

APPROVED

# 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

Thursday April 27, 2023 at 11:00 AM

#### Location

**Meeting Location:** 39665 Avenida Acacias, Ste D, 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%2Fmeetup-join%2F19%3Ameeting\\_Njg4Mzg5MzUtYjIjYy00OWQzLTkzMGMtYTA2NzIxZTM3ZTAx%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=d8e47c2c-0210-4845-9efe-6b6009b14c67&directDI=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true](https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F_%23%2Fmeetup-join%2F19%3Ameeting_Njg4Mzg5MzUtYjIjYy00OWQzLTkzMGMtYTA2NzIxZTM3ZTAx%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=d8e47c2c-0210-4845-9efe-6b6009b14c67&directDI=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true)

#### Or Call in for audio only:

Conference Line (657) 207-0015 Code: 749 359 946#

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#### 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](mailto: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

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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, Dr. David G. Rathgeber, Michael R Adams

### **Directors Absent**

Frank Lukacs

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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 Thursday Apr 27, 2023 at 11:00 AM.

### **B. Roll Call and Establishment of Quorum**

Board President Adams introduced Vanessa Mendoza, who performed a roll call of the learning center locations that joined the meeting via a two-way teleconference line.

### **C. Pledge of Allegiance**

Board Member Rathgeber led the pledge of allegiance.

### **D. Staff Introductions**

Jeff Brown, CEO

Jeri Vincent, Corporate Officer

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

### **E. Approve Agenda for the April 27, 2023, Regular Public Meeting of the Board of Directors**

Claudette Beck made a motion to approve Agenda for the April 27, 2023, Regular Public Meeting of the Board of Directors.

Dr. David G. Rathgeber seconded the motion.

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

**Roll Call**

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

**F. Approve Minutes of the March 7, 2023, Regular Public Meeting of the Board of Directors**

Claudette Beck made a motion to approve the minutes from Regular Board Meeting on 03-07-23.

Dr. David G. Rathgeber seconded the motion.

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

**Roll Call**

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

**II. Consent Agenda**

**A. Consent Agenda Items**

1. The Board will be asked to approve the revised Employee Handbook
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

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 consent agenda items.

Dr. David G. Rathgeber seconded the motion.

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

**Roll Call**

Michael R Adams	Aye
Claudette Beck	Aye
Frank Lukacs	Absent
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 updated the board on the recent annual oversight visit with the Orange County Department of Education (OCDE) charter liaison, who visited the learning center and met with staff, students and representatives from People's Services, Finance and Special Education. Ms. Parra thanked Board President Adams for his participation in the oversight visit. Rachel Carrillo, the new OCDE charter liaison, expressed during the visit that she gained a better understanding of the school's program and is looking forward to collaborating with staff. Ms. Parra then informed the board that the school's Comprehensive Coordinated Early Intervening Services (CCEIS) Plan for 2022 has been approved and the team will continue to work diligently to implement each activity in the Plan and provide quarterly progress reports to the CDE.

Finally, Ms. Parra provided a presentation on the board metrics document and explained how it breaks down performance measures into five areas: ADA, Enrollment, Overall Credit Completion, Core Credit Completion, and 1-year graduation cohort rate. Ms. Parra stated this data is for Learning Periods 1 through 8 and explained each of the 5 performance measure areas.

Ms. Parra then introduced Liliana Childs who provided a presentation on the following topics:

- March 17: College and Career Fair with over 20 vendors including colleges, employers, trade unions, and community organizations.
- April 22: Community Outreach and Engagement event which aligns with the school's LCAP goal 4.
- Student Council Events:
  - March 28: Easter egg event to promote student and community engagement.

- April 20: meeting with the school's Community Liaison and State and Federal Programs Coordinator to discuss and provide recommendations on the school's LCAP goals and actions.
- School staff are currently conducting annual state testing with 95% of students completing the CAASPP English and math test, 92% of students completing the CAST science test, and 100% of students completing the NWEA for English and math assessment.
- Science small group instruction classes are in progress.
- Professional Development: to build expertise and capacity to support our English Learner and Special Education students, the school's English Lead teacher and Special Education teachers attended the California Association for Bilingual Education conference and the Council for Exceptional Children conference.
- Counselors are working with seniors to support them in completing the FAFSA, CADAA, and opt out forms.
- Five students are currently participating in the Spring dual enrollment program.
- WIOA partner Ready Set OC participated in the school's College and Career Fair and provided students with information about their services.

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

#### **B. 2022–2023 Eligibility for Comprehensive Support and Improvement (CSI) School Assistance Under the Federal Every Student Succeeds Act**

Bao Nguyen greeted the board and explained the federal Every Student Succeeds Act (ESSA) requires the California Department of Education (CDE) to determine school eligibility for Comprehensive Support and Improvement (CSI). Last year, the California State School Board of Education was denied a waiver from the federal Department of Education to use the 1-year cohort graduation rate for its DASS schools as the primary measure for school improvement eligibility. The federal requirement is a 4–5-year cohort graduation rate, averaged over three years, that is below 68%, regardless of Title I funding status. With this change, the school is now eligible for CSI – Low Graduation Rate.

Mr. Nguyen then explained the CSI plan is currently under development and will be embedded into the 2023-2024 LCAP to be presented to the board at the June board meeting. The CSI plan will include evidence-based strategies to support students and will be developed with input from educational partners. The CSI plan will be based on a school-level needs assessment and identify resource inequities.

Board President Adams thanked Mr. Nguyen for his report.

#### **C. LCAP Goals and Metrics**

Bao Nguyen greeted the board and directed them to the LCAP goals and metrics located in their board packet. Mr. Nguyen reviewed the yearlong process to develop and finalize the LCAP goals and metrics and the engagement of school staff, parents, students, and community partners to provide feedback on the LCAP.

Mr. Nguyen then reviewed each of the school's four goals and discussed a few highlights and areas of improvement.

Mr. Nguyen concluded his report and asked the board if they had any questions. Board President Adams thanked Mr. Nguyen for his report.

#### **D. School Survey Report**

Bao Nguyen directed the board to the school survey report located in their board packet. Mr. Nguyen reported that as a requirement for the school's LCAP, the school conducted a survey and collected input and feedback from students, parents and staff. Mr. Nguyen explained the three survey sections and shared a few highlights.

- Student survey areas included: school climate, connectedness and engagement, social-emotional self-awareness, self-regulation, social awareness, relationship skills, decision making, future goals/college career, and civic engagement.
- Parent/guardian survey areas included: Safety & Connectedness, Time & Interaction, Communication & Engagement, Building Relationships, Building Relationships for Student Outcome, and Seeking Input for Decision Making.
- Staff survey areas included: School Climate, Culture & Vision/Mission, Academic Instruction, & Social Emotional Learning (SEL), Communication & Engagement, Leadership Perception, and Professional Development and Partnerships.

Mr. Nguyen then explained the survey data is used when developing the LCAP for the next school year. Mr. Nguyen asked the board if they had any questions.

Jeff Brown commented on the importance of the survey and expressed the need to increase participation.

Ms. Parra informed the board they are implementing additional methods to encourage participation next year.

Board Member Rathgeber discussed the goal of the surveys and the importance of reaching all participants.

Board Secretary Beck acknowledged the difficulty in getting all students and parents to participate and encouraged staff to continue to find ways to increase participation.

Board President Adams thanked Mr. Nguyen for his report.

#### **E. 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 March 31, 2023. Ms. Sharifi reviewed the Hanmi RLOC current interest rate of 8.50%, which represents an increase from the previous RLOC of 8.25%, 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.

#### **F. Legislative Update**

Bill Thompson provided updates to the board of directors on proposed legislation and the ongoing efforts of the LLAC External Affairs division.

Ms. Parra shared with the board that a local representative recently visited the school and met with students.

Board President Adams thanked Mr. Thompson for his update.

#### **G. 2023-2024 Board Meeting Dates**

Board President Adams directed the board to the draft 2023-2024 regular board meeting calendar located in their board packet and reviewed the upcoming meeting dates, times, and meeting locations.

### **V. Action Items**

#### **A. 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 2023-2024 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 areas of anticipated need for fully qualified educators, limited assignment permits, and efforts to recruit certificated personnel.

Ms. Parra recommended the board approve the DON form for the school for the 2023-2024 school year.

Hearing no additional comments or questions, Mr. Adams requested a motion.

Claudette Beck 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 2023-2024 School Year per California Code of Regulations §80026.

Dr. David G. Rathgeber seconded the motion.

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

**Roll Call**

Frank Lukacs	Absent
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 the staff for their presentations. He commented on the visits from local representatives, the core credit completion rate, college career, and the struggles of CSI. He thanked Mr. Nguyen for his LCAP presentation and commented on student retention. Lastly, Mr. Brown discussed the WIOA and JAG programs.

Jeri Vincent thanked Ms. Parra and her team. Ms. Vincent applauded Ms. Childs and her team for their high testing numbers and Mr. Nguyen for his professionalism.

Board Secretary Beck expressed her appreciation for those who reached out to senators and local representatives.

Board Member Rathgeber commented on the career fair and expressed his gratitude to the many vendors who participated. Ms. Parra provided some additional information regarding career fair participants.

**VII. Closed Session**

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

PUBLIC EMPLOYEE PERFORMANCE EVALUATION Government Code section 54957(b) (1.) Title: Area Superintendent

Claudette Beck made a motion to adjourn open public Board meeting to go into closed session.

Dr. David G. Rathgeber seconded the motion.

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

**Roll Call**

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

Dr. David G. Rathgeber seconded the motion.



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

**Roll Call**

Claudette Beck	Aye
Frank Lukacs	Absent
Michael R Adams	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 (Government Code section 54957(b)(1).)  
Title: Area Superintendent

**VIII. Closing Items**

**A. Next Regular Board Meeting Date: June 6, 2023, 11:00am**

**B. Adjourn Meeting**

Claudette Beck made a motion to adjourn the meeting.  
Dr. David G. Rathgeber seconded the motion.  
The board **VOTED** to approve the motion.

**Roll Call**

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 12:14 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). Documents are also available for public inspection at the Meeting Location noted on this agenda.