

# 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 October 18, 2022 at 11:30 AM

#### Location

[https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F\\_%23%2F%2Fmeetup-join%2F19%3Ameeting\\_Mjc2ZGMzMmMtZjk0ZC00NTQ4LTkzM2MtYzAzNzg5ZWNiZmZh%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=d79139e8-0343-4cfc-bb66-54ea4190e2ae&directDI=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true](https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F_%23%2F%2Fmeetup-join%2F19%3Ameeting_Mjc2ZGMzMmMtZjk0ZC00NTQ4LTkzM2MtYzAzNzg5ZWNiZmZh%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=d79139e8-0343-4cfc-bb66-54ea4190e2ae&directDI=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true)

#### Or call in for Audio only:

Conference Line: (657) 207-0015 Code: 947 503 724#

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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 Oct 18, 2022 at 11:30 AM.

### 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

Julie Parra, Area Superintendent

Liliana Childs, Principal

Jamie Lambert, Assistant Principal

Boa Nguyen, Federal and State Programs Coordinator

Jeff Martineau, V.P. of Charter Relations

Bill Thompson, Legal Counsel

Claudio Wohl, Senior Vice President Finance, LLAC

Michelle Lopez, Legal Counsel, LLAC

Heather Stuve, Director of Special Education

### 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 361.

Claudette Beck 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 October 18, 2022, Regular Public Meeting of the Board of Directors

Frank Lukacs made a motion to approve Agenda for the October 18, 2022, 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
Michael R Adams	Aye
Frank Lukacs	Aye
Dr. David G. Rathgeber	Aye

**G. Approve Minutes of the August 30, 2022, Regular Public Meeting of the Board of Directors**

Frank Lukacs made a motion to approve the minutes from Regular Board Meeting on 08-30-22.  
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

**H. Approve Minutes of the September 21, 2022, Regular Public Meeting of the Board of Directors**

Frank Lukacs made a motion to approve the minutes from Regular Board Meeting on 09-21-22.  
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

**II. 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.

### **III. School Reports and Information**

#### **A. Area Superintendent Update**

Julie Parra greeted the board and informed them that 92% of students were engaged for the first three Learning Periods and staff continues to engage students through the school's intervention process. Ms. Parra then informed the board that staff recently completed a virtual professional learning experience developed by the Multilingual Programs Department to provide sheltered instruction to English Learners using a variety of instructional practices. Staff will also be participating in Professional Learning Communities at the Work Institute on November 4, hosted by Solution Tree. Also, Principal Childs and Ms. Parra will be attending an eight-day series of training sessions on Cognitive Coaching, which is a nonjudgmental, developmental, and reflective model that is intended to increase capacities for sound decision making and self-directness.

Ms. Parra then introduced Principal Childs, who updated the board on the following topics:

- 159 students are currently enrolled.
- New partner, MDR Films, will bring the students a Media, Arts, and Entertainment CTE sector. Photography and video production courses began on October 3.
- On October 4, the school and American Red Cross hosted a blood drive.
- School counselor, Crystal Murrales, hosted a mandatory Junior/Senior orientation on August 31, where students learned about post-secondary topics such as graduation requirements, financial aid, college applications, A-G requirements, and dual enrollment opportunities.
- School Community Liaison, Lexie La Scala, hosted a National Just Because Day to encourage and remind students how much they are appreciated and believed in to improve student retention and engagement.

Board President Adams thanked Ms. Parra and Ms. Childs for their reports.

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

Claudio Wohl 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 6.75%, which represents an increase from the previous RLOC 6.0% rate update provided to the board. Mr. Wohl then reviewed the expiration date, the current RLOC withdrawal amount, and the RLOC covenants ratios as of September 30, 2022.

Mr. Wohl then informed the board the school will be receiving two one-time funding sources from the State. He discussed the amounts and funding dates for each and informed the board these amounts will be reflected in the first interim report.

Board President Adams thanked Mr. Wohl for his report.

#### **C. Updated 2022-2023 Board Meeting Calendar**

Board President Adams directed the board to the updated 2022-2023 regular board meeting calendar located in their board packet and requested the board to review the meeting dates and times.

### **IV. Action Items**

#### **A.**

**The Board will be asked to approve the 2021 Significant Disproportionality Comprehensive Coordinated Early Intervening Services (CCEIS) Plan**

Heather Stuve greeted the board and thanked them for their time. She reminded the board that OCWIHS is currently in significant disproportionality (SIGDIS) regarding Hispanic students eligible under Specific Learning Disability (SLD). Ms. Stuve explained to the board the definition of “significant disproportionality” and how the school was identified by the California Department of Education (CDE). Next, she informed the board the school was required to take mandatory actions, including utilizing 15 percent of IDEA funds to develop a Comprehensive Coordinated Early Intervening Services (CCEIS) Plan to support general education students in those groups that were overidentified and may need additional academic and behavioral supports.

Ms. Stuve then explained the hard work conducted over the past six months to review data and hold focus groups with parents, teachers, and students to identify root causes of the disproportionality as well as develop a plan for intervention outcomes and activities. These activities identified three root causes:

1. Need for training on distinguishing language difference from disability
2. Need to strengthen parent engagement
3. Inadequate intervention systems and scaffolds to support English Learner (EL) students to demonstrate English language proficiency on the ELPAC test, resulting in low levels of reclassification

Ms. Stuve informed the board they took the three root causes and built the following action plan to address the areas of concern:

1. Ensure 100% of instructional staff has increased understanding of progress monitoring and instructional differentiation practices for EL and SLD students as assessed via internal pre and post surveys.
2. Increase the number of parent participants in educational partner meetings by 20% as documented in attendance records.
3. Implementation of progress monitoring procedures and documents with Individualized English Language Development Plan (IELDP) and RFEP Monitoring Form for 100% of EL and RFEP students to inform instruction and intervention, ensuring correct placement and academic progress.

Lastly, Ms. Stuve informed the board the school will provide to the CDE quarterly progress on goals and activities as well as budget expenditures to ensure positive outcomes for all students.

Ms. Stuve then asked the board for any questions, and recommended the board approve the 2021 Significant Disproportionality CCEIS Plan.

Board President Adams thanked Ms. Stuve for her report.

Frank Lukacs made a motion to approve the 2021 Significant Disproportionality Comprehensive Coordinated Early Intervening Services (CCEIS) Plan.

Claudette Beck seconded the motion.

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

**Roll Call**

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

**B.**

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

Claudio Wohl 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:

- Adjustment to the total expenditure cash on hand reserve fund percentage to 20% rather than 17%.
- Revision to cash receipts process to limit cash payments, as well as adding requirement of triplicate receipt book, and bank deposits to be made at minimum on a monthly basis.
- Addition of ACH procedure details.
- Adjustment to wire transfer section to reflect ACH payments to reflect the proper verbiage; wire transfers are not completed; petty cash section removed.

Mr. Wohl then recommended the board approve the revised Charter School Accounting Manual.

Board Member Lukacs asked how it was determined 20% would be sufficient. Mr. Wohl explained how they determined the 20% would be an appropriate reserve fund amount.

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**

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

**C. The Board will be asked to approve the Area Superintendent Evaluation Tool for the 2022-2023 school year**

Jeff Martineau directed the board to the Area Superintendent Evaluation Tool for the 2022-2023 school year located in their board packet. Mr. Martineau explained this is the same tool as presented to the board during the regular June board meeting and recommended the board approve the Area Superintendent Evaluation Tool for the 2022-2023 school year.

Board President Adams thanked Mr. Martineau for his presentation.

Board Member Rathgeber requested that the evaluation criteria the area superintendents use line up with the evaluation criteria followed by the board members. Mr. Martineau thanked Mr. Rathgeber for his input.

Frank Lukacs made a motion to approve the Area Superintendent Evaluation Tool for the 2022-2023 school year.

Claudette Beck seconded the motion.

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

**Roll Call**

Dr. David G. Rathgeber	Aye
Michael R Adams	Aye

**Roll Call**

Frank Lukacs           Aye  
Claudette Beck        Aye

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

**A. Observations and Comments**

Jeff Brown thanked Ms. Parra for her report and Ms. Childs for the program she has built. He praised the CTE program and the doors they open for students. Mr. Brown thanked Ms. Stuve for her special education report.

Board Member Rathgeber shared how much he learns at each board meeting. He expressed his appreciation for the arts programs.

Board Secretary Beck agreed with Mr. Rathgeber's comments regarding music and the arts. She discussed the importance of these programs in school.

**VI. 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**

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

David Rathgeber left the meeting.

**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**

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

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

## VII. Action Item

### A. The Board will be asked to review and approve compensation for the Chief Executive Officer

Board President Adams reported the summary recommendation of legal counsel for the salary and benefits package for Jeff Brown, commencing November 1, 2022, and requested a motion to approve the recommended amount of \$4,211.00 per year.

Frank Lukacs made a motion to approve compensation for the Chief Executive Officer.

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	Absent

## VIII. Closing Items

### A. Next Regular Board Meeting Date: November 9, 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	Absent
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 12:28 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).