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 December 2, 2025 at 1:00 PM

Location
Meeting Location: 737 Windy Point Dr., Ste. 101, San Marcos, CA 92069
Satellite Locations: 177 Holston Drive, Lancaster, CA 93535
505 North Euclid St., Suite 100, Anaheim, CA 92801

Microsoft Teams
Join the meeting now
Meeting ID: 214 131 932 017 9
Passcode: G9v63QU3

Dial in by phone
+1 657-207-0015,,810828985#
Phone conference ID: 810 828 985#

MEETING LOGISITICS
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 Lukacsa, 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 2, 2025 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.

C. Pledge of Allegiance

Board Member Alderson 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
Maribelle Mallari, Federal and State Programs Coordinator
Bill Thompson, Legal Counsel
Guita Sharifi, CFO, LLAC

E. Approve Agenda for the December 2, 2025, Regular Public Meeting of the Board of Directors

Claudette Beck made a motion to approve Agenda for the December 2, 2025, Regular Public Meeting of the Board of Directors.
Dr. David G. Rathgeber seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

F. Approve Minutes of the October 27, 2025, Regular Public Meeting of the Board of Directors

Claudette Beck made a motion to approve the minutes from Regular Board Meeting on 10-27-25.
Dr. David G. Rathgeber seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

II. Consent Agenda

A. Consent Agenda Items

Board President Adams announced the following consent agenda items:

1. The revised School Safety Plan
2. The E-Rate vendor selections
3. The Policy on Referral Protocols for Addressing Student Behavioral Health Concerns

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.
Frank Lukacsa seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

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 7.5%, which is lower than 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. She informed the board the school's line of credit had been increased by Hanmi Bank.

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.

Ms. Sharifi then informed the board that the school's June 30, 2025, annual audit report has been delayed. The hold-up stems from the U.S. Office of Management and Budget's late release of the 2025 Federal Compliance Supplement, which auditors need to complete the federal portion of the Single Audit. Because the school received over $750,000 in federal funds during the 2024–25 fiscal year, a Single Audit is required. The full audit cannot be finalized until the federal compliance work is finished, so the auditor recommended requesting an extension through January 31, 2026. The school has submitted this request, and the completed audit report will be presented at the January 2026 board meeting.
Board President Adams thanked Ms. Sharifi for her update.

B. Area Superintendent Update

Corrine Manley greeted the board and discussed the school's enrollment, overall credit completion, core credit completion, and the one-year graduation cohort.

Next, Ms. Manley shared with the board that they are in the process of hiring a new principal and anticipates introducing them at the next board meeting.
Board President Adams thanked Ms. Manley for her update.

C. Mid-Year 2025-26 LCAP Monitoring Report with Learning Recovery Emergency Block Grant Action Update

Maribelle Mallari directed the board to the 2025-2026 Mid-Year Local Control Accountability Plan ("LCAP") report located in the board packet. Ms. Mallari reminded the board this mid-year LCAP report is required to ensure continual monitoring and evaluation of the school's progress towards its LCAP goals. Ms. Mallari then provided a presentation on the school's mid-year LCAP, which included the implementation of actions, expenditures to date, progress on metrics and the budget overview for parents.

Next, Ms. Mallari reviewed the data and information for the following goals. She reviewed the successes in each area, as well as areas needing improvement.

- Goal #1 Increase Academic Progress: Reclassification rate and DASS graduation rate both increased. English Learner Progress Indicator decreased by 6.7%.
- Goal #2 Students Will Gain Skills for College and Career Readiness: Growth in math and science assessments, as well as CTE participation. Slight decline in ELA scores.
- Goal #3 Increase Student Retention: 92% overall success rate and 88.5% attendance rate. There was a dip in retention rates following a school flood, forcing students to do online school for a few weeks.
- Goal #4 Increase Educational Partners' Engagement: Excellent progress. Over 1,100 partners attended school events and 471 attended advisory meetings.

Board President Adams thanked Ms. Mallari for her presentation.

V. Action Items

A. The Board will be asked to approve the June 30, 2025, Annual Audit Report for the school

Ms. Sharifi reminded the board this item has been continued to a future meeting and will be voted on at that time.

B. The Board will be asked to approve the Charter Material Revision Petition and approve the Resolution Approving Submission of the Orange County Workforce Innovation High School Material Revision Petition

Corrine Manley informed the board they are expanding into Fountain Valley. In order to add a new location, they need approval from their authorizer, the Orange County Board of Education (OCBE), and are required to submit a material revision to their charter petition.

Ms. Manley reviewed the revisions, including the address of the potential new site in Fountain Valley and the following timeline:

- **January 2026** – Submit the revision to the Orange County Department of Education (OCDE).
- **February 2026** – OCDE presents the revision to the Orange County Board of Education.
- **March 2026** – OCBE holds the first public hearing.
- **April 2026** – OCBE holds the second public hearing.
- **May 2026** – OCBE is expected to make a final decision.

She assured the board they would be kept informed throughout the process and asked if they had any questions.
Board President Adams thanked Ms. Manley. Hearing no further questions, Mr. Adams asked for a motion.
Claudette Beck made a motion to approve the Charter Material Revision Petition and approve the Resolution Approving Submission of the Orange County Workforce Innovation High School Material Revision Petition.
Dr. David G. Rathgeber seconded the motion.
The board **VOTED** to approve the motion.

Roll Call	
Michael R Adams	Aye
Frank Lukacsa	Aye
Dr. David G. Rathgeber	Aye
Susan Alderson	Aye
Claudette Beck	Aye

C. 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 over the recommended maximum 20%. Ms. Manley explained that 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 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. Lastly, Ms. Manley reviewed the updated Committed Funds Plan and asked the board if they had any comments or questions.

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.
Dr. David G. Rathgeber seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

D. The Board will be asked to approve the 2025-2026 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, 2025 through October 31, 2025. 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 302, and the school is currently projecting a funding P2 ADA of 352.
- The school is projecting total revenue of $7M, which is $978K higher than the school's original budget.
- LCFF projected revenue is $6.1M, which is an increase by $787K, compared to the original budget.
- Federal revenue remains the same at $30K, and comes from Federal Special Education.
- State Revenue increased from $686K to $865K due to a combination of special ed and lottery revenue increases due to growth in ADA, as well as the addition of the Golden State Pathways Program Planning grant.
- Other Revenue increased by $12K and includes interest, vendor credits, and e-rate refunds.
- Projected total expenditures of $6.8M, which is an increase compared to the original budget due to a combination of an increase in salaries and benefits, a marginal increase in instructional supplies and equipment spending. Operating expenses had a slight increase due to an increase in professional services, including student transportation and CTE courses.

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 and asked for a motion.
Claudette Beck made a motion to approve the 2025-2026 First Interim Report.
Dr. David G. Rathgeber seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

E. The Board will be asked to review and approve Wilkinson, Hadley & King & Co., LLP to prepare the school's 2024 Form 990, Return of Organization Exempt from Income Tax and any other related tax forms

Guita Sharifi directed the board to the engagement letter from Wilkinson, Hadley, King & Co. to prepare the fiscal year ending June 30, 2025, 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 2024 tax returns.
Board President Adams thanked Ms. Sharifi and asked for a motion.
Claudette Beck made a motion to approve Wilkinson, Hadley & King & Co., LLP to prepare the school's 2024 Form 990, Return of Organization Exempt from Income Tax and any other related tax forms.
Dr. David G. Rathgeber seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Claudette Beck	Aye
Michael R Adams	Aye
Frank Lukacsa	Aye
Susan Alderson	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 and commented on the LCAP report. He then thanked Ms. Sharifi for her reports.

Jeri Vincent congratulated Ms. Childs on her promotion and praised Ms. Manley. She thanked the board for their comprehensive oversight.

Board members and staff congratulated Ms. Childs on her promotion.

Board Member Alderson thanked Ms. Manley for her hard work and leadership.

VII. Closed Session

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

Upon the 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 24, 2026, 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	
Frank Lukacsa	Aye
Claudette Beck	Aye
Dr. David G. Rathgeber	Aye
Susan Alderson	Aye
Michael R Adams	Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 1:52 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.