MINUTES

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

BOARD OF DIRECTORS
REGULAR MEETING

May 19, 2025

Zoom Meeting Dial-In: 1-669-900-6833
Zoom Meeting ID: 835 4964 8122

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 May 19, 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 10:32 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 at this meeting:

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

The following individuals identified themselves as being present:

Ileana Kiriakos, Superintendent, OFL-BP
Richard Moreno, Director of Schools, OFL-BP
Megan Betry, Principal, OFL-BP
Bryce Egardo, Principal of Online Programs, OFL-BP
Jeffrey Moreno, Assistant Principal of Instructional Operations ("APIO"), OFL-BP
Brianna Marchand, APIO, OFL-BP
Kathryn Erpenbeck, Assistant Principal ("AP"), OFL-BP
Evelyn Barrios, Lead Teacher, OFL-BP
Maricela Frymark, Senior Director of Policy and Compliance, Propel, A Charter Management Group, Inc. ("Propel")
Levik Mansourian, Corporate Controller, 9 Dot Education Solutions, LLC ("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 March 25, 2025

The Board was provided in their meeting materials with the minutes of the March 25, 2025 Board meeting for the Board's review and approval.

A.2 OFL-BP Consent Log Including Superintendent's Time Off Requests, Credit Card Consent Log, and Additional Duties Timecards

The Board was provided in their meeting materials with the OFL-BP Consent Log Including Superintendent's Time Off Requests, Credit Card Consent Log, and Additional Duties Timecards for the Board's review and consideration of approval and/or ratification.

A.3 OFL-BP Discipline Policy

The Board was provided in their meeting materials with the OFL-BP Discipline Policy. The Board was asked to review and consider approval of the OFL-BP Discipline Policy. The Discipline Policy (2025 Updates) was updated to align with recent legislative developments in California that emphasize student safety, well-being, and access to supportive interventions. Assembly Bill ("AB") 2711 ensures that students who voluntarily disclose personal use of drugs, alcohol, or other controlled substances in the course of seeking help are not punished with suspension or expulsion solely for that disclosure. This change encourages early intervention and removes barriers to accessing counseling or support services, reinforcing a rehabilitative rather than punitive approach to student behavior. In addition, Senate Bill ("SB") 483 prohibits the use of prone restraint and other harmful physical interventions in schools. The bill mandates safer, trauma-informed practices by banning restraints that impair breathing, locked seclusion in unlicensed facilities, and techniques that cause emotional or physical harm. Together, these legislative updates reflect California's commitment to fostering safe, inclusive, and supportive learning environments, and the

Discipline Policy was revised to reflect and uphold these standards. A minor revision was made to the Notification of Special Education Local Plan Area ("SELPA") section to allow schools the flexibility to notify its SELPA of disciplinary cases in accordance with its SELPA requirements. There was no fiscal impact. The Superintendent recommended approval of this item. The proposed motion was to approve the OFL-BP Discipline Policy.

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

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

B.1 OFL-BP Charter Update

Ms. Betry presented the OFL-BP Charter Update. Ms. Betry stated that the School would no longer refer to the resource center as "Ramona", instead the center would now be referred to by the charter school's name, OFL-BP. For enrollment, the School reported one hundred forty-five (145) students with thirty-seven Special Education ("SPED") students, thirteen (13) English Learners ("EL"), and four (4) students identifying as foster youth or experiencing homelessness. The School's first Film Analysis class was hosted, providing students with an engaging way to earn credit while exploring themes, styles and messages through creative projects. Students completed weekly assignments to earn one (1) credit. The School staff participated in team building inspired by the Television series *Chopped.* This was created and led by the AP, Kathryn Erpenbeck. For student engagement, the School held its annual Pathways international trip to Mexico City and Guanajuato, Mexico. Students explored U.S. to Mexico relations, global connections and cultural insights. On April 25, 2025, the juniors and seniors celebrated Prom at the Aquarium of the Pacific in Long Beach. Students enjoyed a night of fun including the chance to explore unique interactive exhibits, like touching starfish and other sea creatures.

Ms. Finn inquired more about *Chopped.* Ms. Erpenbeck provided additional details including what type of food and how it was made, participants, and who the judges were. Mr. Moreno stated that this activity allowed students to tell a story in a creative way.

Ms. Barrios presented the Online Programs ("OP") update. For Small Group Instruction ("SGI"), classes finish on May 30, 2025, closing their quarter system. Students were offered courses with structured, teacher-led instruction in key academic areas. The math courses offered included Algebra 1, Algebra 2, and Geometry. The science courses offered were Anatomy, Biology, Earth Science, Chemistry, and Physics. The English courses offered included English 9 through 12, Expository Reading and Writing Course ("ERWC") and *iLit*. The curriculum was expanded to include new art classes, including Intro to Drawing, Classic Cartooning, and Intro to Watercolor. In recognition of California's annual Workforce Readiness Week, OP hosted a five-day virtual series that connected students with real-world career insights and essential workplace skills. In recognition of California's annual Workforce Readiness Week, OP hosted a five (5) day virtual series that connected students with real-world career insights and essential workplace skills. Each day featured live Zoom sessions-ranging from industry spotlights with a software engineer, art director, family therapist, and registered-nurse surgical coordinator, to a Bureau of Land Management career talk, an interactive "Bite of Reality" financial-literacy workshop led by a local credit union, and a "Know Your Rights as a Student Worker" seminar. Altogether, the week provided students with practical guidance, direct access to professionals across multiple fields, and hands-on activities that support objectives of preparing every learner for post-secondary success.

Ms. Finn asked whether students had provided feedback on the presentations. Ms. Barrios responded that while she had not received formal feedback, the students were highly engaged during the sessions and asked thoughtful, specific questions of the presenters.

Ms. Barrios highlighted Prom, the same event referenced earlier by Ms. Betry, noting that it offered students a unique and enriching experience that included hands-on learning opportunities. Regarding the Smarter Balanced Assessment Consortium ("SBAC") testing, forty-five (45) students were scheduled to participate. Testing coordinators successfully reached a 95% participation rate, and the testing window has officially closed.

Ms. Finn asked whether students were required to go to a location for testing. Ms. Barrios clarified that students were able to take the test virtually.

For credit attainment, OP reported 52.7%. Course completion for English was 7.4, math was 7, science was 7.5, and social science was 7.3. For enrollment, OP reported one hundred forty-eight (148) students, including twenty-five (25) SPED students, and twenty-seven (27) EL. Ms. Barrios asked the Board if there were any questions, to which there were none.

B.2 OFL-BP School Climate Survey Results Overview

Ms. Marchand presented the OFL-BP School Climate Survey Results Overview. This item presented a summary of responses collected during spring 2025 from students, families, and staff regarding perceptions of school climate, safety, engagement, and relationships. The data reflected high satisfaction across all stakeholder groups, with notable strengths in student-teacher relationships and a welcoming school environment. However, areas requiring targeted action, including in particular rigorous academic expectations, sense of belonging for families, and inclusive engagement strategies, were also identified. These findings are particularly relevant given the School's Differentiated Assistance status for Graduation Rate and the College and Career Indicator for Hispanic students, students eligible for Free or Reduced-Price Meals ("FRMP"), and SPED students. The information will be used to inform LCAP goal development, site initiatives, and continuous improvement plans to better support identified student groups and overall school success. Ms. Marchand reported that 100% of students reported feeling welcomed, and 98% to 100% of staff reported that the School was safe, collaborative, and inclusive. Families reported 98% to 99% favorable responses in key areas like engagement and teacher-student relationships. However, the data also highlighted areas of improvement. Only 58% of families felt their child had a strong sense of belonging, and 21% reported witnessing or experiencing bullying for students. Only 37% of students felt academically challenged, which signals a need to increase rigor and support. These results helped guide the Local Control and Accountability Plan's ("LCAP") full development and continuous improvement efforts, especially for the identified student groups, including Hispanic, socioeconomically disadvantaged, and students with disabilities.

Ms. Finn asked Ms. Marchand if she could explain what it meant for only 37% of students to report they felt academically challenged. Ms. Marchand explained that many students reported feeling more vigor in coursework than they did last year. She also stated that while more students reported feeling less academically challenged, the data demonstrated students completed more units and scores had increased, indicating success.

Ms. Finn asked if students felt like they were not being academically challenged to which Ms. Marchand responded that many students may not see the coursework as challenging due to strong support from School staff. Students were capable of managing their coursework without having too much difficulty and continued to perform well.

Ms. Breen added her experience as a student was similar to these results in that the School's curriculum allowed her to go at her own pace, making the work feel easier. Ms. Chohan also commented on how her daughter's school experience was similar to Ms. Breen's experience in that a traditional high school was more difficult for her than a non-traditional high school. Ms. Marchand confirmed that there was support for students who felt their courses were challenging.

Ms. Marchand stated she would take these notes to the Student Advisory Committee for future survey planning.

B.3 OFL-BP Public Hearing on the 2024-2027 Local Control and Accountability Plan ("LCAP") for Fiscal Year 2025-2026

Ms. Finn opened the OFL-BP Public Hearing on the 2024-2027 Local Control and Accountability Plan ("LCAP") for Fiscal Year 2025-2026. The Board was asked to review and hold a public hearing to solicit the recommendations and comments of members of the public regarding specific goals, actions, and expenditures proposed to be included in the 2024-2027 LCAP for Fiscal Year 2025-2026. The Local Educational Agency ("LEA") solicited recommendations and comments from members of the public regarding the specific goals, actions and expenditures proposed to be included in the 2025-2026 LCAP. Ms. Marchand highlighted the high-level break down of the estimated Local Control Funding Formula ("LCFF") Supplemental Funding for 2025-2026. The total proposed actions and expenditures in the 2024-2025 LCAP contributing to increased or improved services for Low-Income, English Learners, and foster youth students was $2,054,078. The total proposed other state funding actions and expenditures in the 2024-2025 LCAP was $4,286,078. The total proposed local funding actions and expenditures in the 2024-2025 LCAP was $0. The total proposed actions and expenditures in the 2024-2025 LCAP was $6,340,986. Ms. Marchand stated that all actions were aligned to support student groups with a strong focus on assisting and improving services for our socioeconomically disadvantaged students, English Learners, foster youth, Students With Disabilities ("SWD"), and Hispanic students.

Ms. Finn asked if there were any members from the public who would like to provide a comment, to which there were none. Ms. Finn asked the Principals if they had received any public comments through other communication, to which there were none. Ms. Finn closed the OFL-BP Public Hearing on the 2024-27 Local Control and Accountability Plan ("LCAP") for Fiscal Year 2025-2026.

B.4 OFL-BP Student Handbook for School Year 2025-2026

Ms. Frymark presented the OFL-BP Student Handbook for School Year 2025-2026. The student handbook is an annual handbook made available to students, parents and legal guardians upon enrollment. This handbook is a routine, operational handbook that includes general school information including Academics, Student Conduct and School Safety, Health and Wellness and other required notifications. The Student Handbook for Fiscal Year 2025-2026 was reviewed in collaboration with School Leadership and legal counsel, and revised to include the following updates. The first update was the organizational and structural revisions to improve the handbook's overall functionality. These changes ensure the document is more useful and aligned with user needs. The improvements in usability will contribute to operational efficiencies by making the handbook easier to navigate, translation costs could be minimized, and site-level printing could be reduced. The Student Smartphone Use Policy and Student Medical Leave Policy were new additions to the handbook. The major policies that were updated in the handbook included the Anti-Discrimination, Harassment, Intimidation, and Bullying Policy; Discipline Policy; Student Search and Seizure Policy; Uniform Complaint Procedures Policy; Title IX Policy; and the Youth Suicide Prevention Policy. Ms. Frymark asked the Board if there were any questions, to which there were none.

B.5 OFL-BP Financial Update

Mr. Salazar presented the OFL-BP Financial Update. The OFL-BP Financial Update is based on the March 2025 close, which was comprised of the actuals from July through March plus budget for April 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 actual Second Principal Apportionment ("P2") Average Daily Attendance ("ADA") rate was 391.19. Based on the P2 ADA, the total revenue was $7,994,411. Certificated Salaries and Benefits were $4,207,044 or 52.62% of revenue. Instruction and Related Services, including Certificated Salaries and Benefits, were $7,152,037 or 89.46% of revenue. For the non-instructional expenses, Operations and Facilities was $329,302 and Administration and All Other Activities was $509,811. There was a projected Generally Accepted Accounting Principles ("GAAP") excess revenue of $3,260 or 0.04%. Mr. Salazar indicated the School did not have a need-to-spend at the time. The School met and exceeded its spending benchmark for Certificated Salaries and Benefits by $989,293. The School met and exceeded its spending benchmark for total Instructional-Related Services by $779,787. The projected excess revenue remained the same, after the spending benchmarks were considered, at $3,260 or 0.04%.

Ms. Finn asked how the ADA is calculated. Ms. Kiriakos stated that the team, including the Assistant Superintendents, gather the data to study the trends. This includes how many enrolled students are on moving towards graduation, how many students require additional support and other student resources required. This allows the team to calculate the ADA. Ms. Kiriakos also mentioned that Charles Pak, the Assistant Superintendent of Instruction, notified the team that morning that several students were selected for Credit Enrichment. Ms. Finn stated the team was doing a fantastic job at doing this.

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 $7,994,411. Both Certificated and Non-Certificated payroll and related benefits, were projected to be $4,714,464 or 58.97% of the revenue when combined. Total projected expenditures were $7,991,151. Excess revenue 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 $60,113. Any variance, favorable or unfavorable, exceeding this threshold was highlighted in the report. The Certificated Vacation Expense line item, based on actual Paid Time Off ("PTO") earned by employees, was not budgeted due to expenses relating to accrued PTO from a previous year not budgeted in the current year. However, the employees did earn PTO, making it an expense for the School. The General Consulting line item was over budget due to the virtual mental health services invoices. Mr. Salazar stated this item was reviewed in the previous Board meeting. The SPED services line item was underbudget, resulting in savings, due to billings for these services being less than budgeted expenses.

Mr. Salazar reviewed the balance sheet, which is a snapshot of the School's assets and liabilities from inception to date. As of March 31, 2025, OFL-BP had total assets of $21,752,619. Total liabilities were $11,470,068; and, total net assets were $10,282,551. Mr. Salazar proceeded to review the Cash Forecast. As of March 31, 2025, OFL-BP had $3,354,680 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 $3,572,009 cash in bank. 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 Budget for Fiscal Year 2025-2026

Mr. Salazar presented the OFL-BP Budget for Fiscal Year 2025-2026. The Board was asked to review and consider approval of the OFL-BP Budget for Fiscal Year 2025-2026. The assumptions were developed by the School's leadership team, the Skyrocket School Business team, and the 9 Dot accounting team. The budget is developed based on the projections for the ADA. The budget may be updated once the May revision is received and inputted. If any updates include changes greater than 10%, then the Board shall receive a financial update at the next Board meeting. Projected P2 ADA for fiscal year 2025-2026 was 428.59. Based upon the P2 ADA projection, the forecasted revenue for the next year was $8,606,992. Total payroll for next year was projected to be $4,577,740. Total expenses, including payroll, were projected to be $8,351,393. For the excess revenue, which is the total revenue minus its total expenses, was projected to be $255,599 or 2.97% excess revenue percentage for the year. There was no fiscal impact. The Superintendent recommended approval of this item. Mr. Salazar asked the Board if there were any questions, to which there were none.

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

C.2 OFL-BP Internal Revenue Service ("IRS") Form 990 and California Franchise Tax Board Form 199 for Fiscal Year 2023-2024

Mr. Salazar presented the OFL-BP Internal Revenue Service ("IRS") Form 990 and California Franchise Tax Board From 199 for Fiscal Year 2023-2024. Form 990 is used by tax-exempt organizations, nonexempt charitable trusts, and section 527 political organizations to provide the IRS with the information required by section 6033. Mr. Salazar reviewed the materials, and noted that Ms. Jocelyn Finn, President, signed the e-filing authorization form. Both forms were prepared and electronically filed by the tax preparer and audit firm for the School, Clifton Larson Allen ("CLA"). Part One was a summary of the prior year's revenue expenses and excess revenue. The return included a summary of total assets, total liabilities and net fund balance. Mr. Salazar noted that the return was based on the audited financials presented to the Board earlier in the year. Section three describes the School's mission as articulated in the mission statement and accomplishments for its largest program services. Mr. Salazar reviewed the checklists, required schedules, IRS filings, and tax compliance. Part Six describes the School's governance and management, including various policies. He noted the disclosure part which included contact information. The following sections include the statement of revenue and statement of functional expenses. Mr. Salazar continued to report on the balance sheet for the School, which included the current year and last year's assets, liabilities, and a reconciliation of the net assets. Mr. Salazar reviewed Schedule A, which is the Public Charity Status and Public Support section, indicating that OFL-BP is a school. Schedule B, the schedule of contributors, indicated that the School received a contribution from the Irwindale Chamber of Commerce. Schedule D is the supplemental information for the financial statements which related to the School's fixed assets and leases. Following that was a reconciliation between the audited financial statements and the revenue per the return as well as the expenses. Schedule E includes information specific to the School. The School does not offer financial assistance and publicizes its policy in its registration materials and website. The report also includes additional compensation information followed by supplemental notes. Form 199 is the FTB version of Form 990 but in a different format. Mr. Salazar stated this form was completed and filed by CLA. There was no fiscal impact. The Superintendent recommended the approval of this item**.** Mr. Salazar asked the Board if there were any questions, to which there were none.

Ms. Finn moved to ratify the OFL-BP Internal Revenue Service ("IRS") Form 990 and California Franchise Tax Board From 199 for Fiscal Year 2023-2024. Ms. Breen seconded. There was no further discussion from the Board. The motion passed unanimously by roll call vote.

C.3 OFL-BP College and Career Access Pathways Partnership Agreement ("CCAP") Between Mt. San Antonio College ("Mt. SAC") and Baldwin Park, Inc. ("OFL-BP")

Mr. Moreno presented the OFL-BP College and Career Access Pathways Partnership Agreement ("CCAP") Between Mt. San Antonio College ("Mt. SAC") and Baldwin Park, Inc. ("OFL-BP"). The Board was asked to review and consider approval of the OFL-BP College and Career Access Pathways Partnership Agreement (“CCAP”) Between Mt. San Antonio College (“Mt. SAC”) and Baldwin Park, Inc. (“OFL-BP”). Mt. SAC is providing an opportunity for students to be dually enrolled in their program while they are still enrolled in the charter’s high school program. This will provide students the opportunity to take Career Technical Education courses, courses that can lead to industry-recognized credentials, and courses to help prepare students for their future college or career. Students from the School will not have to pay any tuition fees for the classes they take. This will help improve the School’s College and Career Indicator on the CA Dashboard and ensure the students are graduating prepared for their post-secondary goals. Students will be able to access courses virtually or in person. Some potential course offerings include American Sign Language 1 and American Sign Language 2. These two courses meet both college and high school credit requirements. This agreement replaces the Memorandum of Understanding (“MOU”) between the two schools from the 2024-2025 school year. This agreement provides the ability for Mt. SAC to hire OFL-BP staff who are qualified as instructors for the courses offered as part of the MOU with the college. The contract term is from July 1, 2025 to June 30, 2028. The CCAP also includes that the responsibility for the costs of textbooks and instructional materials for students will transfer from Mt. SAC to OFL-BP at 25% a year. OFL-BP will be responsible for 25% in the first year, 50% in the second year, and 75% in the last year of the contract term in accordance with Section 7.4. The faculty hired by Mt. SAC will be paid at a rate determined by the number of units the class they are teaching is worth in accordance with Section 9.2. The fiscal impact includes the cost of student supplies in the first year, which is expected to be between $500 and $2,000 in the first year, depending on the number of students the School can recruit to participate in dual enrollment courses. It is not anticipated to exceed $8,000 in the third year. The Superintendent recommended approval of this item.

Ms. Finn asked how long this partnership had been going on, to which Mr. Moreno responded that this partnership started last year, and students were still taking those classes.

Ms. Finn moved to approve the OFL-BP College and Career Access Pathways Partnership Agreement (“CCAP”) Between Mt. San Antonio College (“Mt. SAC”) and Baldwin Park, Inc. (“OFL-BP”). Ms. Breen seconded. There was no further discussion from the Board. The motion passed unanimously by roll call vote.

C.4 OFL-BP Declaration of Need for Fully Qualified Educators for Fiscal Year 2025-2026

Ms. Betry presented the OFL-BP Declaration of Need for Fully Qualified Educators for Fiscal Year 2025-2026. The Board was asked to review and consider approval of the OFL-BP Declaration of Need for Fully Qualified Educators for Fiscal Year 2025-2026. This Declaration assists the Charter in finding qualified teachers to fill open positions. The Board of the charter school needs to adopt a declaration at a regularly scheduled public meeting certifying that there is an insufficient number of certificated persons who meet the specified employment criteria for the position(s) listed on the form. By submitting this annual declaration, the School certifies that a diligent search, as defined in the declaration, to recruit a fully prepared teacher for the assignment(s) has been made. If a suitable fully prepared teacher is not available, the School will make a reasonable effort to recruit based on the priority stated in the declaration. Ms. Betry noted that submitting this declaration clause allows the request for emergency teaching permits from the California Commission on Teaching Credentialing (“CTC”). When a fully credentialed candidate is not available, it is an important step in ensuring that the School maintains continuity and instruction without compromising student learning. Ms. Betry stated there was an estimated need for up to seven (7) emergency Cross-Cultural, Language, and Academic Development (“CLAD”) permits, seven (7) EL permits, and up to twenty-five (25) limited assignment permits across multiple subjects, including English, math, science, and SPED. There was no fiscal impact. The Superintendent recommended approval of this item. Ms. Betry asked the Board if there were any questions, to which there were none.

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

C.5 OFL-BP Anti-Discrimination, Harassment, Intimidation, and Bullying Policy

Ms. Frymark presented the OFL-BP Anti-Discrimination, Harassment, Intimidation, and Bullying Policy. The Board was asked to review and consider approval and/or ratification of the OFL-BP Anti-Discrimination, Harassment, Intimidation, and Bullying Policy. The Anti-Discrimination, Harassment, Intimidation, and Bullying Policy ensures a safe learning environment by prohibiting all forms of harmful behavior, including cyberbullying. Such conduct, whether in person or online, disrupts education and will not be tolerated. Prohibited actions include offensive jokes, messages, images, and any violations of school, state, or federal laws. Students who engage in misconduct may face disciplinary actions, including detention, expulsion, or law enforcement referral. This policy applies on school property, at school events, on school transportation, and through digital communications that impact the School. The Anti-Bullying Policy language previously found in the Student Handbook was extracted for legal review and inclusion in the annual Comprehensive School Safety Plan. This policy was expanded to include reporting procedures for both students and staff as well as specific language regarding required training for staff in accordance with Education Code Section 32283.5.

Ms. Frymark highlighted key areas in the policy. For reporting procedures and additional protections, students are encouraged to report incidents to teachers, counselors, or administrators. They also have the ability to report it anonymously, via a hotline. Staff are required to report incidents to administration and to Human Resources ("HR") immediately, including the submission of written documentation using the internal forms provided by the School. All complaints will be investigated properly and promptly by the school leadership with appropriate disciplinary measures or supportive measures. Retaliation against individuals involved in the reporting or the investigation process is strictly prohibited. It also outlines and states that any complaints that may be addressed through the School's Uniform Complaint and Procedures ("UCP"). Students who violate the policy will face appropriate discipline measures and consequences. The policy mandates annual trainings for all staff in bullying prevention and response using evidence-based resources recommended by the California Department of Education ("CDE"). It also indicates that the School wants to ensure that the educators and staff are equipped to identify, intervene, and prevent such behaviors in real time. Ms. Frymark worked in collaboration with the school leadership team and legal counsel to develop the policy. There was no fiscal impact. The Superintendent recommended approval of this item. Ms. Frymark asked the Board if there were any questions, to which there were none.

Ms. Breen commented that this policy came in at a good time seeing as parents expressed concerns in the School Climate Survey about bullying. Ms. Frymark noted this policy was very important in providing the students a safe learning environment.

Ms. Finn moved to ratify the OFL-BP Anti-Discrimination, Harassment, Intimidation, and Bullying Policy. Ms. Breen seconded. There was no further discussion from the Board. The motion passed unanimously by roll call vote.

C.6 OFL-BP Student Search and Seizure Policy and Procedures

Ms. Frymark presented the OFL-BP Student Search and Seizure Policy and Procedures. The Board was asked to review and consider approval and/or ratification of the OFL-BP Student Search and Seizure Policy and Procedures. The Student Search and Seizure Policy and Procedures is designed to promote a safe learning environment by allowing school officials to search students and their belongings when necessary. This policy ensures that student searches are conducted fairly and within legal guidelines, balancing school safety and individual student rights. All searches must be based on reasonable suspicion and conducted in a minimally intrusive manner. Random searches are permitted if conducted lawfully and neutrally, using methods like metal detectors. School officials should respect students' privacy, conduct searches with care, and, when possible, have officials of the same gender perform them. Invasive searches, such as body cavity inspections, are strictly prohibited. Confiscated prohibited or illegal items may be turned over to law enforcement, and all searches must be documented. Disciplinary actions will follow the School's Discipline Policy and may include suspension or expulsion. Personal electronic devices will not be searched unless there is an immediate safety threat, or if provided consent, though they may be confiscated if used in violation of school rules. Ms. Frymark shared that the policy also included language specific to weapon detection systems that can be used on campus to prevent the use of any kind of weapons. The policy stated that there will be signage indicating that a weapon detection system is in use on campus. The fiscal impact includes the costs of a detection system if the School chooses to procure one. The Superintendent recommended approval of this item. Ms. Frymark asked the Board if there were any questions, to which there were none.

Ms. Finn moved to ratify the OFL-BP Student Search and Seizure Policy and Procedures. Ms. Breen seconded. There was no further discussion from the Board. The motion passed unanimously by roll call vote.

C.7 OFL-BP Student Smartphone Use Policy

Ms. Frymark presented the OFL-BP Student Smartphone Use Policy. The Board was asked to review and consider approval of the OFL-BP Student Smartphone Use Policy. The purpose of the Student Smartphone Use Policy is to create a learning environment that minimizes distractions and supports student safety, responsibility, and academic focus. In alignment with Education Code Section 48901.7 and Assembly Bill 3216 (2024), the policy establishes clear guidelines for when and how smartphones may be used on campus. During instructional time, all student smartphones must be turned off or placed in airplane mode and stored in a designated location identified by school administrators. Outside of instructional periods, use may still be limited at the discretion of staff, and students are expected to follow any directives given regarding phone use. The policy also recognizes that there are appropriate and necessary situations for smartphone use, such as emergencies, medical needs (with proper documentation), or instances outlined in a student's Individualized Education Program ("IEP"). Staff permission may also allow limited use. To enforce these rules, the policy outlines consequences for violations, including possible confiscation and disciplinary action, and provides procedures for safe storage of both student devices and any confiscated phones. Staff will receive ongoing training to support consistent implementation. Ultimately, the Student Smartphone Use Policy is designed to promote a safe, respectful, and distraction-free school environment. The fiscal impact includes any smartphone safe storage system purchased to allow policy implementation which will be within the School's instructional budget. The Superintendent recommended approval of this item.

Ms. Breen asked whether there was a preference between students placing their phones on airplane mode or turning them off. Ms. Frymark responded that the decision would be left to the discretion of School staff.

Mr. Moreno noted that staff are highly familiar with the students at the center, which enables them to effectively manage cellphone usage.

Ms. Finn moved to approve the OFL-BP Student Smartphone Use Policy with an effective date of July 1, 2025. Ms. Breen seconded. There was no further discussion from the Board. The motion passed unanimously by roll call vote.

5. Adjournment

Ms. Finn indicated that the next regularly scheduled Board meeting will be on June 23, 2025 at 10:30 A.M. (PT). There were no additional comments or questions prior to adjournment.

Ms. Breen moved to adjourn. Ms. Chohan seconded. The motion passed unanimously by roll call vote. The meeting was adjourned at 12:01 P.M. (PT).

Kaitlin Breen

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