

Orange County Workforce Innovation High School

Minutes

Operated by Western Educational Corporation

A California Non-Profit Public Benefit Corporation

Date and Time

Tuesday June 8, 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 Tuesday Jun 8, 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
Anna Heinbuch, Assistant Principal
Jeff Martineau, V.P. of Charter Relations
Adam Miller, Legal Counsel
Guita Sharifi, CFO, LLAC
Michelle Lopez, Legal Counsel, LLAC

E. Approve Agenda for the June 8, 2021, Regular Public Meeting of the Board of Directors

Frank Lukacs made a motion to approve Agenda for the June 8, 2021, 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 May 20, 2021, Regular Public Meeting of the Board of Directors

Frank Lukacs made a motion to approve the minutes from Operated by Western Educational Corporation on 05-20-21.

Claudette Beck seconded the motion.

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

Roll Call

Frank Lukacs Aye
Claudette Beck Aye
Michael R Adams 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 consent agenda items 1 and 2.

Claudette Beck seconded the motion.

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

Roll Call

Michael R Adams Aye
Frank Lukacs Aye
Claudette Beck 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 them on the school's activities since April.

- June 2 - staff hosted a drive through graduation in Anaheim and students were able to walk the stage in front of their loved ones. She thanked staff for all of their hard work.
- Orange County Department of Education Agreement - the agreement is fully executed and Ms. Parra thanked Board Secretary Beck for her support in the execution of the agreement.
- Center Level Operations - the outlook on COVID-19 in Orange County continues to improve and due to increasing vaccinations, staff are working on expanding on-site support for students as the guidelines are updated. The school anticipates students returning to in-person instruction starting July 1.
- Assessments - the school is diligently working to finish our assessments for the NWEA and ELPAC and Ms. Parra will provide the testing details during the August board meeting.
- Professional Development Updates:
 - Learn4Life TREC Wellness Retreat, where staff were provided additional information about the Resilience Programs to better support both students and staff. Some areas of discussion included restorative justice practices, healing from collective trauma and mediation through HeartMath.
 - Learn4Life hosted our first Virtual Leadership Development Conference on May 5. School leaders attended a session with Jon Gordon, author of *The Energy Bus* and *The Power of Positive Leadership*. Mr. Gordon presented on *The Power of Positivity* and shared how positive leaders create great teams through connection and caring and how to stay positive even when things are hard. School leaders also attended a session with Jocko Willink, author of *Extreme Ownership*. Mr. Willink shared his experiences in leading teams through difficult and dangerous times by focusing on relationships and shared ownership.
 - All staff will be participating in Personal Learning Communities Launch Party on June 23-24. Key note speakers: Dr.

Ernie Mendes and Dr. Victor Rios will be the keynote speakers who will be focusing on inquiry based, data-driven, ongoing, and collaborative professional learning experiences. The event will also include regional job-alike teams where teachers and staff members learn from the data and each other to reflect upon and improve practice to see improved outcomes and results.

Board President Adams thanked Ms. Parra for her report.

B. WIOA Update

Julie Parra updated the board on the current student enrollment in the school's WIOA intensive Case managed program and the number of graduates since July 1, 2020. Ms. Parra also discussed the new Anaheim Workforce Connection partnership and the status of finalizing the MOU. Ms. Parra then updated the board on two opportunities with the Department of Rehabilitation: 1) Review of the DOR's student services program with the school's curriculum team and the opportunity to provide students professional skills credits for completing, and 2) Developing a new program to allow students to receive additional funding and support for vocational training.

Board President Adams thanked Ms. Parra for her report.

C. Finance Update

Guita Sharifi directed the board to the updated 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 President Adams thanked Ms. Sharifi for her report.

D. Report on Mathematics Placement Results

Julie Parra explained the California Mathematics Placement Act of 2015 required our board to adopt "a fair, objective, and transparent mathematics placement policy" before the beginning of the 2016 school year. The policy was first adopted in 2016 with minor revisions approved to the policy in 2020. The policy addresses students entering 9th grade and includes a number of required elements to ensure equity in student achievement, including considering multiple academic achievement measures and providing an annual report to the governing board.

For the 2020-21 school year, the math placement for 9th graders fell into three categories:

- 11.11% of 9th grader math students placed in remedial math courses
- 83.33% of 9th grader math students placed in Algebra 1 (grade level course)
- 5.56% of 9th grader math students placed in Geometry or Algebra II (above grade level course)

Ms. Parra informed the board that despite the challenges presented from the pandemic, the school is pleased to report that the majority of 9th grade students enrolled in a mathematics course made progress and none were held back. The school will continue to evaluate this data and report to the board next year pursuant to the Board's policy.

Board President Adams thanked Ms. Parra for her report.

E. LCFF Local Indicators Report

Julie Parra directed the board to the LCFF Local Indicators report located in their board package and explained this report is required for reporting on the priority areas where state data is not available. The State Board of Education provides

self-reflection tools for schools to report progress made. Ms. Parra then reviewed the following school's priority areas, action taken by the school and the school has met the criteria for each priority.

- Priority #1: Appropriately assigned teachers, access to curriculum-aligned instructional materials, and safe, clean and functional school facilities - MET
- Priority #2: Implementation of State Academic Standards - MET
- Priority #3: Parent Engagement - MET
- Priority #6: School Climate - MET
- Priority #7: Access to a Broad Course of Study - MET

Board President Adams thanked Ms. Parra for her report.

F. Annual IRS Form 990, Return of Organization Exempt From Income Tax and the California return for 2019, as filed

Guita Sharifi informed the board that the corporation's annual 990 federal tax return and the California return for 2019, that was provided to each Board Member, has been filed prior to the due date.

Board President Adams thanked Ms. Sharifi for her report.

V. 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

Claudette Beck 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 Budget Overview for Parents and the Local Control Accountability Plan (LCAP) for the 2021-2024 school years

Board President Adams announced the public hearing opened at 12:17 p.m. and provided instructions regarding the public hearing.

Julie Parra directed the board to the Budget Overview for Parents and the Local Control Accountability Plan (LCAP) for the 2021-2024 school years located in their board package. Ms. Parra explained the Budget Overview for Parents includes information on the Local Control Funding Formula revenues, Supplemental and Concentration grants and state funds. The Budget Overview for Parents demonstrates to the public and parents that the school directed its funds in 2020-2021 towards increasing or improving service in meeting the needs of the school community impacted by COVID 19, while also directing funding for its high needs students such as low income students, English learners, foster youth and homeless students. Ms. Parra directed the board to the revenue chart and discussed the school's projected revenue comprised of LCFF funds and state, local and federal funds.

Ms. Parra then directed the board to the school's budgeted expenditures chart in the Local Control Accountability Plan and discussed the expenditures that are tied to the actions and services in the LCAP. She informed the board the school team has been hard at work reflecting on the progress we made towards the LCAP and LCP goals during the 2019-2020 school year. She then discussed each of the school's Goals in detail explaining the purpose of each goal, how the school

responded and performed for each Goal. Ms. Parra then directed the board to the annual update for the 2020-21 Learning Continuity and Attendance Plan and reviewed each section of the plan, the expenditures for each category and explained how this plan documents how the funds were allocated to prepare the school for resuming in-person instruction, supporting students with the technology news associated with distance learning and developing staff in the areas of remote instruction and social-emotional learning support in response to the COVID19 pandemic crisis.

Ms. Parra explained that after the school team reflected on the LCAP and LCP, the team has been working hard to complete the cycle of inquiry and prepare the LCAP for the 2021-2024 school years. The school team received input from parents, students, staff and community prior to presenting to the governing board today for their input and feedback.

Ms. Parra reminded the board per discussion during the last board meeting, the school's goals have been updated to four goals and the school believes these four goals, along with the revised metrics, more accurately depict the direction of the school over the next several years.

Ms. Parra expressed her appreciation of the stakeholder participation and the support from the LLAC finance team and thanked Jamie Lambert, Regional Instructional Specialist for her support with developing the LCAP.

Ms. Parra thanked the board and asked the board or public for any questions or comments on the school's LCAP plan for the 2021-2024 school years. Board Member Lukacsza inquired about goal 3. Ms. Parra informed the board the transition to virtual learning and social-economic aspect of the students contributed to these results.

C. Close Public Hearing

Hearing no comments from the public, Board President Adams asked for a vote and closed the public hearing at 12:26 p.m.

Frank Lukacsza made a motion to close the public hearing.

Claudette Beck seconded the motion.

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

Roll Call

Frank Lukacsza Aye

Claudette Beck Aye

Michael R Adams Aye

VI. Action Items

A. The Board will be asked to approve Michael R. Adams to serve on the Board of Directors for the term July 1, 2021 through June 30, 2022

The Board was asked for a motion to reappoint Michael R. Adams as a member of the Western Educational Corporation Board of Directors for term of July 1, 2021 through June 30, 2022.

Claudette Beck made a motion to approve Michael R. Adams to serve on the Board of Directors for the term July 1, 2021 through June 30, 2022.

Frank Lukacsza seconded the motion.

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

Roll Call

Michael R Adams Abstain

Frank Lukacsza Aye

Claudette Beck Aye

B. The Board will be asked to approve Claudette Beck to serve on the Board of Directors for the term July 1, 2021 through June 30, 2022

Board President Adams recommended that the Board of Directors take action to reappoint Claudette Beck as a member of the Western Educational Corporation Board of Directors for term of July 1, 2021 through June 30, 2022.

Frank Lukacs made a motion to approve Claudette Beck to serve on the Board of Directors for the term July 1, 2021 through June 30, 2022.

Michael R Adams seconded the motion.

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

Roll Call

Claudette Beck Abstain

Frank Lukacs Aye

Michael R Adams Aye

C. The Board will be asked to approve Frank Lukacs to serve on the Board of Directors for the term July 1, 2021 through June 30, 2022

Board President Adams recommended that the Board of Directors take action to reappoint Frank Lukacs as a member of the Western Educational Corporation Board of Directors for term of July 1, 2021 through June 30, 2022.

Claudette Beck made a motion to approve Frank Lukacs to serve on the Board of Directors for the term July 1, 2021 through June 30, 2022.

Michael R Adams seconded the motion.

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

Roll Call

Michael R Adams Aye

Frank Lukacs Abstain

Claudette Beck Aye

D. The Board will be asked to re-authorize the officers of the corporation to award discretionary incentives to employees at various sundry times

Julie Parra explained this is a re-authorization of a practice that is currently in effect and will allow incentives that are discretionary and will be determined based on the current budget and financials of the school. Ms. Parra recommended the board re-authorize the officers of the corporation to award discretionary incentives to employees at various sundry times.

Frank Lukacs made a motion to re-authorize the officers of the corporation to award discretionary incentives to employees at various sundry times.

Claudette Beck seconded the motion.

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

Roll Call

Michael R Adams Aye

Claudette Beck Aye

Frank Lukacs Aye

E. The Board will be asked to approve the Local Control Funding Formula (LCFF) for school year 2021-2022, which drives the primary source of funding for the charter school

Guita Sharifi explained that LCFF funding is the primary source of the school's revenue and determines the funding for charter schools, creates funding targets based on students' characteristics, and is essential to budget and LCAP development. Ms. Sharifi further explained the total LCFF revenue estimated to be received for the 2021-22 school year, including the total supplemental and concentration funding, and explained that these amounts are determined by the number of pupils the school serves that are identified as low income, foster youth,

English learners or homeless students. Ms. Sharifi recommended the board approve the LCFF for the school year 2021-2022.

Frank Lukacs made a motion to approve the Local Control Funding Formula (LCFF) for school year 2021-2022, which drives the primary source of funding for the charter 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

F. The Board will be asked to approve the Education Protection Account (EPA) spending determinations

Guita Sharifi explained that the Education Protection Account (EPA) is a component of the LCFF funding that must be used only for instruction and be posted on the school's website every year and directed the board to the budget and reviewed the EPA revenue for school years 2020-21 and 2021-22, and stated all funds will be spent on instruction. Ms. Sharifi recommended the board take action to approve the EPA spending determinations.

Frank Lukacs made a motion to approve the Education Protection Account (EPA) spending determinations.

Claudette Beck seconded the motion.

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

Roll Call

Claudette Beck Aye

Michael R Adams Aye

Frank Lukacs Aye

G. The Board will be asked to approve the Budget for the 2021-2022 fiscal year

Julie Parra reminded the board that annually, the school must prepare and submit a board-approved annual budget to the chartering authority and the county superintendent of schools. The budget for the 2021-2022 school year is a financial projection based on the school's projected enrollment and ADA which determines the projected revenue, and projected expenditures that are based on school planning of instructional programs, staffing, supplies, instructional materials and services to students. Ms. Parra then introduced Guita who provided a detailed presentation of the school's budget.

Guita Sharifi directed the board to the 2021-2022 budget and explained the school's budget included several changes to school funding rates due to adjustments to the state budget in the May revision, and additional funds coming from COVID relief funding. Ms. Sharifi reviewed with the board the school's funding projections for next fiscal year, which include a COLA increase of 5.07% to the LCFF funding rate compared to prior year. The projections for 2021-22 also include additional one-time revenue from the Expanded Learning Opportunities Grant that will bring additional funds to cover learning gaps resulted from distance learning during the pandemic. Ms. Sharifi then discussed the school projected ADA, revenue from LCFF sources, federal funds for SPED and new Title I funds and other state revenue which include lottery funds, mandated block grant funds and the Expanded Learning Opportunities grant. Ms. Sharifi stated the school is projecting additional revenue from forgiveness of PPP loans for the 2021-22 school year. The school is projecting a decrease of 38 ADA compared to the current year funding of 300 ADA.

Ms. Sharifi then reviewed the school total expenditures and explained the budget reflects an increase in salaries and benefits due to an increase in certificated teachers and instructional support staff, a decrease due to a combination of an increase in supplies and software and a decrease in equipment. Operating expenses increase due to an increase in travel, conferences and training, insurance, facilities, and instructional services.

Ms. Sharifi informed the board the school is projecting a positive net position of approximately 17.3% of the total budgeted expenditures. The school is prepared for cash deferrals that will take place in June 2022. This deferral will cause a delay of approximately 3 weeks of the June apportionment payment, which will be covered with the school's cash resources. School leaders, with the support of the finance team, continue to monitor cash flow on a weekly basis to make sure the school meets all plans and cash needs, follows the budget plan and remains fiscally sound.

Board Member Lukacs asked about all other local revenue and the change between the budget and actuals. Ms. Sharifi informed the board that includes a one-time PPP loan the school is expected to receive and once forgiveness is approved those funds will be reflected as a grant.

Frank Lukacs made a motion to approve the Budget for the 2021-2022 fiscal year.

Claudette Beck seconded the motion.

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

Roll Call

Frank Lukacs Aye
Claudette Beck Aye
Michael R Adams Aye

H. The Board will be asked to approve the Budget Overview for Parents and the Local Control Accountability Plan (LCAP) for the 2021-2024 school years

Julie Parra explained the Budget Overview for Parents (BOP) and the Local Control Accountability Plan (LCAP) for the 2021-2024 school years was discussed during the public hearing section of the meeting and recommended the board approve the BOP and LCAP for 2021-2024 school years.

Frank Lukacs made a motion to approve the Budget Overview for Parents and the Local Control Accountability Plan (LCAP) for the 2021-2024 school years.

Claudette Beck seconded the motion.

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

Roll Call

Michael R Adams Aye
Claudette Beck Aye
Frank Lukacs Aye

I. The Board will be asked to approve the school's application for Title I federal funds and submit the Federal Addendum to receive Title I funds for the 2021-2022 fiscal year

Julie Parra informed the board of the school's interest in applying for Title I funding through the Every Student Succeeds Act. Ms. Parra explained the purpose and use of Title I funding and explained that the exact amount the school will receive next year will depend on the amount allotted to the state of California in the next few months. Ms. Parra directed the board to the Federal Addendum included in the board packet and explained the reporting and filing process. She informed the board of the various programs the funds will be used for. Ms. Parra recommended the board approve in principle the school's application for Title I funds, with final decision-making authority delegated to the Area Superintendent and Corporate

Officers to submit the Federal Addendum to receive Title I funds for the 2021-2022 fiscal year.

Frank Lukacs made a motion to approve the school's application for Title I federal funds and submit the Federal Addendum to receive Title I funds for the 2021-2022 fiscal year.

Claudette Beck seconded the motion.

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

Roll Call

Michael R Adams Aye

Frank Lukacs Aye

Claudette Beck Aye

J. The Board will be asked to approve the Consolidated Application process and submission for all reports required for the 2021-2022 school year

Julie Parra explained the Consolidated Application (ConApp) is used by the California Department of Education to distribute categorical funds from various federal programs to county offices, school districts, and direct-funded charter schools. Annually, from mid-May to the end of June, each local educational agency (LEA) submits the spring release of the ConApp which, among other things, provides assurances that the LEA will comply with the legal requirements of each program. Ms. Parra recommended the board approve the ConApp process and submission for all reports for the 2021-22 school year.

Frank Lukacs made a motion to approve the Consolidated Application process and submission for all reports required for the 2021-2022 school year.

Claudette Beck seconded the motion.

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

Roll Call

Michael R Adams Aye

Frank Lukacs Aye

Claudette Beck Aye

K. The Board will be asked to renew a Revolving Line of Credit (RLOC) from Hanmi Bank for the 2021-2022 school year, as needed, to maintain adequate cash flow pursuant to the RLOC provisions

Guita Sharifi reminded the board of the current Hanmi agreement that provides a line of credit, at a lower interest rate compared to other financing mechanisms, to support the school's finances when necessary to maintain adequate cash flow.

Ms. Sharifi then explained the school has the opportunity to renew the Revolving Line of Credit from Hanmi Bank for the 2021-2022 school year in the amount of \$500,000 with an interest rate of prime plus 0.5%, currently at a rate of 3.75%.

Frank Lukacs made a motion to renew a Revolving Line of Credit (RLOC) from Hanmi Bank for the 2021-2022 school year, as needed, to maintain adequate cash flow pursuant to the RLOC provisions.

Claudette Beck seconded the motion.

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

Roll Call

Frank Lukacs Aye

Michael R Adams Aye

Claudette Beck Aye

L. The Board will be asked to approve obtaining a loan from LLAC during the 2021-2022 fiscal year, as needed to maintain adequate cash flow, pursuant to promissory note provisions with applicable interest

Julie Parra informed the board that Lifelong Learning Administration (LLAC) offers short term borrowing and introduced Guita Sharifi to provide additional information on the promissory note. Ms. Sharifi explained LLAC offers short term borrowing to

support the school when necessary for a maximum limit of \$250,000 at an interest rate of four percent (4%). Ms. Sharifi explained the amount is a maximum and the school may utilize it entirely, and further emphasized this is an alternative short term financing option for the school to meet short term cash flow needs if needed for the 2021-2022 school year as the last resort, when there is not enough available limit from the Hanmi Revolving Line of Credit (RLOC) to maintain adequate cash flow pursuant to a promissory note with interest rate. Frank Lukacs made a motion to approve obtaining a loan from LLAC during the 2021-2022 fiscal year, as needed to maintain adequate cash flow, pursuant to promissory note provisions with applicable interest. Claudette Beck seconded the motion. The board **VOTED** to approve the motion.

Roll Call

Michael R Adams Aye
Frank Lukacs Aye
Claudette Beck Aye

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

A. Observations and Comments

Mr. Brown praised Ms. Parra for her wonderful presentations and congratulated her and her team.

Board Secretary Beck thanked Ms. Sharifi and Ms. Parra for their reports.

Board Member Lukacs also thanked Ms. Parra and Ms. Sharifi for all of their hard work.

VIII. Closing Items

A. Next Regular Board Meeting Date: August 31, 2021, 12:00pm

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

Claudette Beck Aye
Frank Lukacs 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 12:52 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.