

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 February 27, 2024 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%2FI%2Fmeetup-join%2F19%3Ameeting_YWI0ZjczYWQtMGFI0C00NTM4LTg1NzgtZTBhMGE1ODYyOWI2%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=91a206a2-a19c-4dc7-b609-dc76e5913a98&directDI=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true

Or Call in for audio only:

Conference Line (657) 207-0015 Code: 904 016 346#

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 Feb 27, 2024 at 1:00 PM.

B. Roll Call and Establishment of Quorum

Board President Adams performed a board member roll call and a quorum was established.

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

Corrine Manley, Area Superintendent

Jeff Martineau, V.P. of Charter Relations

Bao Nguyen, Federal and State Programs Coordinator

Lily Childs, Principal

Bill Thompson, Legal Counsel

Guita Sharifi, CFO, LLAC

Michelle Lopez, Legal Counsel, LLAC

E. Approve Agenda for the February 27, 2024, Regular Public Meeting of the Board of Directors

Claudette Beck made a motion to approve Agenda for the February 27, 2024, Regular Public Meeting of the Board of Directors.

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	Aye
Michael R Adams	Aye

F. Approve Minutes of the November 28, 2023, Regular Public Meeting of the Board of Directors

Claudette Beck made a motion to approve the minutes from Regular Board Meeting on 11-28-23.

Dr. David G. Rathgeber 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

II. Consent Agenda

A. Consent Agenda Items

1. The School Accountability Report Card
2. The 2024-2025 Parent Student Handbook
3. The 2024-2025 School Calendar
4. The revised Employee Handbook
5. The disposal of discontinued/obsolete technology equipment

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

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

On behalf of Bob Morales, Mr. Thompson provided the board with an update of the ongoing efforts of the LLAC External Affairs division.

Mr. Thompson then introduced Michelle Lopez, who reviewed several noteworthy and applicable laws, including the education budget trailer bill, and changes to the school safety plan and parent-student handbook. Ms. Lopez recommended the board review the legislative summary and to reach out with any questions.

Board President Adams thanked Mr. Thompson for his update.

B. Area Superintendent Update

Corrine Manley greeted the board and then discussed the school's learning period 7 data including Average Daily Attendance (ADA), enrollment, overall credit completion, core credit completion, and the one-year graduation cohort. Next, Ms. Manley explained that the school's orientation process has been highly effective this year and enrollment continues to grow. Further, the school is in the process of implementing a strategic focus on expanding tutoring to more students to improve core credit completion as part of the school's Comprehensive Support and Improvement Plan.

Liliana Childs then provided a presentation on recent field trips, family engagement events and annual surveys. She then introduced a student who shared her experience with the school and the positive experience she has at the school because of the flexible schedule and dual-enrollment.

Board Member Rathgeber asked the student what her major will be in college. The student shared what her major will be and how she made that decision based on her experiences provided by the school.

Board Secretary Beck congratulated the student and thanked her for sharing with the board.

Board Member Lukacs offered words of encouragement to the student.

Board President Adams thanked Ms. Manley for her update.

C. 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 January 31, 2024.

Finally, Ms. Sharifi informed the board they are continuing to monitor the state budget and will update the board as needed.

Board President Adams thanked Ms. Sharifi for her update.

D. Mid-Year Local Control Accountability Plan Update

Bao Nguyen directed the board to the 2023-2024 Mid-Year Local Control Accountability Plan (LCAP) report located in the board packet. Mr. Nguyen informed the board that in prior school years, schools were required to report on their performance metrics only once a year through the LCAP. Due to an expansion in LCAP requirements in state law, schools are now required to provide an LCAP mid-year report to the governing board to ensure progress towards the school's goals is continually monitored and evaluated. Mr. Nguyen then provided a presentation on the school's mid-year LCAP, including the actions, implementation, expenditures to date, progress on metrics, and the budget overview for parents.

Next, Mr. Nguyen explained data and information on the following goals.

- Goal #1, Increase Academic Progress: For English Learners, the school has formed an ELD Task Force to review student data monthly and assign intervention, and increased the number of unique students receiving one-on-one tutoring by 67%.
- Goal #2, Students Will Gain Skills for College and Career-Readiness: Staff are expanding workforce readiness partnerships with organizations like Hope Builders, which provides paid training in both the medical assistant and construction fields.
- Goal #3, Increase Student Retention: Staff are redesigning orientation and re-engagement processes for early identification and coordination of services such as

mental health counseling and academic intervention, and maintaining supplies for the homeless and housing unstable students.

- Goal #4, Increase Educational Partners' Engagement: Staff has sustained efforts at providing authentic opportunities for students and parents to get involved in school decision-making, and PAC/ELAC meetings attendance rate and participation has increased.

Mr. Nguyen thanked the board for their support and asked if they had any questions or feedback.

Board Member Rathgeber asked if the goals are reviewed annually. Mr. Nguyen informed the board the state requires goals to be reviewed every 3 years but the school looks at each plan and goal every year. He provided additional information on the process of reviewing each goal and the importance of adjusting as they see necessary.

Board President Adams then thanked Mr. Nguyen for his presentation.

E. California Dashboard Report

Corrine Manley 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. Manley explained that parents/guardians, educators, other educational partners, and the public can use the Dashboard to see how schools are performing under California's school accountability system. These data are used to identify strengths, weaknesses, and areas in need of improvement for schools. Ms. Manley reported that state indicators are based on data collected consistently across the state through the California Longitudinal Pupil Achievement Data System (CALPADS) and testing vendors. The state indicators are:

- Academic Performance Indicators (reported separately for English language arts/literacy [ELA] and mathematics assessments)
- English Learner Progress
- Chronic Absenteeism
- Graduation Rate
- Suspension Rate
- College/Career

Ms. Manley then reviewed each of the school's Dashboard status levels and discussed the graduation rate listed on the Dashboard for the school year 2022-23 compared to the school's internal one-year graduation cohort rate. Ms. Manley further explained this percentage includes fourth-year graduates from the Class of 2023 as well as fifth-year graduates from the Class of 2022. 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 2023 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. Manley stated the school's internal one-year cohort rate was 69%.

Finally, Ms. Manley reminded the board of the school's student population and that students entering the program are typically extremely credit- and skill-deficient. The average student enrolls with a Reading RIT Score of 213 points and a Math RIT score of 218 points, which is equivalent to a 6th grade reading and math level. Ms. Manley explained students are making progress through qualitative and quantitative data at a local level, which is monitored through the Spring and Fall semester NWEA testing in math and reading.

Shellie Hanes added that while the Federal Government does not recognize the DASS report, she informed the board the State does.

Board Member Rathgeber discussed the importance of focusing on improvement and growth of the students.

Board President Adams then thanked Ms. Manley for her report.

F. Current Vendor List

Corrine Manley directed the board to the current vendor list located in their board packet. Ms. Manley explained this is a list of all vendors from July 1, 2023 through December 31, 2023, includes a brief description of services, and includes vendors who provide varying services including professional development, technology, health care benefits, etc. Ms. Manley reminded the board this information is provided bi-annually, and she reviewed the list for accuracy. Ms. Manley then requested the board to review the list for any potential conflicts of interest and to reach out to Ms. Manley or legal counsel for any questions.

Board President Adams thanked Ms. Manley.

G. California Community Schools Partnership Program (CCSPP) 2- year Planning Grant Update

Bao Nguyen provided a presentation on the Community Schools Partnership Program Grant (CCSPP). Mr. Nguyen informed the board the school was awarded \$200,000 for a CCSPP Planning Grant for school years 2022-23 through 2023-2024. Mr. Nguyen explained that community schools serve students using a whole child approach with a focus on academics, health and social services, youth and community development, and community engagement. Mr. Nguyen then reviewed the Four Pillars of Community Schools: 1) integrated support services, 2) family and community engagement, 3) collaborative leadership, and 4) expanded learning time and opportunities. Next, Mr. Nguyen reviewed the budget for school years 2022-23 and 2023-24, the school's needs assessment, and the three areas of focus with the school's progress for each area identified. Finally, Mr. Nguyen discussed the status of the CCSPP Implementation Grant submission.

Board President Adams thanked Mr. Nguyen.

H. Conflict of Interest Code Status

Jeff Martineau informed the board that FPPC Form 804 was completed for the new position of COO. He informed the board that the Conflict of Interest Code will be amended to reflect the COO position during the biennial review, beginning in June 2024, and will be presented to the board for their approval at a future meeting.

Board President Adams thanked Mr. Martineau.

V. Action Items

A. The Board will be asked to approve the Second Interim Report and the Revised Budget for the 2023-2024 school year

Guita Sharifi directed the board to the Second Interim Report and revised budget for the 2023-2024 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, 2023 through January 31, 2024 actuals, and projected budget to June 2024 year-end. The report categories include the original budget, revised budget, actuals to date, projected year-end totals, projected year-end reserves, and ADA. Ms. Sharifi reviewed the ADA, expenditures, revenue, and projected reserves, and highlighted the following areas:

- The school budgeted a P2 ADA of 217, and the school is currently projecting a funding P2 ADA of 237.
- The school is projecting total revenue of \$4.5M, which is \$400k higher than the school's original budget.
- LCFF projected revenue increased by \$329k primarily due to an increase in projected ADA.
- Projected total expenditures of \$4.4, which is an increase of \$345K compared to the original budget due to the implementation of services primarily related to the increase in projected ADA.
- Federal revenue decreased slight by \$89K due to a rate reduction and decrease in ELO funds.
- Other State Revenue increased from \$275K to \$327K due to the Arts and Music Block Grant, Special Education, and Lottery, and an 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 Member Lukacs asked for clarification on the Prop 28 amount. Ms. Sharifi informed the board she would get the exact number for him.

Hearing no further comments or questions, Board President Adams thanked Ms. Sharifi and asked for a motion.

Claudette Beck made a motion to approve the Second Interim Report and the Revised Budget for the 2023-2024 school year.

Dr. David G. Rathgeber 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

B. The Board will be asked to approve using the auditing firm Wilkinson, Hadley & King & Co., LLP for the 2023-2024 audit

Guita Sharifi directed the board to the proposal presented by Wilkinson Hadley King & Co. to prepare the school's June 30, 2024 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 2022 Form 990 Federal Return of Organization Exempt from Income Tax. Ms. Sharifi recommended the board approve the engagement letter with Wilkinson Hadley King & Co.

Hearing no further comments or questions, Board President Adams thanked Ms. Sharifi and asked for a motion.

Claudette Beck made a motion to approve using the auditing firm Wilkinson, Hadley & King & Co., LLP for the 2023-2024 audit.

Dr. David G. Rathgeber 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

C. The Board will be asked to approve the revised Committed Funds Plan

Corrine Manley directed the board to the Committed Funds Plan located in their packet and discussed the school's current reserve amount in excess of the recommended maximum 20% reserve amount. Ms. Manley 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. Manley 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. Manley then reviewed the updated Committed Funds Plan for the amount of reserves in excess of the recommended 20% reserve amount. Ms. Manley recommended the board approve the Committed Funds Plan and for emergency or urgent spending needs, and asked the board to authorize the Area Superintendent to make and execute such decisions.

Hearing no further comments or questions, Board President Adams thanked Ms. Manley and asked for a motion.

Claudette Beck made a motion to approve the revised Committeed Funds Plan.

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

D. The Board will be asked to approve the Board Resolution Authorizing Application for Grants

Guita Sharifi directed the board to the grant resolution located in their board packet and explained the purpose is to authorize Lifelong Learning Administration Corporation (“LLAC”) to apply for Grants, upon the request of the CEO of the Corporation or designee, on behalf of the School; and confirming that LLAC shall administer and manage all reporting requirements associated with any such Grants on behalf of the School. Ms. Sharifi further explained that no individual Grant shall exceed \$1,500,000.00 and the annual total of combined Grants shall not to exceed \$10,000,000.00 in any fiscal year without prior Board approval. Ms. Sharifi recommended the board approve the Board Resolution Authorizing Application for Grants.

Board Secretary Beck thanked Ms. Sharifi and shared her experience with grants.

Hearing no further comments or questions, Board President Adams thanked Ms. Sharifi and asked for a motion.

Claudette Beck made a motion to approve the Board Resolution Authorizing Application for Grants.

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

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

A. Observations and Comments

Jeff Brown thanked Ms. Manley, Ms. Childs, and Mr. Nguyen for their reports. He then commented on the various avenues available to students.

Shellie Hanes commented on the student who shared with the board and her ability to utilize the many programs available to her.

Board Secretary Beck encouraged additional students to take advantage of the many opportunities the school offers.

Board Member Rathgeber thanked the staff for their reports and hard work.

Board Member Lukacska thanked everyone for all their hard work.

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
Michael R Adams	Aye
Dr. David G. Rathgeber	Aye
Frank Lukacska	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
Claudette Beck	Aye
Dr. David G. Rathgeber	Aye
Frank Lukacska	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: April 9, 2024, 1:00pm

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

Dr. David G. Rathgeber Aye

Michael R Adams Aye

Frank Lukacs 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 2:12 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.