

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 March 8, 2022 at 12:00 PM

Location

Location

https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F_%23%2F%2Fmeetup-join%2F19%3Ameeting_NTMwMDkxMGItYTE3Yy00ZjNjLWI5NDktODc5ZDZiZGE3Njg5%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=d4814277-fa68-4b6a-9708-e1eebb4c185b&directDI=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true

Or call in for Audio only:

Conference Line: (657) 207-0015 Code: 973 561 623#

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. 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.

Directors Present

Claudette Beck (remote), Dr. David G. Rathgeber (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 Mar 8, 2022 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
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.

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

Claudette Beck 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 Lukacska	Aye

F. Approve Agenda for the March 8, 2022, Regular Public Meeting of the Board of Directors

Frank Lukacska made a motion to approve Agenda for the March 8, 2022, 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
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Roll Call

Claudette Beck Aye
Frank Lukacs Aye
Dr. David G. Rathgeber Aye

G. Approve Minutes of the January 18, 2022, Regular Public Meeting of the Board of Directors

Frank Lukacs made a motion to approve the minutes from Regular Board Meeting on 01-18-22.

Claudette Beck seconded the motion.

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

Roll Call

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

H. Approve Minutes of the February 8, 2022, Regular Public Meeting of the Board of Directors

Frank Lukacs made a motion to approve the minutes from Regular Board Meeting on 02-08-22.

Claudette Beck 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

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

Dr. David G. Rathgeber Aye
Claudette Beck Aye
Frank Lukacs Aye
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, 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 welcomed the board and provided updates on the following:

- The school had a positive WASC committee visit and should receive the official WASC report soon. Ms. Parra thanked everyone for their contribution in making the visit a success.
- Ms. Parra congratulated Jamie Lambert on her promotion to Assistant Principal.
- Ms. Parra discussed the school's Professional Learning Communities' goal, and how the Educator Effectiveness Block Grant funds will support this goal.
- There was positive turnout for the recent ELAC/PAC meetings, where staff solicited stakeholder feedback on the school's Title 1 Parent Compact Policy.
- There are currently 21 students enrolled in WIOA. WIOA partner, Ready S.E.T. Orange County, is providing students free workforce readiness services. Students will be able to participate in paid internships, work experience, and job experience.
- On March 9, the school counselor will host a college and career workshop.
- Graduation will be held on June 7 at the Pearson Amphitheater in Anaheim.

Board President Adams thanked Ms. Parra for her report.

Board Member Lukacsza congratulated Ms. Lambert on her promotion. He asked if Ms. Parra knows how many students are expected at the graduation. Ms. Parra informed the board they do not know at this time, but she will update the board when they have the final number.

Board Secretary Beck welcomed Ms. Lambert and congratulated her on her promotion. She also asked how many families attended the ELAC/PAC meeting. Ms. Parra informed the board they had 5 families attend.

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 as of January 31, 2022.

Board President Adams thanked Ms. Sharifi for her report.

Board Member Lukacsza asked if the interest rate is set at the current rate. Ms. Sharifi informed the board that they anticipate the rate will increase in the next few years, but she assured the board they are watching it closely and will utilize other options available to the school that may have lower rates, if necessary.

C. Current Vendor List

Julie Parra directed the board to the current vendor list located in their board packet. Ms. Parra explained this is a list of all vendors through December 2021, includes a brief description of services, and includes vendors who provide varying services including professional development, technology, health care benefits, etc. Ms. Parra reminded the board this information is provided bi-annually and she reviewed the list for accuracy. Ms. Parra then requested the board to review the list for any potential conflict of interest and to reach out to Ms. Parra or legal counsel for any questions.

Board President Adams thanked Ms. Parra.

D. 2022-2023 Board Meeting Dates

Board President Adams read aloud the 2022-2023 regular board meeting schedule and directed the board to review the schedule located in their board package.

V. Action Items

A. The Board will be asked to approve the A-G Completion Improvement Grant Plan

Julie Parra reminded the board of the A-G Completion Improvement Grant Plan presented during the January 2022 regular board meeting and then discussed the school's specific plan, which incorporated feedback and input received from stakeholders. Ms. Parra discussed the funding amount just released from the California Department of Education and then recommended the board approve the A-G Completion Improvement Grant Plan.

Board Member Lukacs asked if there is a minimum completion rate that must be achieved. Ms. Parra informed the board that the school wants to increase from the prior year. She discussed an online option that is available to students as well, and informed the board they are looking into this option and will be able to use these grant funds to support this option.

Frank Lukacs made a motion to approve the A-G Completion Improvement Grant Plan. Claudette Beck seconded the motion. The board **VOTED** to approve the motion.

Roll Call

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

B. The Board will be asked to approve the Second Interim Report and the Revised Budget for the 2021-2022 school year

Guita Sharifi directed the board to the Second Interim Report and revised budget for the 2021-22 school year and explained that the purpose of the report is to provide a financial overview of the school with January 2022 actuals and projected June 2022 year-end. The report categories include the original budget, revised budget, actuals to date, projected year-end totals, projected year-end reserves, and Average Daily Attendance (ADA).

Ms. Sharifi then reviewed in detail the school's projected ADA, federal, state, local and other revenue categories, salaries and benefits expenditures, and operating expenditures compared to the original board approved budget and first interim report.

Finally, Ms. Sharifi discussed the school's current reserve compared to the projected year-end reserve and explained the restricted amounts.

Board President Adams thanked Ms. Sharifi for her report.

Frank Lukacs made a motion to approve the Second Interim Report and the Revised Budget for the 2021-2022 school year.
Claudette Beck seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

C. The Board will be asked to approve using the auditing firm Wilkinson Hadley King & Co. LLP for the 2021-22 school audit

Guita Sharifi directed the board to the proposal presented by Wilkinson Hadley King & Co. to prepare the school's June 30, 2022 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 2020 Form 990 Federal Return of Organization Exempt from Income Tax. Ms. Sharifi recommended the board approve the engagement letter with Wilkinson Hadley King & Co.

Board Member Rathgeber asked how long the school has been using this firm. Ms. Sharifi informed the board she does not know the exact date the school started using the firm, but they change the partners every 6 years in accordance with CDE requirements; they have just changed the partners, so it has been at least 6 years.

Frank Lukacs made a motion to approve using the auditing firm Wilkinson Hadley King & Co. LLP for the 2021-22 school audit.
Claudette Beck seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Dr. David G. Rathgeber Aye
Michael R Adams Aye
Frank Lukacs 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 page of the changes to the Charter School Accounting Manual included in the board packet. She noted that the recommended revisions were limited to grammatical and formatting corrections throughout the manual, with no content changes made.

Board President Adams thanked Ms. Sharifi.

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

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

VI. Additional Corporate Officers and Board Members' Observations and Comments

A.

Observations and Comments

Jeff Brown thanked Ms. Parra and congratulated Ms. Lambert on her promotion. He expressed the importance of staff attending conferences and thanked the staff for attending. He praised the A-G courses and thanked the staff for obtaining these grant funds.

Board Member Lukacska thanked Ms. Parra and Ms. Sharifi for their updated reports.

Board Secretary Beck congratulated Ms. Lambert again on her promotion.

Board Member Rathgeber thanked everyone for putting together clear information for today's board meeting.

VII. Closing Items

A. Next Regular Board Meeting Date: April 26, 2022, 12:00pm

B. Adjourn Meeting

Frank Lukacska 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
Dr. David G. Rathgeber	Aye
Claudette Beck	Aye
Frank Lukacska	Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 12:32 PM.

Respectfully Submitted,
Claudette Beck

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.