

Orange County Workforce Innovation High School

Minutes

Operated by Western Educational Corporation

A California Non-Profit Public Benefit Corporation

Date and Time

Monday April 26, 2021 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

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 Monday Apr 26, 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

Julie Parra, Area Superintendent
Jeff Martineau, V.P. of Charter Relations
Kalei Souza, Community Liaison
Vanessa Ruiz, Assistant Principal
Anna Heinbuch, Assistant Principal
Bill Thompson, Legal Counsel
Guita Sharifi, CFO, LLAC
Michelle Lopez, Legal Counsel, LLAC

E. Approve Agenda for the April 26, 2021, Regular Public Meeting of the Board of Directors

Frank Lukacs made a motion to approve the agenda for the April 26, 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 March 9, 2020, Regular Public Meeting of the Board of Directors

Board Member Lukacs noted an error on the agenda, which should have stated the March 9, 2021 meeting minutes. Mr. Lukacs pointed out that the correct attachment for the March 9, 2021 meeting minutes was included in the board packet.

Frank Lukacs made a motion to approve the minutes from the March 9, 2021, Regular Public Meeting of the Board of Directors, Operated by Western Educational Corporation on 03-09-21.
Claudette Beck seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Michael R Adams Aye
Frank Lukacs Aye
Claudette Beck 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

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. School Reports and Information

A. Area Superintendent Update

Julie Parra welcomed the board members and informed them that the school has made tremendous progress in supporting the students both academically and in meeting their social emotional needs. The school's social worker is currently holding one-on-one sessions with students for both long-term and short-term treatment plans focusing on issues such as responding and coping with the pandemic, anxiety, isolation and depression. The school recently partnered with several non-profit agencies including Almansor Clinical Services, Hathway-Sycamore Child & Family Services, and Casa de la Familia. Through their partnerships, students have access to individual therapy, counseling, case management and family therapy.

Ms. Parra next discussed the school's in-person reopening plans with a focus on reengaging students that have been significantly withdrawn from academics. Staff will begin surveillance testing in preparation for the May 11 in-person targeted instruction.

Assessments are in process with 60% of eligible ELPAC students being tested and the team is currently assessing students for the CAASSP testing occurring both in-person and remotely. NWEA testing will be administered in May.

School staff are working on a dual enrollment opportunity with Santa Ana College. Students who participate in SAC's dual enrollment program will be given access to SAC's programs and services which include the SAC Health Center, Tutoring Center, Library, Counseling, and computer labs. Students will be required to attend a parent and student orientation and registration workshop before being enrolled into a course. The school's program coordinator will communicate a campus tour and students will be encouraged to get their SAC ID, which will allow them to access the SAC programs and services for the entire academic year.

Upcoming Events:

- April 29: School leaders and staff will host Maureen Cox from the Orange County Office of Education for a review of cumulative student records, including special education files
- May 1: ELAC and PAC meeting
- May 18: Students will be able to pick up their cap and gowns in preparation for the upcoming graduation ceremony
- June 2: Graduation drive-through ceremony from 5:30pm-7:00pm at 1985 S. Santa Cruz St. in Anaheim.

B. WIOA Update

Julie Parra introduced Kalei Souza, who provided the board with the following updates on the school's WIOA activities.

- Anaheim Workforce Connection. The team presented the school's program to the city of Anaheim's WIOA, Anaheim Workforce Connect (AWC) Director and main staff for a WIOA partnership. The school's MOU template was provided to the AWC team for review and feedback.
- Orange County Youth Center (OCYC). OCYC is now able to service all of Orange County residents. OCYC provides orientation every Thursday at 4:30pm via Zoom for interested students. The school has referred 19 WIOA students to the Orange County Youth Center this calendar year.
- Microsoft Teams Trackers. Excel tracker sheets have been created and shared with both Santa Ana WORK Center and Orange County Youth Center case managers to promote a collaborative workspace to share updates on mutual clients and monthly meetings.

C. Finance Update

Guita Sharifi informed the board the school will receive additional funding from the Expanded Learning Opportunities Grnt, which is funded by the State of California. These funds must be allocated according to specific guidelines and will be included in the budget, which will be presented at the June board meeting. Additionally, Ms. Sharifi informed the board about 50% of the funds are expected to be received in May 2021 and the remaining 50% in August 2021. The school will then have until August 2022 to spend the full amount.

Ms. Sharifi then directed the board to the Hanmi Bank Line of Credit summary document located in their board package. Ms. Sharifi then reviewed with the board the school's rotating line of credit (RLOC) amount, the current RLOC amount withdrawn, the RLOC covenant ratios and the overall purpose of the RLOC for the school.

Board Member Lukacs requested confirmation that the additional state funding was not included in the most recent budget. Ms. Sharifi informed the board the funds from the Expanded Learning Opportunities Grant was not received prior to the second interim report and therefore the funds will be included in the next budget report.

D. LCAP Goals and Metrics

Julie Parra informed the board the State Board of Education has recently updated some new metrics for the Local Control and Accountability Plan (LCAP) for the 2021-2024 school year. Ms. Parra explained for school year 2020-2021, the LCAP was put on hold by the state legislature. The Learning Continuity Plan, which the board gave input on and voted for, took its place in order to create a plan that was designed to address the new learning context created by the pandemic.

Currently the school stakeholders including staff, parents and students, are examining the school performance data, developing goals and actions that are based on addressing the 8 state priorities. The state priorities have required metrics that address three main areas: conditions of learning, pupil outcomes, and engagement. Schools are also asked to utilize local metrics that are specific to their programs. Ms. Parra then explained school staff is requesting the board's input to the proposed school LCAP and that stakeholder and board input will be collected and used in the strategic planning process to refine the LCAP for this school. Ms. Parra informed the board that the school is proposing to reduce the number of goals from five to four and to add new metrics to help staff measure the success of the program. Ms. Parra reviewed the previous and new proposed goals.

Board Secretary Beck expressed her approval of the goal changes and thanked Ms. Parra for reviewing the goals and making them more valuable.

E. CDE Notification of 2019–20 Annual Determination Pursuant to the Individuals with Disabilities Education Act and Selection for 2020–21 Special Education Monitoring Activities.

Julie Parra introduced Heather Stuve, who informed the board the CDE is required to make an annual determination on the performance and compliance data of each local educational agency (LEA) through the Performance Indicator Review process. Orange County Workforce Innovation High School was found to be disproportionate, and this must be addressed. Certain funds must be allocated to correct the issue. This is a 27-month endeavor and will improve the program for all students. Throughout the school year, the school's Special Education Team will continue to meet in order to implement each strategy/activity, observe and collect data during implementation, and review progress.

F. Area Superintendent Performance Review

Jeff Martineau greeted the board and directed them to the draft Area Superintendent Evaluation tool for their consideration during the 2021-2022 school year. Mr. Martineau explained the draft evaluation tool and rubric has been created in collaboration with the Area Superintendent and is comprised of four Focused Areas of Performance: 1) Governance and Board Relations, 2) Family and Community relations, 3) Business and Finance, and 4) Instructional Leadership. These four areas are essential in driving school improvement and student achievement, setting charter priorities and goals, and developing a positive relationship between the Board and Area Superintendent. The Board was then asked to review the evaluation tool for their input and feedback.

V. Action Items

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

Guita Sharifi directed the board to the summary of additions to the Charter School Accounting Manual included in the board packet. The recommended additions provide a Cash Reserve Plan of available reserves for three target categories: target for unassigned cash reserves, target for economic uncertainties, and target for specific purposes based on the school's projects or plans to enhance student education.

Frank Lukacs 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

Frank Lukacs Aye

Roll Call

Michael R Adams Aye
Claudette Beck Aye

B. The Board will be asked to approve the Agreement between Orange County Department of Education and Western Educational Corporation for the Operation of Orange County Workforce Innovation High School for the renewal term July 1, 2021 through June 30, 2026.

Julie Parra directed the board to the Agreement located in their board package and explained the purpose of this Agreement between Orange County Workforce Innovation High School (OCWIHS) and the Orange County Department of Education (OCDE) is to set forth the responsibilities of the parties with respect to the operational relationship between OCWIHS, the Orange County Board of Education (OCBE) and the OCDE; and, to outline the Parties' agreements governing their respective fiscal and administrative responsibilities and their legal relationships.

This Agreement aligns with the charter for the renewal term of 2021-2026, which was approved by OCBE on January 6, 2021. All of our requested changes to the Agreement were accepted and approved by the OCBE during their March 3, 2021 board meeting.

Frank Lukacs made a motion to approve the Agreement between Orange County Department of Education and Western Educational Corporation for the Operation of Orange County Workforce Innovation High School for the renewal term July 1, 2021 through June 30, 2026.

Claudette Beck seconded the motion.

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

Roll Call

Claudette Beck Aye
Frank Lukacs Aye
Michael R Adams Aye

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

A. Observations and Comments

There were no comments.

VII. Closing Items

A. Next Board Meeting Date: May 20, 2021, 11:00am.

B. 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

Michael R Adams Aye
Frank Lukacs 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 12:26 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.