

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 30, 2022 at 11:00 AM

Location

https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F_%23%2F%2Fmeetup-join%2F19%3Ameeting_Y2I0YTNkMWQtY2Y4Ni00ZDI1LTgwZjctN2FkMDEyOTIxMjMz%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=24a32dd1-0662-4d2b-81ae-e361aff22c6b&directDI=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true

Or call in for Audio only:

Conference Line: (657) 207-0015 Code: 906 479 17#

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 Aug 30, 2022 at 11:00 AM.

B. Roll Call and Establishment of Quorum

C. Pledge of Allegiance

Board Lukacs led the pledge of allegiance.

D. Staff Introductions

Jeff Brown, CEO

Jeri Vincent, Corporate Secretary

Julie Parra, Area Superintendent

Liliana Childs, Principal

Jamie Lambert, Assistant Principal

Boa Nguyen, State and Federa Programs Coordinator

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

Claudette Beck 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

F. Approve Agenda for the August 30, 2022, Regular Public Meeting of the Board of Directors

Frank Lukacs made a motion to approve Agenda for the August 30, 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
Dr. David G. Rathgeber	Aye
Claudette Beck	Aye
Frank Lukacs	Aye

G. Approve Minutes of the July 20, 2022, Regular Public Meeting of the Board of Directors

Frank Lukacs made a motion to approve the minutes from Regular Board Meeting on 07-20-22.

Claudette Beck seconded the motion.

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

Roll Call

Frank Lukacs	Aye
Claudette Beck	Aye
Michael R Adams	Aye
Dr. David G. Rathgeber	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
Frank Lukacs	Aye
Claudette Beck	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 an update on the following:

- Currently, 147 students are enrolled with an average utilization rate of 91.03% for the first two learning periods.
- The school's leadership team participated in a four-day intensive leadership training with Eric Premack and the CSDC team.
- Summerfest 2022 training emphasized staff's belief that all students deserve a true crown and focused on establishing long-term outcomes.
- On June 7, the school held a graduation ceremony at the Pearson Park Amphitheater.
- August 8 was Back to School Night for parents/students and educational partners.
- The school's counselor hosted a Road to College presentation, which included information on financial aid, colleges, college applications and various career paths.
- On August 31, the school's counselor will host a Junior/Senior Orientation to discuss graduation, financial aid, college applications, a-g course requirements, and dual enrollment opportunities.
- Principal Childs and Mr. Nguyen attended the 2022 Annual Charter School Meeting hosted by the Orange County Department of Education Charter Schools Unit.

Ms. Parra then shared with the board a memorial regarding the loss of Francisco Tinoco, who was a day porter for the Anaheim learning center. Ms. Parra expressed her deepest condolences to Mr. Tinoco's wife and children, and that he will be greatly missed by the school staff and students.

Board President Adams thanked Ms. Parra for her report.

Board Member Lukacs expressed his condolences for the loss of Mr. Tinoco.

B. WIOA Update

Julie Parra provided an update on Jobs 4 California Graduates which will host career explorations sessions on the first Thursday of each month at 11:00am. In addition, the school is continuing to collaborate with WIOA partners and case managers to provide students the support needed.

Board President Adams thanked Ms. Parra for the update.

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 from July 1, 2021 through June 2022, 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 conflicts of interest and to reach out to Ms. Parra or legal counsel for any questions.

Board President Adams thanked Ms. Parra for the updated list.

D.

Finance Update and Budget Overview for the 2022-2023 School Year

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 of 6.0%, which represents an increase from the previous RLOC update provided to the board. Ms. Sharifi then reviewed the expiration date, the current RLOC withdrawal amount, and the RLOC covenants ratios as of July 31, 2022.

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

Finally, Ms. Sharifi informed the board the state's budget has been finalized and the school will be receiving additional funding. She informed the board that the additional revenue will be included in the next budget update to the board.

Board President Adams thanked Ms. Sharifi for her report.

E. 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 2022 training will be presented by Young, Minney & Corr, LLP, and board members will have the option of attending a virtual session on Tuesday, September 27 at 5:00pm or Wednesday, September 28 at 11:00am. 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

Board President thanked Ms. Parra for the information.

V. Action Items

A. The Board will be asked to approve the Unaudited Actuals for the 2021-2022 school year

Guita Sharifi directed the board to the unaudited actuals report for the 2021-22 school year and explained that 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 2021-22, and the estimated ADA projections for 2022-23 that were used as a baseline for developing the current school year budget.

Ms. Sharifi reported that the school had a funding P-2 ADA of 229 for a total revenue of \$4.1M dollars, which was \$47K higher than the projected revenue presented at the June 2022 board meeting.

Ms. Sharifi reported that the school ended the year with total expenditures of \$4M, which was \$58K higher than prior projections. This increase was due to a combination of an increase in teacher, certificated support, and classified instruction salaries, and school supplies, and a small decrease in equipment, communications, and professional services.

Ms. Sharifi then discussed the school's excess revenue, balance sheet assets and liabilities, and the impact of the state's apportionment deferrals.

Frank Lukacs made a motion to approve the Unaudited Actuals for the 2021-2022 school 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
Dr. David G. Rathgeber	Aye

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

A. Observations and Comments

Jeff Brown thanked Ms. Parra for her reports and expressed his condolences to Ms. Parra and the Tinoco family.

Jeri Vincent offered her love and support to Ms. Parra and her team.

Board Secretary Beck offered her condolences to Ms. Parra and her staff.

Board Member Rathgeber offered his condolences.

VII. Closed Session

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

1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov. Code section 54957(b) (1).) Title: Area Superintendent
2. CONFERENCE WITH LABOR NEGOTIATOR (Gov. Code section 54957.6) Agency designated representative: Bill Thompson, Unrepresented Employee: CEO

Frank Lukacs made a motion to adjourn open public Board meeting to go into closed session.

Claudette Beck seconded the motion.

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

Roll Call

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

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

Frank Lukacs made a motion to adjourn closed session and reconvene to open public Board meeting.

Claudette Beck seconded the motion.

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

Roll Call

Claudette Beck	Aye
Dr. David G. Rathgeber	Aye

Roll Call

Frank Lukacsza Aye
Michael R Adams Aye

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

Board President Adams stated no action was taken in closed session for the following items:

1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov. Code section 54957(b) (1).) Title: Area Superintendent
2. CONFERENCE WITH LABOR NEGOTIATOR (Gov. Code section 54957.6) Agency designated representative: Bill Thompson, Unrepresented Employee: CEO

VIII. Closing Items

A. Next Regular Board Meeting Date: September 21, 2022, 12:00pm

B. Adjourn Meeting

Frank Lukacsza 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
Frank Lukacsza 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 12:19 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.