

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 December 3, 2024 at 12:30 PM

Location

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

Satellite Locations: 4488 La Canada Road, Fallbrook, CA 92028
505 North Euclid St., Suite 100, Anaheim, CA 92801

Microsoft Teams

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Meeting ID: 264 604 111 278

Passcode: HRyPS8

Dial in by phone

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Phone conference ID: 773 367 49#

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 (remote), Frank Lukacs, Michael R Adams, Susan Alderson

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 Dec 3, 2024 at 12:30 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 Jilian Rojas, 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 Alderson led the pledge of allegiance.

D. Staff Introductions

Jeff Brown, CEO
Shellie Hanes, Superintendent
Darin Bower, COO
Corrine Manley, Area Superintendent
Liliana Childs, Principal
Bill Thompson, Legal Counsel
Guita Sharifi, CFO, LLAC

E. Approve Agenda for the December 3, 2024, Regular Public Meeting of the Board of Directors

Frank Lukacs made a motion to approve Agenda for the December 3, 2024, Regular Public Meeting of the Board of Directors.

Susan Alderson seconded the motion.

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

Roll Call

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

F. Approve Minutes of the October 8, 2024,, Regular Public Meeting of the Board of Directors

Frank Lukacs made a motion to approve the minutes from Regular Board Meeting on 10-08-24.

Susan Alderson seconded the motion.

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

Roll Call

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

II. Consent Agenda

A. Consent Agenda Items

Board President announced the following consent agenda items:

1. The revised School Safety Plan
2. The E-Rate vendor selections
3. The revised Suicide Prevention Policy
4. The revised Uniform Complaint Policy and Procedures

President Adams then 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.

Frank Lukacs made a motion to approve the consent agenda items.

Susan Alderson 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

Roll Call

Susan Alderson 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

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 8.25%, a decrease 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 also provided the board with an update on the school's line of credit with LLAC, including the current interest rate of 6% and the current balance on the line of credit.

Ms. Sharifi then reviewed the overall financial forecast and potential impacts on the 2025 state budget.

Board President Adams thanked Ms. Sharifi for her update.

B. Area Superintendent Update

Corrine Manley greeted the board and discussed the school's learning period 4 data, including Average Daily Attendance (ADA), enrollment, overall credit completion, core credit completion, and the one-year graduation cohort.

Next, Ms. Manley introduced Liliana Childs who provided a presentation on recent learning center events and opportunities. Ms. Childs shared with the board about the comprehensive

approach the school is taking to support student well-being through building opportunities for connection and belonging. This included a visit from their therapy partner, Paws-to-Share and a Cupcakes and Comments event, which allowed students to share what is working well and what needs improvement in their school community.

Ms. Childs then shared with the board photos from recent events, including a Trunk or Treat and a Bite of Reality workshop, that provided stimulation of real-world issues for students to participate in and work through. Ms. Childs also updated the board on various student activities and field trips. She then discussed the Community School Model, led by their Parent Engagement Liaison, which increases involvement through multiple meeting platforms.

Lastly, Ms. Childs informed the board that during the school's recent Needs and Assets Assessment, as well as their Annual Surveys, the school received requests for parenting classes. Therefore, their Community Liaison and Parent Engagement Liaison worked with Phoenix House to offer a parent workshop course and student mental health course. Board Member Lukacs commented on the programs being offered and thanked the staff for offering them to students.

Corrine Manley discussed the great turn out at the school events.

Board Member Alderson discussed the importance of the Bite of Reality event and expressed the need for all students to experience it.

C. 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 and includes a brief description of services. 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.

V. Action Items

A. The Board will be asked to approve the June 30, 2024, 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 2023-24 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 greeted the board and directed them to the Independent Auditor's Report letter located at the end of the report, showing the school received an unmodified report with no findings for the year ending June 30, 2024.

Mr. Hadley then reviewed each of the financial statements in detail and explained the purpose of each report, highlighting specific financial data.

Board President Adams thanked Ms. Sharifi and Mr. Hadley. Hearing not comments or questions, Mr. Adams asked for a motion.

Frank Lukacs made a motion to approve the June 30, 2024, Annual Audit Report for the school.

Susan Alderson seconded the motion.

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

Roll Call

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

B. The Board will be asked to approve the 2024-2025 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, 2024 through October 31, 2024. 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, highlighting the following areas:

- The school budgeted a P2 ADA of 262, and the school is currently projecting a funding P2 ADA of 310.
- The school is projecting total revenue of \$6.1M, which is \$857K higher than the school's original budget.
- LCFF projected revenue increased by \$798K.
- Federal revenue decreased from \$81K to \$77K.
- State Revenue increased from \$614K to \$674K, due to a combination of factors, including an increase in special ed and lottery revenue.
- Other Revenue had a slight increase of \$2K from interest.

- Projected total expenditures of \$6M, which is an increase compared to the original budget due to a combination of an increase in teachers and classified instructional salaries.

Finally, Ms. Sharifi reviewed the school's ending fund balance and restricted reserves. She then asked the board for their input and questions.

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

Frank Lukacs made a motion to approve the 2024-2025 First Interim Report.

Susan Alderson 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
Susan Alderson	Aye

C. The Board will be asked to review and approve Wilkinson, Hadley & King & Co., LLP to prepare the school's 2023 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 ending June 30, 2024, 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 2023 tax returns.

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

Frank Lukacs made a motion to approve Wilkinson, Hadley & King & Co., LLP to prepare the school's 2023 Form 990, Return of Organization Exempt from Income Tax.

Susan Alderson seconded the motion.

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

Roll Call

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

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

A.

Observations and Comments

Jeff Brown shared that he is pleased with the growth of the school and expressed his appreciation for the emphasis on student emotional support.

Shellie Hanes praised the support dog program and trunk or treat event.

Bill Thompson discussed the positive progress the school has experienced.

Corrine Manley shared how proud she is of her team.

Board Member Rathgeber commented on the well-presented presentations and thanked the staff for their hard work. He is pleased to see 92% of the budget is going towards education.

Board Member Lukacsza commented on the presentations and the wonderful programs the school has in place.

Board Secretary Beck commented on the thorough work of the staff.

VII. Closed Session

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

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: February 25, 2025, 1:30pm

B. Adjourn Meeting

Frank Lukacsza made a motion to adjourn the meeting.

Susan Alderson seconded the motion.

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

Roll Call

Frank Lukacsza	Aye
Susan Alderson	Aye
Michael R Adams	Aye
Claudette Beck	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 1:12 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.