MINUTES

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

BOARD OF DIRECTORS
REGULAR MEETING

September 22, 2025

Zoom Meeting Dial-In: 1-669-900-6833
Zoom Meeting ID: 851 5638 5208

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 September 22, 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. Harprit Chohan, Treasurer and Board Member

The following Directors were absent:

Ms. Kaitlin Breen, Secretary and Board Member

The following individuals identified themselves as being present:

Ileana Kiriakos, Superintendent, OFL-BP
Maricela Frymark, Senior Director of Policy and Compliance, OFL-BP
Bryce Egardo, Director of Online Programs ("OP"), OFL-BP
Richard Moreno, Director of Schools, OFL-BP
Megan Betry, Principal, OFL-BP
Jeffrey Moreno, Assistant Principal of Instructional Operations ("APIO"), OFL-BP
Brianna Marchand, APIO of OP, OFL-BP
Evelyn Barrios, APIO of OP, OFL-BP
Alex Salazar, Divisional Controller, 9 Dot Education Solutions, LLC ("9 Dot")
Melissa Bauer, Senior Board Relations Manager, 9 Dot

Susan Fischer, Board Relations Specialist, 9 Dot
Jennifer Robitaille, Executive Director, OFL-California, Inc., ("OFL-CA")
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 Minutes of May 19, 2025
A.2 Minutes of June 23, 2025

The Board was provided in their meeting materials with the minutes of the May 19, 2025 and June 23, 2025 Board meetings for the Board's review and approval.

A.3 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 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 approval and/or ratification.

A.4 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 of the OFL-BP Report of Charter Services Agreements for Fiscal Year 2024-2025. The Procedures subsection (in the Procurement Policy, within the Fiscal Policies and Procedures) outlined that the Board shall receive, on a regular basis, a report of the School's service contracts approved pursuant to this section. This has been known as the Report of Charter Services Agreements. The report included all service providers and associated expenses within the outlined approval thresholds. The report was organized alphabetically by service provider based on the Board's request. There was no fiscal impact. The proposed motion was to approve and ratify the OFL-BP Report of Charter Services Agreements for Fiscal Year 2024-2025.

A.5 OFL-BP Revised Transportation Policy and Transportation Safety Plan

The Board was provided in their meeting materials with the OFL-BP Revised Transportation Policy and Transportation Safety Plan. The Board was asked to review and consider approval of the OFL-BP Revised Transportation Policy and Transportation Safety Plan. Due to changes in the Education Code triggered by Senate Bill ("SB") 88, the School analyzed and revised the Transportation Safety Plan which addresses the requirements found in Education Code Sections 49496, 39875, 39878, 39880, and 39881. The additions to the revised Transportation Safety Plan were as follows: i) Added provisions outlining that contracted drivers complete a tuberculosis risk assessment within sixty (60) days of hire, and a medical exam if risk factors are found; ii) Added a section that pupil transportation safety requirements apply to most drivers employed by or contracted through the School; iii) Added safety, licensing, training, and health requirements for any driver transporting students in a vehicle, either with ten (10) or fewer occupants or ten (10) or more occupants; iv) Added a new section requiring Local Educational Agencies ("LEAs")/charter schools that contract with private entities for student transportation to obtain written attestation confirming the transportation contractor has no current legal violations, will comply with all applicable laws during the contract, will only use drivers who meet the safety and training standards outlined in Education Code Section 39877, will ensure vehicles used undergo regular safety inspection, and will ensure vehicles are equipped with a first aid kit and a fire extinguisher; v) Added a section that if the LEA entered into a transportation contract with a private company before January 1, 2024, the new transportation laws do not apply until that contract expires or is renewed; and, vi) Added definitions to "Local Education Agency" and "School-Related Pupil Transportation." For Fiscal Impact, there were no additional costs associated with implementation at this time; however, any unforeseen costs will be absorbed in the School's operating budget. The Superintendent recommended the approval of this item. The proposed motion was to approve the OFL-BP Revised Transportation Policy and Transportation Safety Plan, and to authorize the Superintendent or designee to update, modify, or implement this policy in a manner to comply with applicable law.

A.6 OFL-BP Employee Handbook for Fiscal Year 2025-2026, California Addendum, Colorado Addendum, and Mutual Agreement to Mediate/Arbitrate

The Board was provided in their meeting materials with the OFL-BP Employee Handbook for Fiscal Year 2025-2026, California Addendum, Colorado 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 2025-2026, California Addendum, Colorado Addendum, and Mutual Agreement to Mediate/Arbitrate. The Human Resources policies of the School were outlined in this handbook. Additional policies applicable to California and Colorado employees were contained in the California and Colorado Addendums. The purpose of this handbook was 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. The following policies were revised and updated: i) starting in the 2025-2026 school year employees on leave no longer receive the Language Interpreter Stipend during leave; ii) the following language was added to the Compensation Policy, "incentive payouts will now be prorated for those who take a leave during part of the earning period"; iii) removed California language from the handbook, separate addendums were created for each state, and wellness hours were moved into the addendum; iv) changed the language for "intersession" to "credit enrichment"; v) wellness hours can be used for jury duty or witness service under a new California law; vi) added "vendor" to Nepotism Policy; and, iv) expanded on the Conflict and Response Policy. The Mutual Agreement to Mediate/Arbitrate was updated. There was no fiscal impact. The Superintendent recommended the approval of this item.

Ms. Chohan moved to approve the Consent Agenda. Ms. Finn seconded. There was no further discussion from the Board. 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. The total enrollment for OFL-BP in Month 2 was one hundred fifteen (115) students, including thirty-four (24) Special Education ("SPED") students, ten (10) English Learner ("EL") students, and six (6) Foster/Homeless students. For Academics, the Independent Study teachers continued to focus on building responsibilities and strong connections with the students. The School offered Small Group Instruction ("SGI") classes in English, Math, and Science. For SPED students, the staff provided individualized academic instruction and services through the students' Individualized Education Programs ("IEPs"). For EL students, the School continued to monitor and provide instruction in reading, writing, speaking, and listening to guide the students' work toward reclassification in English proficiency. For Foster/Homeless students, the Post-Secondary Counselor ensured that these students received the resources they needed to be successful. In July, the AP of OFL-BP led a week-long Yoga workshop for students to earn Physical Education credits while learning mindfulness and exercise strategies. The School offered a Film Analysis cohort to earn five (5) elective credits that allowed students to watch films together and spark discussion about themes and ideas within the films. OFL-BP partnered with Mt. San Antonio College to offer a dual enrollment course in American Sign Language. This course had eleven (11) students enrolled with the support of interpreters. Additionally, four (4) students began a virtual course with Pathways College to focus on college success with critical thinking. For Trips, OFL-BP offered various opportunities such as a tour of California State University ("Cal State") Channel Islands, a visit to the Aquarium of the Pacific, and the Museum of Tolerance. Three (3) students had the opportunity to travel to Washington, D.C. to earn credit while engaging in civic learning. For Student Engagement, the School launched a Student of the Month program to highlight successful students. The Student Council held its first meeting in August to discuss driving initiatives and increasing school spirit. The School hosted its first community connection event with local community partners such as the American Red Cross and the City of Hope to share health, nutrition, and wellness resources to students and families. Ms. Betry shared that the event had a great turnout and that she looks forward to making this an annual event. For Sports, the seasons for Boys' Basketball, Girls' Volleyball, Cheer, and E-Sports started at the beginning of September with twelve (12) students participating. The College Readiness Experience the World ("C.R.E.W.") cohort was going strong with six (6) students, and they had the opportunity to visit San Diego State University. Lastly, the School hosted its Fall Dance in October with a Candy Land theme for students to enjoy food, dancing, and connection. Ms. Betry asked the Board if there were any questions, to which there were none.

Ms. Barrios presented the OFL-BP Charter Update for Online Programs ("OP"). The OP's partnership with Pathways College continued to expand dual enrollment opportunities for students, allowing them to earn college credit while completing their high school coursework. The courses offered were Speech, Ethnic Studies, and Spanish I. Each course provided transferable college units alongside high school graduation credit. These opportunities not only give students a head start on their higher education journey, but also directly support the School's College and Career Indicators on the California Dashboard. By participating in dual enrollment, the students demonstrated readiness for post-secondary success, which strengthened accountability measures and reflected positive outcomes of the instructional programs. For the OP's Student Spotlight, this student has grown tremendously during her time at OFL-BP. She came to the OP from one of the physical centers in order to avoid distractions and focus on her academic work. Over the past two (2) years, she demonstrated tremendous determination and grit, even going into Accelerated Progress last year. She worked hard in Direct Instruction classes and attended tutoring for extra support, all with a positive attitude. Through all of her effort, she will be graduating a semester early. During the Fall semester assessment window, the OP students participated in the Renaissance Star ("RenStar") Reading and Math assessments. These nationally recognized, computer-adaptive assessments provided quick and reliable measures of student achievement aligned to state standards. The data from these assessments aided in monitoring student progress, identifying learning gaps, and help to guide instructional planning for SGI and individualized support. The OP's Monthly Student Progression ("MSP") was 92.5%. The total enrollment for OP was seventy-nine (79) students. The average core course completion rates were as follows: 4.0 units in English, 5.6 units in Math, 3.8 units in Science, and 7.0 units in Social Science. The OP's credit attainment rate was 57.4%. Ms. Barrios asked the Board if there were any questions.

Ms. Finn asked if the student featured in the student spotlight received Direct Instruction. Ms. Barrios stated that she did not receive Direct Instruction, but participated in SGI classes online.

B.2 OFL-BP Financial Update

Mr. Salazar presented the OFL-BP Financial Update. The OFL-BP Financial Update was based on the June 2025 close, and included the Senate Bill 740 ("SB740") report, the detailed income statement, the variance analysis, the balance sheet, and the cash forecast. Mr. Salazar noted that this was the soft close for June, and the figures presented will be very close to those going into the audit. On the SB740 report, the projected Second Principal Apportionment ("P2") Average Daily Attendance ("ADA") rate was 391.19. Based on the ADA projection, the total revenue was $7,386,819. Certificated Salaries and Benefits were $4,130,649, or 55.92% of revenue. Instruction and Related Services, including Certificated Salaries and Benefits, were $7,033,783, or 95.22% of revenue. For the non-instructional expenses, Operations and Facilities was $451,687, and Administration and All Other Activities was $502,764. The projected deficit, before the spending benchmarks were considered, was $601,415, or -8.14% deficit percentage on the year. The School exceeded its Certificated Salaries and Benefits spending benchmark by $1,157,454. The School exceeded its total Instructional Related Services spending benchmark by $1,149,126. The deficit with the spending benchmarks considered remained at $601,415, or -8.14% excess revenue percentage for the year. Mr. Salazar noted that the second close for June was recently completed, and the deficit decreased slightly to $438,341. 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 included the School's actuals from July through June, rolled up into the SB740 report. Mr. Salazar noted that total revenue was the same at $7,386,819, total payroll, including certificated non-certificated, and benefits, was at $4,681,401 or 63.38% of revenue, and total expenses were $7,988,234. Mr. Salazar reviewed the Variance Analysis report and indicated that the threshold of 1% of Year-to-Date expenses was $79,882. He explained that 1% will be taken out of the year-to-date expenses as a threshold, and any variance that is favorable or unfavorable will be highlighted and explained. For Consulting, the General Consulting line item was over budget due to the expenses of virtual mental health services and math yogis tutoring. Mr. Salazar noted that this line item was never budgeted for in the previous school year. The SPED Services line item was under budget due to actual SPED expenses being less than the budget, which resulted in a savings for the School. For Service Charges, the Specialized Marketing Services line item was over budget due to online marketing for the School and was not previously budgeted for. Mr. Salazar reviewed the balance sheet, which is a snapshot of the School's assets and liabilities from inception to date. As of June 30, 2025, OFL-BP had total assets of $18,763,544; total liabilities were $10,286,820; and, total net assets were $8,476,723. Mr. Salazar proceeded to review the cash forecast. As of June 30, 2025, OFL-BP had $2,375,963 cash in bank. At the end of the current fiscal year, June 30, 2026, the School was projected to have $3,867,252 cash in bank. Mr. Salazar asked the Board if there were any questions.

Ms. Finn asked what needed to be turned in by December. Mr. Salazar stated that the audit report is due December 15th, and the School and Accounting team are working together to meet the due date.

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

C.1 OFL-BP Resolution 2526-01 Approval of the Spending of Funds Received from the Education Protection Account ("EPA") for Fiscal Year 2024-2025 (Res. 2526-01)

Mr. Salazar presented the OFL-BP Resolution 2526-01 Approval of the Spending of Funds Received from the Education Protection Account ("EPA") for Fiscal Year 2024-2025 (Res. 2526-01). The Board was asked to review and consider approval of the OFL-BP Resolution 2526-01 Approval of the Spending of Funds Received from the Education Protection Account ("EPA") for Fiscal Year 2024-2025 (Res. 2526-01). 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 from the EPA and how those funds were expended on their website. This Resolution sets forth the EPA funding received in the 2024-2025 fiscal year, along with a breakdown of how those funds were spent. For Fiscal Impact, the 2024-2025 Fiscal Year EPA Expenditures were $1,615,828. These funds were used toward Certificated Personnel Salaries and Employee Benefits. Mr. Salazar asked the Board if there were any questions, to which there were none.

Ms. Chohan moved to approve the OFL-BP Resolution 2526-01 Approval of the Spending of Funds Received from the Education Protection Account ("EPA") for Fiscal Year 2024-2025 (Res. 2526-01). Ms. Finn seconded. There was no further discussion from the Board. The motion passed unanimously by roll call vote.

C.2 OFL-BP Alternative Graduation Pathway Policy

Ms. Frymark presented the OFL-BP Alternative Graduation Pathway Policy. The Board was asked to review and consider approval of the OFL-BP Alternative Graduation Pathway Policy. This policy establishes a structured process for offering alternative graduation pathways to students who face exceptional barriers to completing the School's locally adopted graduation requirements. It reiterates the Board's commitment to high expectations for college and career readiness, but recognizes that homelessness, immigration status, health challenges, serious credit deficiencies, or similar hardships can derail a student's progress. In such cases, students may be exempted from some of the School's local requirements while still meeting the state's minimum graduation requirements and earning a diploma. Ms. Frymark highlighted the key provisions within this policy. The two (2) alternative pathways were as follows: i) a 160-credit option for students in their fourth year or later who have been enrolled at the School for least three (3) months and have fewer than one hundred sixty (160) credits (or are in their fifth year); and, ii) a 130-credit option for severely credit-deficient students who belong to a population covered by existing legislative exemptions (such as Assembly Bill ("AB") 216 or AB 1806), are in at least their third year, and could not reasonably complete all the local requirements by the end of their fourth year. For eligibility determination, initial eligibility can only be recommended by a School Counselor. Final approval requires a consultation with the Principal and Director of Schools. Students who transfer from another school with a reduced-credit eligibility retain that eligibility, and the Counselor determines which pathway is appropriate. Once a student is deemed eligible, the School notifies the parent or adult student and discusses the reduced-credit option. Whether to offer a reduced-credit plan and how many local requirements will be waived is determined collaboratively by an Administrator, Counselor, Teacher, and Parent/Guardian (or Adult Student). The discussion must address how waiving requirements may affect admission to post-secondary institutions, provide information on community college options, and clarify changes to the expected graduation date. Participation is optional. Parents or adult students must sign an acknowledgement form confirming they understand that reduced credits may affect the student's eligibility for state college admissions, but the student will still be eligible for community college and is accepting exemption from certain local requirements. The Superintendent or designee is responsible for creating the acknowledgement forms, establishing procedures, and tracking and annually reporting to the CDE the number of students graduating under these exemptions, as required by Education Code Section 51225.1(s). For Fiscal Impact, there were no additional costs associated with the implementation at this time; however, any unforeseen costs will be absorbed into the School's operating budget. The Superintendent recommended the approval of this item. Ms. Frymark asked the Board if there were any questions.

Ms. Finn asked if the Baldwin Park Unified School District will also be implementing this policy. Ms. Frymark indicated that all school districts have the option to adopt this kind of policy as allowed by Education Code. She stated that the School reached out to BPUSD to notify them of its intention to seek Board approval of this policy. BPUSD is aware, and the School Leadership is closely monitoring to see if any partners or local districts are adopting a similar policy to maintain alignment.

Ms. Chohan moved to approve the OFL-BP Alternative Graduation Pathway Policy, and to authorize the Superintendent or designee to update, modify, or implement this policy in a manner to comply with applicable law. Ms. Finn seconded. There was no further discussion from the Board. The motion passed unanimously by roll call vote.

C.3 OFL-BP Dual Enrollment Policy

Ms. Frymark presented the OFL-BP Dual Enrollment Policy. The Board was asked to review and consider approval of the OFL-BP Dual Enrollment Policy. Dual enrollment provides high school students with the opportunity to earn both high school and college credit through a partnership with accredited community colleges. All courses are offered free of charge. There was an identified need to develop a Dual Enrollment Policy to establish a framework for Dual Enrollment that: 1) defines Dual Enrollment, 2) outlines eligibility requirements, 3) outlines course location(s) and articulation agreements, 4) includes parent and student acknowledgement, and 5) outlines how credits will be awarded by the School. Transportation expectations, Family Educational Rights and Privacy Act ("FERPA") compliance, and the Review and Approval process were also outlined within the policy. Ms. Frymark highlighted some key points outlined in the policy. Eligibility for dual enrollment is open to students in 9^{th} through 12^{th} grades. In order to apply for dual enrollment, a Counselor's review of the student's Grade Point Average ("GPA"), assessments, coursework rigor, attendance, and teacher input is required as well as approval from the Counselor. Parents/Guardians of minor students are required to approve the student's participation in the dual enrollment program. The courses may be held at the charter school, college campus, or online. Students who attend on college campuses are under college supervision, but remain subject to the OFL-BP's policies. OFL-BP is not responsible for supervision, transportation, or liability while the student is on the college campus. A signed Parent and Student Acknowledgement Agreement is required; this agreement outlined that students may be exposed to mature subject matter and an adult learning environment, must take responsibility for their own transportation and behavior, and accept that the School is not liable for injury/property damage on the college campus. The dual enrollment course will count toward both high school graduation credit and college credit. The grades from this program will appear on both high school and college transcripts. There was no fiscal impact. The Superintendent recommended the approval of this item. Ms. Frymark asked the Board if there were any questions, to which there were none.

Ms. Chohan moved to approve the OFL-BP Dual Enrollment Policy, and grant the Superintendent or designee the authority to update, modify, or implement this policy in a manner to comply with applicable law. Ms. Finn seconded. There was no further discussion from the Board. The motion passed unanimously by roll call vote.

C.4 OFL-BP Membership Agreement between OFL-California, Inc. and OFL-Baldwin Park, Inc.

Mr. Bordo presented the OFL-BP Membership Agreement between OFL-California, Inc. and OFL-Baldwin Park, Inc. The Board was asked to review and consider approval and/or ratification of the OFL-BP Membership Agreement between OFL-California, Inc. and OFL-Baldwin Park, Inc. This agreement was presented at the previous Board meeting, and has been revised to provide greater definition and clear detail. After a thorough legal review and working with OFL-California's legal counsel, both parties provided comments and incorporated corrections. Mr. Bordo stated that no restricted funds shall be used for any payments under this agreement. As the School's needs evolve, this agreement may be brought back to the

Board if any updates need to be reviewed. There were no substantive changes; all services provided remained the same as well as the fee. Mr. Bordo asked the Board if there were any questions, to which there were none.

Ms. Chohan moved to approve and ratify the OFL-BP Membership Agreement between OFL-California, Inc. and OFL-Baldwin Park, Inc. Ms. Finn seconded. There was no further discussion from the Board. The motion passed unanimously by roll call vote.

5. Announcement for Reason for Closed Session

Ms. Finn announced the reason for closed session. The Board recessed into closed session.

CLOSED SESSION

6. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov. Code section 54957(b)(1).)
   Title: Superintendent

OPEN SESSION

The Board adjourned closed session and reconvened into open session.

7. Public Report on Action Taken in Closed Session, if any

Ms. Finn reported that no action was taken during closed session.

8. Adjournment

Ms. Finn indicated that the next regularly scheduled Board meeting will be on November 17, 2025 at 10:30 A.M. (PT). There were no additional comments or questions prior to adjournment.

Ms. Chohan moved to adjourn. Ms. Finn seconded. The motion passed unanimously by roll call vote. The meeting was adjourned at 11:23 A.M. (PT).

Kaitlin Breen

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