

APPROVED

# Orange County Workforce Innovation High School

## Minutes

### Regular Board Meeting

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

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#### Date and Time

Monday December 13, 2021 at 12:00 PM

#### Location

The Meeting can be viewed at:

[https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F\\_%23%2F%2Fmeetup-join%2F19%3Ameeting\\_NGM0ZDk0Y2UtYTdiNS00NGFKLTg5YzEtMTk4MTI4ODc3ZmM4%40thread.v2%2F0%3Fcontext%3D%257b%2522Tid%2522%253a%2522c33f6d28-3425-42a7-8827-d21f10bb2e83%2522%252c%2522Oid%2522%253a%25224e4cd601-0d23-44be-8261-73cdf2e9f610%2522%257d%26anon%3Dtrue&type=meetup-join&deeplinkId=c9930355-c1e8-4ffb-8666-56cd79872201&directDI=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true](https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F_%23%2F%2Fmeetup-join%2F19%3Ameeting_NGM0ZDk0Y2UtYTdiNS00NGFKLTg5YzEtMTk4MTI4ODc3ZmM4%40thread.v2%2F0%3Fcontext%3D%257b%2522Tid%2522%253a%2522c33f6d28-3425-42a7-8827-d21f10bb2e83%2522%252c%2522Oid%2522%253a%25224e4cd601-0d23-44be-8261-73cdf2e9f610%2522%257d%26anon%3Dtrue&type=meetup-join&deeplinkId=c9930355-c1e8-4ffb-8666-56cd79872201&directDI=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true)

Or call in for Audio only:

Conference Line: (657) 207-0015 Code: 856 761 528#

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#### MEETING LOGISTICS

This meeting is held in compliance with Assembly Bill 361, which allows flexibility in Brown Act teleconferencing procedures as addressed by the Board under Agenda Item I.E. The public is encouraged to participate in the meeting telephonically by dialing the conference line or by clicking the weblink listed on the posted agenda. The public may submit written comments to the Board by emailing [publiccomments@innovationhigh.org](mailto:publiccomments@innovationhigh.org). The public may also provide comments telephonically 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), Dr. David G. Rathgeber (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 Monday Dec 13, 2021 at 12:00 PM.

### B. Roll Call and Establishment of Quorum

### C. Pledge of Allegiance

Board Secretary Beck led the pledge of allegiance.

### D. Staff Introductions

Jeff Brown, CEO  
Jeri Vincent, Corporate Secretary  
Julie Parra, Area Superintendent  
Jeff Martineau, V.P. of Charter Relations  
Bill Thompson, Legal Counsel  
Guita Sharifi, CFO, LLAC  
Michelle Lopez, Legal Counsel, LLAC

### E. Adopt Resolution Continuing Board of Directors' Authority to Hold Virtual or Teleconference Meetings Pursuant to Assembly Bill 361

Jeff Martineau discussed Assembly Bill 361, signed by Governor Newsom on September 16, 2021, and explained that the law exempts the board from certain provisions of the Brown Act related to teleconference meetings during states of emergency, as long as the Board makes required findings as detailed in the law. Under AB 361, boards that would like to continue to meet remotely must determine by majority vote whether as a result of the state of emergency, meeting in person would present imminent risks to the health or safety of attendees. Mr. Martineau directed the board members to the resolution located in their packet and recommended the board approve the Resolution Continuing Board of Directors' Authority to Hold Virtual or Teleconference Meetings Pursuant to Assembly Bill 361.

Claudette Beck made a motion to adopt Resolution Continuing Board of Directors' Authority to Hold Virtual or Teleconference Meetings Pursuant to Assembly Bill 361.

Frank Lukacs seconded the motion.

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

#### Roll Call

Michael R Adams	Aye
Frank Lukacs	Aye
Dr. David G. Rathgeber	Aye
Claudette Beck	Aye

### F. Approve Agenda for the December 13, 2021, Regular Public Meeting of the Board of Directors

Claudette Beck made a motion to approve Agenda for the December 13, 2021, Regular Public Meeting of the Board of Directors.

Frank Lukacs seconded the motion.

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

**Roll Call**

Michael R Adams Aye  
Claudette Beck Aye  
Frank Lukacs Aye  
Dr. David G. Rathgeber Aye

**G. Approve Minutes of the October 19, 2021, Regular Public Meeting of the Board of Directors**

Claudette Beck made a motion to approve the minutes from Regular Board Meeting on 10-19-21.

Frank Lukacs seconded the motion.

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

**Roll Call**

Claudette Beck Aye  
Michael R Adams Aye  
Frank Lukacs Aye  
Dr. David G. Rathgeber Aye

**H. Approve Minutes of the November 9, 2021, Regular Public Meeting of the Board of Directors**

Claudette Beck made a motion to approve the minutes from Regular Board Meeting on 11-09-21.

Frank Lukacs seconded the motion.

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

**Roll Call**

Dr. David G. Rathgeber Aye  
Michael R Adams Aye  
Claudette Beck 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.

Claudette Beck made a motion to approve the consent agenda items.

Frank Lukacs seconded the motion.

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

**Roll Call**

Michael R Adams Aye  
Frank Lukacs Aye  
Claudette Beck Aye  
Dr. David G. Rathgeber 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, by dialing the teleconference line or by clicking the weblink listed on the posted agenda. 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. 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 provided an update on the following topics:

##### **Academic Support**

NWEA testing for math and reading is in progress through December 17 and, upon completion, staff will analyze the data to support the students and their personalized learning plan. Students will have access to Small Group Instruction classes in Geometry, Algebra, Biology, Edge and English.

##### **COVID Updates**

Staff are following state guidelines verifying school employee vaccination status and weekly testing. School leaders are closely monitoring the new Omicron strain to ensure a safe environment for staff and students.

##### **School Events/Tours**

On November 17, staff hosted a Parent Appreciation Night and invited the school's educational partners to learn more about the school's program and support services needed for students. Staff also hosted a tour for Senator Josh Newman and Assembly members Sharon Quirk Silva and Tom Daly at the Anaheim learning center to present the school program and provide an opportunity for them to speak with teachers and students.

##### **Annual Oversight Visit**

On November 19, the school participated in the virtual oversight visit with staff of the Orange County Department of Education (OCDE). Ms. Parra thanked Board President Adams for his attendance and informed the board the school received positive feedback and should be receiving the written report from OCDE at the end of the academic year.

##### **WASC**

Ms. Parra and Principal Gutierrez will submit the school's self-study report to the WASC committee chair by December 20 and is preparing for the upcoming February 7-9 virtual WASC committee visit.

Board Member Lukacs thanked Ms. Parra for putting together the various events for students.

Board Secretary Beck thanked Ms. Parra for her report.

##### **B. Finance Update**

Guita Sharifi directed the board to the Hanmi Bank Rotating Line of Credit (RLOC) financial update included in the board packet and reviewed the school's credit amount including the current interest rate expiration date, the current RLOC withdrawal amount, and the RLOC

covenants ratios. Ms. Sharifi then reminded the board that the June 30, 2021 audit report will be presented during the January 2022 regular board meeting.

**C. Conflict of Interest Code Update**

Jeff Martineau directed the board to the redlined Conflict of Interest (COI) Code included in the board packet and explained that all Form 700 filers received a written notice of the upcoming COI code changes with the comment period for filers ending on December 5, 2021. Mr. Martineau explained the redlined COI Code includes proposed updates from the Fair Political Practices Commission (FPPC). At the January regular board meeting, the board will be asked to approve the FPPC process to continue with the COI Code as written, as the COI Code will not be fully approved until 30 days after the FPPC signs the COI Codes following their comment period ending on December 13, 2021. Mr. Martineau then asked if the board had any questions or comments.

Board Member Rathgeber thanked Mr. Martineau for the information.

**D. Updated 2021-2022 Board Meeting Calendar**

Board President Adams directed the board to the updated 2021-2022 regular board meeting calendar for the remainder of the school year and reviewed the additional regular board meetings scheduled for February and May 2022.

**V. Action Items**

**A. The Board will be asked to approve the Educator Effectiveness Block Grant Plan**

Julie Parra reminded the board of the details of the Educators Effectiveness Block Grant Plan and recommended the board approve the Educators Effectiveness Block Grant Plan as presented at the public hearing held during the November regular board meeting.

Claudette Beck made a motion to approve the Educator Effectiveness Block Grant Plan.

Frank Lukacs seconded the motion.

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

**Roll Call**

Michael R Adams	Aye
Claudette Beck	Aye
Dr. David G. Rathgeber	Aye
Frank Lukacs	Aye

**B. The Board will be asked to approve the 2021-22 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 four months of operations, from July 1, 2021 through October 31, 2021. The report is comprised of a financial section that includes the original budget that was developed in May, actuals to date, projected totals for this year based on this year's actual operations, projected school reserves at year end and the school's projected P2 ADA for the year. Ms. Sharifi reviewed each section of the first interim report in detail including the LCFF base grant amount, special education base rate, Title I funding and grants funds. Ms. Sharifi highlighted the following areas:

- The school budgeted a P2 ADA of 262, and the school is currently projecting a funding P2 ADA of 265.
- The school is projecting total revenue of \$4.5M, \$117K higher than the school's original budget.
- LCFF projected revenue increased by \$176K primarily due to the increase in projected P2 ADA and an increase in the funding rate.

- Federal Revenue increased from \$70K to \$556K due to a portion of the Expanded Learning Opportunities Grant originally budgeted under state revenue and the reclassification of PPP loan forgiveness originally under other local revenue.
- Projected total expenditures of \$4.4M, an increase of \$250K compared to original budget due to an increase in all certificated and classified salaries.
- Projected purchases decreased 19%, from \$214K to \$173K caused by a projected decrease in school supplies and equipment and operating expenses decreased by 9% due to a projected decrease in professional services, training and communications.

Finally, Ms. Sharifi reviewed the school's ending fund balance and restricted reserves. Board President Adams thanked Ms. Sharifi for her report. Claudette Beck made a motion to approve the 2021-22 First Interim Report. Frank Lukacs seconded the motion. The board **VOTED** to approve the motion.

**Roll Call**

Michael R Adams	Aye
Frank Lukacs	Aye
Dr. David G. Rathgeber	Aye
Claudette Beck	Aye

**C. 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 travel reimbursement daily per diem amounts and updates to the reserve fund and committed fund planning sections. Board President Adams thanked Ms. Sharifi for her report. Claudette Beck made a motion to approve the revised Charter School Accounting Manual. Frank Lukacs seconded the motion. The board **VOTED** to approve the motion.

**Roll Call**

Dr. David G. Rathgeber	Aye
Frank Lukacs	Aye
Claudette Beck	Aye
Michael R Adams	Aye

**D. The Board will be asked to approve the Committed Funds Plan for the school**

Julie Parra directed the board to the Committed Funds Plan located in their packet and discussed the school's current reserve amount in excess of the recommended maximum 17% reserve. Ms. Parra then explained that in order to demonstrate that we are good stewards of public funds, the Committed Funds Plan is based on a three-year cycle to earmark excessive revenue for projects, programs, and/or resources that directly benefit students and/or to protect and enhance existing programs provided to students. Ms. Parra then discussed the school's multi-year plan and that changes to the plan due to mitigating financial impact from major, non-recurring or unforeseen expenditures and/or other needs stemming from changes in student enrollment, academic needs, program needs, etc., will require board approval. Ms. Parra recommended the board approve the Committed Funds Plan and for emergency or urgent spending needs, asked the board to authorize the Area Superintendent to make and execute such decisions. Board Member Lukacs asked about the status of finding a new location. Ms. Parra informed the board of the process they are going through to determine the best options available. She will continue to provide updates to the board on this matter throughout the school year.

Board Secretary Beck asked how they determined the amount of money to be spent. Ms. Parra explained to the board all the areas they review, including existing costs and the cost to open at a new location.

Claudette Beck made a motion to approve the Committed Funds Plan for the school.

Frank Lukacs seconded the motion.

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

**Roll Call**

Dr. David G. Rathgeber Aye

Michael R Adams Aye

Claudette Beck Aye

Frank Lukacs Aye

**VI. Closed Session**

**A. Adjourn open public Board meeting to go into closed session**

PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE (Government Code section 54957(b).)

Claudette Beck made a motion to adjourn open public Board meeting to go into closed session.

Frank Lukacs seconded the motion.

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

**Roll Call**

Claudette Beck Aye

Dr. David G. Rathgeber Aye

Michael R Adams Aye

Frank Lukacs Aye

**B. Adjourn closed session and reconvene to open Board meeting**

Claudette Beck made a motion to adjourn closed session and reconvene to open Board meeting.

Frank Lukacs seconded the motion.

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

**Roll Call**

Dr. David G. Rathgeber Aye

Michael R Adams Aye

Claudette Beck Aye

Frank Lukacs Aye

**C. Report of action taken or recommendations made in closed session, if any**

Board President Adams reported that the Board unanimously voted to adjourn the closed session and resume the public board meeting.

Board President Adams reported out that no action was taken in closed session.

**VII. Additional Corporate Officers and Board Members' Observations and Comments**

**A. Observations and Comments**

Jeff Brown thanked Ms. Parra for her report and for sharing photos during her presentation.

He praised Ms. Parra for opening the doors to government officials so they can see what this program is all about.

Jeri Vincent agreed with Mr. Brown and expressed her appreciation for the board and for Ms. Parra. She thanked the staff for their support during the board meetings, as well as the presenting advisors.

Board Member Lukacs thanked Ms. Parra and her staff for ensuring the students are taken care of and have every advantage necessary to succeed.

Board Secretary Beck thanked Ms. Parra as well and wished everyone a happy holiday.

Board Member Rathgeber praised everyone for their impressive hard work.

## VIII. Closing Items

### A. Next Regular Board Meeting Date: January 18, 2022, 2:30pm

### B. Adjourn Meeting

Claudette Beck made a motion to adjourn the meeting.

Frank Lukacs seconded the motion.

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

#### Roll Call

Michael R Adams      Aye

Frank Lukacs          Aye

Dr. David G. Rathgeber 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 12:45 PM.

Respectfully Submitted,  
Claudette Beck

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**Accommodations.** All meetings of the Board of Directors are held in compliance with the Americans with Disabilities Act of 1990. 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](mailto:publiccomments@innovationhigh.org).