

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 November 28, 2023 at 1:00 PM

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_ODcxMDY2ZWItOWQzNS00OWZjLWJhMjAtM2M1Mjc4MThmMjcx%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=cfcdb941-6991-4541-9f61-37f0552551b6&directDI=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true

Or Call in for audio only:

Conference Line (657) 207-0015 Code: 967 373 684#

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, 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 Nov 28, 2023 at 1:00 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

Shellie Hanes, Superintendent

Julie Parra, Area Superintendent

Liliana Childs, Principal

Bao Nguyen, State and Federal 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 November 28, 2023, Regular Public Meeting of the Board of Directors

Claudette Beck made a motion to approve Agenda for the November 28, 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
Claudette Beck	Aye
Frank Lukacs	Aye
Dr. David G. Rathgeber	Aye

F. Approve Minutes of the October 17, 2023, Regular Public Meeting of the Board of Directors

Claudette Beck made a motion to approve the minutes from Regular Board Meeting on 10-17-23.

Dr. David G. Rathgeber seconded the motion.

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

Roll Call

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

II. Consent Agenda

A. Consent Agenda Items

1. Revised School Safety Plan
2. Revised COVID-19 Plan for Resuming In-Person Instruction, an addendum to the school's Health and Safety Plan
3. E-Rate vendor selections
4. Updated Sequoia Administrative Resources agreement
5. Updated Scholastic Educational Resources agreement

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.

Dr. David G. Rathgeber 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

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 document 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 Periods 1-5 and then explained each of the five performance measure areas. She reported that current student enrollment is 200 students.

Ms. Parra then introduced Principal Liliana Childs who provided an update on the school's parent engagement activities, student field trip to UCSB, student flag football, trunk or treat event, and WIOA and college workshops for students.

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

B. Finance Update

Guita Sharifi 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%, unchanged from the previous RLOC update provided to the board. Ms. Sharifi then reviewed the expiration date, the current RLOC withdrawal amount, and the RLOC covenants ratios as of September 30, 2023.

Finally, Ms. Sharifi informed the board the school does not anticipate any state budget cuts for this school year and will continue to monitor and update the board as needed.

Board President Adams thanked Ms. Sharifi for her update.

C. Title 1 Program Evaluation for SY 2022-2023

Bao Nguyen greeted the board and explained that the Title I Schoolwide Program supports the school's Literacy Program for students who struggle with academic performance and who need additional intervention programs and support personnel to effectively address their learning gaps. Mr. Nguyen then directed the board to the report located in their packet and reviewed student participation rates in NWEA Reading and Math and discussed the recommended intervention programs, prioritizing credit completion, early identification for students during the onboarding process, and increased EL and RFEP student monitoring and intervention support.

Next, Mr. Nguyen discussed parent participation in the PAC and ELAC meetings and survey responses for SY 2022-23. Mr. Nguyen explained for SY 2023-24, the school will continue offering varying meeting times to accommodate parent schedules, extended meeting times to thoroughly discuss all information being shared, and using a variety of methods to reach parents and guardians.

Board President Adams thanked Mr. Nguyen for his presentation.

D. 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 NWEA student participation data for Math and Reading with 90.12% student participation in ELA and 87.65% student participation in Math. She informed the board Tutors are providing NWEA testing support with dedicated one-on-one tutoring to prepare for the test with a focus on building successful conditions for test taking with healthy breakfast and nutrition, incentivizing best efforts, and creating a supportive environment for students during testing time. Ms. Parra then reviewed the English Learner Proficiency Assessments for California and the percent of students within each performance level for SY 2022-23. Ms. Parra also discussed the school's CAASPP completion rates for ELA, Mathematics, and Science with 100% of students participating in the CAASPP testing. She then provided a comparison of CAASPP participation rates in ELA, Math and CAST for SY 2021-22 compared to SY 2022-23.

Lastly, Ms. Parra reviewed the schools 1 year DASS cohort graduation rate as of November 12, 2023 for the current school year and shared the school is focused on one-on-one academic support to increase the number of students benefiting from tutoring.

Board President Adams thanked Ms. Parra for her update.

V. Action Items

A. The Board will be asked to approve the June 30, 2023, Annual Audit Report for the school

Guita Sharifi directed the board to the annual audit report and explained that financial audits are required annually and must be submitted to the school's authorizer, State Controller's Office, and the California Department of Education by December 15th each year. Wilkinson, Hadley, King & Co. performed the audit for the 2021-22 fiscal year and reviewed the school's

documents, financial statements, policies, and procedures. Ms. Sharifi then introduced Brian Hadley, Partner, CPA at Wilkinson, Hadley, King & Co., to review the audit report in detail with the board.

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 Independent Auditor's Report letter located in 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 year end June 30, 2023 and no findings in the prior year audit.

Board President Adams thanked Mr. Hadley for his report and requested a motion.

Claudette Beck made a motion to approve the June 30, 2023, Annual Audit Report for the school.

Dr. David G. Rathgeber seconded the motion.

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

Roll Call

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

B. The Board will be asked to approve the 2023-2024 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, 2023 through October 31, 2023. 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 grant funds. Ms. Sharifi highlighted the following areas:

- The school budgeted a P2 ADA of 217, and the school is currently projecting a funding P2 ADA of 233.
- The school is projecting total revenue of \$4.4M, which is \$251K higher than the school's original budget.
- LCFF projected revenue increased by \$187K primarily due to increased ADA projections.
- Federal revenue decreased from \$108K to \$87K.

- State Revenue increased from \$275K to \$322K due to a combination of the Proposition 28 Arts and Music School program and Special Education and Lottery revenue.
- Other Revenue had a slight increase of \$25K from interest and refunds.
- Projected total expenditures of \$4.3M, which is an increase of \$219K compared to the original budget due to an increase in certificated and classified instructional salaries and a decrease in support salaries. The budget for purchases increase for instructional materials and equipment spending and operating expenses remained at similar spending levels.

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 2023-2024 First Interim Report.

Dr. David G. Rathgeber 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 review and approve Wilkinson, Hadley & King & Co., LLP to prepare the school's 2022 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, 2023 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 2022 tax returns.

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

Claudette Beck made a motion to approve Wilkinson, Hadley & King & Co., LLP to prepare the school's 2022 Form 990, Return of Organization Exempt from Income Tax.

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	Aye

Roll Call

Claudette Beck Aye

D. The Board will be asked to approve the Proposition 28 – Arts and Music in Schools Plan

Julie Parra introduced State and Federal Programs Coordinator Bao Nguyen. Mr. Nguyen explained that on November 8, 2022, California voters approved Proposition 28: The Arts and Music in Schools Funding Guarantee and Accountability Act and the school's allocation of \$28,862. Mr. Nguyen explained the expenditure timeline for school years 2023-2024 through 2025-2026. He then stated the school is focused on providing an Arts Education Program for instruction in dance, media arts, music, theatre, visual arts and more. Mr. Nguyen then asked the board for any feedback or questions and recommended the board approve the Arts and Music in Schools Plan.

Board Secretary Beck asked which specific area of the arts are they planning to offer students. Ms. Parra informed the board they are reviewing program options to determine which would be most beneficial to the students. Ms. Parra informed the board they will be provided with an update at the February board meeting.

Board President Adams thanked Mr. Nguyen and asked for a motion.

Claudette Beck made a motion to approve the Proposition 28 – Arts and Music in Schools Plan.

Dr. David G. Rathgeber 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

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

A. Observations and Comments

Jeff Brown commented on parental involvement and expressed his appreciation for the great work of the staff.

Board Secretary Beck discussed the difficulty of getting parents to participate and congratulated the staff for being able to do a good job in this area.

Board Member Rathgeber discussed the positive impact of arts and music and requested data showing the influence on student enrollment and participation once the program is up and running. Shellie Hanes assured the board they will be provided with annual updates.

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: 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

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

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
Claudette Beck	Aye
Frank Lukacs	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: Superintendent

VIII. Closing Items

A. Next Regular Board Meeting Date: February 27, 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

Claudette Beck Aye

Frank Lukacs Aye

Michael R Adams 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 1:53 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.