

# 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

Tuesday April 26, 2022 at 12:00 PM

#### Location

##### Location:

[https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F\\_%23%2F%2Fmeetup-join%2F19%3Ameeting\\_N2FIMGY0YWYtZDK3Ni00YTY0LWE5ZWQtM2YzNzNIMjgxODcy%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=fdeb52b4-c56b-4e38-a039-46a216a3b881&directDI=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true](https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F_%23%2F%2Fmeetup-join%2F19%3Ameeting_N2FIMGY0YWYtZDK3Ni00YTY0LWE5ZWQtM2YzNzNIMjgxODcy%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=fdeb52b4-c56b-4e38-a039-46a216a3b881&directDI=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true)

#### Or call in for Audio only:

Conference Line: (657) 207-0015 Code: 676 977 756#

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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 Tuesday Apr 26, 2022 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  
Jeri Vincent, Corporate Secretary  
Julie Parra, Area Superintendent  
Jeff Martineau, V.P. of Charter Relations  
Jamie Lambert, Assistant Principal  
Lexie La Scala, Community Liaison  
Denicce Vazquez, Student Retention Support  
Cecilia Pineda, Controller, LLAC  
Bill Thompson, Legal Counsel  
Adam Miller, Legal Counsel  
Heather Stuve, Director of Special Education, LLAC  
Michelle Lopez, Legal Counsel, LLAC  
Bob Morales, Chief External Affairs Officer  
Guita Sharifi, CFO, 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 Lukacs made a motion to adopt the 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

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

### F.

**Approve Agenda for the April 26, 2022, Regular Public Meeting of the Board of Directors**

Frank Lukacs made a motion to approve Agenda for the April 26, 2022, Regular Public Meeting of the Board of Directors.

Claudette Beck 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

**G. Approve Minutes of the March 8, 2022, Regular Public Meeting of the Board of Directors**

Frank Lukacs made a motion to approve the minutes from Regular Board Meeting on 03-08-22.

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

**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 greeted the board and provided updates on the recent COVID requirements impacting the school. Ms. Parra explained that schools are still required to conduct weekly surveillance testing for unvaccinated employees, the mask mandate has been lifted, and California health officials announced that the state will delay its COVID-19 vaccine mandate for students until at least July 2023.

Ms. Parra reported that school leaders will hold a strategic planning session focusing on student data, team building, and the creation of SMART goals.

Ms. Parra then introduced Jamie Lambert, who provided the following updates:

- The center has hired a Student Retention Specialist, Denicce Vazquez.
- Discussed the school's multi-tiered system of intervention for students and the Student Retention Specialist's role in supporting disengaged students.
- Staff participated in a two-part training session on the school's updated multi-tiered interventions for re-engaging and retaining our currently enrolled students in alignment with AB 167.
- To date, 76% of English Learner students have completed the four domains of the ELPAC test.
- 22 students will be participating in the June 7 graduation ceremony. Graduation will be held at Pearson Park Amphitheater in Anaheim.
- The school will host a Senior Day for students to have lunch with staff, take graduation photos, and decorate their graduation caps.
- June 1 – Grad Night at Disneyland.

Ms. Lambert introduced a student who shared part of the speech she prepared for the upcoming graduation ceremony.

Ms. Lambert then introduced Lexie La Scala, who provided the following updates on community partnerships and events:

- Dual Enrollment program with Santa Ana College will kick off in Fall 2022. Students will have the opportunity to enroll in the Career and Life Planning and Personal Exploration Counseling 116 Course. Students will participate in a presentation from a representative of Santa Ana College on May 19.
- The school's social worker attended the Families and Communities Together (FaCT) Resource Center Food Distribution Drive at La Palma Park in Anaheim. This was a great opportunity for the school to share the program and opportunities available to students with Raise, Boys and Girls Club, and the Salvation Army.
- One of the school's WIOA partners, Ready Set OC, is planning workforce-focused workshops for students that will include resume building, career exploration, mock interviews, financial literacy, and workforce readiness.

- School Partner Taller San Jose Hope Builders is offering a training program to students 18 years and older focusing on business, construction, technology, and healthcare related fields.

Ms. Parra thanked Ms. La Scala and Ms. Lambert for their reports. She also thanked the student for sharing her story with the board.

Board President Adams praised the student for her speech.

Board Member Lukacs thanked the student for sharing her story.

## **B. Finance Update**

Cecilia Pineda 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 of 4%, an increase from the prior RLOC update. Ms. Pineda then reviewed the expiration date, the current RLOC withdrawal amount, and the RLOC covenants ratios as of March 31, 2022.

Board President Adams thanked Ms. Pineda for her report.

## **C. CDE Notification of 2020-21 Annual Determination Pursuant to the Individuals with Disabilities Education Act and Selection for 2022 Special Education Monitoring Activities**

Heather Stuve explained that the California Department of Education (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. Ms. Stuve then explained the CDE has introduced the Compliance and Improvement Monitoring (CIM) Process to replace the previous monitoring activities such as the Special Education Plan. Ms. Stuve informed the board the school received a Significantly Disproportionality performance monitoring level for the 2022 school year.

Finally, Ms. Stuve discussed the steps and timeline the school will be taking to address the areas identified by the CDE.

Board President Adams thanked Ms. Stuve for her update.

## **D. Area Superintendent Performance Review Timeline Update for the 2021-2022 School Year**

Jeff Martineau directed the board to the summary page and board-approved 2021-2022 Area Superintendent Performance Evaluation Tool. Mr. Martineau reviewed with the board the performance review process and timeline, and reminded the board the Area Superintendent evaluation is scheduled to occur during the August 2022 regular board meeting during closed session. Mr. Martineau then directed the board to Ms. Parra, who informed the board she is looking forward to discussing with them and preparing for the following year.

Board President Adams thanked Mr. Martineau and Ms. Parra.

## **V. Action Items**

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

Cecilia Pineda directed the board to the summary page overview of the recommended changes to the Charter School Accounting Manual included in the board packet, and reviewed the following recommended revisions:

- Minor spacing and formatting corrections
- Three purchase order quotes for any purchases more than \$50,000 – an increase from the previous procedure of \$25,000
- ACH withdrawal procedures and controls
- Monthly check register review by a school official
- Any purchase order greater than \$25,000 requires two signatures, one of whom must be a Board Member, the second being the Area Superintendent or Corporate Officer

Ms. Pineda then recommended the board approve the revised Charter School Accounting Manual.

Board Member Lukacs asked how many board signatures are needed. Ms. Sharifi informed the board only one member is required to sign for purchase orders over \$25,000.

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

Frank Lukacs            Aye

Michael R Adams         Aye

**B. 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 2022-2023 School Year per California Code of Regulations §80026**

Julie Parra reminded the board of the purpose of the annual Declaration of Need (DON) forms, which ensure the school's eligibility to apply for emergency and/or limited assignment permits for teachers. Ms. Parra 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 then reviewed the estimated number of Emergency Permits such as Provisional Internship Permits (PIP), Short-Term Staff Permits (STSP), Emergency Cross-cultural, Language and Academic Development (CLAD) permits, and Variable Term Waivers that will be requested during the 2022-23 school year. Ms. Parra further explained that these documents allow qualified individuals to be authorized to serve in their teaching assignment while they are working towards completing the credential requirements for the appropriate teaching credential for the educator's assignment.

Ms. Parra recommended the board approve the DON form for the school for the 2022-2023 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 2022-2023 School Year per California Code of Regulations §80026.

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 |

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

**A. Observations and Comments**

Jeff Brown thanked Ms. Parra for her reports, Ms. Vazquez for her retention program, and Ms. La Scala for her community outreach. Mr. Brown praised the student and shared that he is looking forward to seeing her at graduation.

Jeri Vincent thanked Ms. Parra for her reports and thanked her for working closely with LLAC on the matters addressed by the CDE.

Board Secretary Beck thanked Ms. Parra for her reports.

Board Member Lukacs thanked everyone for putting together the materials for this meeting.

Board Member Rathgeber is looking forward to the upcoming graduation.

**VII. Closing Items**

**A. Next Regular Board Meeting Date: May 12, 2022, 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 |
| Dr. David G. Rathgeber | Aye |
| Michael R Adams        | 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 12:36 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).