

# 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

Tuesday March 9, 2021 at 12:00 PM

### Location

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

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### 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

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

Michael R Adams called a meeting of the board of directors of Orange County Workforce Innovation High School to order on Tuesday Mar 9, 2021 at 12:00 PM.

### 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  
Vanessa Ruiz, Interim Principal  
Kalei Souza, Community Liaison  
Mariana Flores, Student Relations Technician  
Kimberly Grant, Literacy Teacher  
Melony Knorr, Special Education Teacher  
Bill Thompson, Legal Counsel  
Guita Sharifi, CFO, LLAC  
Michelle Lopez, Legal Counsel, LLAC  
Michele Simi, Director of Business Services

**E. Approve Agenda for the March 9, 2021, Regular Public Meeting of the Board of Directors**

Frank Lukacs made a motion to approve the agenda for the March 9, 2021, 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  
Frank Lukacs Aye  
Claudette Beck Aye

**F. Approve Minutes of the December 8, 2020, Regular Public Meeting of the Board of Directors**

Frank Lukacs made a motion to approve the minutes from the December 8, 2020, Regular Public Meeting of the Board of Directors Operated by Western Educational Corporation on 12-08-20.

Claudette Beck seconded the motion.

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

**Roll Call**

Claudette Beck Aye  
Michael R Adams Aye  
Frank Lukacs Aye

**II. Consent Agenda**

**A. Consent Agenda Items**

Board President Adams announced the consent agenda items and asked if any member would like to discuss any of the agenda items for action separately. Hearing none, Board President Adams asked for a motion to approve the consent agenda.

Frank Lukacs made a motion to approve the consent agenda items.

Claudette Beck seconded the motion.

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

**Roll Call**

Claudette Beck Aye  
Frank Lukacs Aye

### **Roll Call**

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. School Reports and Information**

### **A. Area Superintendent Update**

Julie Parra welcomed the board and updated the board on the February 17, 2021 Annual Oversight Visit with the Orange County Department of Education (OCDE) and thanked Board President Adams, Principal Gutierrez, and Assistant Principal Ruiz and staff for their participation. Ms. Parra informed the board the presentation provided to OCDE highlighted the successes and areas of improvement of the school and how staff are assisting struggling students. Ms. Parra and her team had the opportunity to meet the new OCDE Charter Coordinator, Maureen Cox, who will be taking over for Felipe Vasquez. Ms. Parra anticipates OCDE's report by June and will provide a copy to the board.

Ms. Parra updated the board on the COVID-19 vaccinations available to all school employees in Orange County through specialized PODs, local pharmacies, Kaiser Permanente, AltaMed and Myturn.ca.gov. She reported that school employees are successfully receiving their first shots.

Ms. Parra then introduced Vanessa Ruiz, who discussed the school's plans and procedures for returning to in-person instruction and the school's preparations for the upcoming state assessments and the cohorts for ELPAC.

### **B. WIOA Update**

Julie Parra introduced Kalei Souza, who introduced a student speaker and his mother who both shared their experiences with the school and the WIOA program. The student will be graduating very soon and both are very happy and grateful for this program.

Both of his teachers, Ms. Knorr and Ms. Grant, shared their experiences with him. They both expressed how hard working he has been and how proud they are of him and all he has accomplished. He will continue to work with his case manager after graduation and will receive assistance with job placement. Board Secretary Beck expressed how wonderful it is to hear from the students and parents. She praised the student for his hard work and wished him luck.

Board Member Lukacska thanked the student for sharing his story and congratulated him on his success.

Board President Adams congratulated the student on graduating and offered some words of encouragement. Mr. Adams also thanked the student's mother and all of his teachers.

**C. Finance Update**

Guita Sharifi informed the board that a detailed presentation of the school's annual audit report and Second Interim Report will be provided later during the board meeting. Ms. Sharifi provided an update on the school's Paycheck Protection Program loan forgiveness application process and will continue to update the board on the application status.

**D. Current Vendor List**

Julie Parra directed the board to the vendor list, which is a listing of all of the school's vendors with a brief description of services. Ms. Parra asked the board to review the list of vendors and also informed the board this will be a bi-annual informational report.

**E. 2021-2022 Board Meeting Dates**

Board President Adams directed the board to the schedule located in their package and then reviewed the upcoming regular board meeting schedule for the 2021-2022 school year.

**V. Action Items**

**A. The Board will be asked to approve the June 30, 2020, Annual Audit Report for the school.**

Julie Parra directed the board to the annual audit report and explained financial audits are required annually and must be submitted to the Orange County Department of Education, State Controller's Office and the California Department of Education. The audit report is required to be submitted by December 15th each year; however, for the 2019-20 fiscal year, the deadline was extended to March 31, 2021. Wilkinson Hadley King & Co. performed the audit for the 2019-20 fiscal year and reviewed the school's documents, financial statements, policies, and procedures. Ms. Parra introduced Kevin Sproul, Accountant at Wilkinson Hadley King & Co., to review the audit report in detail with the board.

Mr. Sproul directed the board to the Independent Auditor's Report letter located in the beginning of the report and explained the school had an unmodified financial opinion, which is positive, and no adjustments or reclassifications were needed. The attendance reports for P-2 and P-Annual are reviewed in accordance with state requirements where no adjustments were needed, and there were no findings for year end June 30, 2020. Mr. Sproul informed the board the audit report was delayed due to the late release of the audit guidelines and checklist from the State Controller's Office.

Board Member Lukacs asked about the PPP loan and how it appears on the audit, specifically being labeled as a long-term debt. Mr. Sproul explained the item is listed as a long-term debt for this year only and that it will be changed once the school applies for forgiveness.

Frank Lukacs made a motion to approve the June 30, 2020, Annual Audit Report for the school.

Claudette Beck seconded the motion.

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

**Roll Call**

Frank Lukacs Aye

Claudette Beck Aye

Michael R Adams Aye

**B. The Board will be asked to approve the Second Interim Report and the Revised Budget for the 2020-2021 school year.**

Guita Sharifi directed the board to the Second Interim Report and revised budget for the 2020-21 school year and explained the purpose of the report is provide a financial overview of the school with January 2021 actuals and projected June 2021 year-end. The report categories includes the prior board approved budget, actuals YTD and projected totals. Ms. Sharifi discussed the ADA Hold Harmless for 2019-20 and 2020-21, expenditures and revenue, the ending fund balance stated on the Second Interim Report, noticeable changes and the difference between the original budget.

Ms. Sharifi updated the board on the state's cash payment deferrals and that the finance team and Julie Parra continue to monitor the school's cash and instructional spending very closely to ensure the school remains fiscally sound.

Frank Lukacs made a motion to approve the Second Interim Report and the Revised Budget 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

**C. The Board will be asked to approve using the auditing firm Wilkinson, Hadley & King for the 2021 audit.**

Guita Sharifi directed the board to the proposal presented by Wilkinson Hadley King & Co. to prepare the school's June 30, 2021 annual audit. Ms. Sharifi reminded the board that the Wilkinson Hadley King & Co. CPA firm is on the State's approved auditor list and is currently preparing the 2019 Form 990 Federal Return of Organization Exempt from Income Tax. Ms. Sharifi recommended the board approve the engagement letter with Wilkinson Hadley King & Co.

Frank Lukacs made a motion to approve using the auditing firm Wilkinson, Hadley & King for the 2021 audit.

Claudette Beck seconded the motion.

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

**Roll Call**

Claudette Beck Aye

Michael R Adams Aye

Frank Lukacs Aye

**D. The Board will be asked to approve the E-Rate vendor selections.**

Michelle Simi directed board members to the report in their board packets regarding approval to award E-rate services for the 2021-2022 school year. Ms. Simi reviewed the E-rate competitive bidding process for the provision of networking equipment and cabling services to the school and the scoring process, and provided a summary of the bids. Ms. Simi then presented a recommendation to the board to select the identified vendor as the school's preferred service provider for the 2021-2022 E-rate funding year.

There was a brief discussion regarding the installation, warranties, and maintenance of equipment.  
Frank Lukacs made a motion to approve the E-Rate vendor selections.  
Claudette Beck seconded the motion.  
The board **VOTED** to approve the motion.

**Roll Call**

Frank Lukacs Aye  
Michael R Adams Aye  
Claudette Beck Aye

**E. The Board will be asked to approve the Charter Hardship Waiver Policy for students who are over-age, credit deficient and at risk for not graduating due to circumstances related to**

**COVID-19. The Charter Hardship Waiver Policy will be applied to eligible seniors graduating in the 2020-2021 school year.**

Julie Parra directed the board to the Charter Hardship Waiver Policy and explained the school is seeking approval from the board to re-approve the Charter Hardship Waiver that was previously approved during the June 2020 board meeting and to extend the waiver through the end of the school year, June 30, 2021. Ms. Parra explained that as the effects of the pandemic continue, staff have noticed students in their senior year continue to face surmounting challenges especially in the areas of housing and financial security.

Ms. Parra recommended the board to consider approving the policy to allow students who are 40 credits deficient or less and at least 18 years of age, and who were significantly impacted by COVID-19, to continue to apply for the waiver through June 30, 2021.

Board Secretary Beck asked how many students have applied for the waiver. Ms. Parra informed the Board that two students were approved the first round and about eight to ten students have applied since then.

Frank Lukacs made a motion to approve the Charter Hardship Waiver Policy.  
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. The Board will be asked to retroactively grant high school diplomas as permitted under AB 1350 due to the COVID-19 crisis to students who have been determined to meet specified conditions.**

Julie Parra directed the board to the AB 1350 proposal and explained the proposal would allow the board to retroactively grant high school diplomas under AB 1350 due to the COVID-19 crisis to students who have been identified to meet specified conditions.

Ms. Parra's presentation included:

- Assembly Bill (AB) 1350 was signed by Governor Gavin Newsom on September 11, 2020. AB 1350 amends Education Code 51430 to permit a high school district, unified school district, county office of education, or the governing body of a charter school to retroactively grant a high school diploma to a person who meets the following conditions: "The person was in their senior year of high school during the 2019–20 school year; in good academic standing and on track to graduate at the end of the 2019–20 school year, as of March 1, 2020; and unable to complete the statewide graduation requirements as a result of the COVID-19 crisis."
- Many students have been heavily impacted by all aspects of the COVID-19 crisis including: difficulties with distance learning, economic impact of unemployment due to the COVID-19 crisis, health impacts directly and indirectly related to the COVID-19 crisis, and the mental health impacts related to the COVID-19 crisis.
- Administrators, regional instructional specialists, teachers, counselors and myself met to determine on a case-by-case basis which of the 2019-2020 seniors were, in fact, in good standing and on track to graduate at the end of the 2019–2020 school year, and unable to complete the statewide graduation requirements as a result of the COVID-19 crisis.
- The committee members determined that a senior would need to meet the following conditions in order to qualify for a high school diploma under AB 1350: (1) fall semester GPA above 2.0; (2) maintained adequate credit completion; (3) maintained adequate attendance; and (4) has no more than 20 state graduation requirements remaining as of March 1, 2020. After the committee members identified eligible seniors under AB 1350, students were given the opportunity to pursue a retroactive high school diploma under AB 1350, or to continue to stay enrolled with the school to complete their general diploma graduation requirements.
- This process allows students to select the graduation path that best suited their post-secondary goals while recognizing the state's intent under AB 1350 to hold harmless those students who were otherwise on track to graduate, but are no longer able to due to circumstances that are out of their control as a result of the COVID-19 crisis.
- Ten students of the fifteen eligible students would like to pursue a retroactive diploma under AB 1350. Students who decided not to participate for a variety of reasons included but not limited to the following: the student had already graduated, students were taking A-G courses in preparation for the CSU/UC systems and/or were utilizing the COVID-Hardship Waiver.
- Ms. Parra recommended the Board approve the retroactive granting of high school diplomas as permitted under AB 1350 due to the COVID-19 crisis to students who have been determined to meet specified conditions. Ms. Parra further explained this would be part of a comprehensive special graduation model that affords students affected by the COVID-19 crisis the opportunity to obtain the educational outcome that best suits their post-secondary goals and would be limited in scope to 2019-2020 seniors who were in good standing and on track to graduate by June 30, 2020.

Frank Lukacs made a motion to retroactively grant high school diplomas as permitted under AB 1350 due to the COVID-19 crisis to students who have been determined to meet specified conditions.

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 congratulated Julie Parra and praised the principal for adjusting the testing schedule and on her success with the WIOA program. Mr. Brown also congratulated the student on his success and his mother for sharing their stories.

## 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 1:01 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.

**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).