MINUTES

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

BOARD OF DIRECTORS
REGULAR MEETING

September 16, 2024

Zoom Meeting Dial-In: 1-669-900-6833
Zoom Meeting ID: 898 2516 3925

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

Teleconference Location: 16807 Falda Avenue, Torrance, CA 90504

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 September 16, 2024 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 10:30 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. Barbara Gondo, Secretary, Treasurer and Board Member
Ms. Kaitlin Breen, Board Member

The following individuals identified themselves as being present:

Ileana Kiriakos, Superintendent, OFL-BP
Andy Tsai, Assistant Superintendent, OFL-BP
Richard Moreno, Principal, OFL-BP
Bryce Egardo, Principal of Online Programs, OFL-BP
Jeff Moreno, Assistant Principal of Instructional Operations ("APIO"), OFL-BP
Brianna Marchand, APIO, OFL-BP
Kathryn Erpenbeck, Lead Teacher, OFL-BP
Maricela Frymark, Director of School Policy, Propel, A Charter Management Group, Inc. ("Propel")
Abel Cabrera, Director of District Relations, Propel
Jennifer Lenihan, Chief People Officer, 9 Dot Education Solutions, LLC ("9 Dot")
Alex Salazar, Divisional Controller, 9 Dot

Melissa Bauer, Board Relations Manager, 9 Dot
Susan Fischer, Board Relations Coordinator, 9 Dot
Christopher Petersen, Legal Counsel for OFL-BP, Blank Rome LLP
Millicent Sanchez, Legal Counsel for OFL-BP, Swerdlow Florence Sanchez Swerdlow & Wimmer

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 will be 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 Minutes of May 20, 2024
A.2 Minutes of June 24, 2024
A.3 Minutes of July 22, 2024

The Board received in their meeting materials the minutes of the May 20, 2024, June 24, 2024, and July 22, 2024 Board meetings for the Board's review and approval.

A.4 OFL-BP Consent Log Including Principals' 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 Principals' Time Off Requests, Credit Card Expense Reports, and Additional Duties Timecards for the Board's review and consideration for approval and/or ratification. This was reviewed and verified by Propel. Propel recommended approval of this item.

A.5 OFL-BP Report of Charter Services Agreements for Fiscal Year 2023-2024

The Board was provided in their meeting materials with the OFL-BP Report of Charter Services Agreements for Fiscal Year 2023-2024. The Board was asked to review and consider approval and ratification of the OFL-BP Report of Charter Services Agreements for Fiscal Year 2023-2024. 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 changed, so did the scope and ease of tracking of the service contracts and the procedures for approvals. The Approvals Threshold subsection of the Fiscal Policies and Procedures outlines that the Board of the School shall review and approve all contracts and purchases of $100,000.01 or more with Non-Related Parties and of $75,000.01 or more with Related Parties. The President shall review and approve all contracts and purchases between $75,000.01 and $100,000.01 with Non-Related Parties. The Principal shall review and approve contracts and purchases up to $10,000. The Principal shall also review and approve contracts between $10,000.01 and $75,000 in consultation with the Charter Management Organization ("CMO"). Should the Principal and CMO disagree regarding approval, the contract shall be submitted to the Board for consideration and approval. The Assistant Principal shall review and approve contracts and purchases up to $5,000. The Report of Charter Services Agreements included all service providers and associated expenses within the outlined Approval Thresholds. This included expenses between $0 to $100,000. The report was organized alphabetically by service provider based on Board member request. There was no fiscal impact, and this report was included in recorded expenses for Fiscal Year 2023-2024 and the preliminary close. The proposed motion was to approve and ratify the OFL-BP Report of Charter Services Agreements for Fiscal Year 2023-2024.

Ms. Gondo moved to approve the Consent Agenda. Ms. Breen seconded. There was no further discussion from the Board. The motion was passed unanimously by roll call vote.

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

B.1 OFL-BP Charter Update

Mr. Richard Moreno presented the OFL-BP Charter Update for the Ramona Center. The School's total enrollment was one hundred forty-eight (148) students, including twenty-three (23) Special Education ("SpEd") students and thirteen (13) English Learner ("EL") students. In July, the School began the 2024-2025 school year with a Back to School night. The theme of this event was "step into success," which is also the theme for the school year. This event was an opportunity for parents and students to learn about all the School's offerings, including the Sports programs, Pathways trips, and college and career opportunities. Mr. Moreno shared that this event had a great turnout and a few community partners attended as well. One community partner with OFL-BP is Rize Credit Union, that offered free financial literacy workshops for the families in July. These workshops were offered to all families and staff at the Ramona center where they were given helpful financial information and tips. OFL-BP also partnered with City of Hope to offer a health education course that emphasizes increasing capacity and development of youth advocates for healthy communities through nutrition education. Mr. Moreno shared that the School had fourteen (14) students complete the health education course, and they each received a certificate and letter of recommendation from City of Hope. For Instruction, OFL-BP offered Small Group Instruction ("SGI") classes in English, Math, and Science with a full roster in each class. Mr. Moreno shared that the boys' basketball and girls' volleyball seasons were currently taking place, and two (2) Pathways trips were planned for this semester. Mr. Moreno asked the Board if there were any questions.

Ms. Finn commented that the financial literacy workshops sound incredible. Mr. Moreno shared that Rize Credit Union is only two (2) blocks away from the Ramona Center, and the School was able to make the connection with them through the Irwindale Chamber of Commerce. Mr. Moreno indicated that the School was looking for ways to capitalize on community partnerships and resources.

Ms. Finn asked which Pathways trips will be offered this semester. Mr. Moreno stated that the two (2) Pathways trips this semester would take place in Washington, D.C. and New York. The New York Pathways trip is college tour and visit to the city.

Mr. Egardo presented the OFL-BP Online Program ("OP") Charter Update. Mr. Egardo shared that, over last few months, the OP focused its energy on the influx of students coming over for Intercession and the retention of students in the 2024-2025 school year. In July, the OP launched an array of direct instruction classes in Geometry, Algebra I and II, Physics, Expository Reading and Writing Course ("ERWC"), English, and Human Anatomy. This marked a departure from the usual late August or early September school schedule, and was a huge benefit for the students to get started on their core completion goals. For Staff Professional Development, the OP held its annual Kick-Off event to celebrate the achievements of the 2023-2024 school year and to outline new goals and Local Control and Accountability Plan ("LCAP") initiatives. The OP team engaged in enriching discussions led by multiple presenters on essential topics. In September, the first staff in-service event was held in Hacienda Heights to introduce new team members and to provide invaluable professional development on many topics, including the SpEd and EL student populations. The OP student groups began their activities in July with enthusiastic participation from students in virtual settings. Some examples of student groups include E-Sports which is an online gaming group, and Panther Cubs which is a group for students with children to connect and share their experiences. In August, the OP commenced its first Renaissance Standardized Testing for the Assessment of Reading and Math ("RenStar") administration which accesses current student learning levels and implements targeted academic interventions to enhance student outcomes throughout the year. Mr. Egardo shared that there will be two (2) more windows to increase the percentage rates in English and Math. The OP credit attainment rate was 56.9%. The core course completion rates were as follows: 2.22 units in English, 2.04 units in Math, 2.53 units in Science, and 1.92 in Social Sciences. Mr. Egardo noted that the rates seemed low due to the start of the school year, but was confident the rates will go up. The total enrollment for the OP was eighty-four (84) students, including nineteen (19) SpEd students and twelve (12) EL students. Mr. Egardo asked the Board if there were any questions, to which there were none.

Ms. Finn thanked Mr. Egardo and the OP team for their hard work.

B.2 OFL-BP Priority 1 Local Indicator Update: 2022-2023 Teaching Assignment Monitoring Outcomes by Full-Time Equivalency

Ms. Marchand presented the OFL-BP Priority 1 Local Indicator Update: 2022-2023 Teaching Assignment Monitoring Outcomes by Full-Time Equivalency. The California Department of Education ("CDE") released the 2022-2023 Teaching Assignment Monitoring Outcomes ("TAMO") by Full-Time Equivalency ("FTE") data report on DataQuest in early July 2024. The CDE will report 2022-2023 TAMO data for each Local Educational Agency ("LEA") on the 2024 California School Dashboard as part of the Priority 1 Local Indicator. Since this information was unavailable during the June Board meeting when the Local Indicators were reviewed, LEAs must report the 2022-2023 TAMO data at the next available meeting of the Governing Board and/or Body. The report provided FTE data for classroom-based teaching assignments reported by LEAs to the CDE through the California Longitudinal Pupil Achievement Data System ("CALPADS"). The CDE shared this data with the California Commission on Teaching Credentialing ("CTC") for comparison against credential authorization data, as part of the annual assignment monitoring process through the California Statewide Assignment Accountability System ("CalSAAS"). This process evaluates whether teachers are authorized to teach their assigned courses based on their Statewide Educator Identification ("SEID"). The data reported publicly on the Fall 2024 California Dashboard included the total number of staff members teaching at FTE, the percentage rate of staff teaching at FTE, and comparison rating to statewide average. OFL-BP had 19.6 staff members teaching at FTE, 38.5% of staff teaching at FTE, and rated below the statewide average. Ms. Marchand asked the Board if there were any questions.

Ms. Finn asked if it was a fair comparison when comparing OFL-BP to the County of Los Angeles or the State of California. Ms. Marchand indicated that OFL-BP's data typically looks different due to being an independent study program and being able to utilize the local assignment option.

B.3 OFL-BP Financial Update

Mr. Salazar presented the OFL-BP Financial Update. The OFL-BP Financial Update was based on the June 2024 close and includes the Senate Bill 740 ("SB740") report, the detailed income statement, variance analysis, the balance sheet, and the cash forecast. Mr. Salazar noted that this was a soft close, and the final numbers will be issued with the audit in December. On the SB740 report, the actual Second Principal Apportionment ("P2") Average Daily Attendance rate ("ADA") was 395.18. Based on the P2 ADA, the total revenue which is comprised of actuals plus budget was $7,533,874. Certificated Salaries and Benefits were $3,134,373, or 41.60% of revenue. Instruction and Related Services, including Certificated Salaries and Benefits, were $5,946,463, or 78.93% of revenue. For the non-instructional expenses, Operations and Facilities were $321,865 and Administration and All Other Activities were $440,462. Excess Revenue, before considering the need to spend, was $825,084, which was 10.95% excess revenue rate on the year. The School has met and exceeded its Certificated Need-to-Spend by $101,989. The School has met and exceeded its total combined Instructional Need-to-Spend by $131,011. The excess revenue remained at $825,084, or 10.95% excess revenue on the year. Mr. Salazar noted that, since the Need-to-Spend requirements were met, the School has a cushion on spending if there are any adjustments during the audit period.

Mr. Salazar reviewed the income statement, which is a line by line, month by month report of details which roll up into the SB740 report. Mr. Salazar noted that the revenue remained the same at $7,533,874. The total payroll, including certificated, non-certificated, and their related benefits, was $3,689,031 or 48.97% of revenue. The total expenses were $6,708,789. Mr. Salazar proceeded to review the Variance Analysis report, and indicated that the 1% threshold of year-to-date expenses was $67,088. He explained that 1% will be taken out of the year-to-date expenses as a threshold, and any variance that exceeds that threshold will be highlighted and explained. For Certificated Salaries and Wages, this line item was overbudgeted by $146,433 due to the reforecast of the salary budget based on the March Manpower Report. The Certificated Additional Duties were underbudgeted by $239,318 due to the increase in Additional Duties in June to meet the Need-to-Spend requirements. The Certificated Incentives were underbudget by $123,951 due to Additional Duties being underbudgeted. The Certificated and Non-certificated 401k Contributions were overbudget due to an end of year contribution to both. Other Employee Related Costs had a variance of $218,583 related to the June budget for tuition reimbursement being overbudgeted. For Consulting, the service billings line item for both Education Dynamics, Inc. ("EDI") and SPED services were overbudgeted due to the budgets being based on prior year trends. For Materials, the laptops that the School purchased exceeded the capitalization policy, were recorded as a fixed asset, and added into the balance sheet. Mr. Salazar asked the Board if there were any questions.

Ms. Finn asked if the SpEd services line item included contracted services as well as the staff that has been hired by the School. Mr. Salazar shared that, when the School hires their own SpEd staff, the staff will appear in Certificated Salaries. He also shared that this line item for SpEd services only includes the services that have been contracted for. Ms. Finn thanked Mr. Salazar for his clarification.

Mr. Salazar continued to review the balance sheet, which was a snapshot of the School's Assets and Liabilities from inception to date. As of June 2024, Total Assets were $21,018,765; Total Liabilities were $11,944,574; and Total Net Assets were $9,074,191. Mr. Salazar reviewed the cash forecast. As of June 2024, OFL-BP had $8,976,845 cash in bank. Mr. Salazar noted that the Note Receivable from Options For Youth-Duarte, Inc. ("OFY-D") was a total principal and interest amount of $15,915,557. The cash forecast was pushed out to June 30, 2025, and OFL-BP was projected to have $3,563,572 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 Resolution 2425-01 Approval of the Spending of Funds Received from the Education Protection Account ("EPA") (Res. 2425-01)

Mr. Salazar presented on the OFL-BP Resolution 2425-01 Approval of the Spending of Funds Received from the Education Protection Account ("EPA") (Res. 2425-01). The Board was asked to review and consider approval of the OFL-BP Resolution 2425-01 Approval of the Spending of Funds Received from the Education Protection Account ("EPA") (Res. 2425-01). Pursuant to Article XIII, Section 36 of the California Constitution, LEAs (such as charter schools) are required to discuss and determine the use of EPA funds at an open meeting prior to June 30th annually, as well as post an accounting of funds received from the EPA and how those funds were expended on their website. This Resolution sets forth the EPA funding received in the 2023-2024 Fiscal Year and the projected EPA funding for the 2024-2025 Fiscal Year, along with a breakdown of how those funds are spent. The fiscal impact for 2023-2024 EPA funding was $714,731, and the fiscal impact for 2024-2025 projected EPA funding was $1,535,597. Mr. Salazar stated that Exhibit A showed the spending of the funds and explained that, once approved, this information would be posted to the School's website. Mr. Salazar asked the Board if there were any questions.

Ms. Finn asked if the increase in EPA funding from last year to this year was due to inflation. Mr. Salazar stated that the increase in EPA funding was not so much due to inflation, but is really determined by revenue limits and commitments to revenue streams throughout the year, and any Cost of Living Adjustments ("COLA").

Ms. Gondo moved to approve the OFL-BP Resolution 2425-01 Approval of the Spending of Funds Received from the Education Protection Account ("EPA") (Res. 2425-01). Ms. Breen seconded. There was no further discussion from the Board. The motion passed unanimously by roll call vote.

C.2 OFL-BP Employee Handbook for Fiscal Year 2024-2025, California Addendum, and Mutual Agreement to Mediate/Arbitrate

Ms. Sanchez presented the OFL-BP Employee Handbook for Fiscal Year 2024-2025, California Addendum, and Mutual Agreement to Mediate/Arbitrate. The Board was asked to review and consider approval of the OFL-BP Employee Handbook for Fiscal Year 2024-2025, California Addendum, and Mutual Agreement to Mediate/Arbitrate. The Human Resources policies of OFL-BP are outlined in this handbook. The purpose of this handbook is to help staff remain current, aware of changes to existing policies, and to learn about new programs and policies. This handbook was compiled and distributed for use by the employees of the School.

Ms. Sanchez reviewed the summary of updates for the 2024-2025 fiscal year. The following new policies were added, which included the Reproductive Loss Policy, the Bereavement Leave Policy, the Paid Medical Leave Policy, and the Paid Parental Leave Policy. A new law in California requires the Reproductive Loss Policy, which is for an employee who sustains a loss related to a failed adoption, a miscarriage, stillbirth, or other unsuccessful assisted reproduction act. The law requires that an employee is given up to five (5) days of unpaid leave, and if an employee sustains multiple losses in one year they are given up to twenty (20) days of unpaid leave. Ms. Sanchez reported on the Bereavement Leave Policy. This policy provides up to five (5) days of unpaid leave for the loss of a family member in an employee's family. The Paid Medical Leave Policy provides up to twelve (12) weeks of paid leave for eligible full-time and part-time employees who either themselves or a designated family member have serious health conditions. This leave runs concurrently with the Family Medical Leave Act ("FMLA") and the California Family Rights Act ("CFRA"). The Paid Parental Bonding Leave Policy provides up to twelve (12) weeks of paid leave for eligible full-time and part-time employees following a birth, adoption, or foster placement of a child. Ms. Sanchez reviewed the policies that were updated and/or revised, which included the Compensation Policy, the Conflict Prevention and Response Policy, and the Wellness Hours Policy. The Compensation Policy was updated to include additional compensation, incentives, stipends, and additional duty pay, and to provide a timeline for annual reviews and how to proceed if an employee does not accept their annual review. The Conflict Prevention and Response Policy, formerly known as the School Fight Policy, was revised to remove inapplicable references to the Education Code. The Wellness Hours Policy, which provides Paid Time Off ("PTO") and sick time for either illness or relaxation, was updated to include an increased accrual cap of wellness hours. Lastly, the Mutual Agreement to Mediate/Arbitrate goes through constant review and was updated to strengthen the waivers on class actions, and to limit the scope of Private Attorneys General Act ("PAGA") litigation. There was no fiscal impact. 9 Dot and the Superintendent recommended the approval of this item.

Ms. Lenihan clarified that the Reproductive Loss Policy and Bereavement Leave Policy were paid leaves for up to five (5) days by the School. Ms. Sanchez thanked Ms. Lenihan for her clarification, and noted that the state law does not require pay but the School is going to provide pay for those losses.

Ms. Gondo moved to approve the OFL-BP Employee Handbook for Fiscal Year 2024-2025, California Addendum, and Mutual Agreement to Mediate/Arbitrate, as presented, and to ratify the revisions made in alignment with required labor and employment laws through the fiscal year, in consultation with the School's legal counsel, and to authorize 9 Dot to facilitate actions related thereto. Ms. Breen seconded. There was no further discussion from the Board. The motion passed unanimously by roll call vote.

C.3 OFL-BP Revised Title IX Sex-Based Nondiscrimination Policy and Grievance Procedures

Ms. Frymark presented the OFL-BP Revised Title IX Sex-Based Nondiscrimination Policy and Grievance Procedures. The Board was asked to review and consider approval of the OFL-BP Revised Title IX Sex-Based Nondiscrimination Policy and Grievance Procedures. Ms. Frymark shared that, as of April 2024, there were modifications and regulation changes to the Title IX Policy on the Federal level. Propel worked with the School's legal counsel to review and modify the policy to ensure the School was in alignment with the new Federal regulations. Ms. Frymark reviewed the updates that were made to the Title IX Policy and Grievance Procedures. The first update was to address Education Code section 234.6, which requires schools to post a sexual harassment policy on their websites. Once approved, this policy will be posted on OFL-BP's website to replace the current Title IX Policy. The second update was to update and clarify the definition of discrimination and harassment based on sex under Education Code section 230 in alignment with the new Federal requirements. The third update was to enumerate Title IX rights and definitions under Education Code section 221.8. The fourth update was to provide a link to the CDE's Title IX website, as required. The fifth update was to include one (1) identified Title IX Coordinator in the Grievance Procedures. The sixth update was the addition of the definition of the Title IX team roles and expectations based on the new Federal changes. The last update was to the scope of requirements for Title IX training. Ms. Frymark shared that the School was currently working under 2020 regulations, which only required the Compliance team to participate in Title IX training. With the new updates, the Compliance team and all staff members are required to participate in Title IX training. Any fiscal impact fell within the scope of the School's operational budget. Propel and the Superintendent recommended the approval of this item. Ms. Frymark asked the Board if there were any questions, to which there were none.

Ms. Breen commented that she appreciated the tracked changes of the policy.

Ms. Gondo moved to approve the OFL-BP Revised Title IX Sex-Based Nondiscrimination Policy and Grievance Procedures, as required by California Law with an effective date of August 1, 2024. Ms. Breen seconded. There was no further discussion from the Board. The motion passed unanimously by roll call vote.

C.4 OFL-BP Addendum to Employee Handbook Title IX Training for Employees

Ms. Frymark presented the OFL-BP Addendum to Employee Handbook Title IX Training for Employees.

The Board was asked to review and consider approval of the OFL-BP Addendum to Employee Handbook Title IX Training for Employees. This addendum was a way to satisfy the all staff training requirement required by the new Title IX Federal regulations. The School's leadership expressed a desire to add this addendum to the Employee Handbook to help meet training compliance requirements. The addendum included a summary of Title IX, staff training requirements, the School's obligation to address, the identification of the School's Compliance team and role, and the definition of sex discrimination as defined by Title IX. It also outlined the School's scope of Title IX, the identification of the Title IX Coordinator, and the applicable notice and requirements. Ms. Frymark noted that, once approved, this addendum will be customized to include the Assistant Principal of the Ramona center as the Title IX Coordinator. There was no anticipated fiscal impact, and any impact would be absorbed by the School's 2024-2025 operating budget. The Superintendent recommended the approval of this item. Ms. Frymark asked the Board if there were any questions, to which there were none.

Ms. Gondo moved to approve OFL-BP Addendum to Employee Handbook Title IX Training for Employees. Ms. Breen seconded. There was no further discussion from the Board. The motion passed unanimously by roll call vote.

C.5 OFL-BP Home Visit Policy and Procedure and Home Visitation Form

Ms. Frymark presented the OFL-BP Home Visit Policy and Procedure and Home Visitation Form. The Board was asked to review and consider approval of the OFL-BP Home Visit Policy and Procedure and Home Visitation Form. Home visits serve as a vital method for engaging with students and families experiencing difficulties that impede regular school attendance. These visits provide an opportunity to address and mitigate any barriers to consistent student participation. However, home visits should only be conducted when deemed absolutely necessary. If the School's staff determine the necessity of a home visit, in compliance with applicable school policies, the Home Visit Policy and Procedure outlines the best practices for preparation, during the home visit, safety guidelines, and after home visit. Ms. Frymark shared that the Home Visitation Form would be used by staff to capture and summarize what happened during the home visit. Home visits are not routine, and this policy was created to clarify what to do when conducting a home visit. There was no anticipated fiscal impact. The Superintendent recommended the approval of this item. Ms. Frymark asked the Board if there were any questions.

Ms. Finn asked what happens to the Home Visitation Form once it is completed. Ms. Frymark indicated that either the School's Intervention teacher or the student's Independent Study teacher would conduct the home visit with another staff member, and would complete the Home Visitation Form. In terms of housing the Home Visitation Form, Ms. Frymark indicated that the form could be uploaded into student's confidential file within StudentTrac. Ms. Finn asked if the next teacher would have access to any previous Home Visitation Forms. Ms. Frymark indicated that anything that is within the student's digital file could be accessed by other staff members.

Ms. Breen asked, when conducting home visits, if the staff members have knowledge or access to resources that could support the students and/or families. Mr. Richard Moreno indicated that, depending on the needs of the student or family, the staff member could refer to the School's counselor who houses all the resources available. Mr. Egardo shared that the OP has reached out to the staff member who conducted the home visit for guidance on resources that the student or family may need right away.

Ms. Gondo moved to approve the OFL-BP Home Visit Policy and Procedure and Home Visitation Form. 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 November 18, 2024 at 10:30 A.M. (PT).

Ms. Gondo moved to adjourn. Ms. Breen seconded. There was no further discussion from the Board. The motion passed unanimously by roll call vote. The meeting was adjourned at 11:32 A.M. (PT).

Barbara Gondo

Ms. Barbara Gondo
Secretary, OFL-Baldwin Park, Inc.