souza, Community Liaison
Bill Thompson, Legal Counsel
Guita Sharifi, CFO, LLAC
Michelle Lopez, Legal Counsel, LLAC

E. Approve Agenda for the December 8, 2020, Regular Public Meeting of the Board of Directors

Frank Lukacs made a motion to approve the agenda for the December 8, 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 Lukacs Aye

F. Approve Minutes of the October 20, 2020, Regular Public Meeting of the Board of Directors

Frank Lukacs made a motion to approve the minutes from the October 20, 2020, Regular Public Meeting of the Board of Directors Operated by Western Educational Corporation on 10-20-20.

Claudette Beck seconded the motion.

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

Roll Call

Frank Lukacs Aye
Michael R Adams Aye
Claudette Beck Aye

II. Consent Agenda

A. Consent Agenda Items

Board President Adams read aloud the consent agenda items and asked if any board member would like a consent agenda pulled for discussion and action separately. Hearing none, Board President Adams requested a motion to approve 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

Michael R Adams Aye

Frank Lukacs Aye

Claudette Beck Aye

B. The Board will hold a public hearing to solicit the recommendations and comments of members of the public regarding the Local Control Funding Formula Budget Overview for Parents

Board President Adams opened the public hearing at 12:09pm.

Julie Parra provided background information on the Budget Overview for Parents (BOP) and informed the board the BOP includes information on Local Control Funding Formula (LCFF) revenues and Federal Coronavirus Aid, Relief, and Economic Security (CARES) Act funds. The chart lists the amount from each funding source and the percentage of the total revenue for that source. Ms. Parra explained that the BOP demonstrates to the public and parents that the school directed its funds in 2019-2020 towards increasing or improving services in meeting the needs of the school community impacted by COVID 19, while also directing funds for its high needs students such as low income students, English Learners, foster youth, and homeless students. Ms. Parra then reviewed each section of the BOP with the board.

Board President Adams then asked if there were any members of the public on the conference line who wished to provide recommendations or comments, or if there were any written comments submitted to the board. Hearing no members of the public who offered public comment or submitted written comment, Board President Adams then asked for a motion to close the public hearing.

C. Close Public Hearing

Board President Adams closed the public hearing at 12:15pm.

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. School Reports and Information

A. Area Superintendent Update

Julia Parra presented the following school updates:

- Current Enrollment: 252 students.
- Due to a recent surge in COVID cases, the school will transition to distance learning and teachers are working with students to provide technology support and to ensure students are remaining engaged and are making academic progress.
- The learning center remains open on Thursdays for essential pickup and drop-off of technology equipment and instructional packets, and check-ins for special education and English Learner students.
- The school is focusing on the NWEA assessments for students. The current NWEA completion rate is 66%. The school is reviewing the student data to determine the student needs.
- The school along with their new partner, Brackins Kitchen provided 10 students and their families a full Thanksgiving meal.
- School staff are working with local community organizations to provide a Holly Christmas giveaway for students in need.
- Donations received by the school's H.O.P.E. program will be distributed to students and their children on December 17 at the school's learning center parking lot.

Ms. Parra then informed the board that on January 6, 2021 at 4:00pm, the Orange County Board of Education will take action on the school's Material Revision Charter and Charter Renewal and we anticipate receiving the staff report and recommendations the week of December 21.

B. WIOA Update

Julia Parra introduced Jocelyn Kalei Souza, who provided the following updates to the board:

- Reviewed current student enrollment and student graduates.
- OC Youth Center WIOA orientations provided virtually for students who reside in the North Orange County qualifying cities.
- OC Youth is scheduling a Workforce Readiness Virtual Workshop (universal WIOA services) during the 2021 year.
- Girls Inc. OC - A small cohort of female students are participating in a workforce readiness workshop focused on career exploration, professionalism, and financial literacy.
- Women Helping Women is developing a workshop that will provide workforce readiness webinars and mock interviews to students.
- Bite of Reality - a financial literacy activity where students learn about real-world budgeting and finances.
- Department of Rehabilitation (DOR) Anaheim - workforce readiness skills specifically for special education students.

Board Secretary Beck complimented Ms. Souza for the school's partnerships and her dedication to students.

C. Academic Data Update

Julie Parra thanked Lili Gutierrez for her leadership during this difficult year and then directed the board to the Academic Data Report located in their board package. Ms. Parra reviewed with the board the school's NWEA data for Math and Reading for the Fall 2020 test administration and student performance growth from the 2016-17 through the 2019-20 school years. Ms. Parra then reviewed the school's utilization rate across the 2020-21 Learning Periods 1 through 5 and the school's English Learner reclassification rate compared with the English Learner reclassification rates of Orange County and the state. Ms. Parra then discussed the school's senior cohort group and its definition of students with 40 or fewer credits remaining to satisfy graduation requirements, and then reviewed the student success rates.

Board Member Lukacsza inquired if student engagement is the single biggest challenge during remote instruction. Ms. Parra agreed and explained that the school's student population relies on one-on-one teacher student interaction and staff is working closely with the counselors to improve student engagement.

Board Member Lukacsza and Board Secretary Beck thanked Ms. Parra and her staff for their continued efforts to maintain and increase student engagement.

VI. Action Items

A. The Board will be asked to approve the Area Superintendent Evaluation Policy

Jeff Martineau directed the board to the Area Superintendent Evaluation Policy and Procedures as discussed during the October regular board meeting. Mr. Martineau explained the evaluation policy will begin school year 2021-22, and the evaluation metrics, criteria and training will be available by Fall of 2021. Mr. Martineau recommended the board approve the Area Superintendent Evaluation Policy.

Frank Lukacsza made a motion to approve the Area Superintendent Evaluation Policy.

Claudette Beck seconded the motion.

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

Roll Call

Frank Lukacsza Aye

Michael R Adams Aye

Claudette Beck Aye

B. The Board will be asked to approve the 2020-21 First Interim Report

Guita Sharifi directed the board to the first interim report and explained the report is the first financial report of the fiscal year and shows the financial condition of the school after the first 4 months of operations, from July 1, 2020 through October 31, 2020. The report is composed of a financial section that includes the original budget, projected totals for this year, actuals to date and projected school reserves at year end. The last page of the report shows ADA information which is especially unique for this year as the projected funding for P2 ADA is already known. Ms. Sharifi reviewed each section of the first interim report in detail including the ADA Hold Harmless for 2019-20 and 2020-21, LCFF base grant amount, increase in cash deferrals, adjustments to the special education base rate and Learning Loss Mitigation Funding.

Ms. Sharifi further reported the school finance team and Ms. Parra are monitoring the cash and instructional spending very closely to make sure the school adapts to changes and remains fiscally sound.

Board Member Lukacska inquired about the increase under the capitalized equipment category and Ms. Sharifi explained the purchases within this category. Frank Lukacska made a motion to approve the 2020-21 First Interim Report. Claudette Beck seconded the motion. The board **VOTED** to approve the motion.

Roll Call

Frank Lukacska Aye
Michael R Adams Aye
Claudette Beck Aye

C. The Board will be asked to approve the Local Control Funding Formula Budget Overview for Parents

Julie Parra recommended the board approve the Local Control Funding Formula Budget Overview for Parents as presented during the public hearing. Frank Lukacska made a motion to approve the Local Control Funding Formula Budget Overview for Parents. Claudette Beck seconded the motion. The board **VOTED** to approve the motion.

Roll Call

Michael R Adams Aye
Claudette Beck Aye
Frank Lukacska Aye

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

Guita Sharifi directed the board to the summary and redline changes to the Charter School Accounting Manual included in the board packet. The recommended revisions reflect updates to the Form 700 legal requirements, clarification of the gift of public funds section, updates to the table of contents, and grammatical and formatting corrections.

Board President Adams thanked Ms. Sharifi for the recommended changes and requested a motion to approve the revised charter school accounting manual. 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
Frank Lukacska Aye
Claudette Beck Aye

E. The Board will be asked to approve a temporary increase of the Hanmi Bank line of credit during the deferral period between February and December 2021

Guita Sharifi informed the board the school has obtained approval from Hanmi Bank to temporarily increase the line of credit amount to \$1,050,000 from the existing line of credit amount of \$500,000. Ms. Sharifi explained this increase is necessary in order to maintain the level of cash to support the school operations during the payment deferrals of the state apportionments. She noted the temporary increase in the line of credit will be gradual and peak in July, and then will decrease gradually through December 2021 to the original amount approved for the school.

Board Member Lukacska inquired about the rating clause within the agreement and the school's alternative financing plan if needed. Ms. Sharifi explained the current rating and that the school is continuing to source additional funding options should the school require alternative financing due to the state's apportionment payment deferrals.

Frank Lukacska made a motion to approve a temporary increase of the Hanmi Bank line of credit during the deferral period between February and December 2021.

Claudette Beck seconded the motion.

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

Roll Call

Claudette Beck Aye

Frank Lukacska Aye

Michael R Adams Aye

F. The Board will be asked to review and approve an accounting firm to prepare the school's form 990 for year 2019

Guita Sharifi directed the board to the two proposals in the board packet concerning the preparation of the school's form 990 for year 2019. Ms. Sharifi informed the board the school received proposals from Burkey, Cox, Evans and Bradford, and Wilkinson, Hadley, King, and Company. Ms. Sharifi briefly discussed the history of each accounting firm with the school and then reviewed each proposal. Ms. Sharifi recommended the board approve the Wilkinson, Hadley, King and Company proposal to prepare the school's form 990 for the following reasons: the firm is listed on the California Department of Education website as an approved auditor, all information from the school's annual audit report can be downloaded into the 990 form, which reduces human errors and expedites the process, and the firm provided the lowest bid.

Frank Lukacska made a motion to approve Wilkinson, Hadley, King and Company to prepare the school's form 990 for year 2019.

Claudette Beck seconded the motion.

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

Roll Call

Michael R Adams Aye

Frank Lukacska Aye

Claudette Beck Aye

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

A. Observations and Comments

Jeff Brown thanked Ms. Parra for her leadership during the pandemic and also thanked her team for the WIOA partnerships and the services provided to students.

Board Secretary Beck thanked Ms. Sharifi and the entire staff for their thorough updates and reports.

Board Member Lukacska also thanked the staff for their updates and reports.

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

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 12:48 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.