

APPROVED

Orange County Workforce Innovation High School

Minutes

Regular Board Meeting

Operated by Western Educational Corporation, A California Non-Profit Public Benefit Corporation

Date and Time

Tuesday August 31, 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 publiccomments@innovationhigh.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 Aug 31, 2021 at 12:00 PM.

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
Julie Parra, Area Superintendent
Liliana Gutierrez, Principal
Jeff Martineau, V.P. of Charter Relations
Bill Thompson, Legal Counsel
Skip Hansen, President, LLAC
Pete Faragia, CEO, LLAC
Guita Sharifi, CFO, LLAC
Michelle Lopez, Legal Counsel, LLAC
Brian Hadley, Wilkinson, Hadley, King & Co., LLP

E. Approve Agenda for the August 31, 2021, Regular Public Meeting of the Board of Directors

Frank Lukacska made a motion to approve Agenda for the August 31, 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
Frank Lukacska Aye
Michael R Adams Aye

F. Approve Minutes of the June 08, 2021, Regular Public Meeting of the Board of Directors

Frank Lukacska made a motion to approve the minutes from Operated by Western Educational Corporation on 06-08-21.
Claudette Beck seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Claudette Beck Aye
Frank Lukacska Aye
Michael R Adams Aye

G. Approve Minutes of the July 26, 2021, Regular Public Meeting of the Board of Directors

Frank Lukacska made a motion to approve the minutes from Regular Board Meeting Operated by Western Educational Corporation on 07-26-21.
Claudette Beck seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Claudette Beck Aye
Michael R Adams Aye
Frank Lukacska 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

Frank Lukacs Aye

Michael R Adams 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 greeted the board and presented updates on the following:

- 215 students are currently enrolled at the school.
- The school has partnered with surrounding school districts to meet the remediation needs of 250 students during Learning Period 1.
- 23 students are enrolled in WIOA partner programs. WIOA partners are providing students services virtually and in-person.
- Ms. Parra and Ms. Gutierrez met with the school's OCDE charter coordinator to discuss the school's growth and success metrics to be used for the next charter renewal. As a DASS school, the academic metrics to be used will be the CAASPP, ELPAC, NWEA, and the school's graduation rate.

Next, Ms. Parra discussed the school's Significant Disproportionality (SigDis) in special education students due to an over-representation of Hispanic students eligible under the category, Specific Learning Disability. The school's SigDis team, with support from LLAC and stakeholders, which includes parents and community members, have been collecting and analyzing data to identify the cause and

ensure equitable access for all students. Utilizing this feedback, staff developed a draft improvement plan, called a Comprehensive Coordinated Early Intervening Services (CCEIS) plan. The draft CCEIS plan will be presented to stakeholders on September 9 and a final plan will be presented to the governing board for their review, feedback and staff's recommendation for approval of the plan.

Lastly, Ms. Parra introduced Dr. David Rathgeber, a prospective board candidate for Western Educational Corporation. Dr. Rathberger greeted the board and shared his background and interest in a possible board member position.

Board Member Lukacs and Board Secretary Beck welcomed Mr. Rathgeber and thanked him for joining them today.

Board President Adams thanked Mr. Rathgeber and stated he is looking forward to meeting him in person.

B. Annual Lifelong Learning Administration Corporation (LLAC) Services Report

Pete Faragia, CEO of Lifelong Learning Administration Corporation (LLAC), presented the 2020-2021 Annual Report to the Board of Directors. The presentation described the services provided to the school by LLAC during the 2020-2021 school year. Mr. Faragia reviewed the services and accomplishments of each division within LLAC including the Educational Products and Services Division, Facilities and Safety Department, Technology Services Department, External Affairs Department, Charter Affairs Department, People Services Division, and the Finance Division.

Board President Adams thanked Mr. Faragia for his report.

Board Member Lukacs thanked Mr. Faragia and praised his report. He also thanked Ms. Parra and her team for all of their amazing work.

Board Secretary Beck thanked Mr. Faragia and staff for everything they have all done.

Ms. Parra thanked everyone for their support.

Skip Hansen thanked Mr. Faragia for being a great leader, especially throughout this past year. He also thanked the Board for stepping in to help whenever they were needed.

C. Finance Update and Budget Overview for School Year 2021-2022

Guita Sharifi informed the board that LLAC has reduced the promissory note rate from 4% to 3.25% for the 2021-2022 school year. Ms. Sharifi reminded the board that Hanmi Bank's revolving line of credit is being offered at a variable 3.75% rate, based on the federal prime rate. Ms. Sharifi explained that as a good steward of the schools, LLAC is offering the reduced rates, which are fixed and not variable, as a better option than utilizing the Hanmi Bank revolving line of credit, assuming LLAC has the cash flow available to lend to the school during the school year.

Ms. Sharifi then directed the board to the financial reporting calendar and discussed each of the required financial reports, their purpose, the internal review and approval process with the Area Superintendents, and the approval process with the board of directors at a board meeting prior to submission to the school's authorizer.

Board Member Lukacs asked about the due date extension for audit reports. Ms. Sharifi informed the board that any extensions would come from the California Department of Education and are not based on the school's needs.

D. Annual Board Training Announcement

Julie Parra provided an update on the annual training for charter school board members and leaders on the Brown Act and conflict of interest laws. The upcoming annual Fall 2021 training is expected to be presented by Young, Minney & Corr, LLP, with several date and time options. Topics to be covered include:

- Extensive Brown Act training (complies with chartering authority's requirement for annual training)
- Compliance with SB 126 (Education Code Section 47604.1)
- Conflict of interest laws: Political Reform Act, Corporations Code, Government Code Section 1090, and the appearance of impropriety
- Form 700 filing information and requirements

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

Claudette Beck Aye

Frank Lukacs Aye

Michael R Adams Aye

Board President Adams announced the public hearing opened at 12:39 p.m.

B. The Board will hold a public hearing to solicit the recommendations and comments of members of the public regarding the Revised Budget Overview for Parents for the 2021-2022 school year

Julie Parra explained the recent board-approved Budget Overview for Parents for the 2021-2022 school year requires updates to the narrative and expenditures sections as follows:

*Additional narrative added to the Budgeted Expenditures in the LCAP table in the BOP section (paragraph 2): Added to serve our at-promise and highly mobile population, expenditures are budgeted for, but not limited to, teacher and staff salaries and benefits, student interventions, curriculum development, professional development, materials, hardware and software. Not included in the LCAP are the following: audit fees and legal expenses

*Updated expenditures for LCFF Budget Overview for Parents - Update on Increased or Improved Services for High Needs Students in the 2020-21 bullet: Actual Expenditures for High Needs Students in Learning Continuity Plan to reflect contributing expenses only.

Julie Parra then requested recommendations and comments from members of the public and the board.

C. Close Public Hearing

Hearing no comments from the public, Board President Adams asked for a motion to close the public hearing.

Frank Lukacs made a motion to close the public hearing.

Claudette Beck seconded the motion.

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

Roll Call

Claudette Beck Aye

Michael R Adams Aye

Frank Lukacs Aye

The public hearing closed at 12:44 p.m.

VI. Action Items

A. The Board will be asked to approve the Revised Budget Overview for Parents for the 2021-2022 school year

Julie Parra recommended the board approve the revised Budget Overview for Parents for the 2021-2022 school year that was shared during the Public Hearing.

Frank Lukacs made a motion to approve the Revised Budget Overview for Parents for the 2021-2022 school year.

Claudette Beck seconded the motion.

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

Roll Call

Claudette Beck Aye

Frank Lukacs Aye

Michael R Adams Aye

B. The Board will be asked to approve the Unaudited Actuals for the 2020-21 school year

Guita Sharifi directed the board to the unaudited actuals report for the 2020-21 school year and explained the report is the last financial report of the year and provides a summary of how the school performed financially for the year. The report includes a summary of the statement of revenue and expenditures, the net position of the school, information about the school's assets and liabilities, the Average Daily Attendance (ADA) that was the base for funding in 2020-21, and the estimated ADA projections for 2021-22 that were used as base for developing the current school year budget.

Ms. Sharifi reported that the school had a funding P-2 ADA of 300 for a total revenue of \$4.3M dollars, which was \$178K higher than the projected revenue presented at the June 2021 board meeting. This noticeable difference is primarily due to the recognition of \$162K of revenue from the Expanded Opportunity Grant that was originally planned to be recorded in the next fiscal year. These restricted funds were not spent in 2020-21, however, the California Department of Education guidelines require that the school records the revenue in 2020-21.

Ms. Sharifi reported that the school ended the year with total expenditures of \$3.9M, which is similar compared to the reported projections. Though total expenditures remained at the same level, there were small variations on spending categories. This included a small increase in Certificated and classified salaries, school supplies and a decrease in equipment spending.

Ms. Sharifi then discussed the school's excess revenue, balance sheet assets and liabilities, and the impact of the state's apportionment deferrals. Lastly, Ms. Sharifi announced the school has received loan forgiveness for the PPP loan amount.

Board Member Lukacs asked about the non-capitalized equipment. Ms. Sharifi informed the board this section includes mostly technology purchased by the school. Ms. Parra informed the board the school purchased additional computers. Frank Lukacs made a motion to approve the Unaudited Actuals for the 2020-21 school year.

Claudette Beck seconded the motion.

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

Roll Call

Claudette Beck Aye
Michael R Adams Aye
Frank Lukacs Aye

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

Brian Hadley of Wilkinson Hadley King and Co., LLP directed the board to the revised June 30, 2020, Annual Audit Report. Mr. Hadley explained that the revisions include an addition to the Independent Auditor's Report letter located in the beginning of the report, and edits to the related party narrative within the notes section of the Financial Statements. Lastly, Mr. Hadley reported that the auditor's opinion is unmodified.

Board President Adams thanked Mr. Hadley for his report.

Frank Lukacs made a motion to approve the Revised 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
Michael R Adams Aye
Claudette Beck Aye

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

Guita Sharifi directed the board to the summary of additions recommended to the Charter School Accounting Manual, included in the board packet. The first recommended addition details the school's procedures for accepting and recording donations. The second addition details the contract approval process, which includes the initial assessment, administrative review, and approval by the appropriate signatories.

Board Secretary Beck thanked Ms. Sharifi for her detailed report.

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

Michael R Adams Aye
Claudette Beck Aye
Frank Lukacs Aye

E. The Board will be asked to approve the Area Superintendent Evaluation Tool for the 2021-2022 school year

Jeff Martineau greeted the board and directed the board to the Area Superintendent Evaluation Tool for the 2021-2022 school year. He then reviewed updates made to the Evaluation Tool and rubric since the April board meeting and discussed the roles and responsibilities of the board and the Area Superintendent as related to the evaluation process, and the evaluation timeline. Mr. Martineau recommended the board approve the Area Superintendent Evaluation Tool for the 2021-2022 school year.

Board President Adams thanked Mr. Martineau for his report.

Frank Lukacs made a motion to approve the Area Superintendent Evaluation Tool for the 2021-2022 school year.

Claudette Beck seconded the motion.

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

Roll Call

Claudette Beck Aye

Frank Lukacs Aye

Michael R Adams Aye

F. The Board will be asked to approve the Declaration of Need (DON) forms as a prerequisite to the issuance of an emergency permit and/or limited assignment permit for teachers at the School for the 2021-2022 School Year per California Code of Regulations §80026

Julie Parra explained to the board the purpose of the annual Declaration of Need (DON) forms, which is now required of charter schools due to AB 1505 and ensures the school's eligibility to apply for emergency and/or limited assignment permits for teachers. Ms. Parra directed the board to the DON documents located in their board packet and explained this will allow qualified individuals to be authorized to serve in their teaching assignment while they are working towards completing the credential requirements for the educator's assignment. Ms. Parra recommended the board approve the DON forms for the school for the 2021-2022 school year.

Frank Lukacs made a motion to approve the Declaration of Need (DON) forms as a prerequisite to the issuance of an emergency permit and/or limited assignment permit for teachers at the School for the 2021-2022 School Year per California Code of Regulations §80026.

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 presentations and all of her hard work. He also thanked Dr. Rathgeber for joining them. Mr. Brown expressed his appreciation for Mr. Faragia and his team.

Mr. Hansen thanked the board and the Orange County Office of Education for their continued support.

VIII. Closing Items

A. Next Regular Board Meeting Date: September 27, 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

Michael R Adams Aye

Roll Call

Claudette Beck 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 1:07 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 publiccomments@innovationhigh.org.