

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 March 7, 2023 at 12:00 PM

Location

Meeting Location: 39665 Avenida Acacias, Ste. A, Murrieta, CA 92563

Remote Location: 505 North Euclid St., Suite 100, Anaheim, CA 92801

Or Join Using the Meeting Link:

https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F_%23%2F%2Fmeetup-join%2F19%3Ameeting_ZmJmMWZkMmUtMDE0OC00NzcyLTljYTgtMmZhZDIxNTI4MjM0%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=2d063534-844f-4986-b93a-6a87f0fbc342&directDI=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true

Or Call in for audio only:

Conference Line (657) 207-0015 Code: 744 789 737#

MEETING LOGISTICS

The public is encouraged to participate in the meeting in person, or by dialing the conference line or 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 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, Dr. David G. Rathgeber, Frank Lukacs (remote), Michael R Adams

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 7, 2023 at 12:00 PM.

B. Roll Call and Establishment of Quorum

C. Pledge of Allegiance

Board Member Rathgeber led the pledge of allegiance.

D. Staff Introductions

Jeff Brown, CEO
Jeri Vincent, Corporate Secretary
Julie Parra, Area Superintendent
Liliana Childs, Principal
Boa Nguyen, State and Federal Programs Coordinator
Bill Thompson, Legal Counsel
Guita Sharifi, CFO, LLAC
Claudio Wohl, Senior Vice President Finance, LLAC
Michelle Lopez, Legal Counsel, LLAC

E. Approve Agenda for the March 7, 2023, Regular Public Meeting of the Board of Directors

Claudette Beck made a motion to approve Agenda for the March 7, 2023, Regular Public Meeting of the Board of Directors.

Frank Lukacs 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 |

F. Approve Minutes of the February 2, 2023, Regular Public Meeting of the Board of Directors

Claudette Beck made a motion to approve the minutes from Regular Board Meeting on 02-02-23.

Frank Lukacs 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

1. The Board will be asked to approve the 2023-2024 Parent Student Handbook
2. The Board will be asked to approve the 2023-2024 School Calendar

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.

Claudette Beck made a motion to approve the consent agenda items.

Frank Lukacs seconded the motion.

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

Roll Call

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|------------------------|-----|
| Claudette Beck | Aye |
| Michael R Adams | Aye |
| Frank Lukacs | Aye |
| Dr. David G. Rathgeber | 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. The time allotted per presentation will not exceed three (3) minutes, unless 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 shared the following school updates:

- Educator Effectiveness Block Grant Funding: Through the funding of this grant, the school held a professional development on Professional Learning Communities presented by Solution Tree. This training provided a reframing and refocus on learning with both students and adults as the priority. The PLC framework provided three pillars and four essential questions to guide our work with students; the three pillars are focus on learning, culture of collaboration and results orientation.
- The school Director and Principal attended the first Learn4Life Principal's 2-day Summit to share, learn and build both individual and collective capacities at the school.
- The annual oversight visit from Orange County is scheduled for March 8, 2023.

Liliana Childs greeted the board and provided a presentation on the following topics:

- School Events and Activities
 - Title I and LCAP Engagement Goals: The school held multiple meetings with their educational partners to obtain direct input on the school's educational program including testing and assessments, English Learner reclassification criteria, and Title I Program Evaluation.
 - The school hosted three Anaheim City representatives: City Manager Jim Vanderpool, and City Councilmembers Carlos Leon and Natalie Meeks. The visitors toured the learning center, met with staff and students, and learned about the school's program and community benefits.
 - The school held an Awards Night for students and families to celebrate the hard work and exemplary accomplishments of our students.
 - HOPE Program: Staff collected toys and infant goods from Baby2Baby and Toys for Tots to hand out to parenting and pregnant students and their children for the holidays.
 - The school counselor attended CSU Dominguez Hills' Spring Counselors Luncheon and a virtual training on Youth Mental Health First Aid to expand support for students in crisis with mental health or substance usage.
 - Winter graduation: Three student graduates, who have plans to enroll in local community colleges.
- LCAP Goals Events
 - LCAP Goal #1, Actions 4 and 5: students attended field trips to Griffith Observatory and Fullerton Community College.
 - LCAP Goal #2: 16 students completed Fall dual enrollment courses at Rio Hondo, Santa Ana, and Cerritos colleges and 5 students are enrolled for the Spring semester.
- Arts, Music, and Music Grant Update: Students from the Downey learning center participated in an Arts Media Entertainment course where they learned the fundamentals of film and video production, media literacy, script writing, and more using state of the art cameras, iPads, and laptops.
- WIOA Update: the school held a Workforce Development Week for students focusing on workforce preparedness topics including resume writing, job searching, and submitting applications; 26 students are receiving services from the school's WIOA partner Ready Set OC.
- Student Learning Spotlight: students enrolled in the school's SGI Science Class participated in scientific inquiry and experimentation by performing DNA extractions on strawberries during a lab as part of a lesson on genetics and biological traits.

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

B. Legislative Update

Bill Thompson directed the board to the legislative update summary for the 2022-23 school year located in their board packet. Mr. Thompson informed the board LLAC monitors all proposed and approved legislation for the school and works closely with the school leaders on legislative changes. Mr. Thompson then introduced Michelle Lopez, who reviewed several noteworthy and applicable laws, including AB 748, AB 185, AB 58, AB 452, SB 906, AB 2158, AB 2449 and SB 1100. Ms. Lopez recommended the board review the legislative summary and to reach out with any questions.

Mr. Thompson then provided the board with an update of the ongoing efforts of the LLAC External Affairs division.

Board Secretary Beck asked if there is a limit on how many bills can be submitted. Mr. Thompson discussed the process with the board.

Board President Adams thanked Ms. Lopez and Mr. Thompson for their updates.

C.

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 January 31, 2023. Ms. Sharifi reviewed the Hanmi RLOC current interest rate of 8.25%, which represents an increase from the previous RLOC of 7.5%, 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.

D. California Dashboard Report

Julie Parra welcomed the board and reminded the board the school is currently certified as a Dashboard Alternative Schools Status (DASS) school and provided an accountability update for the school. Ms. Parra explained the California School Dashboard is one part of California's comprehensive accountability system for schools, districts, and county offices of education that reports performance and progress in 13 different areas (six state indicators and seven local indicators). Each area reflects the priorities of California's Local Control Funding Formula (LCFF) and the metrics required by the federal Every Student Succeeds Act (ESSA).

Ms. Parra informed the board this is the first Dashboard released since the pandemic and then reviewed the status levels for the school. Ms. Parra discussed the graduation rate listed on the Dashboard for school year 2021-22 compared to the school's internal one-year graduation cohort rate. Ms. Parra explained this percentage includes fourth-year graduates from the Class of 2022 as well as fifth-year graduates from the Class of 2021. On July 27, 2022, the US Department of Education (ED) declined California's waiver request that would allow for the continued use of modified methods for calculating the Academic and Graduation Rate indicators. As a result of this waiver denial, the 2022 Dashboard will be the first Dashboard without any modified methods applied to state indicators and all DASS schools will be treated the same as all other schools on the Dashboard. Previously, DASS schools were able to measure their graduation rate using a one-year cohort rather than a 4-year cohort. Ms. Parra stated the school's internal one-year cohort rate is 96.0%. Board Member Rathgeber asked how many students are included in the reports. Ms. Parra discussed the various reports with the board and Ms. Childs informed the board there are 52 11th graders.

E. 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, 2022 through December 31, 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.

F. 2022-2023 Board Meeting Dates

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, times, and meeting locations.

V. Action Items

A.

The Board will be asked to approve the Charter School's renewal application and re-certification for Dashboard Alternative School Status

Julie Parra directed the board to the letter enclosed in their board packet and explained that as a Dashboard Alternative Schools Status (DASS) program the school must re-certify its DASS status every three years. To be eligible for DASS, charter schools must have an unduplicated count of at least 70 percent of their total enrollment comprised of high-risk students, obtain approval from the Charter School Board certifying the school meets the DASS criteria, and send notification to the authorizing governing board. Ms. Parra then explained the school has met the threshold for qualifying for DASS recertification with an unduplicated student population of 86.4%. Ms. Parra recommended the board approve the school's renewal application and re-certification for Dashboard Alternative School Status. Board Member Rathgeber inquired about the transient student population. Ms. Parra discussed the student population with the board and the unduplicated student population qualifications.

Board Member Lukacs asked if the metrics need to be reviewed and renewed. Ms. Parra informed the board they will be renewed every three years.

Board President Adams thanked Ms. Parra and requested a motion.

Claudette Beck made a motion to approve the Charter School's renewal application and re-certification for Dashboard Alternative School Status.

Frank Lukacs seconded the motion.

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

Roll Call

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

B. The Board will be asked to approve the revised Charter School Accounting Manual

Guita Sharifi directed the board to the summary page overview of the recommended changes to the Charter School Accounting Manual included in the board packet. Ms. Sharifi explained the changes include updates to that table of contents, grammatical and spelling corrections, and the following recommended revisions:

- Page 99: Board Member Travel Reimbursement Policy added.
- Page 106: Coronavirus Pandemic addition removed as the pandemic ended March 16. Verbiage adjusted to reflect remote work rather than during a pandemic. Addition of ACH procedure details.
- Pages 106-107: Check signing authority is now always given to three individuals, rather than "at least three individuals." Additional basic grammar and verbiage corrections.
- Page 115: Pandemic regulations removed from Check Signing processes and replaced with remote work regulations.

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

Board President Adams thanked Ms. Sharifi and requested a motion.

Claudette Beck made a motion to approve the revised Charter School Accounting Manual.

Frank Lukacs seconded the motion.

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

Roll Call

| | |
|-----------------|-----|
| Michael R Adams | Aye |
|-----------------|-----|

Roll Call

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

C. The Board will be asked to approve the Second Interim Report and the Revised Budget for the 2022-2023 school year

Guita Sharifi directed the board to the Second Interim Report and revised budget for the 2022-23 school year and explained that the purpose of the report is to provide a financial overview of the school after the first 7 months of operations, from July 1, 2022 through January 31, 2023 actuals, and projected budget to June 2023 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 reviewed the ADA, expenditures, revenue, and projected reserves, and highlighted the following areas:

- The school originally budgeted a P2 ADA of 243, and the school is currently projecting a funding P2 ADA of 226.
- The school's revenue projections adjustments are primarily from changes in projected ADA and a reduction of approximately 33% in the Arts and Music Block Grant.
- LCFF, federal revenue, other state revenue, and other local revenue projections.
- Projected total expenditures of \$4.7M, which is an increase of \$642K compared to the original budget due to an increase in most spending categories due to the implementation of services related to the one-time restricted grants and an expansion of existing instructional spending due to the increase in projected ADA.

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 and requested a motion.

Claudette Beck made a motion to approve the Second Interim Report and the Revised Budget for the 2022-2023 school year.

Frank Lukacs seconded the motion.

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

Roll Call

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

D. The Board will be asked to approve using the auditing firm Wilkinson, Hadley & King & Co., LLP for the 2022-2023 audit

Guita Sharifi directed the board to the proposal presented by Wilkinson Hadley King & Co. to prepare the school's June 30, 2023 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 2021 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 it has been more than 6 years and that the firm rotates partners every 6 years and performs peer reviews to ensure compliance.

Board President Adams thanked Ms. Sharifi and requested a motion.

Claudette Beck made a motion to approve using the auditing firm Wilkinson, Hadley & King & Co., LLP for the 2022-2023 audit.

Frank Lukacs 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

E. The Board will be asked to approve the Board Resolution Approving Board Stipends, increasing the board member stipend from \$450 to \$500 for each board member in attendance at a board meeting

Bill Thompson directed the board to the board resolution approving an increase in board stipends from \$450 per board meeting to \$500 per board meeting for each board member in attendance. Mr. Thompson explained the reasonable \$50 increase takes into consideration the additional board member responsibilities, time requirements, additional participation required at school events, and the overall cost of living increase. Mr. Thompson recommended the board approve the Board Resolution Approving Board Stipends.

Board Member Rathgeber asked if the increase in stipends will have a negative impact on the school's budget. Ms. Sharifi informed the board the impact is very minimal. She reminded the board the school is receiving a COLA adjustment which applies to all expenses.

Board President Adams thanked Mr. Thompson and requested a motion.

Claudette Beck made a motion to approve the Board Resolution Approving Board Stipends, increasing the board member stipend from \$450 to \$500 for each board member in attendance at a board meeting.

Frank Lukacs seconded the motion.

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

Roll Call

Frank Lukacs Aye
Dr. David G. Rathgeber Aye
Claudette Beck 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 presentations. He discussed the changes to the Dashboard and the difficulties this presents for DASS schools. Mr. Brown informed the board they will continue to utilize the one-year cohort to show the true graduation success rate of the school. Mr. Brown then discussed the principal's conference and training. Additionally, Mr. Brown thanked Ms. Childs for her principal's report and commented on the importance of having governing officials visit the school. Mr. Brown praised the HOPE program, field trips, CTE, and the WIOA program.

Jeri Vincent agreed with Mr. Brown. She expressed her appreciation for Boa Nguyen and his professionalism. Lastly, Ms. Vincent thanked Ms. Parra for her time.

Board Secretary Beck expressed her appreciation for the reports.

Board Member Lukacs thanked everyone for all of their hard work.

VII. Closed Session

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

PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov. Code section 54957(b)(1).) Title: Area Superintendent
Claudette Beck made a motion to adjourn open public Board meeting to go into closed session.
Frank Lukacs seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

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

Claudette Beck made a motion to adjourn closed session and reconvene to open public Board meeting.
Frank Lukacs seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Michael R Adams Aye
Frank Lukacs Aye
Claudette Beck Aye
Dr. David G. Rathgeber 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 PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov. Code section 54957(b)(1).) Title: Area Superintendent

VIII. Closing Items

A. Next Regular Board Meeting Date: April 18, 2023, 12:00pm

B. Adjourn Meeting

Claudette Beck made a motion to adjourn the meeting.
Frank Lukacs seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Frank Lukacs Aye
Claudette Beck Aye
Dr. David G. Rathgeber 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 1:05 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. Documents are also available for public inspection at the Meeting Location noted on this agenda.