

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 August 29, 2023 at 11:00 AM

Location

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

Satellite 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_NjAyMzhINmMtMDg3OS00YjYyLWFiNzctNmYxYjQ1MzMzMtIk%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=0ae19668-dce6-4c61-ac51-9f5334a09b3c&directDI=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true

Or Call in for audio only:

Conference Line (657) 207-0015 Code: 356 310 585#

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 Aug 29, 2023 at 11:00 AM.

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

Shellie Hanes, Superintendent

Julie Parra, Area Superintendent

Liliana Childs, Principal

Bao Nguyen, Director of State and Federal Programs

Jeff Martineau, V.P. of Charter Relations

Bill Thompson, Legal Counsel

Claudio Wohl, Senior Vice President Finance, LLAC

Michelle Lopez, Legal Counsel, LLAC

E. Approve Agenda for the August 29, 2023, Regular Public Meeting of the Board of Directors

Claudette Beck made a motion to approve Agenda for the August 29, 2023, Regular Public Meeting of the Board of Directors.

Frank Lukacs 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

F. Approve Minutes of the June 6, 2023, Regular Public Meeting of the Board of Directors

Claudette Beck made a motion to approve the minutes from Regular Board Meeting on 06-06-23.

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

II. Consent Agenda

A. Consent Agenda Items

1. The Board will be asked to approve the revised Suspension and Expulsion Policy and Procedure
2. The Board will be asked to approve the revised English Learner Master 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 the consent agenda items.

Frank Lukacs seconded the motion.

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

Roll Call

Frank Lukacs Aye
Michael R Adams Aye
Claudette Beck 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 then discussed the board metrics explaining how it breaks down performance measurements into five areas: ADA, Enrollment, Overall Credit Completion, Core Credit Completion, and 1-year graduation cohort rate. Ms. Parra explained this data is for Learning Period 1 and then explained each of the five performance measure areas.

Ms. Parra then introduced Principal Liliana Childs. Ms. Childs discussed the recent graduation and shared a video of the June graduation ceremony. She then shared information about the school's student council and introduced two students who shared their experience with student counsel and the positive impact they had on the school.

Ms. Childs then shared about recent school events, including back to school night, as well as PAC and ELAC meetings.

Jeff Brown thanked the students for joining the student council.

Board Member Rathgeber asked the students why they joined the student council. The students shared their motivation, experiences, and goals.

Bao Nguyen shared with the board the impact the student counsel has on the school and his experience working with the students involved.

Board Member Lukacs thanked the students for coming to the meeting to share with the board.

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

B. 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 June 2023, includes a brief description of services, and includes vendors who provide varying services including professional development, technology, health care benefits, etc.

Board President Adams thanked Ms. Parra.

C. Finance Update and Budget Overview for the 2023-2024 School Year

Claudio Wohl directed the board to the Hanmi Bank Revolving Line of Credit (RLOC) financial update included in the board packet and reviewed the school's credit amount including the current interest rate of 9.0%, which represents an increase from the previous RLOC update provided to the board. Mr. Wohl then reviewed the expiration date, the current RLOC withdrawal amount, and the RLOC covenants ratios as of July 31, 2023.

Mr. Wohl then directed the board to the financial reporting calendar and discussed each of the required financial reports and their purpose. He also discussed the requirement for board approval at a board meeting, prior to submission to the school's authorizer.

Board Member Lukacs asked if there is a cap on the interest rate. Mr. Wohl informed the board he believes there is no cap on the rate and that it always depends on the prime rate.

Board President Adams thanked Mr. Wohl for his update.

D. 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 2023 training will be presented by Young, Minney & Corr, LLP, and board members will have the option of attending a virtual session on Tuesday, September 19 at 11:00am or Wednesday, September 20 at 5:00pm. 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 Adams thanked Ms. Parra.

E. Legislative Update

Bill Thompson provided updates to the board of directors on the current status of the legislature and the ongoing efforts of the LLAC External Affairs division.

Board President Adams thanked Mr. Thompson for the update.

V. Action Items

A. 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 recommended revision on page 60, adding Financial Abuse Hotline information.

Board President Adams thanked Mr. Wohl 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
Frank Lukacs	Aye
Dr. David G. Rathgeber	Aye
Claudette Beck	Aye

B. The Board will be asked to approve the Unaudited Actuals for the 2022-2023 school year

Mr. Wohl directed the board to the unaudited actuals report for the 2022-2023 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 2022-2023, and the estimated ADA projections for 2023-2024 that were used as a baseline for developing the current school year budget.

Mr. Wohl reported that the school had a funding P-2 ADA of 227 for a total revenue of \$4.8M dollars, which was \$189K higher than the projected revenue presented at the June 2023 board meeting.

Mr. Wohl reported that the school ended the year with total expenditures of \$4.6M, which was \$103K higher than prior projections. This increase was due to a higher spending on salaries and benefits due to an increase in teacher and Certificated administrative salaries, an increase in purchases of instructional supplies and a slight decrease in professional service spending.

Mr. Wohl then discussed the school's excess revenue, and balance sheet assets and liabilities and the change in reporting outstanding assets and amortization on the asset side and as lease payables in the liability section due to a new reporting regulation.

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

Claudette Beck made a motion to approve the Unaudited Actuals for the 2022-2023 school year.

Frank Lukacs 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

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

A. Observations and Comments

Jeff Brown shared his excitement about the positive impact the school has on its students. He thanked everyone for their presentations and expressed the importance of community outreach.

Jeri Vincent thanked everyone for their support and their combined efforts.

Shellie Hanes shared her appreciation for the students who came and shared their stories.

Board Secretary Beck thanked the teachers and staff for bringing in students to share information about the school.

Board Member Rathgeber commented on the importance of community outreach and the need to share more about charter schools. Board Secretary Beck agreed and commented on the differences between this charter school and other schools. Mr. Brown discussed the services this program provides for students.

Board Member Lukacs praised the work of Ms. Parra, Ms. Childs, and their staff. He commented on the confidence in the students who shared with the board.

VII. Closed Session

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

1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION, (Government Code section 54957(b)(1).) Title: Area Superintendent
2. CONFERENCE WITH LABOR NEGOTIATOR (Gov. Code section 54957.6), Agency designated representative: Steve Churchwell or Jenni Krengel, Unrepresented Employee: Superintendent

3. CONFERENCE WITH LABOR NEGOTIATOR (Gov. Code section 54957.6), Agency designated representative: Steve Churchwell or Jenni Krengel, Unrepresented Employee: Chief Operating Officer

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

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

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

1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION, (Government Code section 54957(b)(1).) Title: Area Superintendent
2. CONFERENCE WITH LABOR NEGOTIATOR (Gov. Code section 54957.6), Agency designated representative: Steve Churchwell or Jenni Krengel, Unrepresented Employee: Superintendent
3. CONFERENCE WITH LABOR NEGOTIATOR (Gov. Code section 54957.6), Agency designated representative: Steve Churchwell or Jenni Krengel, Unrepresented Employee: Chief Operating Officer

VIII. Action Items

A. The Board will be asked to approve the position of Chief Operating Officer

Board President Adams asked the board if they had any comments or discussion, hearing none, he requested a motion to approve the Chief Operating Officer position.

Claudette Beck made a motion to approve the position of Chief Operating Officer.

Frank Lukacs seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

B. The Board will be asked to review and approve the Amended Common Paymaster Agreement

Bill Thompson reviewed the revisions to the Amended Common Paymaster Agreement, specifically the addition of the Chief Operating Officer position. Mr. Thompson asked the board if they had any questions.

Hearing none, Mr. Thompson asked the board to approve the Amended Common Paymaster Agreement.

Claudette Beck made a motion to approve the Amended Common Paymaster Agreement.

Frank Lukacs 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

C. The Board will be asked to review and approve compensation for the Superintendent

Board President Adams reported the summary recommendation of legal counsel for the salary and benefits package for Shellie Hanes, Superintendent, commencing July 1, 2023, and requested a motion to approve the recommended amount of \$2,905.97 per year.

Claudette Beck made a motion to approve compensation for the Superintendent.

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 review and approve compensation for the Chief Operating Officer

Board President Adams reported the summary recommendation of legal counsel for the salary and benefits package for Darin Bower, Chief Operating Officer and requested a motion to approve the recommended amount of \$2,990.63 per year.

Claudette Beck made a motion to approve compensation for the Chief Operating Officer.

Frank Lukacs seconded the motion.

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

Roll Call

Michael R Adams Aye

Claudette Beck Aye

Dr. David G. Rathgeber Aye

Frank Lukacs Aye

IX. Closing Items

A. Next Regular Board Meeting Date: October 17, 2023, 11:00am

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

Dr. David G. Rathgeber Aye

Michael R Adams Aye

Claudette Beck 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 12:41 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.