MINUTES

OFL-BALDWIN PARK, INC.
A California Nonprofit Public Benefit Corporation

BOARD OF DIRECTORS
REGULAR MEETING

March 25, 2025

Zoom Meeting Dial-In: 1-669-900-6833
Zoom Meeting ID: 810 4630 2782

Meeting Location: 12731 Ramona Boulevard, #201, Irwindale, CA 91706

A regular meeting of the Board of Directors ("Board") of OFL-Baldwin Park, Inc., a California nonprofit public benefit corporation ("OFL-BP" or the "School") was held on March 25, 2025 at the meeting location and by teleconference according to the Agenda posted in accordance with the Ralph M. Brown Act and distributed to the Directors in compliance with the corporation's Bylaws. Members of the public were provided the opportunity to observe the meeting and offer public comment using the dial-in information provided on the Agenda.

OPEN SESSION

1. Call to Order

The meeting was called to order at 10:31 A.M. (PT) by Ms. Jocelyn Finn, President of OFL-BP.

2. Welcome and Roll Call

The following Directors, constituting a quorum of the Board, were present:

Ms. Jocelyn Finn, President and Board Member
Ms. Kaitlin Breen, Secretary and Board Member

The following Directors, were absent:

Ms. Harprit Chohan, Treasurer and Board Member

The following individuals identified themselves as being present:

Ileana Kiriakos, Superintendent, OFL-BP
Andy Tsai, Assistant Superintendent of Business Operations, OFL-BP
Richard Moreno, Director of Schools, OFL-BP
Megan Betry, Principal, OFL-BP
Jeffrey Moreno, Assistant Principal of Instructional Operations ("APIO"), OFL-BP
Maricela Frymark, Senior Director of Policy and Compliance, Propel, A Charter Management Group, Inc. ("Propel")
Cynthia Harsen, Chief Financial Officer, 9 Dot Education Solutions, LLC ("9 Dot")
Levik Mansourian, Corporate Controller, 9 Dot
Alex Salazar, Divisional Controller, 9 Dot

Melissa Bauer, Senior Board Relations Manager, 9 Dot
Susan Fischer, Board Relations Specialist, 9 Dot
Arlene Reyes, Board Relations Coordinator, 9 Dot
Greg Bordo, Legal Counsel for OFL-BP, Blank Rome LLP

3. Public Comment

Ms. Finn stated members of the public may address the Board at regular meetings on agenda or non-agenda items that are within the subject matter jurisdiction of the Board, and at special meetings on agenda items only, by using the call-in information set forth above. Speakers may be called in the order that requests are received, or grouped by subject area. Members of the public were asked to limit comments to two (2) minutes with no more than 15 minutes per single topic so that as many people as possible may be heard. By law, the Board is allowed to take action only on items on the agenda. The Board may, at its discretion, refer a matter to School staff or calendar the issue for future discussion.

There were no comments made by members of the public.

4. Items for Information and/or Action

A. <u>Consent Agenda</u>

All items listed under Consent Agenda are considered by the Board to be routine and consistent with approved policies and practices of the School. The Board was asked to approve all of the Consent Agenda items by a single vote unless requested by a Board member to be discussed and considered for action separately.

A.1 OFL-BP Minutes of January 31, 2025

The Board was provided in their meeting materials the minutes of the January 31, 2025 Board meeting for the Board's review and approval.

A.2 OFL-BP Report of Charter Services Agreements for Fiscal Year 2024-2025

The Board was provided in their meeting materials with the OFL-BP Report of Charter Services Agreements for Fiscal Year 2024-2025. The Board was asked to review and consider approval and/or ratification of the OFL-BP Report of Charter Services Agreements for Fiscal Year 2024-2025. The Procedures subsection (in the Procurement Policy, in the Fiscal Policies and Procedures) outlines that the Board will receive, on a regular basis, a report of the School's service contracts approved pursuant to this section. This has been the Report of Charter Services Agreements. Since 2020, the School leadership has tracked the applicable service contracts and anticipated expenses manually and reported activities on an as-needed basis to the Board. As the policies evolved and changes, so did the scope and ease of tracking of the service contracts and the procedures for approvals. In 2023, 9 Dot Accounting offered to streamline this reporting process, moving this from manual tracking by School leadership to automatic tracking by the Workday platform, which is informed by the School's Fiscal Policies and associated Approvals Thresholds therein. The Report of Charter Services Agreements includes all service providers and associated expenses within the outlined approval thresholds. The report is organized alphabetically by service provider based on Board member request. There was no fiscal impact, and the report was included in recorded expenses for fiscal year 2024-2025 and the preliminary close. The proposed motion was to approve and/or ratify the OFL-BP Report of Charter Services Agreements for Fiscal Year 2024-2025.

A.3 OFL-BP Title IX Policy and Grievance Procedures for Sexual Harassment (2022)

The Board was provided in their meeting materials with the OFL-BP Title IX Policy and Grievance Procedures for Sexual Harassment (2022). The Board was asked to review and consider for approval and re-adoption of the OFL-BP Title IX Policy and Grievance Procedures for Sexual Harassment (2022) that align with the 2020 Federal provisions. On January 9, 2025, a U.S. District Court vacated the 2024 Title IX regulations thus reverting to the previous regulations which were adopted by the Board in 2022. In order to comply with these changes, the School is requesting that its Board readopt its previously approved Title IX Policy and Grievance Procedures. There are some key differences between the policies. The 2024 Title IX policy expanded the protections to all forms of sex discriminations including sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity. It included a broader definition of sex-based harassment beyond just sexual harassment. Additionally, it created a more formalized complaint and investigation process with more emphasis on proactive monitoring and taking steps to reasonably address barriers for reports. It expanded on the privacy protections of the parties and witnesses by explicitly declaring that any information obtained solely through the grievance process is confidential and any unauthorized disclosures are prohibited. Lastly, it required that all staff be trained on Title IX and Grievance Procedures and outlined requirements for such training. In the 2020 provisions, only Title IX compliance teams required specific training. The School has an established Title IX team to investigate complaints and adhere to the grievance process set forth in this policy. This team includes a Title IX coordinator, Investigator, Decision Maker and Title IX Appeals Officer. This Title IX Website Statement and Title IX training materials will be posted to the School's website. The full Title IX Policy and Grievance Procedures for Sexual Harassment will be included in the Student Handbook. The fiscal impact was the cost for retraining staff to be absorbed in the School's operating budget. The Superintendent recommended approval of this item. The proposed motion was to approve and readopt the OFL-BP Title IX Policy and Grievance Procedures for Sexual Harassment (2022), supporting Title IX Website Statement (2022) to grant the Superintendent or designee to update, modify, or implement this policy in a manner to comply with applicable law.

Ms. Breen moved to approve the Consent Agenda. Ms. Finn seconded. The motion passed unanimously by roll call vote.

B. <u>Information Item(s)</u>

Ms. Kiriakos introduced Ms. Megan Betry as the new San Gabriel Valley region Principal. She stated that Ms. Betry had been a part of the School since 2012 and the team was excited she accepted the role as Principal. Ms. Kiriakos congratulated Ms. Betry. Ms. Betry thanked Ms. Kiriakos and expressed her excitement of attending her first Board meeting.

B.1 OFL-BP Charter Update

Ms. Betry presented the OFL-BP Charter Update. Ms. Betry reported that the School had shown great progress in engaging students academically and through extracurricular activities. The School focused on student growth and building community. Earlier this year, the School hosted the *Spring Into 2025 Family Event,* where key dates for the rest of the school year were shared and academic resources were provided. About twenty (20) to twenty-five (25) families attended with a total of forty-four (44) attendees. The 12th grade students were offered the Spring Senior Portfolio Workshops and a series of other workshops were held. These workshops reviewed resumes, cover letters, financial aid applications, and provided mock interviews. Seventeen (17) students attended the financial aid workshop. Eighteen (18) students attended the Senior Portfolio, and twenty-one (21) completed their senior interviews.

Ms. Finn asked how the interviews went, to which Ms. Betry indicated that they went well. Ms. Betry stated that she and Mr. Jeff Moreno participate each semester, which allows them to cancel their leadership meetings in order to prioritize conducting senior interviews for the Student Assistant position at the schools.

Ms. Finn asked if the selection process for the Student Assistant position was difficult. Ms. Betry indicated it can be difficult, and that there were student workers that go through a workforce interview process on a rotational-basis after a certain number of hours. Students were also coached by teachers and staff in preparation for these interviews.

Ms. Finn asked if these interviews were video recorded, to which Ms. Betry responded that they were not recorded but students did get to take their senior photos afterwards.

Students completed their winter sports soccer season, where sixteen (16) students participated on the regional team. The School continued their field trips including a physics field trip to *I Fly*.

Ms. Breen commented that the physics field trips were very fun when she attended Options For Youth ("OFY"), and her Physics trip included rock climbing. Ms. Betry added that students also attended Knott's Berry Farm for the physics field trip.

Students also toured the Collins College of Hospitality Management and the Kellogg Art Gallery at California State Polytechnic University, Pomona. A total of thirty-eight (38) students in the region attended and eleven (11) from the Ramona center attended. Ms. Betry noted that while the field trip was not heavily promoted, a significant number of students still signed up quickly. The School was currently serving thirty-two (32) Special Education ("SPED") students, fourteen (14) English Language Learners ("ELL"), and two (2) students experiencing homelessness. Ms. Betry discussed the dual enrollment partnerships with Mt. San Antonio College where they offered college success strategies to eighteen (18) students. Two (2) students from the School signed up for the Film 110 course with Pathways College. The School was looking forward to working more with Pathways College in the future.

Ms. Betry presented the Online Program ("OP") update on behalf of Ms. Brianna Marchand, the APIO for the Online Program ("OP"), who was unable to attend the meeting.OP offered experiences that combine learning with creativity, such as the Ace Street Art experience where students explored public murals in Los Angeles. Students learned graffiti techniques and connected with professional artists. The OP hosted a career week where students met with professionals, including the School's own staff, and they learned about all of the various career paths. The OP also offered dual enrollment opportunities with Pathways College. The courses offered were in Psychology and Film Appreciation. Lastly, *Krafting with Kandice* was an opportunity for students to connect and build relationships through creative expression. Led by the Assistant Principal, each session provides a guided crafting experience where students can unwind, express themselves, and foster a sense of community. Students sign up in advance, and all necessary materials are sent to them, allowing them to fully participate and follow along.

B.2 OFL-BP Financial Update

Mr. Salazar presented the OFL-BP Financial Update. The OFL-BP Financial Update is based on the January 2025 close, which was comprised of actuals from July through January plus budget for February through June, and included the Senate Bill 740 ("SB740") report, the detailed income statement, the variance analysis, the balance sheet, and the cash forecast. On the SB740 report, the projected Second Principal Apportionment ("P2") Average Daily Attendance ("ADA") rate was 398.63. Based on the projected P2 ADA, the total revenue was $7,811,788. Certificated Salaries and Benefits were $4,200,971 or 53.78% of revenue. Instruction and Related Services, including Certificated Salaries and Benefits, were $7,207,299 or

92.26% of revenue. For the non-instructional expenses, Operations and Facilities was $375,999 and Administration and All Other Activities was $436,751. There was a projected Generally Accepted Accounting Principles ("GAAP") deficit, which is the School's total revenue minus its total expenses, which was $208,262 or (-2.67%) deficit for the year. The School met and exceeded its spending benchmark for Certificated Salaries and Benefits by $1,056,727. The School met and exceeded its spending benchmark for total Instructional-Related Services by $982,427. The projected deficit remained the same, after the spending benchmarks were considered, at $208,262 or (-2.67%) deficit for the year. Mr. Salazar stated that as a result of the recent February close, which was not available to be included in the meeting materials, the deficit is much closer to net zero. Mr. Salazar indicated that, as of this report, the School still has time to improve the financial outlook and address the project deficit. Mr. Salazar asked the Board if there were any questions, to which there were none.

Mr. Salazar reviewed the income statement, which is a line by line, month by month report of details which roll up into the SB 740 report. Mr. Salazar indicated that projected revenue remained consistent, amounting to $7,811,788. Both Certificated and Non-Certificated payroll and related benefits, were projected to be $4,670,124 or 59.78% of the revenue when combined. Total projected expenditures were $8,020,049. The deficit remained unchanged.

Mr. Salazar reviewed the variance analysis report for the School. The variance analysis establishes a baseline of variance based on 1% of the year-to-date expenditures, calculated as of the most recent monthly close. For this report, the variance threshold was $49,280. Any variance, favorable or unfavorable, exceeding this threshold was highlighted in the report. The Certificated Salaries and Wages were higher than budgeted due to the under-budgeting of salaries for July and August. The budgets for these months were based on projections from the adopted budget, and while the School reforecasted salaries in October, the School is still working to close that gap. The General Consulting line item was over budget due toto the virtual mental health services invoices. There had been a past invoice from the 2022-2023 year, as well as an invoice for 2024-2025, which had not been budgeted for, causing the unfavorable variance. The SPED services line item was underbudget, resulting in savings, due to billings for these services being less than budgeted expenses.

Ms. Finn asked if the mental health services were related to the COVID-19 pandemic. Mr. Salazar did not have this specifics available but offered to research this more and provide Ms. Finn with more information at a later date.

Mr. Salazar reviewed the balance sheet, which is a snapshot of the School's assets and liabilities from inception to date. As of January 31, 2025, OFL-BP had total assets of $22,458,070; total liabilities were $11,605,330; and, total net assets were $10,852,740. Mr. Salazar proceeded to review the cash forecast. As of January 31, 2025, OFL-BP had $3,476,229 cash in bank. Mr. Salazar noted that the School was anticipating the repayment of the loan from Options For Youth-Duarte, Inc., which was included in the report as loan receipts. At the end of the current fiscal year, June 30, 2025, the School was projected to have $4,751,208 cash in bank. At the end of the calendar year, December 31, 2025, the School was projected to have $3,174,210 cash in bank. Mr. Salazar asked the Board if there were any questions, to which there were none.

B.3 OFL-BP Second Interim Report

Mr. Salazar presented the OFL-BP Second Interim Report. According to the California Department of Education Interim Status page, which outlines the status of certifications of Interim Financial Reports for school districts and county offices of education, Local educational agencies ("LEAs") are required to file two (2) reports during a fiscal year (interim reports) on the status of the LEA's financial health. The first interim report is due December 15 for the period ending October 31. The second interim report is due March

17 for the period ending January 31. County superintendents are to report to the Superintendent of Public Instruction and the State Controller the certification for all districts in their county within seventy-five (75) days after the close of the reporting period. The interim reports must include a certification of whether or not the LEA is able to meet its financial obligations. The certifications are classified as positive, qualified, or negative. A positive certification is assigned when the district will meet its financial obligations for the current and two (2) subsequent fiscal years. A qualified certification is assigned when the district may not meet its financial obligations for the current or two (2) subsequent fiscal years. A negative certification is assigned when a district will be unable to meet its financial obligations for the remainder of the current year or for the subsequent fiscal year. In addition, the Superintendent of Public Instruction may reclassify the certification of any county office of education or reclassify a certification based on an appeal of a school district in accordance with the above standards. As part of the School's Board approved Fiscal Policies and Procedures, the Second Interim Report is included in the Reporting Requirements in Section 2, Accounting Procedures. Accounting procedures conform to Generally Accepted Accounting Principles ("GAAP") to ensure accuracy of information and compliance with external standards.

Mr. Salazar reviewed the items which were included in the Second Interim Report, such as the School certification, where Assistant Superintendent Andy Tsai certified that the School had a positive cash balance, met its obligations, and was fiscally sound. Mr. Salazar explained that if there is no response from the district, it typically indicates that there were no issues with the documents. Mr. Salazar reviewed the projected ADA document, which reflected the prior ADA, the adopted budget ADA, and second interim ADA. It remained the same at 398.63. Mr. Salazar reviewed the restricted and unrestricted Multi-Year Projections ("MYP"), which included any grant or special education revenue and expenses. Mr. Salazar reviewed the Summary MYP, combining the two (2) prior reports. Mr. Salazar stated that it showed the deficit for the current fiscal year. He reviewed the Debt Multiyear Commitments, which only consisted of the accrued Paid Time Off ("PTO") owed to the employees. He indicated the School had no debt. Mr. Salazar reviewed the Cash Flow, which outlined the cash receipts by the revenue stream as well as the various expenditures. Mr. Salazar asked the Board if there were any questions, to which there were none.

C. <u>Action Item(s)</u>

C.1 OFL-BP Academic Calendar for Fiscal Year 2025-2026

Ms. Kirakos presented the OFL-BP Academic Calendar for Fiscal Year 2025-2026. The Board was asked to review and consider approval of the OFL-BP Academic Calendar for Fiscal Year 2025-2026. The purpose of the calendars is to assist school leaders in school planning of instructional operations, reporting, school holidays, events and other related school functions. The calendar dates draw from multiple sources, including the School's Charter Petition which states that the School shall be in session at least two hundred forty (240) instructional days between July 1st and June 30th of each school year. The calendars apply to all OFL-BP employees. Employees' exempt or non-exempt status calls for different provisions and is outlined within the calendar. All employees are required to adhere to the track and school holiday calendars. During floating weeks, the resource center is required to remain open to provide school related services to students and the school community. There was no fiscal impact. The Superintendent recommended approval of this item. Ms. Kiriakos asked the Board if there were any questions, to which there were none.

Ms. Breen moved to approve the OFL-BP Academic Calendar for Fiscal Year 2025-2026. Ms. Finn seconded. There was no further discussion from the Board. The motion passed unanimously by roll call vote.

C.2 OFL-BP Student Medical Leave Policy

Ms. Frymark presented the OFL-BP Student Medical Leave Policy. The Board was asked to review and consider approval and/or ratification of the OFL-BP Student Medical Leave Policy. The Student Medical Leave Policy ensures that students with serious medical conditions receive appropriate support while managing their health. Students with a valid medical leave note may remain enrolled in school or choose to disenroll to focus on recovery. Those who stay enrolled must meet with the Student Study Team ("SST") to assess their ability to maintain Satisfactory Educational Progress ("SEP") as required by the Master Agreement. If progress is feasible, support services are provided; otherwise, the student is placed on long-term medical leave with excused absences. Continued inadequate progress triggers an SST review to identify and determine Independent Study viability. Ms. Frymark stated that the policy was developed out of need and request from School leadership, with collaboration from School leadership and Legal Counsel. Ms. Frymark also indicated that if the Board approved this policy, it would take effect immediately and would be incorporated into the new school year's student handbook. Ms. Frymark stated the policy is more of an operational policy to provide guidance for the school. There was no fiscal impact. The Superintendent recommended approval of the item. Ms. Frymark asked the Board if there were any questions.

Ms. Breen asked what the process was for the student to return back to school if they choose to take a long-term medical leave with the excused absence. Ms. Frymark stated that the policy outlines that if a student is on a medical leave and has a verified note, the School will grant the student the leave. Once the student has been cleared to return on campus, the School will also request a doctor's note to be provided so that they know if there are any special considerations that should be made while the student is back on campus. She also stated that the SST team will reconvene, meet with the student, meet with the parent or guardian to develop a best course of action. This would help so that when the student is coming back from this medical leave, the School still provides them with support and consider what else they may need. Ms. Frymark stated it might require a Section 504 plan to be developed, but also depends on what the medical leave is for.

Ms. Breen asked if this policy currently applied to anyone at the School, to which Ms. Betry confirmed it did not as of yet. Ms. Betry and Ms. Frymark stated that this policy would serve as a valuable resource in the event that anyone requires assistance, offering clear guidance on the appropriate course of action.

Ms. Finn inquired whether there had been any students considered medically fragile enough to require separation from others. In response, Ms. Frymark explained that there had been such cases in the past, and accommodations, such as OP, are provided. She emphasized that OP allows these students, including those with disabilities, to continue making progress in school. Ms. Finn expressed her thanks to Ms. Frymark.

Ms. Breen moved to approve the OFL-BP Student Medical Leave Policy. Ms. Finn seconded. There was no further discussion from the Board. The motion passed unanimously by roll call vote.

5. Adjournment

There were no additional comments or questions prior to adjournment.

Ms. Breen moved to adjourn. Ms. Finn seconded. The motion passed unanimously by roll call vote. The meeting was adjourned at 10:59 A.M. (PT).

Kaitlin Breen

Ms. Kaitlin Breen
Secretary, OFL-Baldwin Park, Inc.