

APPROVED

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 December 6, 2022 at 12:00 PM

Location

Meeting Link

https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F_%23%2F%2Fmeetup-join%2F19%3Ameeting_MTJmYjRIZTktYmRmNC00MDc1LWFINDctMjUyNGYxY2U5NmM1%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=3879391f-371b-411c-ba5d-7459c526fd2d&directDI=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true

Or call in for Audio only:

Conference Line: (657) 207-0015 Code: 155 121 106#

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 Dec 6, 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
Liliana Childs, Principal
Bao Nguyen, Federal and State Programs Coordinator
Jeff Martineau, V.P. of Charter Relations
Bill Thompson, Legal Counsel
Guita Sharifi, CFO, LLAC
Michelle Lopez, Legal Counsel, LLAC
Michele Simi, Director of Business Services, 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 361.

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

F. Approve Agenda for the December 6, 2022, Regular Public Meeting of the Board of Directors

Frank Lukacs made a motion to approve Agenda for the December 6, 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

Claudette Beck Aye

Michael R Adams Aye

Frank Lukacs Aye

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

Frank Lukacs made a motion to approve the minutes from Regular Board Meeting on 10-18-22.

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

H. Approve Minutes of the November 9, 2022, Regular Public Meeting of the Board of Directors

Frank Lukacs made a motion to approve the minutes from Regular Board Meeting on 11-09-22.

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

II. Consent Agenda

A. Consent Agenda Items

1. The Board will be asked to approve the revised School Safety Plan
2. The Board will be asked to approve the revised COVID-19 Plan for Resuming In-Person Instruction, an addendum to the school's Health and Safety Plan
3. The Board will be asked to approve the E-Rate vendor selections

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 items.

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

Claudette Beck Aye

Dr. David G. Rathgeber Aye

Roll Call

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 introduced Liliana Childs, who provided a presentation to the board on the following topics:

- Currently, enrollment is at 168 students.
- 10 students, along with the school's counselor and community liaison, attended the Orange County Department of Education College and Career Discovery Fair at the Columbus Tustin Recreation Center.
- During the month of October, the school held Spirit Week and Red Ribbon Week, with events highlighting the dangers of alcohol and substance abuse.
- Student Council events include an extracurricular activity, leadership skills, helping plan events, and representing the school.
- The school counselor and community liaison have made available nonperishable food items for our students and families who are in need.
- Students had the opportunity to attend a Field Day with other students in different regions and enjoyed participating in a variety of games including basketball, volleyball, corn hole, jenga, and more.
- On November 18th, the school provided ready-to-eat pasta bowl meals for families in need.
- Currently, 21 students are participating in the WIOA services provided by the school partner Ready Set OC.

Board Member Lukacs and Board Member Rathgeber thanked Ms. Childs for her presentation.

B. Finance Update

Guita Sharifi directed the board to the financial update report for the Hanmi Bank Rotating Line of Credit (RLOC) and LLAC promissory note updates as of October 31, 2022. Ms. Sharifi reviewed the Hanmi RLOC current interest rate of 7.5%, which represents an increase from the previous RLOC of 6.75%, the expiration date, the current RLOC

withdrawal amount, and the RLOC covenants ratios. Ms. Sharifi then reviewed the LLAC promissory loan balance, cumulative borrowing, available balance, and current interest rate of 4%.

Board President Adams thanked Ms. Sharifi for her update.

C. Academic Data Update

Julie Parra directed the board to the Academic Data Report located in their board packet. Ms. Parra reviewed with the board the school's enrollment, and student utilization and average credit completion rates for Learning Periods 1-5 for SY 2022-23 compared to SY 2021-22. Ms. Parra then reviewed with the board the school's NWEA student data for Math and Reading for the period of July 1, 2022 through November 27, 2022 for all students and sub-categories of EL, SPED, Foster, Homeless, and Lunch Program. Ms. Parra then reviewed the English Learner Proficiency Assessments for California and the percent of students within each performance level for SY 2021-22. Ms. Parra also discussed the school's CAASPP completion rates for ELA, Mathematics, and Science and the multi-year comparison of SBAC achievement levels. Lastly, Ms. Parra reviewed graduation rates for SY 2020-21 and SY 2021-22, which demonstrated a 39% increase for SY 2021-22.

Board President Adams thanked Ms. Parra for her update.

Board Member Lukacs thanked Ms. Parra for the update and shared that he is pleased to see the graduation rate increase. Mr. Lukacs asked if the rate for retesting in math has been increasing or decreasing. Ms. Childs informed the board that while there has been a decrease in retesting, they are working to increase the rates.

Board Secretary Beck asked how the staff encourages students to come in and test. Ms. Parra discussed with the board the various ways they encourage students to come in to test. Ms. Parra also informed the board that staff will be participating in professional development focusing on using this data and how to help students.

D. Annual Lifelong Learning Administration Corporation (LLAC) Services Report

Board President Adams informed the board that due to an unforeseen event this item will be moved to the January 5, 2023 board meeting.

V. Public Hearing

A. Open Public Hearing

Frank Lukacs made a motion to open the public hearing.
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

B. The Board will hold a public hearing to solicit the recommendations and comments of members of the public regarding the revised Personalized Learning Policy

Board President Adams announced the public hearing opened at 12:26 p.m.

Julie Parra directed the board to the redlined copy of the revised Personalized Learning Policy in their board packet and informed the board the revised policy reflects changes required by

Assembly Bill 740, which was signed by the Governor on September 18 and goes into effect January 1, 2023. Ms. Julie Parra directed the board to section 2.7 of the policy concerning Involuntary Removal Procedures, which has been revised to extend parental rights and notification requirements affecting homeless, foster or Indian children or youth to that student's educational rights holder, social worker, or tribal or county social worker, as applicable, during any involuntary removal process. Ms. Parra then explained the school has already begun working with the counseling support team to implement these new procedures and requirements in preparation for the January 1 due date. Lastly, Ms. Parra asked for questions or comments from members of the public and board members.

Board President Adams thanked Ms. Parra for her presentation and asked if there were any comments or questions from the board or from members of the public. Mr. Martineau reported that there were no written submissions for public comments.

C. Close Public Hearing

Hearing no comments from the public, Board President Adams requested a motion to close the public hearing.

Frank Lukacs made a motion to close the public hearing.

Claudette Beck seconded the motion.

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

Roll Call

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

The public hearing was closed at 12:29 p.m.

VI. Action Items

A. The Board will be asked to approve the June 30, 2022, Annual Audit Report for the school

Guita Sharifi introduced Brian Hadley, Partner, CPA at Wilkinson, Hadley, King & Co., to review the audit report in detail with the board. Wilkinson, Hadley, King & Co. performed the audit for the 2021-22 fiscal year and reviewed the school's documents, financial statements, policies, and procedures.

Mr. Hadley directed the board to the Executive Summary and explained this section was prepared by the school. Mr. Hadley then directed the board to the Independent Auditor's Report letter located at the beginning of the report and explained the school had an unmodified financial opinion, which is positive, and no adjustments or reclassifications were needed. Mr. Hadley next reviewed each of the financial statements and explained the purpose of each report, and highlighted specific financial data.

Mr. Hadley then reviewed the last three pages of the report showing the school received an unmodified report with no findings for the year ending June 30, 2022 and no findings in the prior year audit.

Board President Adams thanked Mr. Hadley for his report and asked if there were any board members with comments or questions.

Board Member Lukacs thanked Mr. Hadley for his presentation.

Frank Lukacs made a motion to approve the June 30, 2022, Annual Audit Report for the school.

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

B. The Board will be asked to review and approve the revised Personalized Learning Policy

Julie Parra recommended the board approve the revised Personalized Learning Policy that was shared during the Public Hearing.

Frank Lukacs made a motion to approve the revised Personalized Learning Policy.

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

C. The Board will be asked to discuss and approve the Arts, Music, and Instructional Materials Discretionary Block Grant Plan

Bao Nguyen greeted the board and informed the board that the Arts, Music, and Instructional Materials Discretionary Block Grant is one-time funding from the state through the 2025–26 school year. Funds may be used for professional development, acquiring instructional materials, improving school climate including training on de-escalation and restorative justice strategies, developing diverse book collections with culturally relevant texts, operational costs, and COVID-19 costs.

Mr. Nguyen directed the board to the plan located in their packet and explained the school's current considerations include allocating resources, planning, and funds on the Arts, Music, and Instructional Materials Discretionary Block Grant for students. Current considerations include professional development, instructional materials, operational costs, COVID-19 costs, and creating or expanding the arts, music, and instructional programs in the subject areas of visual and performing arts and media literacy.

Mr. Nguyen explained that the school reserves the right to make refinements to the plan due to organizational changes, goals and/or California state requirements.

Mr. Nguyen recommended the board approve the Arts, Music, and Instructional Materials Discretionary Block Grant plan.

Board President Adams thanked Mr. Nguyen for his presentation and asked if there were any board members with questions or comments.

Board Member Lukacs asked about the allocation of dollars for 2022-2023 and if the funds are an increase or decrease from the prior year. Mr. Nguyen explained to the board that these are new funds and that the school has until 2025/26 to use the funds.

Board Member Rathgeber is glad to hear the school is receiving funding for arts and music programs.

Frank Lukacs made a motion to approve the Arts, Music, and Instructional Materials Discretionary Block 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

D. The Board will be asked to approve the 2022-2023 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, 2022 through October 31, 2022. The report is comprised of a financial section that includes the original budget approved by the board in June, 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 243, and the school is currently projecting a funding P2 ADA of 235.
- The school is projecting total revenue of \$4.7M, which is \$704K higher than the school's original budget.
- LCFF projected revenue increased by \$81K primarily due to a COLA increase.
- Federal revenue decreased from \$173K to \$156K due to a reduction of the Expanded Learning Opportunities Grant funding during this school year.
- Other State Revenue increased from \$310K to \$947K due to the Arts and Music Block Grant and the Learning Recovery Emergency Block Grant.
- Projected total expenditures of \$4.5M, which is an increase of \$526K compared to the original budget due to the implementation of services related to the new one-time restricted grants and an expansion of existing instructional spending due to the increase of available funding.

Finally, Ms. Sharifi reviewed the school's ending fund balance and restricted reserves, and asked the board for input and questions.

Board President Adams thanked Ms. Sharifi for her report and asked if there were any board members who had any questions or comments. Hearing no further comments, Mr. Adams requested a motion to approve the First Interim Report.

Frank Lukacs made a motion to approve the 2022-2023 First Interim Report.

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

E.

The Board will be asked to approve the revised 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 10% minimum but below the recommended maximum 20% reserve amount. Ms. Parra explained the establishment and funding of financial reserves is important to the long-term health and stability of the school, the ability to manage cash flow, and protect the school from unforeseen revenue shortfalls, unexpected costs, and economic uncertainties. Financial reserves also help a charter school save for large purchases and reduce the cost of borrowing money. Ms. Parra then explained that in order to demonstrate that we are good stewards of public funds, the Committed Funds Plan has been updated to reflect the school's current needs for projects, programs, and/or resources that directly benefit the students. Ms. Parra then reviewed year one of the plan and the updated Committed Funds Plan for school year 2022-23. 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 President Adams thanked Ms. Parra for her report and asked if there were any board members who had any questions or comments. Hearing no further comments, Mr. Adams requested a motion to approve the revised Committed Funds Plan.

Frank Lukacs made a motion to approve the revised Committed Funds Plan for the school. 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. The Board will be asked to review and approve Wilkinson, Hadley & King & Co., LLP to prepare the school's 2021 Form 990, Return of Organization Exempt from Income Tax

Guita Sharifi directed the board to the engagement letter from Wilkinson, Hadley, King & Co. to prepare the fiscal year ended June 30, 2022 federal return of Organization Exempt from Income Tax Form 990, related federal statements and schedules, and the California Exempt Organization Annual Information Return Form 199 with related statements and schedules. Ms. Sharifi reminded the board the firm is listed on the California Department of Education website as an approved auditor and all information from the school's annual audit report can be downloaded into the 990 form, which reduces human errors and expedites the process. Ms. Sharifi then reviewed the tax preparation fee and recommended the board approve Wilkinson, Hadley, King & Co. LLP to prepare the school's 2021 tax returns.

Board President Adams thanked Ms. Sharifi and asked if there were any board members who had any questions or comments. Hearing no further comments, Mr. Adams requested a motion to approve Wilkinson, Hadley & King & Co., LLP to prepare the school's 2021 Form 990.

Frank Lukacs made a motion to approve Wilkinson, Hadley & King & Co., LLP to prepare the school's 2021 Form 990, Return of Organization Exempt from Income Tax. 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

Roll Call

Michael R Adams Aye

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

A. Observations and Comments

Jeff Brown expressed his appreciation for all of the reports that were presented today. Mr. Brown discussed the importance of community programs, including student counseling, sports, and field trips. Mr. Brown thanked Ms. Parra and Ms. Childs for working so hard to improve the math skills of all their students. Lastly, Mr. Brown praised the graduation rates.

Jeri Vincent thanked Mr. Brown for his comments and expressed how grateful she is for the board's continued support of the staff. Additionally, Ms. Vincent discussed the importance of the hard work Mr. Hadley has done, as well as the detailed work of the internal auditors. Ms. Vincent praised the hard work of Mr. Nguyen and all those involved.

Board Member Lukacs thanked all of the presenters today for their informative presentations.

Board Member Rathgeber discussed the importance of learning to read and the positive effects it has on students and their futures.

VIII. Closing Items

A. Next Regular Board Meeting Date: January 5, 2023, 11:30am

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

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 1:07 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.