

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 August 26, 2025 at 12:15 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: 255 741 860 498 4

Passcode: 9dn2i5RY

Dial in by phone

[+1 657-207-0015,,965863142#](#)

Phone conference ID: 965 863 142#

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), Frank Lukacs, Michael R Adams, Susan Alderson

Directors Absent

Dr. David G. Rathgeber

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 26, 2025 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.

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

Bill Thompson, Legal Counsel

Guita Sharifi, CFO, LLAC

E. Approve Agenda for the August 26, 2025, Regular Public Meeting of the Board of Directors

Claudette Beck made a motion to approve Agenda for the August 26, 2025, Regular Public Meeting of the Board of Directors.

Susan Alderson seconded the motion.

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

Roll Call

Frank Lukacs Aye

Roll Call

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

F. Approve Minutes of the June 3, 2025, Regular Public Meeting of the Board of Directors

Claudette Beck made a motion to approve the minutes from Regular Board Meeting on 06-03-25.

Susan Alderson seconded the motion.

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

Roll Call

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

II. 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.

III. School Reports and Information

A. Finance Update and Financial Reporting for the 2025-2026 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 8.0%, which is the same rate as 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.

Board President Adams thanked Ms. Sharifi.

B. Area Superintendent Update

Corrine Manley greeted the board and discussed the school's successful expanded learning program. She then reviewed enrollment, ADA, including Average Daily Attendance (ADA), enrollment, overall credit completion, back-to-school night, and community outreach events.

Board President Adams thanked Ms. Manley for her update.

C. Annual Board Training Announcement

Corrine Manley provided an update on the annual training for charter school board members and leaders, which will be provided by Young, Minney & Corr. Board members will have the option of attending a virtual session on Tuesday, September 23 from 6:00pm-8:00pm covering the following topics: Brown Act, SB 126, conflict of interest including the Political Reform Act, Corporations Code, Government Code Section 1090, and the appearance of impropriety, Form 700 filing information and requirements, laws relating to personal financial gain by public servants, and laws relating to the use of public funds, gifts, and claiming perquisites of offices.

Board President Adams thanked Ms. Manley for the information.

IV. Action Items

A. The Board will be asked to approve the Unaudited Actuals for the 2024-2025 school year

Guita Sharifi directed the board to the unaudited actuals report for the 2024-2025 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), which was the basis for funding in 2024-2025, and the estimated ADA projections for 2025-2026, 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 302 for a total revenue of \$5.9M, which was \$20K higher than the previously projected revenue.

Ms. Sharifi reported that the school ended the year with total expenditures of \$5.9M, which was \$10K higher than prior projections. This increase was due to higher spending on

classified instruction salaries, supplies and equipment. There was a reduction in spending on training, insurance, facilities, and professional service expenses.

Ms. Sharifi then discussed the school's year-end assets and liabilities and reported the school's ending net position.

Lastly, Ms. Sharifi 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. Hearing no questions or comments. Mr. Adams asked for a motion.

Claudette Beck made a motion to approve the Unaudited Actuals for the 2024-2025 school year.

Susan Alderson seconded the motion.

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

Roll Call

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

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

A. Observations and Comments

Jeff Brown thanked Ms. Sharifi for her detailed reports. He then thanked Ms. Manley for her continued good work.

Board Member Alderson thanked Ms. Manley. She shared her appreciation for Ms. Sharifi.

VI. 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

Roll Call

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

VII. Closing Items

A. Next Regular Board Meeting Date: October 7, 2025, 1:00pm

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 Absent
Frank Lukacs 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 1:11 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.