

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 25, 2025 at 12:30 PM

Location

Meeting Location: 737 Windy Point Dr., Suite 101, San Marcos, CA 92069

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

Microsoft Teams

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Meeting ID: 293 921 472 777

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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. 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 (remote), Dr. David G. Rathgeber, Frank Lukacs (remote), Michael R Adams, Susan Alderson

Directors Absent

None

I. Opening Items**A. Call the Meeting to Order**

Michael R Adams called a meeting of the board of directors of Orange County Workforce Innovation High School to order on Tuesday Feb 25, 2025 at 12:45 PM.

Board President Adams read aloud the notices regarding meeting logistics, accommodations and audio recording.

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

Darin Bower, COO

Corrine Manley, Area Superintendent

Liliana Childs, Principal

Bill Thompson, Legal Counsel

Claudio Wohl, Sr. VP of Finance, LLAC

Bao Nguyen, Federal and State Programs Coordinator

E. Approve Agenda for the February 25, 2025, Regular Public Meeting of the Board of Directors

Claudette Beck made a motion to approve Agenda for the February 25, 2025, Regular Public Meeting of the Board of Directors.

Susan Alderson seconded the motion.

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

Roll Call

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

F. Approve Minutes of the December 3, 2024, Regular Public Meeting of the Board of Directors

Claudette Beck made a motion to approve the minutes from Regular Board Meeting on 12-03-24.

Susan Alderson seconded the motion.

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

Roll Call

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

II. Consent Agenda

A. Consent Agenda Items

Board President announced the following consent agenda items:

1. The Board will be asked to review and approve the School Accountability Report Card The E-Rate
2. The Board will be asked to approve the 2025-2026 School Calendar
3. The Board will be asked to approve the 2025-2026 Employee Handbook

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.

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

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 8.0%, which is lower than 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.

Mr. Wohl 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.

Mr. Wohl then discussed the State's budget and the anticipated impact on the school's budget.

Board President Adams thanked Mr. Wohl for his update.

B. Area Superintendent Update

Corrine Manley greeted the board Corrine Manley greeted the board and 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.

Ms. Manley also shared about an unfortunate flooding that happened at the school, forcing the facility to temporarily close. She assured the board the damage was repaired and the center has since re-opened.

Ms. Manley then introduced Liliana Childs, who discussed additional details about the flood. She assured the board that staff was able to demonstrate resilience and commitment to their students by temporarily switching students to remote learning and providing "Credit Drop-Off Days" in the lobby and parking lot.

Next, Ms. Childs provided a presentation on recent learning center events and opportunities, including PAC and ELAC meetings, a photography exhibit, and a WASC mid-cycle visit.

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

Shellie Hanes shared additional details about the flood and the hard work of the staff.

Board Member Lukacs commented on how well the center looks.

C. Mid-Year Local Control Accountability Plan Update

Bao Nguyen directed the board to the 2024-2025 Mid-Year Local Control Accountability Plan ("LCAP") report located in the board packet. Mr. Nguyen reminded the board the mid-year LCAP report is required to ensure the continual monitoring and evaluation of the school's progress towards its LCAP goals. Mr. Nguyen then provided a presentation on the school's mid-year LCAP, which included the actions implementation, expenditures to date, progress on metrics and the budget overview for parents.

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

- **Goal #1 Increase Academic Progress:** All actions are fully implemented. One-on-one tutoring support has proven to increase student learning outcomes. Continuing to prioritize increasing the number of students receiving tutoring. Continuing to build a comprehensive system of support for our EL students with a dedicated EL Lead and EL Paraprofessional leading instructional interventions, and improvements through both a dedicated EL Progress Monitoring platform and intervention curriculum. Increased appointment days for all students from two to three, and implemented study hall and targeted intervention days to further maximize instructional time. Formed an ELD Task Force that meets every LP to review student data and assign intervention. Increased the number of unique students receiving one-on-one tutoring by 67% from 31 to 52 between LP2 and LP5 with a majority of these students being English Learners.
- **Goal #2 Students Will Gain Skills for College and Career-Readiness:** Expanding workforce readiness partnerships with organizations like Hope Builders, which provides paid training in both the Medical Assistant and Construction fields. Events like our Bite of Reality and annual College and Career Resource Fair provide designated opportunities for workforce and college exposure. Created a new College and Career Paraprofessional position specifically to support our students with Dual Enrollment, WIOA, and CTE advancement.

- **Goal #3 Increase Student Retention:** Formed a Coordination of Services Team for early identification and coordination of services like mental health counseling and academic intervention. With a Whole Child Lens in connection to our Community Schools model, they are also bringing on partnerships like animal assisted therapy, and keeping a stock of enhanced supplies for our homeless and housing unstable students with suitcases, cold weather apparel, and portable lights and battery packs in addition to basic hygiene necessities. Also building out a Community Room to act as a student-centered, welcoming space.
- **Goal #4 Increase Educational Partners' Engagement:** Adopted the Community Schools model to make the school a place reflective of community assets and responsive to local needs. Continued to sustain efforts at providing authentic opportunities for students and parents to get involved in school decision-making. PAC/ELAC meetings have increased attendance rate and deepened active engagement with more parents consistently attending multiple meetings and providing actionable feedback. Created new platforms for family engagement such as a biweekly Coffee Hour and a Community Schools Steering Committee. Maintain an ongoing process of Needs and Assets Assessment through both quantitative measures such as the Annual Survey and qualitative measures like discussion groups and empathy interviews.

Lastly, Mr. Nguyen discussed an update regarding Long-Term English Learners (LTELs) He informed the board that this update reflects California's ongoing commitment to supporting all English learners and addressing the persistent challenges faced by students who remain classified as English learners for extended periods. The LCAP's outlined plan to provide targeted support to LTELs can be found in LCAP Goal 1, Action 1.1 and 1.8 on pages 4 and 20 respectively.

Board President Adams thanked Mr. Nguyen for his presentation.

D. California Dashboard Report

Boa Nguyen greeted the board and explained the California School Dashboard is one part of California's comprehensive accountability system for schools, districts, and county offices of education that reports performance and progress in six state indicators and seven local indicators. Each area reflects the priorities of California's Local Control Funding Formula (LCFF) and the metrics required by the federal Every Student Succeeds Act (ESSA).

Mr. Nguyen then provided a detailed summary of the school's academic performance, as well as the graduation and suspension rates included in the Dashboard report.

Board President Adams thanked Mr. Nguyen for his report.

V. Action Items

A. The Board will be asked to approve the amended Conflict of Interest Policy

Bill Thompson informed the board the Conflict of Interest Policy has been revised to better align with state preferences. He shared key updates that were made to the policy.

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

Claudette Beck made a motion to approve the amended Conflict of Interest Policy.

Susan Alderson seconded the motion.

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

Roll Call

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

B. The Board will be asked to approve the Second Interim Report and the Revised Budget for the 2024-2025 school year

Claudio Wohl directed the board to the Second Interim Report and revised budget for the 2024-2025 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, 2024 through January 31, 2025 actuals, and projected budget to June 2025 year-end. The report categories include the original budget, revised budget, actuals to date, projected year-end totals, projected year-end reserves, and ADA.

Mr. Wohl then reviewed the ADA, expenditures, revenue, and projected reserves, and highlighted the following areas:

- The school budgeted a P2 ADA of 262, and the school is currently projecting a funding P2 ADA of 313.
- The school is projecting total revenue of \$6.1M, which is higher than the school's original budget.
- LCFF projected revenue is \$5.3M, which is an increase compared to the original budget.
- Federal Revenue shows a decrease of \$2K, from \$81K to \$79K.
- Other State revenue shows a small increase from \$614K to \$672K.
- Other local revenue is projected at \$9K from interest and refunds.
- Projected total expenditures of \$6M, which is an increase of \$831K compared to the original budget.

Lastly, Mr. Wohl reviewed the school's ending fund balance and restricted reserves. He then asked the board for input and questions.

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

Claudette Beck made a motion to approve the Second Interim Report and the Revised Budget for the 2024-2025 school year.

Susan Alderson seconded the motion.

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

Roll Call

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

C. 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. He then reviewed the proposed changes and recommended the board approve the revised Accounting Manual.

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

Claudette Beck made a motion to approve the revised Charter School Accounting Manual.

Susan Alderson seconded the motion.

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

Roll Call

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

D. The Board will be asked to approve using the auditing firm Wilkinson, Hadley & King & Co., LLP for the 2024-2025 audit

Claudio Wohl directed the board to the proposal presented by Wilkinson Hadley King & Co. to prepare the school's June 30, 2025 annual audit. Mr. Wohl reminded the board that the Wilkinson Hadley King & Co. CPA firm is on the state's approved auditor list. He then informed the board of the Firm's current fee rate and recommended the board approve the engagement letter with Wilkinson Hadley King & Co.

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

Claudette Beck made a motion to approve using the auditing firm Wilkinson, Hadley & King & Co., LLP for the 2024-2025 audit.

Susan Alderson seconded the motion.

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

Roll Call

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

E. The Board will be asked to approve the revised Committed Funds Plan for the school

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. Ms. Manley then reviewed the updated Committed Funds Plan for the amount of reserves in excess of the recommended 20% reserve amount.

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

Claudette Beck made a motion to approve the revised Committed Funds Plan for the school.

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

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

A. Observations and Comments

Jeff Brown congratulated the staff and students on their enthusiasm. He thanked the staff for their hard work.

Jeri Vincent commented on the progress of the learning center and thanked the staff.

Shellie Hanes thanked Ms. Manley and Ms. Childs for their excellent team work getting the center back open after the flooding.

Board Secretary Beck expressed her gratitude for the school's progress in math.

Board Member Rathgeber praised the staff for their hard work and dedication.

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.

Susan Alderson seconded the motion.

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

Roll Call

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

Susan Alderson seconded the motion.

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

Roll Call

Dr. David G. Rathgeber	Aye
Michael R Adams	Aye
Frank Lukacs	Aye
Susan Alderson	Aye
Claudette Beck	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 8, 2025, 12:30pm

B. Adjourn Meeting

Claudette Beck made a motion to adjourn the meeting.

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

Roll Call

Frank Lukacs 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.