

MINUTES

OPTIONS FOR YOUTH-SAN GABRIEL, INC. *A California Nonprofit Public Benefit Corporation*

BOARD OF DIRECTORS REGULAR MEETING

April 10, 2025
10:30 A.M (PT)

Zoom Meeting Dial-In: 1-669-900-6833

Zoom Meeting ID: 841 1369 3038

Meeting Location: 215 S. Mission Drive, San Gabriel, CA 91776

Teleconference Location: 16807 Falda Avenue, Torrance, CA 90504
10121 Pounds Ave, Whittier, CA 90603

A regular meeting of the Board of Directors (“Board”) of Options For Youth-San Gabriel, Inc., a California nonprofit public benefit corporation (“OFY-SG” or the “School”), was held on April 10, 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 in the Agenda.

OPEN SESSION

1. Call to Order

The meeting was called to order at 10:31 A.M (PT) by Ms. Barbara Gondo, President of OFY-SG.

2. Welcome and Roll Call

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

Ms. Barbara Gondo, President and Board Member

Ms. Jane Gothold, Chairperson and Board Member

The following Directors were absent:

Ms. Lilit Varuzhanyan, Secretary, Treasurer, and Board Member

The following individuals identified themselves as being present:

Jodi Moreno, Principal, OFY-SG

Sarai Acosta-Alonzo, Assistant Principal of Instructional Programs, OFY-SG

Maricela Frymark, Senior Director of School Policy and Compliance, Propel, A Charter Management Group, Inc. (“Propel”)

Cynthia Harsen, Chief Financial Officer, 9 Dot Education Solutions, LLC (“9 Dot”)

Levik Mansourian, Corporate Controller, 9 Dot

Alex Salazar, Divisional Controller, 9 Dot
Janelle Morgan, Senior Director of Employee Relations, 9 Dot
Jenny Jedlinsky, Senior Director of Governance and Strategy, 9 Dot
Melissa Bauer, Senior Board Relations Manager, 9 Dot
Susan Fischer, Board Relations Specialist, 9 Dot
Arlene Reyes, Board Relations Coordinator, OFY-SG
Ileana Kiriakos, Superintendent Candidate, OFY-SG
Merrick Wadsworth, Legal Counsel for OFY-SG, Procopio, Cory, Hargreaves & Savitch LLP

3. Public Comment

Ms. Gondo 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 limited 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. Consent Agenda

All items listed under Consent Agenda are considered by the Board to be routine and consistent with approved policies and practices of the Charter 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 January 24, 2025

The Board was provided in their meeting materials the minutes of the January 24, 2025 Board meeting for the Board's review and approval.

A.2 OFY-SG Consent Log Including Principal's Time Off Requests, Credit Card Consent Log, and Additional Duties Timecards

The Board was provided in their meeting materials with the OFY-SG Consent Log Including Principal's Time Off Requests, Credit Card Consent Log 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.3 OFY-SG Report of Charter Services Agreements for Fiscal Year 2024-2025

The Board was provided in their meeting materials with the OFY-SG Report of Charter Services Agreements for Fiscal Year 2024-2025. The Board was asked to review and consider approval and/or ratification of the OFY-SG Report of Charter Services Agreements for Fiscal Year 2024-2025. The Procedures subsection (in the Procurement Policy, in the Fiscal Policies and Procedures) outlines that the Board will receive, on a regular basis, a report of the School's service contracts approved pursuant to this section. This has been the Report of Charter Services Agreements. Since 2020, the School Leadership has

tracked the applicable service contracts and anticipated expenses manually and reported activities on an as-needed basis to the Board. As the policies evolved and changed, so did the scope and ease of tracking of the service contracts and the procedures for approvals. In 2023, 9 Dot Accounting offered to streamline this reporting process, moving this from manual tracking by School Leadership to automatic tracking by the Workday platform, which is informed by the School's Fiscal Policies and associated Approval Thresholds therein. The Report of Charter Services Agreements included all service providers and associated expenses within the outlined approval thresholds. The report was organized alphabetically by service provider based on Board member request. There was no fiscal impact. The proposed motion was to approve and ratify the OFY-SG Report of Charter Services Agreements for Fiscal Year 2024-2025.

A.4 OFY-SG Title IX Policy and Grievance Procedures for Sexual Harassment (2022)

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

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

B. Information Item(s)

B.1 OFY-SG Charter Update

Ms. Acosta-Alonzo presented the OFY-SG Charter Update. The total enrollment for OFY-SG was one hundred nineteen (119) students, including twenty-four (24) Special Education ("SPED") students and twenty (20) English Learner ("EL") students. The monthly progression rate for last School month was 91.98%. For Student Engagement and Activities, the School's Post-Secondary Counselors hosted a Free Application for Federal Student Aid ("FAFSA") workshop in January. This informative session provided students and their families with essential guidance on completing the FAFSA and ensured that they

understood the financial aid process and the available resources to help fund the students' college educations. In January, the students had the opportunity to attend a field trip to the Museum of Tolerance. Many students expressed that this field trip was eye-opening and provided them with new insights into historical and global events. The visit sparked meaningful discussions and deepened their understanding of important social issues, while reinforcing the value of empathy, awareness, and historical reflection. In February, the School had a group of students attend the Northern California College Tour. The students toured the following colleges and universities: California State University ("Cal State") East Bay, San Jose State University, San Francisco State University, and the University of California ("UC") Berkeley. The students had an amazing time and could envision themselves on a college campus in the future. OFY-SG partnered with Options For Youth-Acton ("OFY-A") to provide students with the opportunity to attend a College and Career Fair. The students enjoyed visiting all the booths and gained a better understanding of different career paths. The Associated Student Body ("ASB") students kicked off the spring semester with an exciting team-building event at an escape room. The students formed teams and collaborated to solve challenges, uncover clues, and successfully escape. This experience provided a fun and engaging way to strengthen communication, teamwork, and problem-solving skills. The students had an amazing time working together, developing leadership abilities, and building stronger connections with their peers. OFY-SG remained focused on providing enriching opportunities that prepare students for success. Ms. Acosta-Alonzo asked the Board if there were any questions, to which there were none.

B.2 OFY-SG A-G Completion Improvement Grant Plan ("A-GCIGP") Spending Plan Update

Ms. Acosta-Alonzo presented the OFY-SG A-G Completion Improvement Grant Plan ("A-GCIGP") Spending Plan Update. The A-GCIGP funds were apportioned to Local Educational Agencies ("LEAs") for the purpose of providing additional supports to help increase the number of California high school pupils, particularly unduplicated pupils, who graduate from high school with A-G eligibility requirements completed for admission to the Cal State and/or UC systems. These funds were available for expenditure through the 2025-2026 Fiscal Year, and included A-G Access Grant funds or A-G Success Grant funds, and A-G Learning Loss Mitigation Grant funds. Eligible LEAs receive funding for either the A-G Access Grant or the A-G Success Grant depending on the LEA's 2020-2021 A-G Completion rate. In alignment with the allowable uses outlined by the California Department of Education ("CDE"), OFY-SG proposed to allocate the A-GCIGP funds as follows: \$139,000 toward Career and Technical Education ("CTE") Course Offering; \$19,298 toward Staff Professional Development, including Awareness for A-G and Building their Content Area Knowledge; \$20,000 toward Accelerated Placement course training towards course offering and implementation; and \$12,000 toward the California Colleges Guidance Initiative (Comprehensive Advising Plans). Ms. Acosta-Alonzo shared that OFY-SG partnered with the San Gabriel Regional Occupation Program ("ROP") to provide a business course as well as a healthcare industry course. These courses aimed to help students learn how to build their own business and provide information about the different areas within the healthcare industry. The fiscal impact was a total allocation of \$180,298. Ms. Acosta-Alonzo asked the Board if there were any questions, to which there were none.

B.3 OFY-SG Financial Update

Mr. Salazar presented the OFY-SG Financial Update. The financial update was based on the January 2025 close, which was comprised of actuals from July through January plus the budget for February through June, and includes the Senate Bill ("SB740") 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 492.38. Based upon the P2 ADA, the total revenue was \$8,229,843. Certificated Salaries and Benefits were \$3,805,459, or 46.24% of revenue. Instruction and Related Services, including Certificated Salaries and Benefits were \$6,882,458, or 83.63% of revenue. For the non-instructional expenses, Operations and Facilities was \$374,913 and Administration and Other Activities was \$517,845. There was a projected Generally Accepted Accounting Principles

("GAAP") excess revenue, which is the School's total revenue minus its total expenses, which was \$454,627 or 5.52% excess revenue percentage for the year. The School has met and exceeded its Certificated spending benchmark by \$492,947. The School has met and exceeded its total Instructional spending benchmark by \$332,466. The projected excess revenue remained at \$454,627 or 5.52% excess revenue percentage for the year. 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 rolled up into the SB740 report. Mr. Salazar indicated that total revenue was the same at \$8,229,843, total payroll, including Certificated and Non-Certificated, and related benefits, was at \$3,990,141 or 48.48% of revenue, and total expenses were \$7,775,216. Mr. Salazar reviewed the variance analysis report for the School. The variance analysis establishes a baseline of variance based on 1% of the year-to-date expenditures, calculated as of the most recent monthly close. For this report, the variance threshold of 1% of Year-to-Date expenditures was \$49,644. 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 line item was overbudget due to the Quarter 1 salaries being underbudgeted. The salaries were reforecasted in October 2024, and Mr. Salazar noted the School was working to come in line with budget for rest of the year. For Consulting, the CTE and Grant Services line item came in over budget due to an invoice that was received in August but budgeted and planned for later in the school year. For Tax Expenses, the Property Taxes line item was underbudget due to a property tax refund which was a savings for the School. For Materials, the Tech Materials line item was underbudget due to less spending than anticipated which was a savings for the School. Mr. Salazar also reviewed the balance sheet, which is a snapshot of the School's assets and liabilities from inception to date. As of January 2025, total assets were \$10,111,931; total liabilities were \$5,006,856; and total net assets were \$5,105,066. Mr. Salazar proceeded to review the cash forecast. As of January 31, 2025, OFY-SG had \$2,628,558 cash in bank. Based on current projections, the School was projected to have \$2,237,511 cash in bank as of June 30, 2025 and \$2,532,903 cash in bank as of December 31, 2025. Mr. Salazar asked the Board if there were any questions, to which there were none.

B.4 OFY-SG Second Interim Report

Mr. Salazar presented on the OFY-SG First Interim Report. According to the CDE's Interim Status page, which outlines the status of certifications of Interim Financial Reports for School Districts and County Offices of Education, LEAs are required to file two (2) reports during a fiscal year (interim reports) on the status of the LEA's financial health. The First Interim Report was due December 15 for the period ending October 31. The Second Interim Report was due March 17 for the period ending January 31. County Superintendents are to report to the Superintendent of Public Instruction and the State Controller the certification for all districts in their county within seventy-five (75) days after the close of the reporting period. The interim reports must include a certification of whether or not the LEA was able to meet its financial obligations. The certifications are classified as positive, qualified, or negative. In addition, the Superintendent of Public Instruction may reclassify the certification of any county office of education or reclassify a certification based on an appeal of a school district in accordance with the above standards. As part of OFY-SG's Fiscal Policies and Procedures, as previously approved by the Board, the Second Interim Report was included in the Reporting Requirements in Section 2, Accounting Procedures. Accounting procedures conform to Generally Accepted Accounting Principles ("GAAP") to ensure accuracy of information and compliance with external standards.

Mr. Salazar reviewed the items included in the Second Interim Report, such as the Principal's certification, which is where Principal Jodi Moreno certified that the School has a positive cash balance and is able to meet its financial obligations in the current fiscal year as well as the two (2) subsequent fiscal years. The report also included the ADA Projections, the Unrestricted and Restricted Multi-Year Projections, the

Summary of the Multi-Year Projections, the Debt Summary, and the Cashflow Forecast for the School. Mr. Salazar asked the Board if there were any questions, to which there were none.

C. Action Item(s)

C.1 OFY-SG A-G Completion Improvement Grant Plan (“A-GCIGP”) Updated Spending Plan

Ms. Acosta-Alonzo presented on the OFY-SG A-G Completion Improvement Grant Plan (“A-GCIGP”) Updated Spending Plan. The Board was asked to review and consider approval of the OFY-SG A-G Completion Improvement Grant Plan (“A-GCIGP”) Updated Spending Plan. The A-GCIGP funds were apportioned to LEAs for the purpose of providing additional supports to help increase the number of California high school pupils, particularly unduplicated pupils, who graduate from high school with A-G eligibility requirements completed for admission to the Cal State and/or UC systems. These funds were available for expenditure through the 2025-2026 Fiscal Year, and included A-G Access Grant funds or A-G Success Grant funds, and A-G Learning Loss Mitigation Grant funds. Eligible LEAs receive funding for either the A-G Access Grant or the A-G Success Grant depending on the LEA’s 2020-2021 A-G Completion rate. In alignment with the allowable uses outlined by the CDE, OFY-SG proposed to allocate the A-GCIGP funds as follows: \$139,000 toward CTE Course Offering; \$19,298 toward Staff Professional Development, including Awareness for A-G and Building their Content Area Knowledge; \$20,000 toward Accelerated Placement course training towards course offering and implementation; and, \$12,000 toward the California Colleges Guidance Initiative (Comprehensive Advising Plans). Ms. Acosta-Alonzo shared that OFY-SG partnered with the San Gabriel ROP to provide a business course as well as a healthcare industries course. These courses aimed to help students learn how to build their own business and provide information about the different areas within the healthcare industry. The fiscal impact was a total allocation of \$180,298. The Principal recommended the approval of this item. Ms. Acosta-Alonzo asked the Board if there were any questions, to which there were none.

Ms. Gothold moved to approve the OFY-SG A-G Completion Improvement Grant Plan (“A-GCIGP”) Updated Spending Plan. Ms. Gondo seconded. There was no further discussion from the Board. The motion passed unanimously by roll call vote.

C.2 OFY-SG Amended and Updated English Language Development (“ELD”) Master Plan

Ms. Moreno presented the OFY-SG Amended and Updated English Language Development (“ELD”) Master Plan. The Board was asked to review and consider approval of the OFY-SG Amended and Updated English Language Development (“ELD”) Master Plan. This revised plan outlined the instructional strategies, assessment protocols, and support services designed to ensure that English Learner (“EL”) students receive high-quality language development instruction aligned with state and federal requirements. The updates to the plan reflected current best practices, compliance with regulatory changes, and enhancements to EL student support programs. The approval of the Amended and Updated ELD Master Plan will allow the School to continue to foster an inclusive and effective learning environment for all EL students. The Amended and Updated ELD Master Plan was amended and updated in the following areas: Enrollment and Use of the Home Language Survey; Placement of Long-Term English Learners (“LTELs”); Curriculum for LTEL students; the Use of the Observation Protocol for Teachers of English Learners (“OPTEL”) process; the addition of the OPTEL form as an appendix item; and an updated reclassification process and pathways for dually identified students. There was no fiscal impact. Propel and the Principal recommended the approval of this item. Ms. Moreno asked the Board if there were any questions.

Ms. Gothold asked if many students fall into the EL or LTEL categories. Ms. Moreno indicated that the number of students fluctuates depending on enrollment. When reviewing data for LTEL students, she noted many students fell under that category.

Ms. Gothold moved to approve the OFY-SG Amended and Updated English Language Development (“ELD”) Master Plan. Ms. Gondo seconded. There was no further discussion from the Board. The motion passed unanimously by roll call vote.

C.3 OFY-SG Academic Calendar for Fiscal Year 2025-2026

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

Ms. Gothold moved to approve the OFY-SG Academic Calendar for Fiscal Year 2025-2026. Ms. Gondo seconded. There was no further discussion from the Board. The motion passed unanimously by roll call vote.

C.4 OFY-SG Student Medical Leave Policy

Ms. Frymark presented the OFY-SG Student Medical Leave Policy. The Board was asked to review and consider approval and/or ratification of the OFY-SG Student Medical Leave Policy. The Student Medical Leave Policy ensures that students with serious medical conditions receive appropriate support while managing their health. Students with a valid medical leave note may remain enrolled in school or choose to disenroll to focus on recovery. Those who stay enrolled must meet with the Student Study Team (“SST”) to assess their ability to maintain Satisfactory Educational Progress as required by the Master Agreement. If progress is feasible, support services shall be provided; otherwise, the student shall be placed on long-term medical leave with excused absences. Continued inadequate progress will trigger an SST review to identify and determine the viability of Independent Study. The policy included terms and definitions as they relate to the policy, the detailed procedures, and the additional considerations for Students with Disabilities. This policy was created and reviewed in collaboration with Legal Counsel and School Leadership. There was no fiscal impact. The Principal recommended the approval of this item. Ms. Frymark asked the Board if there were any questions, to which there were none.

Ms. Gothold moved to approve the OFY-SG Student Medical Leave Policy. Ms. Gondo 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. Gondo announced the reason for closed session. The Board recessed into closed session.

CLOSED SESSION

6. PUBLIC EMPLOYEE APPOINTMENT (Gov. Code section 54957(b)(1).)
Position(s): Superintendent

OPEN SESSION

The Board adjourned closed session and reconvened to open session.

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

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

8. Items for Information and/or Action

C.5 OFY-SG Superintendent Employment

Ms. Morgan presented on the OFY-SG Superintendent Employment. The Board was asked to review and consider approval of the employment of the selected candidate for the position of Superintendent of OFY-SG, Ileana Kiriakos, effective April 10, 2025, with an hourly rate of \$105.77 and the approved associated documents.

Ms. Gondo moved to approve the employment of the selected candidate for the position of Superintendent of OFY-SG, Ileana Kiriakos, effective April 10, 2025, with an hourly rate of \$105.77 and the approved associated documents. Ms. Gothold seconded. There was no further discussion from the Board. The motion passed unanimously by roll call vote.

9. Adjournment

There were no additional comments or questions prior to adjournment.

Ms. Gothold moved to adjourn. Ms. Gondo seconded. There was no further discussion from the Board. The motion passed unanimously by roll call vote. The meeting was adjourned at 11:14 A.M. (PT).



Ms. Lilit Varuzhanyan
Secretary, Options For Youth-San Gabriel, Inc.