

# 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 April 8, 2025 at 12:45 PM

#### Location

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

**Satellite Locations:** 505 North Euclid St., Suite 100, Anaheim, CA 92801  
42163 Mohave Rose Drive, Lancaster, CA 93536

#### Microsoft Teams

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Meeting ID: 272 923 924 463

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Phone conference ID: 204 902 978#

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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.

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### **Directors Present**

Claudette Beck (remote), Dr. David G. Rathgeber, Frank Lukacs (remote), 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 Apr 8, 2025 at 12:45 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

Shellie Hanes, Superintendent

Darin Bower, COO

Corrine Manley, Area Superintendent

Liliana Childs, Principal

Bao Nguyen, Federal and State Programs Coordinator

Bill Thompson, Legal Counsel

Heather Stuve, Sr. Director of Special Programs and Services

Guita Sharifi, CFO, LLAC

### **E. Approve Agenda for the April 8, 2025, Regular Public Meeting of the Board of Directors**

Claudette Beck made a motion to approve Agenda for the April 8, 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**

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

**F. Approve Minutes of the February 25, 2025, Regular Public Meeting of the Board of Directors**

Claudette Beck made a motion to approve the minutes from Regular Board Meeting on 02-25-25.

Dr. David G. Rathgeber seconded the motion.

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

**Roll Call**

Frank Lukacs	Aye
Susan Alderson	Aye
Michael R Adams	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 Board will be asked to approve the 2025-26 Parent-Student Handbook
2. The Board will be asked to approve the revised Suspension and Expulsion Policy and Procedure
3. The Board will be asked to approve the revised Title IX Policy Prohibiting Discrimination on the Basis of Sex
4. The Board will be asked to approve the revised Harassment, Intimidation, Discrimination and Bullying Policy
5. The Board will be asked to approve the revised Service Animal Policy

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.

Dr. David G. Rathgeber seconded the motion.

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

**Roll Call**

Susan Alderson	Aye
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#### **Roll Call**

Dr. David G. Rathgeber	Aye
Michael R Adams	Aye
Claudette Beck	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. Finance Update**

Guia 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 8.0%.

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 informed the board she will provide an update on the State's budget at the next board meeting after the Governor's May revisions have been submitted.

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 9 data, including Average Daily Attendance (ADA), enrollment, overall credit completion, core credit completion, and the one-year graduation cohort.

Ms. Manley informed the board that Boa Nguyen will be moving on to a new opportunity. She recognized his dedication and thanked him for all he has done for the school. Board President Adams thanked Ms. Manley for her update.

**C. California Community Schools Partnership Program (CCSPP) Implementation Grant Update**

Bao Nguyen thanked Ms. Manley and Ms. Childs. He also thanked the board for their involvement and support.

Mr. Nguyen then provided an update on the California Community Schools Partnership Program (CCSPP) Implementation Grant. Mr. Nguyen reminded the board the grant consists of five years of funding and discussed the intended outcomes, including improved student outcomes, continuous improvement, and shared decision making. He then discussed the school's focus on the Whole Child and Family Support, improvement in educational partner engagement, and technical assistance and professional development efforts. Lastly, Mr. Nguyen discussed the year-end reports and a Sustainability Plan outlining strategies to secure alternative funding, leverage existing resources, and maintaining programmatic and fiscal stability beyond the grant's expiration.

Board President Adams thanked Mr. Nguyen for his update.

**D. Local Control and Accountability Plan Goals and Metrics**

Bao Nguyen greeted the board and directed them to the LCAP goals and metrics located in their board packet. Mr. Nguyen reviewed the steps involved in developing and finalizing the LCAP goals and metrics, including the engagement of school staff, parents, students, and community partners.

Mr. Nguyen then reviewed the school's four LCAP goals. He shared a few highlights and discussed areas needing improvement.

- Goal 1: Increase Academic Progress: This is a focus goal for increasing academic progress for all students, especially English language learners, low-income, and foster youth.
  - Average credit completion increased.
  - Reading Lexile growth maintained.
  - Math Quantile growth increased.
- Goal 2: Students will gain skills for College and Career-Readiness: This is a broad goal for helping students gain skills for college and career-readiness.
  - English and Math scores increased.
  - Expanded CTE offerings.
- Goal 3: Increase Student Retention: This is a maintenance goal designed to continue addressing student disengagement and supporting students' decisions to rematriculate or graduate through this program.

- Attendance, retention, and rematriculation all increased.
- Suspension rate remains at zero.
- Expulsion rate remains at zero.
- Goal 4: Increase Educational Partner Engagement: This is a maintenance goal designed to encourage parental participation in meaningful ways to promote positive school outcomes.
  - PAC and ELAC Participation has continued to improve.

Mr. Nguyen thanked the board and asked if there were any questions or comments.

Board President Adams thanked Mr. Nguyen for his update.

Board Member Lukacs asked about the increase in graduates. Mr. Nguyen discussed the great work of Principal Childs and the ways the school made changes to improve student support, meet student needs and improve student success.

#### **E. School Survey Report**

Bao Nguyen directed the board to the school survey report located in their board packet. Mr. Nguyen then discussed the three different sections of the survey and highlighted the results.

- Student Survey Highlights: 100% of students feel safe at school and that the school is a positive and inclusive environment. 99% feel they have an adult they can to for help.
- Parent/Guardian Survey Highlights: 100% feel the school is safe and feel connected to the school. 100% agree the school provides a quality education.
- Staff Survey Highlights: 100% feel safe at school and feel connected to the school. 100% feel the school treats all students with respect.

Mr. Nguyen explained the survey data is used when developing the LCAP for the next school year. He then asked the board if they had any questions or comments.

Board President Adams thanked Mr. Nguyen for his update.

Board Member Alderson commented on the college and career support the school is providing students. She asked about additional internship opportunities that are available to students. Mr. Nguyen discussed the support the school provides to help students reach their goals.

#### **F. CDE Notification of 2023-2024 Annual Determination Pursuant to the Individuals with Disabilities Education Act and Selection for 2024-2025 Special Education Monitoring Activities**

Heather Stuve greeted the board and directed them to the letter located in their board packet. She explained that in support of the implementation of IDEA, the California Department of Education (CDE) sends each school an annual determination letter

indicating the school's status related to special education compliance. She explained to the board that small LEAs participate in Cyclical Monitoring activities to gather data around the implementation of IDEA and the provision of a free and appropriate education (FAPE) in the least restrictive environment (LRE).

Ms. Stuve then informed the board the monitoring level assigned to the school for 2025 is: Targeted Level 3: Needs Assistance. She explained to the board the school had previously completed a CIM plan in 2023 and is now implementing the plan in 2025. The CIM team is comprised of school administrators, staff, special education, and general education teachers. Together they will review the current data to determine if any adjustments are needed to maximize the impact of the improvement activities. Ms. Stuve further informed the board that staff will participate in a series of webinars and workshops hosted by the CDE and the school's SELPA and designed to support the development and implementation of the CIM process.

Board President Adams thanked Ms. Stuve for her update.

#### **G. Current Vendor List**

Corrine Manley directed the board to the current vendor list located in their board packet. She reminded the board this information is provided bi-annually and includes information about all vendors used between July 1, 2024, and December 31, 2024. Ms. Manley then requested the board to review the list for any potential conflicts of interest and to reach out to her or legal counsel with any questions or concerns.

Board President Adams thanked Ms. Manley.

#### **H. 2025-2026 Board Meeting Dates**

Board President Adams directed the board to the draft 2025-2026 regular board meeting calendar located in their board packet and requested the board to review the meeting dates and times.

### **V. Public Hearing**

#### **A. Open Public Hearing**

Board President Adams requested a motion to open the public hearing

Claudette Beck made a motion to open the public hearing.

Dr. David G. Rathgeber seconded the motion.

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

#### **Roll Call**

Frank Lukacs Aye

Dr. David G. Rathgeber Aye

Susan Alderson Aye

Michael R Adams Aye

Claudette Beck Aye

Board President Adams announced the public hearing opened at 1:18 p.m.

**B. The Board will hold a public hearing to solicit the recommendations and comments of members of the public regarding the revised Personalized Learning Policy**

Corrine Manley directed the board to the redlined copy of the revised Personalized Learning Policy in their board packet. She informed the board that student master agreements are now referred to as the "Independent Study Agreement", and the Personalized Learning Policy has been updated throughout to reflect this change.

Ms. Manley then asked for questions or comments from members of the public and board members.

**C. Close Public Hearing**

Board President Adams thanked Ms. Manley for her report. Hearing no further questions or comments, Mr. Adams requested a motion.

Claudette Beck made a motion to close the public hearing.

Dr. David G. Rathgeber seconded the motion.

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

**Roll Call**

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

Board President Adams announced the public hearing closed at 1:20 p.m.

**VI. Action Items**

**A. The Board will be asked to approve the revised Personalized Learning Policy**

Corrine Manley recommended the board approve the revised Personalized Learning Policy that was shared during the Public Hearing.

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

Claudette Beck made a motion to approve the revised Personalized Learning Policy.

Dr. David G. Rathgeber seconded the motion.

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

**Roll Call**

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

**B. 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 informed the board the only changes made were grammatical and no policy changes were made.

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

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

Dr. David G. Rathgeber 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
Susan Alderson	Aye

**C. The Board will be asked to approve the Declaration of Need (DON) forms as a prerequisite to the issuance of an emergency permit and/or limited assignment permit for teachers at the School for the 2025-2026 School Year per California Code of Regulations §80026**

Corrine Manley reminded the board the annual Declaration of Need (DON) forms ensure the school's eligibility to apply for emergency and/or limited assignment permits for teachers. Ms. Manley explained the DON will allow qualified individuals to be authorized to serve in their teaching assignment while they are working towards completing the credential requirements for the educator's assignment. Ms. Manley then reviewed the areas of anticipated need for fully qualified educators, limited assignment permits, and efforts to recruit certificated personnel.

Ms. Manley then recommended the board approve the DON form for the school for the 2024-2025 school year.

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

Claudette Beck made a motion to approve the Declaration of Need (DON) forms as a prerequisite to the issuance of an emergency permit and/or limited assignment permit for teachers at the School for the 2025-2026 School Year.

Dr. David G. Rathgeber seconded the motion.

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

**Roll Call**

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

## **VII. Additional Corporate Officers and Board Members' Observations and Comments**

### **A. Observations and Comments**

Jeff Brown thanked the staff for their presentations. He thanked Mr. Nguyen and acknowledged his clear and concise presentations. He then thanked the board for their continued involvement.

Staff and board members offered their appreciation for Mr. Nguyen and the great work he did for the school.

## **VIII. 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**

## **IX. Closing Items**

### **A. Next Regular Board Meeting Date: June 3, 2025, 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**

Michael R Adams      Aye

Claudette Beck      Aye

Frank Lukacs      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 1:27 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.