MINUTES

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

BOARD OF DIRECTORS
REGULAR MEETING

November 18, 2024

Zoom Meeting Dial-In: 1-669-900-6833
Zoom Meeting ID: 885 4179 5055

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 November 18, 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 10:33 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
Jeff Moreno, Assistant Principal of Instructional Operations ("APIO"), OFL-BP
Evelyn Barrios, APIO of Online Programs, OFL-BP
Kathryn Erpenbeck, Lead Teacher, OFL-BP
Evelyn Barrios, Lead Teacher, OFL-BP
Maricela Frymark, Director of School Policy, Propel, A Charter Management Group, Inc. ("Propel")
Cristina Wilkinson, Chief HR Operations Officer, 9 Dot Education Solutions, LLC ("9 Dot")
Alex Salazar, Divisional Controller, 9 Dot
Melissa Bauer, Board Relations Manager, 9 Dot

Janel Lee, Board Relations Specialist, 9 Dot
Susan Fischer, 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 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 September 16, 2024

The Board received in their meeting materials the minutes of the September 16, 2024 Board Meeting for the Board's review and approval.

A.2 OFL-BP List of Vendors for Fiscal Year 2023-2024

The Board was provided in their meeting materials with the OFL-BP List of Vendors for Fiscal Year 2023-2024. Within the School's Fiscal Policies and Procedures is the Procurement Policy, which includes subsections such as Objectives, Background, Definitions, Procedures, Recordkeeping, and Reporting. As part of the Recordkeeping and Recording requirements, for each fiscal year, 9 Dot shall maintain and regularly update a list of all vendors paid by the charter, and shall provide such list to the President, at least annually. The OFL-BP List of Vendors for Fiscal Year 2023-2024 is the required reporting noted above. Additionally, at the end of each fiscal year, the School shall evaluate each vendor to whom the School paid more than $500,000.00 in such fiscal year, and shall provide a copy of such vendor evaluations to the President. All vendor evaluations should include information as to: i) Are deliverables consistently on time and in good condition; ii) Is the quality of services or products consistently high and meets the School's needs; and iii) Is the vendor professional and knowledgeable. The evaluations of vendors to whom the School paid more than $500,000.00 in such fiscal year will be provided to the President by the School leadership. There was no fiscal impact.

A.3 OFL-BP General Liability Insurance Renewal

The Board was provided in their meeting materials with the OFL-BP General Liability Insurance Renewal, including Property, General Liability, Educators Legal Liability, Crime, Cyber, Student Accident, Fiduciary, Umbrella, and Worker's Compensation Insurance policies and quotes, as approved by the

President. Package Policy (General Liability and Property) stated that General Liability protects the corporation if it causes injury to others or damage to others' property. Property insurance protects against most risks to property such as: fire and some weather damage. Educators Legal Liability ("ELL") protects the educational institution against the damages that it could incur as a result of real or alleged wrongful acts. This policy also protects the Board members as directors of the educational institution. Fiduciary liability is coverage for the individuals who either have a part in the decision-making of an employee benefit plan, administer a plan or its assets, or whose name or title is included on the benefit plan documents. Crime provides protection for loss of money, securities, and other assets resulting from dishonestly, theft, or fraud. Cyber liability insurance can cover costs associated with data breaches, including breaches of sensitive customer/student employee information, and cyber-attacks on your business. Those costs can include such things as lost income due to a cyber event, costs associated with notifying customers affected by a breach, costs for recovering compromised data, costs for repairing damaged computer systems and more. Student Accident (base & catastrophe) covers students (and their parents) from costs associated with being injured at school events. Worker's Compensation provides medical expenses, lost wages, and rehabilitation costs to employees who are injured or become ill in the course and scope of their job. Umbrella acts as excess coverage, mostly the primary insurance for losses not covered by other policies. The Expiring General Liability Insurance from October 1, 2023 to October 1, 2024 had a premium of $105,723. The premium for the Proposed General Liability Insurance from October 1, 2024 to October 1, 2025 was $98,359, which was a decrease of 7% over the expiring policy.

The premium noted can be variable throughout the policy period and does not include any significant changes to staffing or payroll, center location changes, center moves, center upgrades/renovations, or anything else that is required according to the needs of the business. This always varies year to year depending on operational needs. According to OFL-BP's Revised Fiscal Policies Procedures, the annual renewal of property and casualty insurance, general liability insurance, and health insurance may be approved by an Officer of the School, provided that such renewal does not exceed an annual increase of 25% and subject to ratification by the Governing Board. Any changes to the scope of insurance coverage or the amount of liability limits shall require prior approval by the Governing Board. The fiscal impact was $98,359. The Superintendent and the President approved the recommendation of this item. The proposed motion was to approve and ratify the OFL-BP General Liability Insurance Renewal, including General Liability & Property Package, Crime, Cyber, Educators Legal Liability, Fiduciary, Student Accident, Umbrella, and Worker's Compensation Insurance policies and quotes, as approved by the President.

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. For enrollment, the School served one-hundred forty-seven (147) students through Month Five (5). The School had twenty-four (24) Students with Disabilities ("SWD"), thirteen (13) English-Learner (EL) students, and four (4) Foster and Homeless Youth students. Some highlights for this update included a field trip to City of Hope, which the School established a great relationship with. Previously, the City of Hope offered a nutrition course to a few students. The field trip included a campus tour where the students had a chance to see multiple facilities, view an art gallery, and listen to a panel of a variety of professionals that work at the hospital. One of the professionals included a scientist, that explained what a day in the life of a scientist looked like at City of Hope. Mr. Moreno added that City of Hope has been in the community for over one-hundred (100) years and has a restaurant called the 1913 Restaurant, which opened over one hundred years ago in 1913. The students and the leadership team had the opportunity to eat there on the field trip. Mr.

Moreno reported on the All Stars Tournament, where the School's top three (3) athletes from volleyball and basketball joined with other athletes from other regions for an all-star game. The School's English Small Group Instruction ("SGI") courses hosted a mock trial to help students develop non-biased argumentative skills. OFL-BP also offered the Pathways Washington, D.C. trip, which is always popular with students. During the first semester, the School offered senior interviews, which provided students with an opportunity to prepare for the real world. The mock interviews were conducted by OFL-BP's staff. Staff appreciated the students' efforts to take the Mock Interviews seriously including dressing in business attire for the event. One of OFL-BP's female students attended a Legislative Luncheon with Senator Susan Rubio, which served as an opportunity to learn about California's Legislative process and what one of our State Senators was doing for California. The Ramona Center offered a blood drive where about twenty (20) students donated blood and received community service hours. It is one of the ways the School encourages the students to give back to the community. Mr. Moreno concluded his update by sharing that the School hopes to sign a partnership with Mount San Antonio College to offer dual enrollment opportunities to students. Mr. Moreno asked the Board if they had any questions, to which there were none.

Ms. Barrios presented the OFL-BP Charter Update for the Online Program ("OP"). The OP hosted a fall dance for students in Pasadena, where the theme was Dancing Through the Decades. The venue was decorated with different decades in mind and had an LED dance floor. Students dressed up in different clothes from their favorite decade and participated in virtual reality games and board games. Students were encouraged to complete at least fifteen (15) units each quarter. Students reaching this goal were offered the opportunity to attend a Quarter One Celebration at Golf 'N' Stuff to celebrate the students' achievements throughout their first quarter. The OP is preparing for the senior social in January where students will pick up their cap and gown, decorate their cap, have breakfast with other seniors, meet other seniors, meet other staff members, and receive information regarding their graduation ceremony. Graduating seniors were invited to a Senior Day to celebrate their hard work by going to Universal Studios Hollywood. The OP's post-secondary counselors collaborated to offer OP College Week for all students to experience different types of information on the colleges available to them. The post-secondary counselors created an informational week of workshops that included information on applying to colleges, financial aid, a panel discussion with former OP students who are now at a community college for trade school, and a field trip to colleges. For enrollment, the OP had seventy-four (74) students including thirteen (13) Special Education ("SpEd") students and fourteen (14) ELL. The OP's credit attainment rate was at 55.7%.

Ms. Finn asked if the Senior Day and the Dance were combined with other charters in the network, and if so, how many students attended. Ms. Barrios responded that she does not have the numbers for all of the charters, but there were a lot of Seniors. She mentioned that it was nice to see the students interacting. Ms. Finn commented that it must be nice since the students are mostly online. Ms. Barrios agreed that this is a great opportunity for the OP students to interact in-person.

Ms. Finn asked if Ms. Barrios knew if the students continue to talk to the people that they meet and Ms. Barrios responded that she is not sure, but assumes that they do. Mr. Moreno added that on Pathways Trips, the students meet each other on these trips and develop lasting friendships. Ms. Finn thanked them both for the updates.

B.2 OFL-BP School Wellness Policy Progress to Goals Update

Ms. Barrios presented on the OFL-BP School Wellness Policy Progress to Goals Update. The School adopted a Wellness Policy that contains annual goals in various wellness related categories such as nutrition education, nutrition promotion, physical activity, physical education, and other school-based activities. For the Nutritional Education goal, the School offered a variety of courses such as health, food, and nutrition. OFL-BP had twenty-six (26) courses with a focus on Nutrition Education completed during the Fall Semester. For the Nutrition Promotion goal, the School offered a class called The Cooking Society that provided students with hands-on experience in preparing healthy meals. Students can also earn academic credit by completing the culinary arts course in Edmentum, and have the opportunity to earn their Food Handler's Certification that will also equip them with valuable skills for their professional and personal growth. The Ramona Center partnered up with the City of Hope to conduct a nutrition class and participants were trained as youth nutrition leaders through a comprehensive training that emphasized community responsiveness. As a result, students had six (6) hybrid training sessions that combined both virtual and in-person formats where they covered topics such as nutrition, healthy living, and the role of food in public health and disease prevention. For Physical Activity Goals, the School continued to offer fitness and yoga courses for students, with twenty-six (26) Physical Education ("PE") courses completed during the Fall Semester. The School also offered and promoted sports programs in the Fall including basketball, volleyball, football, softball, golf, and bowling. For School-Based Activity goals, OFL-BP offered social emotional activities like mental health, anti-bullying campaigns, and many community partnerships. The School continues to develop community partnerships. The School offers EmpowerU, which is a course designed to support students' social emotional wellbeing. Students attended a tour of the City of Hope Research Center to explore the campus and learn about different initiatives. Students also participated in a seminar where they were given valuable insights to connect with other experts to understand the work that can be done in public health. Ms. Barrios asked the Board if they had any questions.

Ms. Finn asked who designed the update's graphics because she appreciated the Clip Art that was shared. Ms. Barrios responded that she put it together with Canva, to help illustrate the School's goals and actions.

B.3 OFL-BP Local Control and Accountability Plan ("LCAP")/School Plan for Student Achievement ("SPSA")/Comprehensive Support and Improvement ("CSI") Progress Update

Ms. Barrios presented on the OFL-BP Local Control and Accountability Plan ("LCAP")/School Plan for Student Achievement ("SPSA")/Comprehensive Support and Improvement ("CSI") Progress Update. The OFL-BP 2024-25 LCAP/SPSA Progress Update presented key performance metrics, outcomes, and action steps taken to achieve the goals outlined in the LCAP and SPSA. This update included data on academic progress, college and career readiness, student support initiatives, and resource allocation aimed at supporting all student groups, particularly English Learners, low-income students, and SWD. Although some data was not available because it was too early in the year, there were a few areas to note. Ms. Barrios reported that, in Goal One, the School's goal was to increase the graduation rate and ensure that at least 15% of graduates were considered prepared on the college career indicator.In Metric Two of this goal, the Local Education Agency ("LEA") shall have a one-year graduation rate at or above 81% for all students. Ms. Barrios stated that the School's current cohort had 100% of the students that graduated during Quarter One.In Metric Three of Goal One, the School wanted to increase the percentage of students turning in five (5) or more units per month to at least 40% of all students. Currently, 39% of all students, 39.7% of EL students, 34.5% of SWD, and 37.7% of students with Free or Reduce Meal Price ("FRMP") are turning in five (5) or more units per month. Lastly, in terms of increasing the A-G core course completion, all students were turning in at or above three (3) credits. For Fiscal Impact, the costs that were associated with the LCAP were within the approved LCAP/SPSA budget allocations for the 2024-2025 school year. Ms. Barrios asked the Board if they had any questions.

Ms. Finn asked how many homeless students the School currently has enrolled because 0% progress was highlighted for them in the update. She asked if that meant no homeless students were enrolled. Mr. Moreno responded that the Ramona Center usually has under five (5) students. Ms. Kiriakos added that anything under twelve (12) students does not come up in the percentages in the update. Ms. Finn thanked everyone for their response and mentioned that the update looked good.

B.4 OFL-BP Financial Update

Mr. Salazar presented on the OFL-BP Financial Update. The OFL-BP Financial Update was based on the September 2024 close and includes the Senate Bill 740 ("SB 740") report, the detailed income statement, the variance analysis report, the balance sheet, and the cash forecast. On the SB740 report, the projected Second Principal Apportionment ("P2") Average Daily Attendance rate ("ADA") was 393.66. Based on the P2 ADA, the total revenue was forecasted to be $7,694,516. Certificated Salaries and Benefits were $3,949,010 or 51.32% of revenue. Instruction and Related Services, including Certificated Salaries and Benefits, were $6,964,976 or 90.52% of revenue. For the non-instructional expenses, Operations and Facilities were $309,567 and Administration and All Other Activities were $483,910. Excess Revenue, before considering the spending benchmarks were considered, was a deficit of $63,937 or 0.83% deficit rate on the year. The School met and exceeded the spending benchmark for Certificated Salaries and Benefits by $851,968. The School met and exceeded the total combined Instructional spending benchmark by $833,666. The projected deficit remained the same at $63,937, or deficit of 0.83% on the year. Mr. Salazar asked the Board if there were any questions.

Ms. Finn asked Mr. Salazar when he thinks the budget will be reforecasted. Mr. Salazar stated that they will review the financial statements following the October reforecast when they become available. He noted that this is what is typically done and added that this will include corrections to several line items in alignment with current operations for fiscal year 2024-2025. Mr. Salazar stated that there was a lot of budgeted expenses, and they are in the adopted budget figures, where those figures were reforecasted and calculated back in April 2024. He mentioned that they should have a better idea by the next Board Meeting in January.

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. Revenue remained the same at $7,694,516. Total Payroll, including certificated, non-certificated, and benefits, was $4,396,494 or 57.14% of revenue. Total expenses were $7,758,453. Mr. Salazar proceeded to review the Variance Analysis report, and indicated that the 1% threshold of year-to-date expenses was $25,121. 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. The Certificated Salaries and Wages and Non-Certificated Salaries and Wages line items were underbudgeted due to salaries being based upon the staffing as of April 2024. Mr Salazar explained that there could have been slight differences in their calculations as of that date or there could be additional employees on staff. The October reforecast looks at the School's current staffing to ensure accuracy. . The Other Employee Related Costs line item's budget was based upon the prior year's actuals, and will be adjusted with the October reforecast. The Curriculum line item was overbudgeted by $36,929 due to the budget being based on the prior year's actuals for the online curriculum, Bright Thinker. The Career Technical Education ("CTE") and Grant Services line item was underbudgeted by $25,448 because the invoices for CTE classes came in higher or came in earlier than the actual date of the class. The Accounting tem will expense classes when they take place, but the invoices are recorded when they are received. The Curriculum Development line item was underbudgeted by $29,076. The actual budget for this item is in December. The Dues and Subscriptions line item was overbudgeted due to the budget being based on the prior year's actuals which was higher than the current year. Mr. Salazar noted that this would be reviewed at again to be aligned to the October reforecast.

Ms. Finn asked, if the Edmentum and Renaissance licenses are paid yearly and how the expense is generated. Mr. Salazar responded that they are annual licenses for the Schools, and usually when Accounting has an annual license it falls within the first fiscal year or the majority of the expense falls within the fiscal year. Once the invoice is received, Accounting records it, then expenses it, which could be received earlier than anticipated.

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 September 30 ,2024, Total Assets were $23,307498; Total Liabilities were $12,145,851; and Total Net Assets were $11,161,647. Mr. Salazar reviewed the cash forecast. As of September 2024, OFL-C had $5,339,367 cash in bank. The cash forecast was pushed out to June 2025 and the School was anticipated to have $3,978,804 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 Revised Fiscal Policies and Procedures

Mr. Salazar presented on the OFL-BP Revised Fiscal Policies and Procedures. The Board was asked to review and consider approval of the OFL-BP Revised Fiscal Policies and Procedures. The updates to the Fiscal Policies and Procedures expanded the delegation of financial authority across roles, including the Superintendent and Assistant Superintendent, which reduced the administrative burden on the Principals and Assistant Principals and decreased reliance on the Charter Management Organization ("CMO") for approvals. Approval Thresholds were adjusted to streamline operations. Financial reporting was enhanced, with monthly and quarterly reports now being reviewed by a broader team to improve accountability and accuracy. Additional updates simplified the implementation of Statutory Payroll Adjustments and introduced a structured process for Continuous and One-Time Stipend Payments. Record Retention Periods and credit card authorization limits were clarified, while employee tuition reimbursement policies and approvals granted for the Superintendent's specific personal expense reimbursement and credit card expense reporting. Overall, the revised Fiscal Policies and Procedures strengthen operational efficiency, reinforce compliance, and uphold high standards for financial oversight. The Superintendent recommended the approval of this item. Mr. Salazar asked the Board if there were any questions, to which there were none.

Ms. Gondo moved to approve the OFL-BP Revised Fiscal Policies and Procedures. Ms. Breen seconded. There was no further discussion from the Board. The motion passed unanimously by roll call vote.

C.2 OFL-BP Dual Enrollment Articulation Agreement Between Pathways College, Inc. and OFL-Baldwin Park, Inc.

Ms. Kiriakos presented on the OFL-BP Dual Enrollment Articulation Agreement Between Pathways College, Inc. and OFL-Baldwin Park, Inc. The Board was asked to review, consider approval, and/or ratification of the OFL-BP Dual Enrollment Articulation Agreement Between Pathways College, Inc. and OFL-Baldwin Park, Inc. This agreement establishes a dual enrollment partnership, allowing high school students to take college-level courses through Pathways College while still earning high school credit. This agreement is critical in expanding college access, improving high school diploma attainment, and reducing the time and cost required for students to complete college degrees. The proposed action to the Board was to approve the partnership for the upcoming academic year, and to ensure the continued availability of dual enrollment opportunities for OFL-BP's students. The effective date is upon approval, with a duration of one (1) academic year with automatic renewal unless terminated, and a termination clause that either party may terminate with sixty (60) days written notice. Pathways College would provide course content, e-textbooks, instruction (both synchronous and asynchronous), assessments, student support, and academic advising. OFL-BP will identify eligible students, manage enrollment, and communicate student progress. The cost of a Scheduled Five-Week Course with a cohort of twenty-five (25) students was $1,875 per cohort. The cost of a Scheduled Ten-Week Course with a cohort of twenty-five (25) students was $3,000 per cohort. The cost of additional students beyond the cohort limit is $206 per student. This agreement would apply to all centers under OFL-BP. The fiscal impact was that the costs associated with this agreement are covered under the current budget allocated for dual enrollment programs. No additional financial impact is expected. The Superintendent recommended approval for this item. Ms. Kiriakos asked the Board if they had any questions.

Ms. Finn asked, if approved, how soon would it be implemented and when would the student start dual enrollment. Ms., Kiriakos responded that this program would most likely start in January because the School is already at the end of the semester. Ms. Finn commented that it is soon and Ms. Kiriakos confirmed. Ms. Kiriakos added that most of the support for this is from the OP staff, but the program would be available to all OFL-BP students. She also mentioned that the dual enrollment program may grow over time, highlighting the increased resources for students and the possibility of partnering with additional colleges.

Ms. Breen mentioned that she remembered that Pathways College offered Business Administration and Liberal Studies, and asked if these classes would be provided and potentially exist simultaneously. Ms. Barrios confirmed that that the course offerings would be virtual.

Ms. Gondo moved to approve and ratify the OFL-BP Dual Enrollment Articulation Agreement Between Pathways College, Inc. and OFL-Baldwin Park, Inc. Ms. Breen seconded. There was no further discussion from the Board. The motion passed unanimously by roll call vote.

C.3 OFL-BP Student Handbook for Fiscal Year 2024-2025

Ms. Kiriakos presented on the OFL-BP Student Handbook for Fiscal Year 2024-2025. The Board was asked to review and consider approval of the OFL-BP Student Handbook for Fiscal Year 2024-2025. This handbook is updated annually and provided to the students, parents, and legal guardians at the time of enrollment. It serves as a routine, operational guide for students and parents. The Student Handbook was reviewed and revised by School Leadership in collaboration with the CMO. There was a newly created appendix that included full policy documentation. The Student Handbook was revised in the following sections: General Information, Student Health, Student Behavior, Uniform Compliant Policy, Family Educational Rights and Privacy Act ("FERPA"), and the Protection of Pupil Rights Amendment ("PPRA") Annual Notice. In addition, the following appendices were also revised, which included: Service Animal Policy Overview, Student Initiated Group Policy Purpose, Immunization Policy, Academic Honesty, Transportation Safety Plan, Laptop Restitution Policy, and the Discipline Policy Due Process Statement. The revisions also included necessary information required by the Education Code where applicable and clarifying language was needed. Ms. Kiriakos thanked the Board and appreciated the additional time provided to allow a thorough review of the proposed Student Handbook. There was no anticipated fiscal impact, and any fiscal impact falls within the scope of the School's operational budget. The Superintendent recommended the approval of this item. Ms. Kiriakos asked the Board if there were any questions.

Ms. Breen commented that a lot of good things have changed when she was looking at the highlights. Ms. Kiriakos added that the Student Handbook will be updated if any additional information becomes required by the Education Code.

Ms. Gondo moved to approve the OFL-BP Student Handbook for Fiscal Year 2024-2025, as presented and to authorize the Superintendent of OFL-BP, in consultation with legal counsel, to make revisions to the student handbook throughout the 2024-2025 academic year, if necessary, to align with new legal requirements or updates to the Education Code, and ratify actions taken related thereto. Ms. Breen seconded. There was no further discussion from the Board. The motion passed unanimously by roll call vote.

C.4 OFL-BP Lease Agreement for the Online Program Located at 16203 Arrow Highway, Suites A,

B, & C, Irwindale, CA 91706

Mr. Tsai presented on the OFL-BP Lease Agreement for the Online Program Located at 16203 Arrow Highway, Suites A, B, & C, Irwindale, CA 91706. He shared that the School intended to present the lease agreement for the Board's review at this meeting, but unfortunately, they did not hear back from the property management in time due to ongoing negotiations for that space. However, the School is seeking the Board's approval and authorization for the School's Superintendent, Assistant Superintendent, and legal counsel to negotiate the final lease agreement for the location at 16203 Arrow Highway, Suites A, B, & C and for the Superintendent to execute the final agreement which would be presented to the Board at a subsequent Board meeting for ratification. He also shared some background information about the space. Currently, the OP is sharing a space that they have outgrown due to increased enrollment. The OP requires its own designated space for training and administrative work. This would be a staff-based location. and would not be serving students. Once the School has the lease finalized, they will bring it back to the Board for their review and consideration.

Ms. Gondo moved to approve the granting of authorization for school leadership Superintendent and Assistant Superintendent and legal counsel to negotiation the final lease agreement for the Online Program's Located at 16203 Arrow Highway, Suites A, B, & C, Irwindale, CA 91706. And to authorize the Superintendent to execute final agreement and to bring the contract back to the Board at a subsequent board meeting for final ratification. Ms. Breen seconded. There was no further discussion from the Board. The motion passed unanimously by roll call vote.

C.5 OFL-BP Master Contract for Nonpublic Nonsectarian Agency Services Between Partners in Special Education, Inc., a Nonpublic, Nonsectarian Agency, and OFL-Baldwin Park, Inc.

Mr. Jeff Moreno presented on the OFL-BP Master Contract for Nonpublic Nonsectarian Agency Services Between Partners in Special Education, Inc., a Nonpublic, Nonsectarian Agency, and OFL-Baldwin Park, Inc. The Board was asked to review and consider approval of the OFL-BP Master Contract for Nonpublic Nonsectarian Agency Services Between Partners in Special Education, Inc., a Nonpublic, Nonsectarian Agency, and OFL-Baldwin Park, Inc. The Master Contract allows the School to request specialized staffing services from Partners in Special Education, Inc. ("PSE") that the School needs to provide services outlined in a student's Individualized Education Program ("IEP"), assessments to support a student's IEP, or services to support in the development and monitoring of a student's IEP. The School is contracted with multiple vendors due to staffing shortages in the School's or any one particular vendor's staffing availability, to fulfill the needs for specialized student services. Through access to a variety of vendors, the School has been able to meet the needs of SWD. The contract terms is from July 1, 2024 to June 30, 2025. The fiscal impact was that in the 2023-2024 Fiscal Year, the School paid more than $100,000 to PSE between both the Master Contract and the Special Education Support Services Agreement. The School expected to spend the same amount, depending on the availability of PSE staff to perform some of these services needed by the charter. Hourly rates were approximately $70 to$150 per hour based on specialty. The Fee Schedule can be found on the final page of the proposed Master Contract for Nonpublic, Nonsectarian Agency Services. Mr. Moreno added that in the past, these services included the school psychologist, special terms counseling, and very specific educational counseling for students such as speech pathology or other compliance components for the IEP. The School expects to spend about $100,000, but the cost will vary from last year because the School has hired its own school psychologist. The Superintendent recommended the approval of this item. Mr. Moreno asked the Board if there were any questions.

Ms. Finn commented that she knows the School has worked with PSE for a long time, and asked to confirm if this is just clarifying the contract term. Mr. Moreno confirmed and explained that the Master Contract must be renewed annually. Ms. Finn also commented that the School is doing a great job and Mr. Moreno appreciates working with them.

Ms. Gondo moved to approve the OFL-BP Master Contract for Nonpublic, Nonsectarian Agency Services Between Partners in Special Education, Inc., a Nonpublic, Nonsectarian Agency, and OFL-Baldwin Park, Inc. Ms. Breen seconded. There was no further discussion from the Board. The motion passed unanimously by roll call vote.

C.6 OFL-BP Special Education Support Services Agreement Between Partners in Special Education, Inc., a Nonpublic, Nonsectarian Agency, and OFL-Baldwin Park, Inc.

Mr. Jeff Moreno presented on the OFL-BP Special Education Support Services Agreement Between Partners in Special Education, Inc., a Nonpublic, Nonsectarian Agency, and OFL-Baldwin Park, Inc. The Board was asked to review and consider approval of the OFL-BP Special Education Support Services Agreement Between Partners in Special Education, Inc., a Nonpublic, Nonsectarian Agency, and OFL-Baldwin Park, Inc. OFL-BP would like to renew the Special Education Support Services Agreement with PSE for one (1) year with an automatic renewal for successive one-year terms for up to two (2) years upon the written mutual agreement of the parties. The contract term would be from July 1, 2024 to July 1, 2025, with possibility for renewal. For fiscal impact, in fiscal year 2023-1024, the School paid more than $100,000 to PSE for services between both the Master Contract and the Special Education Support Services Agreement. The charter expected to spend the same amount, depending on the availability of PSE staff to perform some of these services needed by the School. Hourly rates are approximately $70 to$150 per hour based on specialty. The Fee Schedule can be found on the final page of the proposed service agreement. Mr. Moreno stated that the School would contract with PSE to receive counseling and other services that would support general education students that are not related to an IEP. He added that the School can enter this contract with a provision for automatic renewal, but the Master Contract will be brought back to the Board again next year for renewal because annual renewal is required by the Education Code.

Ms. Finn asked why the School needs two (2) separate contracts. Mr. Moreno responded that one has to do with the IEP where the student has an IEP, and the other is for general education student support since there are different Education Code requirements around those two (2) service populations.

Ms. Finn asked to confirm, since the School wants to give students support, and that these contracts are related to the Education Code to legally provide them. Mr. Moreno confirmed and added that the majority of services provided by PSE are to SWD. He also stated that the School has access to some of PSE's services for students who are not identified with a disability, or have not been identified yet. He also added that, coming out of the COVID-19 pandemic, a lot of students are seeking wellness opportunities and PSE is a company that provides a lot of these services.

Ms. Gondo moved to approve OFL-BP Special Education Support Services Agreement Between Partners in Special Education, Inc., a Nonpublic, Nonsectarian Agency, and OFL-Baldwin Park, Inc. Ms. Breen seconded. There was no further discussion from the Board. The motion passed unanimously by roll call vote.

C.7 OFL-BP Youth Suicide Prevention Policy and Plan

Ms. Frymark presented on the OFL-BP Youth Suicide Prevention Policy and Plan. The Board was asked to review and consider approval of the OFL-BP Youth Suicide Prevention Policy and Plan. The School's CMO and PSE collaborated to revise the existing Board-approved Youth Suicide Prevention Policy as required by California Education Code Section 215, which was amended by California Statutes 2022, Chapter 428, Section 1 (Assembly Bill 58) with an effective date of January 1, 2023. The amendments to Education Code Section 215 included: i) By January 1, 2025, Local Educational Agencies ("LEAs") must revise staff training materials to include best practices for youth suicide prevention; ii) By January 1, 2025, Governing boards must review and update their youth suicide prevention policy and, at minimum every five years thereafter; and iii) Starting in the 2024-2025 school year, LEAs are encouraged to provide youth suicide prevention training for staff serving all grade levels. The revisions to OFL-BP's Youth Suicide Prevention Policy included the following: 1) Establishing a Crisis Response Team; 2) Language updates to indicate that services are provided by mental health professional; 3) Updated statistics to reflect current research on youth populations at high-risk for suicide; and 4) Updated flowchart for staff for quick reference to signs of suicidal behavior and crisis support contact information. Lastly, Staff Training and Policy Implementation: i) All staff will receive annual training, as required by existing policy and proposed in the revised policy; ii) Staff will receive written protocols and training for prevention, intervention, referrals, in-school attempts, out-of-school attempts, return-to-school procedures, and postvention; and iii) The School's CMO and a certified California nonpublic, nonsectarian agency will continue to support policy implementation and update the policy and staff training to meet local needs and State regulations. For fiscal impact, the School's current operational budget for 2024-2025 will cover expenditures for training services and policy development. The Superintendent recommended approval of this item.

Ms. Frymark added that the Crisis Response Team consisted of the Assistant Principal, Principal, School Psychologist, mental health providers, school nurse, and possibly teachers, and will be responsible for planning and coordinating implementation of the policy. Mental health professionals refers to the School's in-house psychologist and who students can reach out to for support and resources. Staff training for in-school attempts, out-of-school attempts, and return-to-school attempts will help staff identify what happens when a student wants to come back, how to integrate them, and how to support them without drawing stigma. This portion of the training focuses on key elements for staff to have to support a student returning to education. Ms. Frymark added that the CMO and PSE are working together to implement and develop the policy, and will continue to working together to ensure that the School remains compliant with policy adoption, training, and identifying additional needs in State regulation. The CMO continues to monitor legislation as it affects mental health. Ms. Frymark asked the Board if they had any questions.

Ms. Breen asked if the new staff training development has to be completed by January 1, 2025 or if there needs to be a plan. Ms. Frymark responded that the policy and plan need to be adopted by January 1st, but PSE is actively working with the Schools in preparation for the approval of the policy so that they can comply with training requirements. Ms. Breen mentioned that she thought January 1, 2025 is very soon for training completion, and Ms. Frymark agreed.

Ms. Gondo moved to approve OFL-BP Youth Suicide Prevention Policy and Plan as required by California Education Code Section 215 with an implementation timeline of January 1, 2025. Ms. Breen seconded. There was no further discussion from the Board. The motion passed unanimously by roll call vote.

C.8 OFL-BP Year-Round Incentive Comparison Program for 2024-2025: Superintendent

Ms. Wilkinson presented on the OFL-BP Year-Round Incentive Compensation Program for 2024-2025: Superintendent. The Board was asked to review and consider approval of the OFL-BP Year-Round Incentive Compensation Program for 2024-2025: Superintendent. The Board had previously adopted a discretionary School Year Incentive Program for the Superintendent of OFL-BP in order to recognize and reward exceptional performance, significant contributions, and substantial accomplishments during the applicable school year based on the School's goals and responsibilities. The Board had asked staff to bring back the criteria for which the incentive would be earned for the Board's review and approval. The criteria include eight (8) Key Performance Indicators ("KPIs") to be measured, which were as follows: Average Daily Attendance, Credit Attainment, Academic Progression, Core Course Completion, LCAP, Instructional Spending, Certificated Spending, and One-Year Graduation Rate. Once the percentages of each KPI are met, the Superintendent would be eligible to receive an incentive of $1,500 from OFL-BP. Ms. Wilkinson asked the Board if there were any questions, to which there were none.

Ms. Gondo moved to approve the OFL-BP Year-Round Incentive Compensation Program for 2024-2025: Superintendent. 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 January 21, 2025 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 11:30 A.M. (PT).

Kaitlin Breen

Ms. Kaitlin Breen
OFL-Baldwin Park, Inc.