

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

Tuesday August 27, 2024 at 1:15 PM

#### Location

**Meeting Location:** 4348 54th Street, San Diego, CA 92115

**Satellite Locations:** 505 North Euclid St., Suite 100, Anaheim, CA 92801  
177 Holston Drive, Lancaster, CA 93535

#### Microsoft Teams

[Join the meeting now](#)

Meeting ID: 214 775 948 581

Passcode: EhQowp

#### Dial in by phone

[+1 657-207-0015,,102464076#](#)

Phone conference ID: 102 464 076#

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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

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, Susan Alderson

### **Directors Absent**

*None*

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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 Tuesday Aug 27, 2024 at 1:15 PM.

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

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

Board President Adams then 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 Secretary

Shellie Hanes, Superintendent

Darin Bower, COO

Corrine Manley, Area Superintendent

Liliana Childs, Principal

Bill Thompson, Legal Counsel

Guita Sharifi, CFO, LLAC

### **E. The Board will be asked to approve Susan L. Alderson to serve on the Board of Directors for the term August 27, 2024 through June 30, 2025**

Board President Adams recommended that the Board of Directors take action to appoint Susan L. Alderson as a member of the Western Educational Corporation Board of Directors for the term of August 27, 2024 through June 30, 2025.

Claudette Beck made a motion to approve Susan L. Alderson to serve on the Board of Directors for the term August 27, 2024 through June 30, 2025.

Frank Lukacs seconded the motion.

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

**Roll Call**

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

**F. Approve Agenda for the August 27, 2024, Regular Public Meeting of the Board of Directors**

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

Frank Lukacs 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
Susan Alderson	Aye

**G. Approve Minutes of the June 4, 2024,, Regular Public Meeting of the Board of Directors**

Claudette Beck made a motion to approve the minutes from Regular Board Meeting on 06-04-24.

Frank Lukacs seconded the motion.

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

**Roll Call**

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

**II. Consent Agenda**

**A. Consent Agenda Items**

Board President announced the following consent agenda items:

1. The revised Master Plan for Multilingual Learners.
2. The revised Suspension and Expulsion Policy and Procedure.
3. The new Title IX Policy Prohibiting Discrimination on the Basis of Sex.
4. The revised Harassment, Intimidation, Discrimination and Bullying Policy.
5. Repeal the Board Policy on Non-Discrimination (duplicative of the revised Harassment, Intimidation, Discrimination and Bullying Policy).
6. The disposal of discontinued/obsolete technology equipment.

President Adams asked if any member would like to discuss any of the agenda items for action separately. Hearing none, Mr. 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**

Dr. David G. Rathgeber	Aye
Susan Alderson	Aye
Michael R Adams	Aye
Frank Lukacs	Aye
Claudette Beck	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. Finance Update and Financial Reporting for the 2024-2025 School Year**

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%, which is 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.

Ms. Sharifi then directed the board to the financial reporting calendar and discussed each of the required financial reports, their purpose, and the approval process with the board of directors at a board meeting prior to submission to the school's authorizer.

Board President Adams thanked Ms. Sharifi for her report.

## **B. Area Superintendent Update**

Corrine Manley greeted the board and welcomed Board Member Alderson. Ms. Manley then discussed the school's learning period 1 data, including Average Daily Attendance (ADA), enrollment, overall credit completion, core credit completion, and the one-year graduation cohort.

Next, Ms. Manley then introduced Liliana Childs. Ms. Childs provided a presentation on recent learning center events and opportunities, including Back to School Night, parent meetings, professional learning, Community Schools journey, Hope Builders presentations, dual enrollment, and CTE workshops.

Board Secretary Beck congratulated Ms. Manley on a successful turn-out at the parent meetings.

Board Member Rathgeber praised the school's outreach program.

Board Member Lukacs shared how impressed he is with the increase in enrollment and school metrics.

Ms. Childs and Ms. Manley discussed how they improved community relations and thanked the local districts for their support.

Board President Adams thanked Ms. Manley for her update.

## **C. Technology Information Update**

Darin Bower informed the board that LLAC recently worked with a third-party CIO firm, Fortium Partners, to conduct a comprehensive assessment of their technology services department. This assessment affirmed the effectiveness of their strategic initiatives and steadfast commitment to excellence and security in serving Orange County Workforce Innovation High School. Mr. Bower then provided the board with an overview of the current systems in place, how they were tested, and opportunities for improvement. Lastly, he reported to the board that LLAC's proactive cybersecurity measures have successfully protected the school from data breaches and ransomware attacks, including the recent CrowdStrike outage.

Board Member Alderson asked about the use of generators and fuel for the generators. Mr. Bower informed the board they do have generators and fuel to last a few weeks.

Board President Adams thanked Mr. Bower for his update.

#### **D. Annual Board Training Announcement**

Corrine Manley 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 2024 training will be presented by Young, Minney & Corr, LLP, and board members will have the option of attending a virtual session on Tuesday, October 1st at 5:00pm or Wednesday, October 2nd at 11:00am.

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. Manley for the information.

#### **E. 2024-25 Board Meeting Dates**

Board President Adams directed the board to the draft 2024-2025 regular board meeting calendar located in their board packet and requested the board to review the dates and times. He informed the board the location for the next board meeting was changed to 4348 54th Street in San Diego.

### **V. Action Items**

#### **A. 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. She reviewed the recommended revision on page 60, which adds a Periodic Certification Sample to the Payroll Accounting Section. Ms. Sharifi then recommended the board approve the recommended changes to the Accounting Manual.

Board President Adams thanked Ms. Sharifi and asked for 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**

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

**B. The Board will be asked to approve the Unaudited Actuals for the 2023-2024 school year**

Guita Sharifi directed the board to the unaudited actuals report for the 2023-2024 school year. She 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 2023-2024, and the estimated ADA projections for 2024-2025, which were used as a baseline for developing the current school year budget.

Ms. Sharifi reported that the school had a funding P-2 ADA of 244 for a total revenue of \$4.6M, which was slightly higher than prior projected revenue.

Ms. Sharifi reported that the school ended the year with total expenditures of \$4.5M, which was slightly \$16K higher than prior projections. This increase was due to a combination of a small increase in certificated and classified salaries, equipment, and facilities, and a small decrease in professional services.

Ms. Sharifi then discussed the school's excess revenue, balance sheet assets and liabilities, and the change in reporting of outstanding assets and amortization due to a new reporting regulation.

Board President Adams thanked Ms. Sharifi and asked for a motion.

Claudette Beck made a motion to approve the Unaudited Actuals for the 2023-2024 school year.

Frank Lukacs seconded the motion.

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

**Roll Call**

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

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

**A. Observations and Comments**

Jeff Brown congratulated the staff for their continued success.

## 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

Upon advice of legal counsel, the board did not meet in closed session.

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

### C. Report of action taken or recommendations made in closed session, if any

## VIII. Closing Items

### A. Next Regular Board Meeting Date: October 8, 2024, 1:15pm

### 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

Michael R Adams      Aye

Claudette Beck        Aye

Susan Alderson        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 1:49 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.